A Message from the President

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

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

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

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

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

Regards,

Stephanie Shanblatt, Ph.D
President
Bucks County Community College offers a wide range of academic programs, cultural activities and services right in your neighborhood. Classes are held at our beautiful 200-acre campus along the Neshaminy Creek in Newtown, our Upper Bucks Campus along the East Branch of the Perkiomen Creek in Perkasie, and our Lower Bucks Campus adjacent to the Delhaas Woods in Bristol Township. In addition, Online learning allows you to take courses over the internet. Noncredit continuing education opportunities, including business and industry training, are available as well. With all these convenient and affordable options, it’s clear that Bucks is “where to learn, where to return.”

Newtown Campus
275 Swamp Road  Newtown, PA  215-968-8000
• More than 90 programs of study available, including two-year associate degrees and shorter-term certificates, plus continuing education and business and industry training
• Facilities include library, computer labs, science labs, teleconference center, art studios and workshops, TV studios, auditorium, Wellness Center, indoor pool and gymnasium
• Located adjacent to Tyler State Park, minutes from Interstate 95

Lower Bucks Campus
1304 Veterans Highway  Bristol, PA  267-685-4800
• Students can complete associate degree programs in Accounting, Accounting and Taxation, Business Administration, Communication Studies, Criminal Justice, Education and Liberal Arts-General Emphasis, plus certificate programs in Phlebotomy and Management, continuing education and business and industry training
• The environmentally friendly campus includes classrooms, laboratories, library, conference and meeting rooms
• Conveniently located on 14 acres near the Delhaas Woods on Veterans Highway, Route 413, near Interstate 95.

Upper Bucks Campus
One Hillendale Road  Perkasie, PA  215-258-7700
• Students can complete associate degree programs in Accounting, Business Administration, Communication Studies, Education, and Liberal Arts-General Emphasis, plus Practical Nursing, certificate program in Phlebotomy, continuing education and business and industry training
• Facilities include Fickes Art Center, Penn Color Library, a science lab, an allied health lab, and computer labs in two recently expanded state-of-the-art buildings.
• Located on 14 acres in East Rockhill Township, convenient to Quakertown and Doylestown

Online Learning
www.bucks.edu/online  215-968-8052
• More than 150 eLearning and hybrid credit courses offered each semester
• 14 degrees and 2 certificates are available
• Provides scheduling flexibility for the highly motivated learner (See page 138)

Off-Campus Locations
Pennswood Village
1382 Newtown-Langhorne Road  Newtown, PA 18940
Keystone Bridge Business Center
360 George Patterson Blvd  Bristol, PA 19007
Accreditations and Approvals
Bucks County Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Postsecondary Accreditation.

In addition, Bucks County Community College is an accredited institutional member of the National Association of Schools of Music (NASM) and of the National Association of Schools of Art and Design (NASAD). The Business Studies Department is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). The Paralegal area is approved by the American Bar Association (ABA), and the Section on Legal Education and Admission to the Bar. Associate Degree Nursing is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the Pennsylvania State Board of Nursing. The Practical Nursing Program is approved by the Commonwealth of Pennsylvania State Board of Nursing. In addition, the Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

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

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

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

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

Education at Bucks County Community College provides:
• quality instruction offered by a highly competent faculty;
• courses which develop students’ abilities to think and write critically and to compute with proficiency and confidence;
• facilities and resources that reflect the latest technology;
• a variety of educational offerings: credit and noncredit courses, workshops, lecture series, and special events;
• a program of assessment which places students in courses consistent with their abilities;
• student services, such as counseling, financial aid, and job placement, which help students reach personal goals;
• a community of students of diverse ages and experience;
• a center for community services and cultural activities;
• an environment which encourages lifelong intellectual development.

Our Core Values
We value:
• respect for the individual
• continuous learning, which fosters success in and out of the classroom
• excellence in teaching and the work we do
• innovation and creativity
• responsiveness and open-mindedness
• diversity and an understanding of world cultures
• collaboration with colleagues, business leaders, community members and other educators
• responsible stewardship of resources
• excellence in service to our students, the community and each other
• a culture that fosters continuous improvement.

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.

www.bucks.edu

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

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

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

About the College

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

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

Over the years the Newtown campus continued to grow. In 1968 the first major expansion included construction of Founders Hall, the Library (Pemberton Hall), the Gymnasium and pool, and the Student Union Building (Charles E. Rollins Center). Major renovations of the Student Services areas, including the Student Center, are underway at the time of catalog publication.

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

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

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

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

To better serve the needs of the entire county, the College opened a 55,000-square-foot Lower Bucks Campus in 2007, complete with science labs, classrooms, and meeting rooms. The new facility replaced the Bristol Center, which opened in 1989 in a nearby office park. Meanwhile, the Upper Bucks Campus in East Rockhill Township in Perkasie, launched in 1999, opened a 26,000 square-foot expansion in 2010. Both the Lower Bucks and Upper Bucks campuses are LEED-certified “green” buildings using geothermal heating systems and the latest in sustainable building and green technologies.
All associate degree majors are designed to reflect the faculty’s philosophy of curriculum as stated in “A Definition of an Educated Person.”

There are two types of associate degree majors: occupational and transfer. (see page 11)

The College catalog posted at www.bucks.edu is the official version and contains the most current catalog information.
All students, upon application for admission to the College, must indicate a major and their intention to seek or not to seek the associate degree. By written notification to the Admissions Office, students may, at any time, change their major or change their status from degree-seeking to non-degree-seeking or vice versa, recognizing that change may require taking more credits or spending more time to fulfill different requirements.

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Requirements</th>
<th>Reflection on Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award of Associate of Arts Degree or Associate of Applied Science</td>
<td>See Catalog section on Degree Requirements.</td>
<td>Occupational or Transfer major specified. Satisfaction of both degree and major requirements recorded.</td>
</tr>
<tr>
<td>Completion of Major Requirements only</td>
<td>Varies from major to major. See footnote under the major.</td>
<td>Major specified. Satisfaction of only major requirements recorded. No degree awarded.</td>
</tr>
<tr>
<td>Completion of one or more courses</td>
<td>Complete course requirements.</td>
<td>Major specified.</td>
</tr>
</tbody>
</table>

**Degree Requirements**

Students newly admitted to the College for classes beginning in a fall semester must meet the degree requirements for the associate degree that are effective for the academic year (beginning of fall semester through the end of summer sessions). These requirements also apply to all students who change their major after the start of the fall semester.

All students admitted before the fall semester have the option of completing the associate degree and major requirements that are effective for the new academic year.

Students who enter their major during the current academic year, and who do not change their major or elect to follow a subsequent catalog, have a maximum of 10 years to complete the degree requirements in effect for this academic year. Students who do not complete these requirements by August, 2022 must follow the degree requirements effective for the 2022 - 2023 academic year.*

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

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

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

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

**Revisions in Major**

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

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

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

**Deactivated Majors**

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

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

For a list of inactive majors, please visit [www.bucks.edu/catalog/majors/enrollment/inactivemajors/](http://www.bucks.edu/catalog/majors/enrollment/inactivemajors/)

For a list of obsolete majors, please visit [www.bucks.edu/catalog/majors/enrollment/obsoletemajors/](http://www.bucks.edu/catalog/majors/enrollment/obsoletemajors/)
Earning Credits
Credits may be earned by successfully completing a course, by demonstrating an acceptable level of proficiency via credit by examination where available, through credit for life learning experience, advanced placement, transfer of credits, or through other methods which might be developed by the College.

Earning the Associate Degree
The associate degree will be awarded to each student who has completed these requirements:

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

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

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

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

Category I: Essential Skills and Perspectives
College Writing Level I . . . 3 credits
Cultural Perspectives . . . . 3 credits
Social Perspectives . . . . . . 3 credits
College Level Mathematics or Science . 3 credits
Personal Health . . . . . . . 2 credits
Creative Expression . . . . 2 credits

Category II: Extended Skills and Perspectives
College Writing Level II 3 credits
Integration of Knowledge 3 credits
Total 22 credits

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

Category III: Specialized Skills

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

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

Students Not Seeking the Associate of Arts Degree
Students who enroll in a major in order to receive preparation for upper division work for the baccalaureate degree are encouraged to check with the appropriate transfer institution to determine course transferability.

For students who want to enroll in a major only to take specific courses, the degree requirements and the major requirements do not have to be met. In this instance, only a list of courses, grades, and credits will appear on the transcript.
Certificate Programs
A certificate of completion is awarded to students who successfully complete a prescribed certificate program. Credits earned in a certificate program may be applied toward an associate of arts degree.

The following procedures govern enrollment and completion of certificate programs:

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

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

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

• At least 50% of the credits required for the certificate must be completed in graded courses at Bucks County Community College.

• Upon completion of the prescribed course of study, the student must formally apply, via the Office of Admissions, for the awarding of the Certificate of Completion.

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

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

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

Financial Aid Applicants or Recipients
Students not seeking the Associate of Arts degree are not eligible to receive some types of financial aid. All federal and state programs require that students be enrolled on a degree-seeking basis.

Courses Approved for Inclusion within the Subcategories of the Core Curriculum
Each major contains a core set of educational experiences which have been constructed from the following lists of courses which meet the criteria for each of the categories (and subcategories) of the associate degree curriculum. Students should consult their major for specific course requirements within each subcategory. When so indicated by the major, students may choose courses from the appropriate subcategory listing. Certain courses may be chosen only by students enrolled in an occupational major. These courses are designated “occupational majors only.”
### Category I: Essential Skills and Perspectives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI110</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>WMST110</td>
<td>Introduction to Women's Studies</td>
</tr>
</tbody>
</table>

### College Level

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>BIOL101</td>
<td>Biological Science I</td>
</tr>
<tr>
<td>BIOT105</td>
<td>Introduction to Biotechnology</td>
</tr>
<tr>
<td>CHEM101</td>
<td>Chemistry A</td>
</tr>
<tr>
<td>CHEM102</td>
<td>Chemistry B</td>
</tr>
<tr>
<td>MATH101</td>
<td>Math Concepts I</td>
</tr>
<tr>
<td>MATH102</td>
<td>Math Concepts II</td>
</tr>
<tr>
<td>MATH110</td>
<td>Math for Technology I (Occupational majors only)</td>
</tr>
<tr>
<td>MATH115</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>MATH117</td>
<td>Finite Mathematics for Business</td>
</tr>
<tr>
<td>MATH120</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH122</td>
<td>Trigonometry and Analytic Geometry</td>
</tr>
<tr>
<td>MATH125</td>
<td>PreCalculus</td>
</tr>
<tr>
<td>MATH140</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Mathematics (Occupational majors only)</td>
</tr>
<tr>
<td>SCIE101</td>
<td>Physical Science</td>
</tr>
<tr>
<td>SCIE102</td>
<td>Astronomy</td>
</tr>
<tr>
<td>SCIE103</td>
<td>Physical Geology</td>
</tr>
<tr>
<td>SCIE108</td>
<td>Discoveries in Chemistry</td>
</tr>
</tbody>
</table>

### Personal Health

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>COMM105</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>HLTH103</td>
<td>Life and Health</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Responding to Emergencies</td>
</tr>
<tr>
<td>HLTH120</td>
<td>Nutrition</td>
</tr>
<tr>
<td>HLTH130</td>
<td>Principles and Application of Diet and Fitness</td>
</tr>
<tr>
<td>HLTH200</td>
<td>Introduction to Women’s Health Issues</td>
</tr>
<tr>
<td>PHED106</td>
<td>Art of Personal Defense</td>
</tr>
<tr>
<td>PHED110</td>
<td>Tennis</td>
</tr>
<tr>
<td>PHED116</td>
<td>Competitive Activities</td>
</tr>
<tr>
<td>PHED118</td>
<td>Tennis and Competitive Activities</td>
</tr>
<tr>
<td>PHED120</td>
<td>Horsemanship</td>
</tr>
<tr>
<td>PHED122</td>
<td>Skating</td>
</tr>
<tr>
<td>PHED124</td>
<td>Badminton and Volleyball</td>
</tr>
<tr>
<td>PHED129</td>
<td>Tai Chi Chuan</td>
</tr>
<tr>
<td>PHED130</td>
<td>Yoga</td>
</tr>
<tr>
<td>PHED133</td>
<td>Archery</td>
</tr>
<tr>
<td>PHED134</td>
<td>Aerobics</td>
</tr>
<tr>
<td>PHED135</td>
<td>Walk-Jog-Run</td>
</tr>
<tr>
<td>PHED141</td>
<td>Golf</td>
</tr>
<tr>
<td>PHED142</td>
<td>Fencing</td>
</tr>
<tr>
<td>PHED145</td>
<td>Bowling and Golf</td>
</tr>
<tr>
<td>PHED150</td>
<td>Beginning Aquatics</td>
</tr>
<tr>
<td>PHED154</td>
<td>Swim for Fitness</td>
</tr>
<tr>
<td>PHED155</td>
<td>Lifeguarding</td>
</tr>
<tr>
<td>PHED156</td>
<td>Water Safety Instructor</td>
</tr>
<tr>
<td>PHED170</td>
<td>Individual Fitness and Wellness</td>
</tr>
<tr>
<td>PHED172</td>
<td>Gymnastics</td>
</tr>
<tr>
<td>PHED175</td>
<td>Dance: Square and Folk</td>
</tr>
<tr>
<td>PHED176</td>
<td>Basketball and Softball</td>
</tr>
<tr>
<td>PHED177</td>
<td>Soccer and Wrestling</td>
</tr>
<tr>
<td>PHED178</td>
<td>Basketball and Baseball</td>
</tr>
<tr>
<td>PHED179</td>
<td>Field Hockey and Soccer</td>
</tr>
<tr>
<td>PHED188</td>
<td>Net Games: Tennis and Badminton</td>
</tr>
<tr>
<td>PHED189</td>
<td>Individual Sports: Bowling and Volleying</td>
</tr>
<tr>
<td>PHED191</td>
<td>Outdoor Recreation</td>
</tr>
<tr>
<td>PSYC100</td>
<td>Psychology of Personal Awareness</td>
</tr>
<tr>
<td>PSYC120</td>
<td>Human Sexuality</td>
</tr>
<tr>
<td>PSYC125</td>
<td>Stress Management</td>
</tr>
</tbody>
</table>

### Creative Expression

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC1145</td>
<td>Film Production I</td>
</tr>
<tr>
<td>VAF100</td>
<td>Drawing Fundamentals</td>
</tr>
<tr>
<td>VAF111</td>
<td>Drawing Basics</td>
</tr>
<tr>
<td>VAF141</td>
<td>Introduction to Sculpture</td>
</tr>
<tr>
<td>VAF151</td>
<td>Basic Photography</td>
</tr>
<tr>
<td>VAF160</td>
<td>Introduction to Printmaking</td>
</tr>
<tr>
<td>VAF161</td>
<td>Printmaking/Silkscreen</td>
</tr>
<tr>
<td>VAF181</td>
<td>Ceramics I</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
</tr>
<tr>
<td>COMM230</td>
<td>Oral Interpretation</td>
</tr>
<tr>
<td>COMP115</td>
<td>Creative Writing I</td>
</tr>
<tr>
<td>COMP116</td>
<td>Creative Writing II</td>
</tr>
<tr>
<td>COMP117</td>
<td>Introduction to Acting</td>
</tr>
</tbody>
</table>

### MUSC124   | Electronic Music Synthesis |
| PHED126     | Modern Dance |

### Category II: Extended Skills and Perspectives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
</tr>
<tr>
<td>COMP114</td>
<td>Technical Writing (Occupational majors only)</td>
</tr>
</tbody>
</table>

### Writing Intensive Course

Each major will include at least one three-credit course (other than English Composition) in which the student produces written work totaling at least 2,500 words, and in which at least fifty percent of the final grade is based upon the written work.

### INTG285: Integration of Knowledge

Current themes include, but may not be limited to:
- Affluence
- The Art of Science & Nature
- Capital Punishment
- Creativity
- Evolution & Creation
- Food: Good, Food
- Genocide
- Guilt & Innocence
- Influence & Affluence
- Intelligence
- Metaparadigms
- Race & Racism
- Sex, Identity, and the Human Experience
- Spirituality & Emotion
- Technology Evolution
- Warfare
- Work and Leisure

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

### Category III: Specialized Skills & Perspectives

- Critical Thinking/Problem Solving
- Information Literacy
- International, gender, and/or minority perspectives
- Collaboration
- Oral presentation
- Responsible citizenship

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

The specific way that these experiences are included is documented in the Major Master Plan, which communicates the overall design and objectives of the program to the public, the students, and the College community. The Major Master Plan is on file in the Academic Department Offices and in the Office of the Provost and Dean of Academic Affairs.

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

### Pre-College Level Courses

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

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

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

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

The PASS Office is located in the Charles E. Rollins Center, Room 51. All students enrolled in occupational majors are encouraged to visit the Office, call 215-968-8140, or go to www.bucks.edu/pass/.

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

Students receive three credits for Cooperative Education. These credits usually qualify for Veteran Education Benefits.

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

Academic departments attempt to provide opportunities to qualified students interested in careers related to accounting, chemistry, computers, criminal justice, fine woodworking, graphic design, hotel/motel/restaurant management, journalism, media arts, management, marketing/retailing, office administration, paralegal, sport management and women’s studies.

Cooperative Education courses have varied prerequisites. Interested students may obtain an application to register for Cooperative Education and a fact sheet for their subject area from the appropriate department office.

Cooperative Education is offered as part of the following occupational majors:
- Accounting
- Applied Photography
- Bookkeeping
- Cinema Video Production
- Communication: Cinema/Video
- Computer Science
- Criminal Justice
- Environmental Science
- Fine Woodworking
- Graphic Design
- Hospitality and Tourism Management
- Journalism
- Management
- Marketing
- Office Administration
- Paralegal
- Sport Management
- Women’s Studies
Majors and Certificate Programs

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

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

Occupational majors

Occupational programs are designed primarily to prepare graduates for entry-level employment in positions which require both theoretical knowledge and practical skills. Bucks offers occupational programs in fields as varied as accounting, nursing, chef apprenticeship, networking technology, paralegal, medical assistant, microcomputer applications, and graphic design.

Although occupational programs are designed for students seeking employment immediately after completion, many of the courses in these programs will transfer to baccalaureate and universities. Transfer of these courses is made easier because of the College’s accreditation by Middle States Association of Colleges and Schools, the Business Studies Department’s accreditation by the Association of Collegiate Business School and Programs (ACBSP), the Art Department’s accreditation by the National Association of Schools of Art and Design (NASAD) and the National Association of Schools of Music (NASM), and the Associate Degree Nursing Program’s accreditation by the National League for Nursing Accrediting Commission (NLNAC). Consult with Transfer Services for the transferability of courses.

All occupational programs are guided by advisory committees. Practitioners in the various fields meet with College faculty to discuss the skills and abilities needed for the job market. These advisory committees and the ongoing evaluation they provide ensure that the College’s occupational programs are relevant and up to date.

Occupational degree programs require four or more semesters of full-time study for completion and include courses that provide both concentrated study in a particular field and general education designed to broaden a student’s knowledge and skills beyond the area of concentration. Occupational certificate programs usually require two or more semesters for completion, and all the required courses focus on occupational skills.

Transfer majors

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

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

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

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

Certificate programs

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

A Touchstone for the Curriculum at Bucks County Community College

A Definition of an Educated Person

A Statement from the Faculty:

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

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

Majors
Degrees and Certificates: Alphabetical Listing

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

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

“Bucks provided everything I could have wanted for my first two years of college. The experience set me in the right direction, and has helped me tremendously in various roles as a faculty member, associate dean, and now CEO.”
### Degrees and Certificates: Listing by Department

#### Arts

**Associate Degree Programs**

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

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

#### Business Studies

**Associate Degree Programs**

**Transfer**
- 1009 Business Administration

**Occupational**
- 2016 Accounting
- 2056 Chef Apprenticeship: Foods emphasis
- 2098 Chef Apprenticeship: Pastry emphasis
- 2191 Health Information Technology
- 2022 Hospitality Tourism Management
- 2101 Food Service Management
- 2015 Management/Marketing
- 2131 Medical Assistant
- 2068 Occupational Studies
- 2130 Office Administration
- 2128 Paralegal Studies
- 2017 Retail Management
- 2054 Small Business Management
- 2171 Travel and Event Planning

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

#### Health, Physical Education & Nursing

**Associate Degree Programs**

**Transfer**
- 1031 Health/Physical Education
- 1154 Sports Management

**Occupational**
- 2035 Nursing

**Certificate Programs**
- 3190 Recreational Leadership

#### Language & Literature

**Associate Degree Programs**

**Transfer**
- 1045 Journalism
- 1002 Liberal Arts: General
- 1160 Liberal Arts: Women’s Studies

#### Mathematics, Science & Technology

**Associate Degree Programs**

**Transfer**
- 1003 Biology
- 1004 Chemistry
- 1103 Computer Science
- 1028 Engineering
- 1188 Environmental Science
- 1102 Information Science and Technology
- 1006 Mathematics
- 1105 Pre-Allied Health
- 1117 Science
- 1169 Secondary Education - Biology
- 1170 Secondary Education - Chemistry
- 1177 Secondary-Education - Mathematics
- 1146 Individual Transfer Studies

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

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

#### Social & Behavioral Sciences

**Associate Degree Programs**

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

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

**Certificate Programs**
- 3127 Historic Preservation

#### Special Non-Degree Programs

**0099 High School Enrichment Program**

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

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

Program of study requirements and other catalog contents are subject to change. Please visit [www.bucks.edu](http://www.bucks.edu) for current requirements.
Accounting

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 institution and differ from school to school. Students should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

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

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

Graduates of this program are able to:
• complete the accounting cycle;
• prepare GAAP based financial statements;
• apply financial accounting pronouncements to financial reporting and disclosure;
• research and analyze tax law; and
• apply managerial accounting concepts.

Degree Course Requirements

ACCT105 Financial Accounting 4
ACCT106 Managerial Accounting 4
ACCT130 Accounting Applications for the Computer 3
ACCT130 Accounting Applications for the Computer 3
ACCT200 Intermediate Accounting I 3
ACCT201 Intermediate Accounting II 3
ACCT210 Cost Accounting 4
ACCT220 Federal and State Taxes I 3
ACCT221 Federal and State Taxes II 3
ACCT280 Cooperative Education 3
COMI110 Effective Speaking 3
CISC110 Introduction to Information Systems 3
ACCT210 Intermediate Accounting I 3
MGMT100 Introduction to Business 3
MGMT130 Business Law
or
MKTG100 Principles of Marketing 3
College level Writing 3
Cultural Perspectives 3
College level Mathematics 3
INTG285 Integration of Knowledge 3
Personal Health 3
Accounting Electives 3

Recommended Semester Sequence

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

First Semester
ACCT105 Financial Accounting 4
MGMT100 Introduction to Business 3
College level Writing 3
College level Mathematics 3
Cultural Perspectives 3

Second Semester
ACCT106 Managerial Accounting 4
CISC110 Introduction to Information Systems 3
MGMT130 Business Law
or
MKTG100 Principles of Marketing 3
COMM110 Effective Speaking 3
College level Writing 3

Third Semester
ACCT130 Accounting Applications for the Computer 3
ACCT200 Intermediate Accounting I 3
ACCT240 Federal and State Taxes I 3
ACCT210 Intermediate Accounting II 3

Fourth Semester
ACCT201 Intermediate Accounting II 3
ACCT241 Federal and State Taxes II 3
ACCT280 Cooperative Education-Accounting 3
INTG285 Integration of Knowledge 3
Accounting Electives 3

Recommended Semester Sequence

First Semester
ACCT103 Introductory Accounting 3
ACCT105 Financial Accounting 4
ACCT106 Managerial Accounting 4
ACCT130 Accounting Applications for the Computer 3
ACCT240 Federal and State Taxes I 3
ACCT241 Federal and State Taxes II 3
ACCT200 Intermediate Accounting I 3
ACCT201 Intermediate Accounting II 3
ACCT230 Auditing 3
OADM110 Business Communication 3
MGMT120 Business Mathematics 3

Second Semester
ACCT105 Financial Accounting 4
MGMT120 Business Mathematics 3

A Placement testing required.
B All academically qualified students must enroll in CEPR110.
C Any of the following may be chosen: HLTH103, HLTH120, PSYC100, PSYC125.
D Any INTG course may be chosen.
E Select any one of the following (with proper prerequisites): ACCT110, ACCT120, ACCT220, ACCT250.
F Course requires prerequisite.
G Satisfies College Writing requirement. Select any two of the following (with proper prerequisites): OADM110, COMP110, COMP111.
H Satisfies Creative Expression.
I Satisfies Social Perspectives. See list in catalog.
J Satisfies Cultural Perspectives. See list in catalog.
K Satisfies College Level Mathematics or Science. Any of the following may be chosen (with proper prerequisites): MGMT120, MATH110, MATH115, MATH117, MATH120, MATH122, MATH125, MATH140.
L Satisfies Writing Intensive requirement.

Students who do not seek the Associate of Arts Degree may earn the certificate. Graduates of this program are able to
• complete the accounting cycle;
• prepare GAAP based financial statements;
• use software to perform accounting functions and analyze financial statements;
• prepare audit working papers; and
• research and analyze tax problems and prepare tax returns.

Certificate Requirements

ACCT103 Introductory Accounting 3
ACCT105 Financial Accounting 4
ACCT106 Managerial Accounting 4
ACCT130 Accounting Applications for the Computer 3
ACCT240 Federal and State Taxes I 3
ACCT241 Federal and State Taxes II 3
ACCT200 Intermediate Accounting I 3
ACCT201 Intermediate Accounting II 3
ACCT230 Auditing 3
OADM110 Business Communication 3
MGMT120 Business Mathematics 3

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

Please visit www.bucks.edu for current requirements.
This program is designed to prepare students to seek employment as technicians in the fields of instrumenta-
tion, electronics, communications, nanotechnology, and
and mechanical systems in the various engineering technology
field. It allows students to build a sequence of laboratory
based courses to satisfy specific skills needed for immediate
employment.

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

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

technology problems.

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

The nanotechnology program will include 18 directed elec-
tives, which will be at Penn State for the capstone semes-
ter. 68 credits total for the nanotechnology AAS concen-
tration which includes the 18 credit capstone semester at
Penn State. Fifty three credits will be taken at BCCC.

Degree Course Requirements

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Recommended Semester Sequence

First Semester

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Second Semester

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Third Semester

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Fourth Semester

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<tr>
<td>CISC115</td>
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</table>

A Placement testing required.
B Course requires prerequisite.
C Consult the list of courses approved for this subcategory. Any course may be chosen.
D Any INTG course may be chosen.
E Electives must be approved by the STEM Department
F Satisfies College Writing Level I
G Satisfies College Writing Level II
H Satisfies Creative Expression.
I Satisfies Social Perspectives.
J Satisfies College Level Mathematics or Science.
K Satisfies Writing Intensive requirement.

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

TRANSFER MAJOR
Curriculum Code No. 1003

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

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

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

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

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

Degree Course Requirements

Biol121 Biological Principles I 4
Biol122 Biological Principles II E 4
Biol220 Principles of Ecology E 4
Biol228 Microbiology E 4
Chem121 Chemistry I A,E 4
Chem122 Chemistry II E 4
Chem221 Organic Chemistry I E 5
Chem222 Organic Chemistry II E 5
Comp110 English Composition I A,E,1 3
Comp111 English Composition II A,E 3
MATH122 Trigonometry and Analytic Geometry A,E,2,3 3
MATH125 Pre-Calculus C,E 4
Comp110 Effective Speaking A 3
Comp110 Cultural Perspectives D 3
INTG285 Integration of Knowledge E 3

Social Perspectives D 3

Recommended Semester Sequence

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

First Semester

Biol121 Biological Principles I E 4
Chem121 Chemistry I D,E 4
Comp110 English Composition I A,E,1 3
MATH122 Trigonometry and Analytic Geometry A,E,2,3 3

Second Semester

Chem221 Chemistry II E 4
Comp111 English Composition II D 3
Biol122 Biological Principles II E 4
Comp110 Cultural Perspectives D 3

Personal Health D 2

Third Semester

Chem221 Organic Chemistry I E 5
Math125 Precalculus C,E 4
Biol228 Microbiology E 4

Biotechnology: Cell and Tissue Culture

CERTIFICATE PROGRAM
Curriculum Code No. 3186

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

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

Graduates of this program are able to
• perform basic lab procedures common to biotechnology laboratories
• operate and maintain standard laboratory equipment
• aseptically culture and maintain cell cultures
• operate and maintain specialized cell culture equipment

Certificate Course Requirements

Chem121 Chemistry I 4
BiOT125 Biotechnology Methods and Techniques 4
BiOL221 Biomanufacturing 4
BiOT205 Cell and Tissue Culture 4

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

Bookkeeping

CERTIFICATE MAJOR
Curriculum Code No. 3145

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

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

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

Graduates of this program are able to
• prepare formal accounting entries and postings in an entity’s books and records;
• utilize accounting software that is typically found in an organization;
• prepare and modify spreadsheets to complete

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

Please visit www.bucks.edu for current requirements.
the accounting cycle; and
• demonstrate an understanding of business communication skills.

Certificate Requirements
ACCT103 Introductory Accounting 3
ACCT105 Principles of Accounting I 4
ACCT120 Payroll Records and Accounting 3
ACCT130 Accounting Applications for the Computer 3
ACCT280 Cooperative Education - Accounting 3
CISC110 Introduction to Information Systems 3
MGMT120 Business Mathematics 3
OADM105 Administrative Office Procedures 3
OADM110 Business Communication 3
COMM110 Effective Speaking 3
or
PSYC125 Stress Management 3

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

Placement Testing Required

Business Administration
TRANSFER MAJOR
Curriculum Code No. 1009

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

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

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

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

Degree Course Requirements
ACCT105 Financial Accounting 4
ACCT106 Managerial Accounting 4
COMPI10 English Composition I 3
COMPI11 English Composition II 3
COMM110 Effective Speaking 3
CISC110 Introduction to Information Systems 3
ECON111 Principles of Economics: Macro 3
ECON112 Principles of Economics: Micro 3
MGMT100 Introduction to Business 3
MGMT130 Business Law 3
or
MGMT180 Legal Environment of Business 3
MGMT230 Principles of Management 3
MKTG100 Principles of Marketing 3
MATH115 Elementary Statistics 3
MATH118 Business Calculus 3
or
MATH140 Calculus I 4
Cultural Perspectives 3
Personal Health 3
Elective 6
INTG285 Integration of Knowledge 3

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Any of the following may be chosen: HLTH103, HLTH120, PSYC100, PSYC125.
D Any INTG course may be chosen.
E Pre-college level courses do not meet this requirement.
F Course requires prerequisite.
G Satisfies College Writing Level I.
H Satisfies College Writing Level II.
I Satisfies Creative Expression.
J Satisfies Social Perspectives.
K Satisfies Writing Intensive requirement.

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

Placement Testing Required

Bachelor of Science in Business Administration

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

Upon successful completion of the major requirements, apprentices will be awarded an Associate of Arts Degree from the College and Journeymen Cooks.

Recommended Semester Sequence

The recommended course sequence is designed for full time students who average 13 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester
ACCT105 Financial Accounting 4
MGMT100 Introduction to Business 3
COMPI10 English Composition I 3
MATH115 Elementary Statistics 3
CISC110 Introduction to Information Systems 3

Second Semester
ACCT106 Managerial Accounting 4
MGMT110 Principles of Marketing 3
COMPI11 English Composition II 3
MATH118 Business Calculus 3
or
MATH140 Calculus I 3
Elective 3

Third Semester
MGMT130 Business Law 3
or
MGMT180 Legal Environment of Business 3
ECON111 Principles of Economics: Macro 3
COMM110 Effective Speaking 3
MGMT230 Principles of Management 3
Cultural Perspectives 3

Fourth Semester
ECON112 Principles of Economics: Micro 3
Personal Health 3
Elective 3
Integration of Knowledge 3

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Any of the following may be chosen: HLTH103, HLTH120, PSYC100, PSYC125.
D Any INTG course may be chosen.
E Pre-college level courses do not meet this requirement.
F Course requires prerequisite.
G Satisfies College Writing Level I.
H Satisfies College Writing Level II.
I Satisfies Creative Expression.
J Satisfies Social Perspectives.
K Satisfies Writing Intensive requirement.

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

“Placement Testing Required” means that the student must place into the course through the college’s placement test or take the course at the college. If a course requires a prerequisite, the student must have completed the prerequisite course at the college. If a course requires a placement test, the student must place into the course through the college’s placement test.

Program of study requirements and other catalog contents are subject to change.
Please visit www.bucks.edu for current requirements.
papers from the United States Department of Labor. Major requirements include 6,000 hours of supervised and documented on-the-job training and educational courses that support and enhance the work experience. The College offers this major in conjunction with the Department of Labor, Bureau of Apprenticeship Training and participating food service employers. This major has been registered with and approved by the United States Department of Labor, Bureau of Apprenticeship and Training.

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

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

### Chef Apprenticeship: Foods Emphasis

**CURRICULUM CODE NO. 2056**

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<thead>
<tr>
<th>Degree Course Requirements</th>
<th>Credits</th>
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<tr>
<td>COMP110 English Composition</td>
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<td>HIST152 U.S. History: Modern America</td>
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<tr>
<td>HRIM100 Introduction to Tourism and Hospitality</td>
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<tr>
<td>HRIM105 Safety and Sanitation</td>
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<tr>
<td>HRIM120 Basic Food Preparation and Management</td>
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<td>HRIM121 Advanced Food Preparation and Management</td>
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<tr>
<td>HRIM130 Baking and Decorating — Techniques and Procedures</td>
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<td>HRIM131 Buffet Planning and Preparation/Basic</td>
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<td>HRIM132 Buffet Planning and Preparation/Advanced</td>
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<td>HRIM140 Culinary Arts Practicum</td>
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<td>HRIM142 Culinary Arts Practicum</td>
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<td>HRIM202 Food Purchasing/Techniques and Procedures</td>
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<td>HRIM203 Menu Planning/Costing/Design</td>
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<td>INTG285 Integration of Knowledge</td>
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**Recommended Semester Sequence**

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<td>Sixth</td>
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<tr>
<td>Sixth</td>
<td>INTG285</td>
<td>Integration of Knowledge</td>
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</tbody>
</table>

A Placement testing required.
B Course requires prerequisite.
1 Satisfies College Writing requirement.
2 Satisfies Creative Expression.
3 Satisfies Personal Health.
4 Satisfies Cultural Perspectives.
5 Satisfies Social Perspectives.
6 Satisfies College level Mathematics or Science.
7 Satisfies Integration of Knowledge requirement for this program only.
8 Satisfies Writing Intensive requirement.

Students who do not seek the Associate of Arts Degree may earn the legend, “Major Requirements Satisfied”, on their transcript by successfully completing all the HRIM and MGMT courses listed. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

### Chef Apprenticeship: Pastry Emphasis

**CURRICULUM CODE NO. 2098**

<table>
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<td>HIST152 U.S. History: Modern America</td>
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<td>HRIM100 Introduction to Tourism and Hospitality</td>
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<td>HRIM105 Safety and Sanitation Certification Course</td>
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Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
## Recommended Semester Sequence

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

### First Semester
- HRIM100 Introduction to Tourism and Hospitality 3
- HRIM140 Culinary Arts Practicum 2
- HRIM105 Safety and Sanitation Certification Course 3

### Second Semester
- HRIM120 Basic Food Preparation and Management 3
- HRIM130 Baking and Decorating — Techniques and Procedures 3
- HRIM141 Culinary Arts Practicum 3

### Summer Session
- COMP110 English Composition I 3
- MGMT100 Introduction to Business 3

### Third Semester
- HRIM121 Advanced Food Preparation & Management 3
- HRIM142 Culinary Arts Practicum 2
- IND291 Independent Study I 1

### Fourth Semester
- HRIM143 Culinary Arts Practicum 2
- HRIM202 Food Purchasing/Techniques and Procedures 3
- MGMT120 Business Mathematics 3

### Summer Session
- COMM110 Effective Speaking 3
- HIST115 U.S. History: Modern America 3

### Fifth Semester
- HLTH120 Nutrition 3
- HRIM144 Culinary Arts Practicum 2
- HRIM203 Menu Planning/Costing/Design 3

### Sixth Semester
- HRIM145 Culinary Arts Practicum 2
- IND293 Independent Study III 3
- OADM110 Business Communication 3

### Degree Course Requirements

<table>
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<th>Course Code</th>
<th>Course Title</th>
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<td>INTG286</td>
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</table>

### Notes:
- Placement testing required.
- Course requires prerequisite.
- Satisfies College Writing requirement.
- Satisfies Creative Expression.
- Satisfies Personal Health.
- Satisfies Cultural Perspectives.
- Satisfies Social Perspectives.
- Satisfies College level Mathematics or Science.

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### Chemistry

**TRANSFER MAJOR**

Curriculum Code No. 1004

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

### Mathematics, Science & Technology Department

**Founders Hall • Phone 960-8305**

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

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

Graduates of this program are able to:
- demonstrate an understanding of chemical, physical and mathematical principles as pertaining to the study of matter;
- compute with proficiency as to be able to obtain numerical solutions to chemistry problems;
- analyze and make reasoned judgments dealing with chemistry problems;
- develop a chemical knowledge as to be able to relate its application to other disciplines, i.e. biology, environmental science, engineering, pharmacy, health sciences, etc.; and

- demonstrate proficiency in laboratory skills as they pertain to: chemical information, safe handling, use and disposal of compounds; synthetic procedures including isolation, purification and structure elucidation of obtained products; stoichiometry and use of instrumentation; and writing of laboratory notebooks and reports in accordance with current scientific journal styles.
Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester
- CHEM112  Chemistry I 4
- COMP110  English Composition I 3
- MATH140  Calculus I 4
- SART110  Personal Health 4

Second Semester
- CHEM211  Chemistry II 4
- COMP111  English Composition II 3
- MATH141  Calculus II 4
- COMM110  Effective Speaking 3

Third Semester
- CHEM221  Organic Chemistry I 5
- PHYS121  Physics I 4
- INTG285  Integration of Knowledge 3

Fourth Semester
- CHEM222  Organic Chemistry II 5
- PHYS122  Physics II 4
- CHEM Electives 7

Degree Course Requirements
- COMN105  Interpersonal Communications 3
- COMN111  Media and Society 4
- COMP110  English Composition I 4
- COMP111  English Composition II 3
- INTG285  Integration of Knowledge 3
- VACV130  Media Scriptwriting 3
- VACV135  Video Production I 3
- VACV137  Audio Production 3
- VACV140  Digital Editing 3
- VACV141  The Art of Independent Cinema 3

Cinema/Video Electives (Select at least 9 credits):
- MUSC124  Electronic Music Synthesis 2
- MUSC129  Digital Audio Technology 2
- VACV141  The Art of Independent Cinema 3
- VACV142  The Art of Theatrical Cinema 3
- VACV232  Cable TV Production I 3
- VACV235  Video Production II 3
- VACV242  Cable TV Production II 3
- VACV247  Film Production III 3
- VAC228  Multimedia Concepts 3
- VAMM210  Cooperative Education - Media 3
- VAF110  Digital Photography Fundamentals 3
- VAF210  Digital Photography 3
- VAGD102  Illustration: Drawing and Digital 3
- VAMM100  Digital Imaging 3
- VAMM130  3D Digital Modeling Concepts 3
- VAMM209  Multimedia Concepts I 3
- VAMM210  Multimedia Concepts II 3
- VAMM230  3D Digital Animation 3

Program of study requirements and other catalog contents are subject to change.
Please visit www.bucks.edu for current requirements.
Fourth Semester
INTG285 Integration of Knowledge X,Y 3
VAMM250 Digital Arts Portfolio Studio 3
VAFIA193 History of Modern Art 3
Electives (Select at least 15 credits): Cinema/Video Electives 15

A Placement testing required.
B Consult the list of courses approved for this subcategory.
C Any course may be chosen.
D Course requires prerequisite.
E Satisfies College Writing Level I.
F Satisfies College Writing Level II.
G Satisfies Creative Expression.
H Satisfies Writing Intensive requirement.
I Satisfies Personal Health.
J Satisfies Social Perspective.
K Satisfies Cultural Perspective.

Communication Studies
TRANSFER MAJOR
Curriculum Code: 1120

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

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

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

Communication Studies
TRANSFER MAJOR
Curriculum Code: 1120

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

Graduates of this program are able to
• demonstrate a basic knowledge of communication theory and awareness of the responsibilities associated with communication in a free society;
• evaluate various types of communication through the application of standardized criteria;
• analyze their own communication and the communication of others.

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

Degree Course Requirements
COMM105 Interpersonal Communication 3
COMM111 Effective Speaking 3
COMM240 Persuasive Communication 3
COMP110 English Composition I 3
COMP111 English Composition II 3
COMT101 Introduction to Theatre 3
MATH115 Elementary Statistics 3
SOCII10 Introduction to Sociology 3
INTG285 Integration of Knowledge X,Y,Z 3

A Placement testing required.
B Consult the list of courses approved for this subcategory.
C Any course may be chosen.
D Course requires prerequisite.
E Satisfies College Writing Level I.
F Satisfies College Writing Level II.
G Satisfies Creative Expression.
H Satisfies Writing Intensive requirement.
I Satisfies Personal Health.
J Satisfies Social Perspective.
K Satisfies Cultural Perspective.

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

First Semester
COMM105 Interpersonal Communication 3
COMM111 Effective Speaking 3
MATH115 Elementary Statistics 3
SOCII10 Introduction to Sociology 3

Second Semester
COMM111 Effective Speaking 3
COMM111 English Composition II 3
COMT101 Introduction to Theatre 3
Elective 3

Third Semester
COMM111 Media and Society 3
Elective 3

Fourth Semester
COMM240 Persuasive Communication 3
INTG285 Integration of Knowledge X,Y,Z 3

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

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

Computer Science
TRANSFER MAJOR
Curriculum Code No. 1103

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

Program Electives (Select at least 15 credits):
COMM230 Oral Interpretation 3
COMM103 Introduction to Acting 3
COMM106 Introduction to Improvisational Performance 3
COMM203 Acting II 3
COMM206 Improvisational Performance II 3
JOUR153 Advertising Copywriting 3
and universities.
Graduates of this program will be able to:
• demonstrate proficiency in mathematics at the calculus level
• demonstrate proficiency in Program Analysis, algorithm development, coding, testing, debugging and documentation; and
• demonstrate the ability to analyze a business problem and develop data management.

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CISC110</td>
<td>Intro to Information Systems</td>
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<tr>
<td>CISC113</td>
<td>Visual Basic Programming I</td>
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<tr>
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<td>CISC213</td>
<td>Computer Science III</td>
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<tr>
<td>CISC215</td>
<td>Database Design &amp; Application Development</td>
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<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
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<tr>
<td>COMP110</td>
<td>English Composition I</td>
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<tr>
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<td>Managing and Maintaining the PC</td>
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</table>

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 13 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will require some adjustments to the sequence recommended.

First Semester
CISC110    Intro to Information Systems 3
CISC113    Visual Basic Programming I 3
CISC115    Computer Science I 3
COMP110    English Composition I 3
MATH140    Calculus I 4
MATH141    Calculus II 4

Second Semester
CISC213    Computer Science III 4
CISC113    Visual Basic Programming I 3
COMP111    English Composition II 3
MATH140    Calculus I 4

Third Semester
CISC213    Computer Science III 4
CISC113    Visual Basic Programming I 3
CISC215    Database Design & Application Development 3
MATH121    Discrete Mathematics 3

Fourth Semester
CISC213    Computer Science III 4
CISC113    Visual Basic Programming I 3
COMP110    Effective Speaking 3
MATH121    Discrete Mathematics 3
INTG285    Integration of Knowledge 3

Certificate Course Requirements

CISC121    Intro to Information Systems 3
CISC122    Visual Basic Programming I 3
CISC123    Visual Basic Programming II 3
CISC214    Database Design & Application Development 3
CISC215    Visual Basic Programming III 3
CISC216    Database Design & Application Development 3
MATH121    Discrete Mathematics 3
MATH122    Discrete Mathematics 3
MATH140    Calculus I 4
MATH141    Calculus II 4

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

A Placement testing required.
B Consult the list of courses approved for this subcategory here. Any
CISC2128 Comparative Operating Systems \(^a\) 4
CISC2143 Essentials of Networking \(^a\) 4
CISC2201 Managing and Maintaining the PC \(^a\) 4
CISC233 Networking Devices \(^a\) 4
COMM1005 Interpersonal Communication 3

\(^a\) Course requires prerequisite.

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

First Semester
CISC2128 Comparative Operating Systems 4
CISC2143 Essentials of Networking 4
MGMT100 Introduction to Business 3

Second Semester
CISC2144 Intro to MS Windows Professional 4
CISC2201 Managing and Maintaining the PC 4
CISC2202 Network Administration 4

Third Semester
COMM110 Effective Speaking 3
COMM235 Network Devices (CISCO) 4
COMM245 Network Troubleshooting 4
COMM1105 Interpersonal Communications 3

Fourth Semester
CISC234 Topics in Networking 3
CISC245 Network Troubleshooting 4
COMM1005 Interpersonal Communications 3
INTG285 Integration of Knowledge 3

\(^a\) Placement testing required.
\(^b\) Select any two of the following (with proper prerequisites): OADM110, COMP110, COMP111, COMP114
\(^c\) Consult the list of courses approved for this category.
\(^d\) Any course may be chosen.
\(^e\) Consult an advisor. At least one course must be chosen from the following: MATH110, MATH115, MATH117, MATH120, MATH122, MATH125 or MATH140.
\(^f\) Choose any CISC, CISF, or CISG course number 102 or higher, or SCIE106.
\(^g\) Any INTG course may be chosen.

Certificate Course Requirements
CISC128 Comparative Operating Systems 4
CISC143 Essentials of Networking 4
CISC144 Intro to MS Windows Professional 4
CISC201 Managing and Maintaining the PC 4
CISC220 Network Administration 4
CISC235 Network Devices (CISCO) 4

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

Interested in developing computer applications or software?

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

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

Then consider a career in computer and information sciences.
• to provide students with an understanding of the purposes, scope, and sources of criminal law

Graduates of this program are able to:
• apply their knowledge of the function and roles of the police to representative situations
• describe the function and roles of the courts and apply to representative situations
• analyze the function and roles of sanctions and apply to representative situations
• examine the constitution, elements of crimes, and defenses and apply to appropriate legal cases

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

Degree Course Requirements

BIOI101 Biological Science I 4
COMM110 Effective Speaking 3
COMM111 English Composition I 3
CRJ100 Introduction to the Administration of Criminal Justice 3
CRJ110 Introduction to Criminal Law 3
CRJ130 Criminal Investigation/Forensics 3
CRJ160 Introduction to Juvenile Justice 3
HIST151 U.S. History: Modern America 3
HIST152 U.S. History: Modern America 3
HLTH110 Responding to Emergencies 3
INTG285 Integration of Knowledge 3
MATH115 Elementary Statistics 3
POLI120 American State & Local Government 3
PSYC110 Introduction to Psychology 3
SOCI110 Introduction to Sociology 3
SOCI150 Criminology 3
Sociology Electives 9

Recommended Semester Sequence

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

First Semester

COMP110 English Composition I 3
CRJ100 Introduction to the Administration of Criminal Justice 3
HLTH110 Responding to Emergencies 3
SOCI110 Introduction to Sociology 3
HIST151 U.S. History: Modern America 3

Second Semester

COMP111 English Composition II 3
CRJ110 Introduction to Criminal Law 3
CRJ150 Introduction to Juvenile Justice 3
PSYC110 Introduction to Psychology 3
HIST152 U.S. History: Modern America 3

Third Semester

MATH115 Elementary Statistics 3
COMM110 Effective Speaking 3
CRJ130 Criminal Investigation/Forensics 3
POLI120 American State & Local Government 3
Criminal Justice Electives 3

Fourth Semester

BIOI101 Biological Science I 4
SOCI150 Criminology 3
INTG285 Integration of Knowledge 3

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

Culinary/ Pastry and Catering Arts

CERTIFICATE PROGRAM

Certificate Code No. 3154

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

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

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

Certificate Requirements

HRIM100 Introduction to Tourism and Hospitality 3
HRIM105 Safety and Sanitation (Certification Course) 3
HRIM120 Basic Food Preparation and Management 3
HRIM121 Advanced Food Preparation & Management 3
HRIM130 Baking and Decorating - Techniques and Procedures 3
HRIM131 Buffet Planning and Preparation/Basic 3
HRIM32 Buffet Planning and Preparation/Advanced 3
HRIM202 Food Purchasing/Techniques and Procedures 3
HRIM203 Menu Planning/Costing/Design 3

A Course requires prerequisite.

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

Digital Game and Simulation Design

OCCUPATIONAL MAJOR

Curriculum Code No. 2182

Mathematics, Science & Technology Department

Founders 112 • phone (215) 968-8305

The Digital Game and Simulation Design major will prepare students for careers in the digital media industry such as, entry-level game programmers, quality assurance testers or level designers. Minimum skills an individual would be expected to develop by program completion include the ability to:
• plan, develop, and produce working electronic games/simulations using industry standard software tools and game design principles.
• demonstrate knowledge of the various aspects of the Digital Game and Simulation Design Industry.
• display professional conduct and interpersonal com-


### Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIGS102</td>
<td>Introduction to Game and Simulation Design</td>
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</tr>
<tr>
<td>CIGS112</td>
<td>Foundations of Game Design</td>
<td>3</td>
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<tr>
<td>CIGS221</td>
<td>Game Studio I- Design and Development</td>
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<tr>
<td>CIGS222</td>
<td>Game Studio II - Playtesting and Prototyping</td>
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<tr>
<td>CISC115</td>
<td>Computer Science I</td>
<td>3</td>
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<td>CISC122</td>
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<tr>
<td>CISC211</td>
<td>Object Oriented C++</td>
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<td>COMP110</td>
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<td>VAMM209</td>
<td>Multimedia Concepts</td>
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<tr>
<td>VAMM130</td>
<td>3-D Modeling Concepts</td>
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<td>COMT101</td>
<td>Introduction to Theatre</td>
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</tr>
<tr>
<td>MUSC124</td>
<td>Electronic Music Synthesis I</td>
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<td>Integration of Knowledge</td>
<td>3</td>
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<tr>
<td>COMM105</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
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</tr>
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</table>

**Recommended Semester Sequence**

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

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>College Level Mathematics</td>
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<td>Elective A, B, C</td>
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<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>CISC115</td>
<td>Computer Science I D</td>
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<tr>
<td>CIGS102</td>
<td>Intro to Game/Simulation Design</td>
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#### Second Semester

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<tr>
<td>COMP111</td>
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<td>VAMM130</td>
<td>3-D Modeling Concepts</td>
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<td>VAMM209</td>
<td>Multimedia Concepts</td>
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<td>CIGS112</td>
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<td>CISC212</td>
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<tr>
<td>CIGS221</td>
<td>Game Studio I- Design and Development</td>
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<tr>
<td>COMT101</td>
<td>Intro to Theatre</td>
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<td>VAMM230</td>
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<td>MUSC124</td>
<td>Electronic Music Synthesis I</td>
<td>3</td>
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<tr>
<td>CIGS222</td>
<td>Game Studio II - Playtesting and Prototyping</td>
<td>4</td>
</tr>
<tr>
<td>COMM105</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
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**Recommended Semester Sequence**

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</tr>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
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<tr>
<td>EDUC100</td>
<td>Foundations of Education</td>
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<tr>
<td>EDUC115</td>
<td>Observing and Recording</td>
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<tr>
<td>EDUC150</td>
<td>Science and Math Experiences</td>
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<td>EDUC160</td>
<td>Introduction to Exceptionalities</td>
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<td>EDUC170</td>
<td>Language Development</td>
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<td>EDUC175</td>
<td>Families, Schools and Communities</td>
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<td>EDUC220</td>
<td>Practicum in Education</td>
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<td>LITR246</td>
<td>Children’s Literature</td>
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<td>MATH102</td>
<td>Mathematical Concepts II</td>
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<td>PSYC110</td>
<td>Introduction to Psychology</td>
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<td>PSYC180</td>
<td>Human Growth and Development</td>
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<td>Educational Psychology</td>
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<td>Personal Health Elective</td>
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<td>Cultural Perspectives</td>
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<td>Elective D</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
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**Program of study requirements and other catalog contents are subject to change.**

Please visit <www.bucks.edu> for current requirements.
JUDY TOLAND (’79), an Associate Professor of Accounting for 20 years, started here as a student before moving on to earn her bachelor’s and master’s degrees and working as an accountant. Toland truly appreciates the opportunities that BCCC gave her from both an educational and professional standpoint.

“It’s my turn to give my students here at Bucks what Bucks gave to me...a great education, high standards, and teachers that care!”

Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
Environmental Science
TRANSFER MAJOR
Curriculum Code No. 1188
Mathematics, Science & Technology Department
Founders 112 • Phone (215) 968-8305
Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.
The Environmental Science major provides an understanding of a wide range of environmental and ecological concepts. This major is for students planning to earn a baccalaureate degree in the broad range of environmental sciences or seeking employment as a technician in areas such as ecology and environmental sampling, environmental health and sanitation, and pollution control.
Graduates of this program are able to
• sample and analyze the biological, chemical, and physical components of ecosystems;
• utilize geographic information systems (GIS) software to generate project maps and address a wide range of environmental issues;
• participate in habitat restoration and resource management projects; and
• describe how geologic processes can impact the earth system.
Prospective students with academic deficiencies should be aware that they will need additional time to acquire the necessary academic background. Prerequisites and corequisites for required courses must be followed.
Degree Requirements
BIOL121 Biological Principles I C 4
BIOL122 Biological Principles II C 4
BIOL220 Principles of Ecology C 4
BIOL228 Microbiology C 4
CHEM121 Chemistry I A,C,3 4
CHEM122 Chemistry II C 4
SCIE103 Physical Geology A,C,3 4
SCIE105 Intro. To Environmental Science 4
SCIE206 Fundamentals of Geographic Information Systems C 3
CISC110 Intro. To Information Systems A,C 3
MATH115 Elementary Statistics A,C,3 3
COMP110 English Composition I A,C,1 3
COMP111 English Composition II A,C,2 3
COMM110 Effective Speaking C 3
ECON111 Principles of Economics: Macro C 3
INTG283 Integration of Knowledge C,4 3

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 13 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.
First Semester
SCIE103 Physical Geology A,C,3 4
SCIE105 Intro. To Environmental Science 4
COMP110 English Composition I A,C,1 3
COMP111 English Composition II A,C,2 3
MATH115 Elementary Statistics A,C 3
CHEM121 Chemistry I A,C,3 4
CISC110 Intro. To Information Systems A,C 3

Second Semester
CHEM122 Chemistry II A,C,3 4
MATH115 Elementary Statistics A,C 3
COMP111 English Composition II A,C,2 3
SCIE105 Intro. To Information Systems A,C 3

Third Semester
BIOL121 Biological Principles I C 4
CHEM122 Chemistry II A,C,3 4
COMM110 Effective Speaking C 3
ECON111 Principles of Economics: Macro C 3
INTG283 Integration of Knowledge C,4 3

Fourth Semester
BIOL122 Biological Principles II C 4
BIOL220 Principles of Ecology C 4
BIOL228 Microbiology C 4
SCIE206 Fundamentals of Geographic Information Systems C 3

Total 64-65
A Placement testing required
B Consult the list of courses approved for this subcategory of the College Catalog. Any course may be chosen.
C Course requires prerequisite.
D Choose from MATH120, MATH122, MATH125, MATH140.
E Satisfies College Writing Level I.
F Satisfies College Writing Level II.
G Satisfies College level Mathematics or Science
H Satisfies Writing Intensive requirement
I Satisfies Creative Expression
J Satisfies Social Perspectives

Fine Arts
TRANSFER MAJOR
Curriculum Code No. 1001
Students interested in Fine Arts at Bucks need to meet with a Visual Arts faculty member for advising.
Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.
Department of the Arts
Hicks Art Center • Phone (215) 968-8425
The Fine Arts major is designed to serve the fine arts major and the general college student. The major equips the art student with the skills, attitudes, and knowledge necessary for further training in a four-year professional or liberal arts institution and develops mastery of arts, crafts, and design in the student whose formal education ends after two years at the College.
All full-time students entering as Fine Arts majors are required to schedule a portfolio review. In the absence of a portfolio, students will schedule an assessment interview for placement purposes. An art advisor will help select the appropriate sequence of courses.
For the non-art major many electives in art require no pre-requisite or portfolio evaluation.
Graduates of this program are able to
• demonstrate an understanding of the methods and materials associated with drawing, two-dimensional design, and three-dimensional design;
• use traditional and new media to begin to explore and express their own creative voice;
• read about, write about, and analyze art and art history using basic research, critical thinking skills, and a visual arts vocabulary; and
• prepare and present a formal, professional-quality portfolio of work which may be used to apply for admission to a four-year college.

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

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

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

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

ALISON HUGHES

Explore a variety of career paths for those interested in public service and public safety.
Please visit www.bucks.edu for current requirements.

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

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

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

## Recommended Semester Sequence

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

### First Semester

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>3</td>
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<tr>
<td>VFA101 2-D Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VFA102 3-D Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>COMP110 English Composition</td>
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</tr>
<tr>
<td>English Composition</td>
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<tr>
<td>Art History</td>
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### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>VFA103 Drawing Composition</td>
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<td>VFA104 2-D Design Color</td>
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<tr>
<td>VFA105 3-D Design Materials/Modeling</td>
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</tr>
<tr>
<td>COMP111 English Composition II</td>
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<td>English Composition II</td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Art History</td>
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### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>VFA200 Drawing Anatomy</td>
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<tr>
<td>VFA250 Fine Arts and Design Portfolio Studio</td>
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<tr>
<td>Art History</td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Digital Elective</td>
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<tr>
<td>Personal Health</td>
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<tr>
<td>Studio Elective</td>
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### Fourth Semester

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<tr>
<td>VFA202 Figure Drawing</td>
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<tr>
<td>SOCI110 Intro. to Sociology</td>
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<td>INTG285 Integration of Knowledge, A,B,C,D,E</td>
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### Degree Course Requirements

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</table>

### Fine Woodworking

#### TRANSFER MAJOR

Curriculum Code No. 1187

#### Department of the Arts

Hicks Art Center • Phone (215) 968-8425

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

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

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

Graduates of this program are able to

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

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

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</table>
Third Semester
VAFW100 Fine Woodworking Fundamentals 3
VAFS250 Fine Arts and Design Portfolio Studio 3
VAMM130 3-D Modeling Concepts 3
VAFW140 Cabinetmaking 3
Personal Health 2
College Level Math/Science 3

Fourth Semester
INTG285 Integration of Knowledge 3
SOCH110 Intro to Sociology 3
VAFSA10 Digital Photo Fundamentals 3
Fine Wood Studio Electives 6

Fine Wood Studio Electives
VAFW133 Woodcarving/Furniture 3
VAFW136 Bending and Veneering 3
VAFW137 Chair Construction 3
VAFW138 Table Systems 3
VAFW145 Conceptual Furniture 3
VAFW180 Woodturning 3
VAFW181 Woodturning II 3
VAFW280 Cooperative Education/Fine Woodworking 3
VAFSA107 Intro to Jewelry and Metalsmithing 3
VAFSA141 Introduction to Sculpture 3
VAFSA147 Introduction to Glassblowing 3
VAFSA181 Introduction to Ceramics 3
VAFSA200 Drawing Anatomy 3
VAFSA246 Sculpture/Foundry 3

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Requires prerequisite and/or corequisite. Any INTG course may be chosen.
D Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Cultural Perspectives.
5 Satisfies Writing Intensive requirement.

The Fire Science Associate Degree Program prepares the student for a leadership position in the Fire Service. In addition to the courses that prepare the student to manage a complex emergency scene, the Fire Science courses in this curriculum provide the student with technical information on a wide range of topics. Courses such as Pre-emergency Planning and Computer Assisted Design, Fire Investigation, the International Building and Fire Code and Fire Prevention and Fire Safety Education prepare the student for careers that are directly and indirectly related to the Fire Service. Graduates of this program learn to analyze, synthesize and evaluate Fire Science problems and to be prepared to enter positions of responsibility that will include careers working in fire investigation, code inspection, insurance investigation, fire equipment inspection, risk analysis and pre-emergency planning in government and in private industry. The skills obtained will assist the graduate in obtaining promotion, working as fire code enforcement officers, fire protection techni-
A Placement testing required.
B Consult approved list.
C Satisfies Creative Expression
D Course requires prerequisite.
E Satisfies Social Perspective
F Satisfies College Writing, Level I
G Satisfies College Writing, Level II
H Satisfies College Level Math or Science
I Satisfies Writing Intensive Requirement

Food Service Management

OCCUPATIONAL MAJOR
Curriculum Code No. 2101

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

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

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

This Associate Degree program prepares graduates to compete for various entry-level management careers in the hospitality management, commercial and non-commercial foodservice and tourism/lodging industries, depending upon which emphasis is selected. Upon successful completion of major requirements, an Associate of Arts Degree will be granted by the College.

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

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

Degree Course Requirements*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HTHL120</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HRIM100</td>
<td>Introduction to Tourism and Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRIM105</td>
<td>Safety and Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>HRIM110</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>HRIM120</td>
<td>Basic Food Preparation and Management</td>
<td>3</td>
</tr>
<tr>
<td>HRIM121</td>
<td>Advanced Food Preparation and Management</td>
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</tr>
<tr>
<td>HRIM200</td>
<td>Hotel &amp; Lodging Operations</td>
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</tr>
<tr>
<td>HRIM210</td>
<td>HRIM Internship</td>
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</tr>
<tr>
<td>HRIM220</td>
<td>HRIM Seminar</td>
<td>3</td>
</tr>
<tr>
<td>HRIM280</td>
<td>Cooperative Education - HRIM</td>
<td>3</td>
</tr>
<tr>
<td>MGMT110</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT140</td>
<td>Supervision</td>
<td>3</td>
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<tr>
<td>MKTG100</td>
<td>Principles of Marketing</td>
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<tr>
<td>OADM110</td>
<td>Business Communication</td>
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<tr>
<td>HRIM Electives</td>
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</table>

Recommended Semester Sequence

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

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HRIM100</td>
<td>Introduction to Tourism and Hospitality</td>
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<tr>
<td>HRIM105</td>
<td>Safety and Sanitation</td>
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<tr>
<td>MGMT110</td>
<td>Business Communication</td>
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<tr>
<td>MGMT120</td>
<td>Business Mathematics</td>
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Second Semester

<table>
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<td>English Composition I</td>
<td>3</td>
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<tr>
<td>MGMT200</td>
<td>Basic Food Preparation and Management</td>
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<td>Principles of Management</td>
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Summer Session

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Third Semester

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMP110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>HRIM110</td>
<td>Financial Management in Tourism &amp; Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRIM121</td>
<td>Advanced Food Preparation and Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT130</td>
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<td>3</td>
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Fourth Semester

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<th>Credits</th>
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<tr>
<td>HTHL120</td>
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<td>3</td>
</tr>
<tr>
<td>HRIM220</td>
<td>HRIM Seminar</td>
<td>3</td>
</tr>
<tr>
<td>HRIM280</td>
<td>Cooperative Education - HRIM</td>
<td>3</td>
</tr>
<tr>
<td>HRIM Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

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

Please visit www.bucks.edu for current requirements.

Furniture & Cabinetry

CERTIFICATE PROGRAM
Curriculum Code No. 3187

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

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

Graduates of this certificate are able to:

- design and create functional wood products;

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

**Certificate Course Requirements with recommended sequence**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAFW100</td>
<td>Fine Woodworking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VAFW140</td>
<td>Cabinetmaking</td>
<td>3</td>
</tr>
<tr>
<td>VAFW101</td>
<td>Drawing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VAMM130</td>
<td>3-D Modeling Concepts</td>
<td>3</td>
</tr>
<tr>
<td>VAFW138</td>
<td>Table Systems</td>
<td>3</td>
</tr>
<tr>
<td>VAFW136</td>
<td>Bending and Veneering</td>
<td>3</td>
</tr>
<tr>
<td>VAF193</td>
<td>History of Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>VAFW190</td>
<td>History of American Furniture</td>
<td>3</td>
</tr>
<tr>
<td>VAFW280</td>
<td>Fine Wood Studio Electives or Co-op</td>
<td>6</td>
</tr>
</tbody>
</table>

* Suggested Electives (Select two):

- Woodworking
- Woodcarving/Furniture
- Chair Construction
- Conceptual Furniture
- Woodturning
- Woodturning II
- Cooperative Education/Fine Woodworking

A Portfolio review required with Fine Arts advisor.
B Requires prerequisite and/or co-requisite.
C Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

**Graphic Design**

**TRANSFER MAJOR**

Curriculum Code No. 1110

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

**Department of the Arts**

**Hicks Art Center • Phone (215) 968-8425**

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

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

Graduates of this program are able to:

- demonstrate an understanding of the methods and materials associated with drawing, two-dimensional design, and three-dimensional design;
- read, write about, and analyze art and art history using basic research, critical thinking skills, and a visual arts vocabulary;
- demonstrate and apply fundamental skills associated with digital imaging, layout, typography, graphic design, and web design; and
- prepare and present a formal, professional-quality portfolio of work.

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

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAF100</td>
<td>Drawing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VAF101</td>
<td>2-D Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VAF102</td>
<td>3-D Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VAF103</td>
<td>Drawing Composition</td>
<td>3</td>
</tr>
<tr>
<td>VAF104</td>
<td>2-D Design Color</td>
<td>3</td>
</tr>
<tr>
<td>VAF105</td>
<td>3-D Design Materials &amp; Modeling</td>
<td>3</td>
</tr>
<tr>
<td>VAF250</td>
<td>Fine Arts and Design Portfolio Studio</td>
<td>3</td>
</tr>
<tr>
<td>VADG101</td>
<td>Layout and Basic Typography</td>
<td>3</td>
</tr>
<tr>
<td>VADG201</td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>VAMM100</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>VAMMM10</td>
<td>Web and Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Semester Sequence**

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

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
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<td>Drawing Fundamentals</td>
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</tr>
<tr>
<td>VAF101</td>
<td>2-D Design Fundamentals</td>
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</tr>
<tr>
<td>VAF102</td>
<td>3-D Design Fundamentals</td>
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</tr>
<tr>
<td>VAMM100</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAF103</td>
<td>Drawing Composition</td>
<td>3</td>
</tr>
<tr>
<td>VAF104</td>
<td>2-D Design Color</td>
<td>3</td>
</tr>
<tr>
<td>VAF105</td>
<td>3-D Design Materials &amp; Modeling</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VADG101</td>
<td>Layout and Basic Typography</td>
<td>3</td>
</tr>
<tr>
<td>VAMM110</td>
<td>Web and Interactive Design</td>
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</tr>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VADG201</td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>VAF250</td>
<td>Fine Arts and Design Portfolio Studio</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>Studio Electives</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

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Please visit www.bucks.edu for current requirements.

MONIKA DANOS (’92) is a telecommunications analyst at NASA’s Jet Propulsion Laboratory in Pasadena, Calif., where she has worked on the Mars Exploration Rover and other deep space missions. She attended BCCC from 1990-92 as a transfer student in the engineering program and continued her education at Cornell University where she graduated with a degree in electrical engineering.

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

TRANSFER MAJOR
Curriculum Code No. 1031

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

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

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

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM110</td>
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</tr>
<tr>
<td>HLTH110</td>
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<td>HLTH120</td>
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<td>HLTH130</td>
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<td>MATH101</td>
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Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 13 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
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<tr>
<td>PSYC110</td>
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<td>INTG285</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<tr>
<td>HLTH110</td>
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<td>PHED183</td>
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Third Semester

<table>
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<th>Course</th>
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</thead>
<tbody>
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<td>COMM110</td>
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</tr>
<tr>
<td>HLTH130</td>
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</tr>
<tr>
<td>PSYC110</td>
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Fourth Semester

<table>
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<th>Course</th>
<th>Credits</th>
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<td>HLTH120</td>
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<td>SOCI110</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
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</tbody>
</table>

Students who do not seek the Associate of Arts Degree may earn the legend, “Major Requirements Satisfied,” on their transcripts by successfully completing all the courses listed in the major except three to five credits in mathematics or science. COMM111, three credits in cultural perspectives, and six credits of undesignated electives. Credits exceeding the required minimum cannot be used to satisfy credits in other course requirements.

Health Information Technology

OCCUPATIONAL MAJOR
Curriculum Code No. 2191

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

Department of Business Studies
Penn 401 • Phone (215) 504-8227

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

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

Graduates of this program are able to:
- apply analytical thinking and problem-solving skills
necessary to perform complex coding and billing tasks;
• demonstrate an understanding of the healthcare field and how health-related information is managed and shared between medical facilities;
• analyze and manage healthcare data using current medical application software; and
• apply Health Insurance Portability and Accountability Act (HIPAA) regulations to protect the security and confidentiality of electronic patient health information.

Degree Course Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL181</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
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<td>BIOL182</td>
<td>Human Anatomy &amp; Physiology II</td>
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<tr>
<td>CISC110</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
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<tr>
<td>COMP110</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
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<tr>
<td>MATH115</td>
<td>Elementary Statistics</td>
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<tr>
<td>MEDA120</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HITT110</td>
<td>Legal Aspects of Health Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>HITT1190</td>
<td>Introduction to Health Information Technology</td>
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</tr>
<tr>
<td>HITT207</td>
<td>Health Information Technology Applications</td>
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<tr>
<td>HITT208</td>
<td>Healthcare Quality Improvement</td>
<td>3</td>
</tr>
<tr>
<td>HITT217</td>
<td>Health Insurance &amp; Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HITT250</td>
<td>Basic Pathophysiology and Pharmacology for Health Information Technology</td>
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</tr>
<tr>
<td>HITT297</td>
<td>Medical Coding</td>
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<tr>
<td>HITT298</td>
<td>Advanced Procedural Coding</td>
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<td>HITT299</td>
<td>Advanced Diagnostic Coding</td>
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<td>HITT280</td>
<td>Health Information Technology Externship</td>
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<tr>
<td>MGMT110</td>
<td>Introduction to Business</td>
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<tr>
<td>OADM110</td>
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<td></td>
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<td>Personal Health</td>
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</table>

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

First Semester
<table>
<thead>
<tr>
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<td>HITT105</td>
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<tr>
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<td>BIOL182</td>
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Third Semester
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<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>HITT207</td>
<td>Health Information Technology Applications</td>
<td>3</td>
</tr>
<tr>
<td>HITT217</td>
<td>Health Insurance &amp; Reimbursement</td>
<td>3</td>
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<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
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Fourth Semester
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<td>HITT208</td>
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<td>Basic Pathophysiology and Pharmacology for Health Information Technology</td>
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<tr>
<td>HITT299</td>
<td>Advanced Diagnostic Coding</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
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Fifth Semester
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<td>HITT288</td>
<td>Health Information Technology Externship</td>
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</tr>
</tbody>
</table>

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

Historic Preservation
CERTIFICATE MAJOR
Curriculum Code No. 3127

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

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

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

Certificate Requirements
<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HIST197</td>
<td>History and Theory of Historic Preservation</td>
<td>3</td>
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<tr>
<td>HIST198</td>
<td>History of American Architecture</td>
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<tr>
<td>HIST199</td>
<td>Methodology and Documentation</td>
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</tr>
<tr>
<td>HIST201</td>
<td>Building Conservation</td>
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<tr>
<td>HIST203</td>
<td>Internship for Historic Preservation</td>
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Electives: (9 credits required)
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<tr>
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<tr>
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<td>Historic Preservation Planning and Sustainability</td>
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<td>HIST195</td>
<td>Introduction to Historical Archaeology</td>
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<tr>
<td>HIST200</td>
<td>Material Culture in Historic Preservation</td>
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<tr>
<td>HIST203</td>
<td>Law, Taxes and Zoning for Historic Preservation</td>
<td>3</td>
</tr>
<tr>
<td>HIST204</td>
<td>Oral History in Preservation</td>
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<tr>
<td>HIST205</td>
<td>Restoration Workshop I</td>
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<tr>
<td>HIST206</td>
<td>Restoration Workshop II</td>
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<td>HIST207</td>
<td>HABS Workshop</td>
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<td>HIST208</td>
<td>History, Society &amp; Architecture in the Delaware Valley</td>
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<td>HIST210</td>
<td>Preservation Field Studies</td>
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<td>HIST214</td>
<td>Preservation Lab</td>
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<td>HIST216</td>
<td>Historic Garden Preservation</td>
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<td>HIST217</td>
<td>Historic Gardens of Early 20th century</td>
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<td>HIST218</td>
<td>Fundamentals of Drawing for HABS Workshop</td>
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<td>HIST219</td>
<td>Management of Historic Sites</td>
<td>3</td>
</tr>
<tr>
<td>INDP290</td>
<td>Independent Study: Historic Preservation</td>
<td>3</td>
</tr>
<tr>
<td>VAFW190</td>
<td>History of American Furniture</td>
<td>3</td>
</tr>
</tbody>
</table>

Program of study requirements and other catalog contents are subject to change.
Please visit www.bucks.edu for current requirements.
Prepare for a leadership position in the Fire Service with the Fire Science associate degree program.

Please visit www.bucks.edu for current requirements.

Recommended Semester Sequence
First Semester
HIST197 The History and Theory of Historic Preservation 3

Second Semester
HIST198 History of American Architecture 3 Elective 3

Summer
Elective 3

Third Semester
HIST199 Methodology and Documentation in Historic Preservation 3 Elective 3

Forth Semester
HIST201 Building Conservation 3 HIST203 Internship for Historic Preservation 3

A Course requires prerequisite.

Hospitality & Tourism Management

OCCUPATIONAL MAJOR
Curriculum Code No.2022
This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer Services office early in their academic programs to determine which courses will transfer to the college of their choice.

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

The Tourism and Hospitality Management major offers a variety of options for the student interested in gaining employment in the hospitality industry at an entry level or as a management trainee. The student may choose to follow either the Tourism and Hospitality Management Emphasis or the Food Service Management Emphasis. (See options below and consult with an advisor.) Program requirements can be completed in a two-year period of full-time study (including one summer employment internship). This Associate Degree program prepares graduates to compete for various entry-level management careers in the hospitality industry, commercial and non-commercial foodservice and tourism/lodging industries, depending upon which emphasis is selected.

Upon successful completion of major requirements, an Associate of Arts Degree will be granted by the College. Graduates seek employment in positions with job titles such as hotel/restaurant management trainee, front desk supervisor, foodservice supervisor, food production assistant, dietary manager, shift supervisor, assistant manager in hotel/motel/restaurant, institutional operations.

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

Degree Course Requirements*
ACCT103 Introductory Accounting or ACCT105 Financial Accounting x 3/4
CISC100 Introduction to Computers or CISC110 Introduction to Information Systems x 3
COMM110 Effective Speaking x 1 2 3
COMM111 English Composition I x 1 2 3
HRLT210 Nutrition x 3
HRIM100 Introduction to Tourism and Hospitality 3
HRIM105 Safety and Sanitation (Certification Course) 3
HRIM110 Financial Management in Tourism & Hospitality x 3
HRIM120 Basic Food Preparation and Management x 3
HRIM121 Advanced Food Preparation and Management x 3
HRIM200 Hotel & Lodging Operations Management x 3
HRIM210 HRIM Internship x 3
HRIM220 HRIM Seminar x 3
HRIM280 Cooperative Education - HRM x 3
MGMT130 Business Law 3
MGMT140 Introduction to Business x 3
MGMT120 Business Mathematics x 3 3
MKTG100 Principles of Marketing x 3
OADM110 Business Communication x 3
C,4
Business Elective c 3
Cultural Perspectives C 3

63/64

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

First Semester
HRIM100 Introduction to Tourism and Hospitality 3
HRIM105 Safety and Sanitation (Certification Course) 3
MGMT100 Introduction to Business x 3 3
OADM110 Business Communication x 3
C,4 Cultural Perspectives C 3
15

Second Semester
COMP110 English Composition x 3 3
HRIM120 Basic Food Preparation and Management x 3
HRIM200 Hotel & Lodging Operations Management x 3
MGMT120 Business Mathematics x 3
MKTG100 Principles of Marketing x 3
15

Summer Session
HRIM210 HRIM Internship x 3

Third Semester
ACCT103 Introductory Accounting or ACCT105 Financial Accounting x 3 3/4
COMM110 Effective Speaking x 1 2 3
HRIM110 Financial Management in Tourism & Hospitality x 3
HRIM121 Advanced Food Preparation and Management x 3
MGMT130 Business Law 3
15/16

Fourth Semester
CISC100 Introduction to Computers or CISC110 Introduction to Information Systems x 3
HLTH120 Nutrition x 3
HRIM220 HRIM Seminar x 3
HRIM280 Cooperative Education-HRI x 3
Business Elective c 3
15

A Placement testing required.
B All academically qualified students must enroll in HRIM280 in their 3rd or 4th semester.
C Consult the list of courses approved for this subcategory. Any course may be chosen.
D Any course with a prefix of ACCT, HRIM, MGMT, MKTG, or OFAD may be chosen. See advisor before making selection.
E Course requires prerequisite.
1 Satisfies College Writing requirement.
Hotel/Restaurant/Institutional Supervision

CERTIFICATE PROGRAM
Curriculum Code No. 3073
Department of Business Studies
Penn 401 • Phone: (215) 968-8227

This certificate program prepares students for such careers as supervisors and management trainees in hotels, restaurants, schools and nursing homes. Graduates of this program are able to:
• demonstrate basic hospitality industry knowledge and proficiency in the core functions of their hospitality positions;
• communicate effectively with internal and external customers through oral, written or graphic methods to demonstrate professional attitudes and workplace habits;
• employ asset management techniques in various hospitality operations to control costs; and
• organize and direct operations and service in a variety of settings and supervise employees.

Certificate Requirements
ACCT103 Introductory Accounting 3
HRIM100 Introduction to Tourism and Hospitality 3
HRIM105 Safety and Sanitation (Certification Course) 3
HRIM110 Financial Management in Tourism and Hospitality A 3
HRIM200 Hotel and Lodging Operations Management A 3
HRIM120 Basic Food Preparation and Management A 3
HRIM121 Advanced Food Preparation and Management A 3
HRIM220 HRI Seminar A 3
MGMT120 Business Law 3
MGMT200 Organizational Behavior A 3
OADM110 Business Communication A 3

A Course requires prerequisite.

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

Individual Transfer Studies

TRANSFER MAJOR
Curriculum Code No.1146
Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

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

This major is intended for students whose educational goals are not met by the College’s other transfer majors. It allows a student to build a sequence of courses to satisfy specific requirements of a particular four-year college. Upon successful completion it results in the award of the Associate of Arts degree.
• Graduates of this program will be able to:
  • Develop a plan for achieving vocational and/or transfer goals.
  • Prepare a clearly delineated transfer plan tailored to the transfer school of choice.

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

Degree Course Requirements
COM110 Effective Speaking A 3
COMP110 English Composition I A,F,1 3
COMP111 English Composition II A,F,1 3
Cultural Perspectives A 3
Social Perspectives A 3
College Level Mathematics A or Science A 3
Transferable Electives A,F,3 21

Recommended Semester Sequence

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

First Semester
COM110 Effective Speaking A 3
COMP110 English Composition I A,F,1 3
Cultural Perspectives A 3
Social Perspectives A 3
College Level Mathematics A or Science A 3
Transferable Electives A,F,3 15

Second Semester
COMP111 English Composition II A,F,1 3
Social Perspectives A 3
Personal Health A 3
Transferable Electives A,F,3 8

Third Semester
COMM110 Effective Speaking A,F,1 3
Transferable Electives A,F,13

Fourth Semester
INTG285 Integration of Knowledge A,F,3
Transferable Electives A,F,12

A Placement testing required.
B Consult the list of courses approved for this subcategory here.
C Any course under the subcategory, Cultural Perspectives, may be chosen except for VAFA194, HIST111, HIST112, LITR206, LITR231, LITR322, LITR261, MUSC105, RUSS110, RUSS111
D Transferable electives are courses which contribute directly to the fulfillment of students’ academic goals; they are selected by students in consultation with and must be approved by the chairman of the Mathematics, Science & Technology Department.
E A Transfer Education Plan (TEP) must be completed in consultation with and have written approval from the assistant academic dean of the Mathematics, Science & Technology department.
F Course requires prerequisite.

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

Information Science & Technology

TRANSFER MAJOR
Curriculum Code No. 1102
Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

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

Program of study requirements and other catalog contents are subject to change.
Please visit www.bucks.edu for current requirements.
This major prepares students for upper-division course work leading to a bachelor’s degree in computer or information science. The major parallels the first two years of study required by similar majors offered at four-year colleges and universities.

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

Degree Course Requirements*

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CISC110</td>
<td>Introduction to Information Systems</td>
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<tr>
<td>CISC113</td>
<td>Visual Basic Programming I</td>
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<tr>
<td>CISC115</td>
<td>Computer Science I</td>
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<tr>
<td>CISC122</td>
<td>Computer Science II</td>
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<tr>
<td>CISC213</td>
<td>Computer Science III</td>
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<tr>
<td>CISC218</td>
<td>Comparative Operating Systems</td>
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<tr>
<td>CISC143</td>
<td>Essentials of Networking</td>
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</tr>
<tr>
<td>CISC215</td>
<td>Database Design and Application</td>
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<tr>
<td>VAMM110</td>
<td>Web and Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
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<tr>
<td>MGMT100</td>
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</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
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</table>

Recommended Semester Sequence

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First Semester

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<td>Introduction to Information Systems</td>
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<tr>
<td>COMP110</td>
<td>English Composition I</td>
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<td>CISC115</td>
<td>Computer Science I</td>
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Second Semester

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<td>CISC113</td>
<td>Visual Basic Programming I</td>
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</tr>
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Third Semester

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<td>CISC143</td>
<td>Essentials of Networking</td>
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<td>CISC213</td>
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Fourth Semester

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<tr>
<td>CISC215</td>
<td>Database Design and Development</td>
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Degree Course Requirements*

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<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computing Electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Level Writing</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Personal Health</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Semester Sequence

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

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Level Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computing Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Information Technology Studies

OCCUPATIONAL MAJOR - AAS

Curriculum Code No. 2164

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

Science, Technology, Engineering & Mathematics Department

Founders 112 • Phone (215) 968-8305

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

This program is not for students planning to transfer. Students are admitted to this major only after they indicate in writing both the occupational objective and specific employment they expect to achieve through completion of the major. While the major is designed for students beginning their collegiate work, students with fewer than sixty credits of collegiate work may enter the major after receiving permission from both an academic advisor from the Computer Science area and the Mathematics, Science and Technology Department Assistant Academic Dean. Students will be admitted to this major only after they indicate both the specific occupational objectives they expect to achieve and a specific sequence of courses that will be taken. This written plan will be used to determine graduation eligibility. Any changes in this sequence must be approved, in writing, by the Mathematics, Science and Technology Department Assistant Academic Dean.

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

• programmer/web developer
• web master/developer
• network administrator/developer

Based on the choice of courses, graduates of this program are able to:

• interpret, analyze, and solve problems using a computer;
• adapt to changing technology; and
• work effectively as a team member to plan and implement solutions to computer related problems.
Journalism Program of Study Learning Outcomes:

Graduates of this program are able to:

• demonstrate the competencies described in the BCCC Core Curriculum;
• understand the complexities of media and society studies;
• gain the skills and knowledge necessary for jobs in print and online journalism, including a solid grounding in the fundamentals of news reporting, writing, editing, and page layout; and
• demonstrate their understanding of journalism ethics, press freedom, the First Amendment, and libel law.

Degree Course Requirements

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

Recommended Semester Sequence

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

First Semester

COMM111 Media and Society 3
COMP110 English Composition I \( ^{E} \) 3
JOUR175 News Reporting and Writing 3
POLI120 American State and Local Government 3
HIST151 U.S. History: Young America 3

Second Semester

COMP111 English Composition II \( ^{G} \) 3
COMP110 English Composition Mathematics \( ^{AE} \) or Science \( ^{G} \) 3
ECON111 Principles of Economics - Macro 3
JOUR276 Feature Writing for Newspapers and Magazines 3

Third Semester

LITR232 American Literature from 1865 or
LITR277 Introduction to Short Fiction 3
JOUR275 Newspaper Editing and Page Layout 3
JOUR278 Webcast News Production 3

Fourth Semester

HIST152 U.S. History: Modern America 3
INTG285 Integration of Knowledge \( ^{E,A} \) 3
JOUR277 Public Affairs Reporting 3

A Placement testing required.
B Choose from COMP115, COMP116.
C Choose from GEOG110, POLI111, PSYC110, SOCJ110, WMST110.
D Choose from HTHL100, HTHL110, HTHL120, HTHL130, HTHL200, PSYC110, PSYC120, or PSYC125.
E Course requires prerequisite.
F Any INTG course may be chosen.
G Corequisite or prerequisite: COMP107 or COMP110.
H Choose from JOUR115, JOUR275, JOUR276.
I Choose from VAMM100, JOUR115.
J satisfies College Writing Level I.
K satisfies College Writing Level II.
L satisfies Cultural Perspectives.
M satisfies Writing Intensive Requirement.

Journalism

TRANSFER MAJOR

Curriculum Code No. 1045

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

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

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

The Journalism Program of Study is for students who:

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

Journalism Program of Study Learning Outcomes:

Graduates of this program are able to:

• demonstrate the competencies described in the BCCC Core Curriculum;
• understand the complexities of media and society studies;
• gain the skills and knowledge necessary for jobs in print and online journalism, including a solid grounding in the fundamentals of news reporting, writing, editing, and page layout; and
• demonstrate their understanding of journalism ethics, press freedom, the First Amendment, and libel law.

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

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

“...The house needed a lot of work, but I restored it myself with the knowledge that I got from the Historic Preservation program. The instructors and professors gave me the courage to buy an old house and restore it.”
Hospitality and Tourism majors advance to occupations as hotel and restaurant managers.
satisfy the foreign language requirement.

Degree Course Requirements

COMM110  Effective Speaking L,3  3
COMP110  English Composition I A,3  3
COMP111  English Composition II A,3  3
PHIL125  Basic Problems in Philosophy 3  3

Recommended Semester Sequence

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

First Semester

COMM110  Effective Speaking L,1  3
COMP110  English Composition I A,3  3
COMP111  English Composition II A,3  3
PHIL125  Basic Problems in Philosophy 3  3

Second Semester

COMP111  English Composition II A,2  3
Elective 4  4
Elective 5  3
Foreign Language or Humanities (HUMN111, HUMN12, HUMN113, HUMN114, HUMN120) 2  15

Third Semester

Arts 6  3
Cultural Perspectives 3  3
PHIL125  Basic Problems in Philosophy 3  3

Fourth Semester

Elective 6  3
INTG285  Integration of Knowledge II L  3

Recommended Semester Sequence

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

First Semester

COMM110  Effective Speaking L,1  3
COMP110  English Composition I A,3  3
COMP111  English Composition II A,3  3
PSYC100  Introduction to Psychology 3  3

Second Semester

COMP110  English Composition I A,3  3
COMP111  English Composition II A,3  3
INTG285  Integration of Knowledge II L  3
PSYC105  Introduction to Group Dynamics 3  3

Third Semester

PSYC100  Psychology of Personal Awareness 3  3

Liberal Arts: Psychology Interpersonal Emphasis

TRANSFER MAJOR

Curriculum Code No. 1183

Department of Social & Behavioral Science

Founders 210 • Phone (215) 968-8270

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

Graduates of this program are able to
• describe major psychological theories that address interpersonal relations;
• apply psychological principles to their own lives and to the lives of others; and
• demonstrate effective communication and collaborative skills.

Degree Course Requirements

COMM105  Interpersonal Communications 3
COMM110  Effective Speaking A,3  3
COMP110  English Composition I A,3  3
COMP111  English Composition II A,3  3
INTG285  Integration of Knowledge II L  3
PSYC100  Psychology of Personal Awareness 3  3
PSYC105  Introduction to Group Dynamics 3  3

Recommended Semester Sequence

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

First Semester

COMM110  English Composition I A,3  3
COMP110  English Composition II A,3  3
PSYC100  Introduction to Psychology 3  3

Second Semester

Comm. 111  English Composition I A,3  3
Comm. 112  English Composition II A,3  3
PSYC100  Introduction to Psychology 3  3

Third Semester

PSYC100  Psychology of Personal Awareness 3  3

† Placement testing required.
• Consult the list of courses approved for this subcategory. Any course may be chosen except MATH090, MATH095, MATH103, MATH110 or MGMT120.
• Any science course may be chosen except CHEM100 or EDUC150.
• Any of the following may be chosen: FCUL110, HIST111, HIST112, HIST113, HIST114 or any Foreign Language course.
• Any LTR course may be chosen except LTR262, LTR264.
• Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.
• Any of the following may be chosen: VAF191, VAF192, VAF193, VAF194, VAC141, VAC142, COMT101, MUSC101, MUSC105.
• Consult the list of courses approved for this subcategory. Any course may be chosen.
• Any INTG course may be chosen.
• Pre-college level courses do not meet this requirement.
• Satisfies College Writing Level I.

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

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

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

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

### Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>Psychology Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Science 1,2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

A Placement testing required.
B Consult the list of courses approved for inclusion within this subcategory. Any course may be chosen.
C Select any of the following: MATH101, MATH115, MATH117, MATH118, MATH120.
D Select any PSYC course.
E Select any of the following: BIOL101, BIOL102, BIOL181, BIOL182, CHEM101.
F Select any of the following: ECON, GEOG, POLI, or SOCI course.
G Course requires prerequisite.
H Pre-college level courses do not meet this requirement.
I Satisfies College Writing Level I.
J Satisfies College Writing Level II.
K Satisfies Creative Expression.
L Satisfies Mathematics or Science.
M Satisfies Social Perspectives.
N Satisfies Personal Health.
O Satisfies Writing Intensive Requirement.

Students who do not seek the Associate of Arts Degree may earn the legend, “Major Requirements Satisfied”, on their transcript by successfully completing all the courses listed in the major except six credits in cultural perspectives, three credits in social perspectives, three credits in integration of knowledge and fifteen credits of undesignated electives. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

### Liberal Arts: Psychology Pre-Professional Emphasis

#### CURRICULUM CODE No. 1060

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

#### Department of Social & Behavioral Science

Founders 210 • Phone (215) 968-8270

The Psychology Pre-Professional program of study is designed for students who intend to transfer to a four-year college and continue for a 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, theoretical perspectives and empirical findings in psychology;
- demonstrate an understanding of the basic scientific methods in psychology including research design, data analysis and interpretation;
- read and interpret research reports in the discipline’s journals;
- write research reports employing APA style; and
- apply psychological principles to an understanding of their own and others’ behavioral and mental processes.

#### Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL101</td>
<td>Biological Science I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL102</td>
<td>Biological Science II</td>
<td>4</td>
</tr>
<tr>
<td>COM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH115</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC180</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYC181</td>
<td>Developmental Psychology: Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>PSYC215</td>
<td>Introductory Psychological Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC270</td>
<td>Experimental Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC280</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC281</td>
<td>Psychology of Abnormal Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen except PSYC100 and PSYC252.
C Consult the list of courses approved for this subcategory. Any course may be chosen.
D Select any PSYC course.
E Select any of the following: ECON, GEOG, POLI, or SOCI course.
F Satisfies College Writing Level I.
G Satisfies College Writing Level II.
H Satisfies Creative Expression.
I Satisfies Social Perspectives.
J Satisfies Writing Intensive Requirement.
K Satisfies Personal Health.
L Satisfies Writing Intensive Requirement.

Students who do not seek the Associate of Arts Degree may earn the legend, “Major Requirements Satisfied”, on their transcript by successfully completing all the courses listed in the major except six credits in cultural perspectives, three credits in social perspectives, three credits in integration of knowledge and twelve credits of electives and two credits in personal health. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

### Recommended Semester Sequence

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

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL101</td>
<td>Biological Science I</td>
<td>4</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen except PSYC100 and PSYC252.
C Consult the list of courses approved for this subcategory. Any course may be chosen.
D Select any PSYC course.
E Select any of the following: ECON, GEOG, POLI, or SOCI course.
F Satisfies College Writing Level I.
G Satisfies College Writing Level II.
H Satisfies Creative Expression.
I Satisfies Social Perspectives.
J Satisfies Writing Intensive Requirement.

Students who do not seek the Associate of Arts Degree may earn the legend, “Major Requirements Satisfied”, on their transcript by successfully completing all the courses listed in the major except six credits in cultural perspectives, three credits in social perspectives, three credits in integration of knowledge and twelve credits of electives and two credits in personal health. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

### Liberal Arts: Social Science Emphasis

#### CURRICULUM CODE No. 1059

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

#### Department of Social & Behavioral Science

Penn 301 • Phone (215) 968-8270

In common with the other Liberal Arts majors, the Liberal Arts major with a Social Science emphasis is designed to be the first phase of an undergraduate education which aims to achieve three goals:
- critical appreciation of the ways in which we gain knowledge and understanding of ourselves and the world around us;
- an informed acquaintance with the main forms of
analysis needed for investigating the workings and development of modern society; and

- a knowledge of mathematical and scientific methods and some of the important artistic achievements of the past.

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

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

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUMN111</td>
<td>College Level Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>HUMN112</td>
<td>or Science</td>
<td></td>
</tr>
<tr>
<td>HUMN113</td>
<td>Creative Expression</td>
<td>6</td>
</tr>
<tr>
<td>HUMN114</td>
<td>Cultural Perspectives</td>
<td>2</td>
</tr>
<tr>
<td>HUMN115</td>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>History Electives</td>
<td>9</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Semester Sequence**

The recommended course sequence is designed for full-time students who average 1.5 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUMN114</td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>HUMN116</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>HUMN117</td>
<td>Personal Health</td>
<td>2</td>
</tr>
<tr>
<td>INTG285</td>
<td>Social Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Social Science Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUMN114</td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>HUMN115</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Social Science Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP112</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUMN114</td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>HUMN115</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>HUMN117</td>
<td>Social Science Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP112</td>
<td>English Composition II</td>
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<tr>
<td>HUMN114</td>
<td>Cultural Perspectives</td>
<td>3</td>
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<tr>
<td>HUMN115</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Literature Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Liberal Arts: Women’s Studies Emphasis**

**Transfer Major**

Curriculum code No. 1160

**Department of Language and Literature**

Penn 105 • Phone (215) 968-8150

This major is designed for the student who seeks a general education by broadly exploring the liberal arts course areas while also focusing on the study of women in society, the contributions of women to all cultures, and issues raised by contemporary changes in women’s lives. Women’s studies programs are vital to women and men in the fields of counseling, education, social work, health and medicine, business, family life, and law; in addition, upper level programs in Women’s Studies are successfully offered in more than 600 colleges and universities across the nation.

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

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

This program of study includes a variety of disciplines as well as offering introductory courses in Women’s Studies itself. An elective cooperative education internship provides a way for students to perform service-learning while receiving on-site experience and mentoring in a chosen field. Other course designations reflect those courses that include a Core sub-category on women and minorities. Changing attitudes in society and recent legislation have provided more choices and increasing opportunities for women in non-traditional fields. This program, therefore, provides an introduction to Women’s Studies for students who wish to transfer in that particular field or for students who wish to use this major as a transfer to other career areas.

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

Graduates of this program are able to

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

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACC141</td>
<td>The Art of Independent Cinema</td>
<td>3</td>
</tr>
<tr>
<td>VACC142</td>
<td>The Art of Theatrical Cinema</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>COMP112</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>HLTH200</td>
<td>Intro. to Women's Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>SOC1130</td>
<td>Contemporary Social Problems</td>
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</tr>
<tr>
<td>WMS1100</td>
<td>Introduction to Women's Studies</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
</tbody>
</table>

**Degree Course Requirements**

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

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

Please visit www.bucks.edu for current requirements.
GUY PETROZIELLO (’76) has worked for the Bucks County Courier Times for nearly three decades, starting as a reporter and editorial writer, and is currently the editorial page editor.

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

Management/Marketing

OCCUPATIONAL MAJOR

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

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

General Emphasis

Curriculum Code No. 2015

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

- utilize accounting information as a management tool in planning and controlling business operations;
- demonstrate knowledge of how to market a product, service or idea;
- exhibit a knowledge of the terminology of the field in order to communicate orally with customers, employers and supervisors;
- read and interpret business, periodical and technical reports; and
- create written reports on job-related problems.

Degree Course Requirements

ACCT103 Introductory Accounting
ACCT105 Financial Accounting
CISC110 Introduction to Information Systems
COMM110 Effective Speaking
COMP110 English Composition I
MGT100 Introduction to Business
MGT120 Business Mathematics
MATH117 Finite Mathematics for Business
MGT130 Business Law
MKTG180 Legal Environment of Business
MKTG100 Principles of Marketing
MKTG200 Advertising
MGMT280 Cooperative Education-Management

OADM110 Business Communication
PSY125 Stress Management

 Recommended Semester Sequence

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

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Effective Speaking</th>
<th>English Composition I</th>
<th>Introduction to Women’s Studies</th>
<th>Elective</th>
<th>Foreign Language</th>
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<tr>
<td>COMM110</td>
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<td>WMST110</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>English Composition II</th>
<th>Intro. to Women’s Health Issues</th>
<th>College-Level Mathematics</th>
<th>Elective</th>
<th>Foreign Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP111</td>
<td></td>
<td></td>
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<td>HLTH200</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Introduction to Theatrical Cinema</th>
<th>Film Studies</th>
<th>Contemporary Social Problems</th>
<th>Elective</th>
<th>Literature</th>
<th>Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACV141</td>
<td></td>
<td></td>
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<tr>
<td>VACV142</td>
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<tr>
<td>SCII130</td>
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</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Cultural Perspectives</th>
<th>Integration of Knowledge</th>
<th>Literature</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTG285</td>
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</tr>
</tbody>
</table>

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

TRANSFER MAJOR
Curriculum Code No. 1006

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

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

This major prepares students for upper division course work leading to a bachelor’s degree in mathematics or a mathematics-related area. Upon completion of the appropriate bachelor’s degree, graduates are qualified for entry-level positions in actuarial science, statistics, applied mathematics, operations research, economic forecasting, teaching, and graduate study.

Graduates of this program are able to:
• accurately interpret and translate pictorial and descriptive information into mathematical statements;
• solve problems quantitatively and communicate results clearly;
• demonstrate understanding of functions, limits, differentiation and integration, as appropriate;
• demonstrate computational skills in areas of applied mathematics.

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

Degree Course Requirements
CISC115 Computer Science I 1 4
CHEM121 Chemistry I A 4
PHYS121 Physics I 2 4
COMP110 English Composition I A,F 3
COMP111 English Composition II A,F 3
COMM110 Effective Speaking A,F,G 3
MATH140 Calculus I A,F,G 4
MATH141 Calculus II A,F,G 4
MATH242 Linear Algebra A,F,G 3
MATH260 Calculus III A,F,G 4

Recommended Semester Sequence

First Semester
CISC115 Computer Science I 1 4
COMP110 English Composition I A,F 3
COMM110 Effective Speaking A,F,G 3
MATH140 Calculus I A,F,G 4

Second Semester
COMP111 English Composition II A,F,G 3
MATH141 Calculus II A,F,G 4

Third Semester
MATH242 Calculus III A,F,G 4
MATH260 Linear Algebra A,F,G 3

Fourth Semester
INTG285 Integration of Knowledge D,F,G 3

A Placement testing required.
B Consult the list of courses approved for this subcategory here. Any course may be chosen.
C Any of the following may be chosen: MATH101, MATH115, MATH125, MATH250.
D Any INTG course may be chosen.
E Pre-college level courses do not meet this requirement.
F Course requires prerequisite.
G Satisfies College Writing Level I.
H Satisfies College Writing Level II.
J Satisfies Creative Expression.
K Satisfies College Level Mathematics or Science.
L Satisfies Writing Intensive requirement.
M Transfer from a two-year college.
N Transfer from a four-year college.

Medical Assistant

OCCUPATIONAL MAJOR
Curriculum Code No. 2131

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

Department of Business Studies
Penn 401 • Phone (215) 504-8227

Medical Assistants work in medical practices, clinics, and hospitals. Medical Assistants have cross-training for both administrative and clinical responsibilities. Their administrative duties include keeping patient records, managing financial matters, handling insurance arrangements, processing correspondence, and managing an office. In the clinical setting, the medical assistant prepares and assists in patient examination, records laboratory data, and obtains patients’ vital signs.

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

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

Degree Course Requirements
ACCT103 Introductory Accounting 3
BIOL115 Basic Human Anatomy 3
COMP110 Effective Speaking A,F,G 3

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

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

“I discovered journalism at Bucks County Community College, and a career that involves no heavy lifting.”
CURT HEINTZELMAN (’07), earned an associate degree in journalism at Bucks and is completing his bachelor’s in corporate communication at Penn State-Abington. He also intends to pursue graduate studies in public policy. He’s accomplished all this while working full-time as chief-of-staff to Pa. State Representative Katharine M. Watson (R-144th).

“Bucks provides a convenient, cost-effective way to stimulate learning and provides a springboard to endless possibilities.”

Recommended Semester Sequence

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

First Semester

- BIOL115 Basic Human Anatomy
- OADM105 Administrative Office Procedures I
- MGMT120 Business Math
- MEDA205 Medical Law and Ethics

Second Semester

- MEDA215 Medical Administrative Procedures
- COMP110 English Composition
- MEDA275 Medical Transcription
- MEDA200 Medical Terminology
- ACCT103 Introductory Accounting

Third Semester

- MEDA203 Laboratory Procedures
- OADM110 Business Communication
- MEDA216 Medical Insurance, Billing & Reimbursement
- MEDA201 Clinical Procedures II
- HLTH110 Responding to Emergencies
- COMM110 Effective Speaking

Fourth Semester

- MEDA220 Medical Assistant Internship
- MEDA297 Medical Coding
- INTG285 Integration of Knowledge
- PSYC110 Introduction to Psychology

All students are required to pass OADM140 either by taking the course at Bucks County Community College or by passing the appropriate challenge test given by the Office Administration Area at the College. A competency of 33 w.p.m. with a 5-error maximum on a timed writing is required. OADM140 may be used as an elective course.

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

may work as admitting clerks, billing agents, or medical transcriptionists in hospital outpatient areas.

Graduates of this program are able to:

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

Certificate Requirements

- OADM140 Keyboarding/Typewriting
- MEDA120 Medical Terminology
- MEDA215 Medical Administrative Procedures
- MEDA216 Medical Insurance, Billing, & Reimbursement
- MEDA275 Medical Transcription
- MEDA297 Medical Coding
- MEDA205 Medical Law and Ethics
- MEDA220 Medical Assisting Externship

A Course requires prerequisite.

A All students are required to pass OADM140 Keyboarding/Typewriting either by taking the course at Bucks County Community College or by passing the appropriate challenge test given by the Office Administration Area at the College. A competency of 33 words a minute with a 5-error maximum on a 5-minute timed writing is required.

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

Medical Assistant: Clinical

CERTIFICATE PROGRAM
Curriculum Code No. 3149

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

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

Graduates of this program are able to:

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

Certificate Requirements

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

A Course requires prerequisite.

A All students are required to pass OADM140 Keyboarding/Typewriting either by taking the course at Bucks County Community College or by passing the appropriate challenge test given by the Office Administration Area at the College. A competency of 33 words a minute with a 5-error maximum on a 5-minute timed writing is required.

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

Medical Coding/Billing

CERTIFICATE PROGRAM
Curriculum Code No. 3174

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

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

Graduates of the Medical Coding/Billing Certificate program will be prepared for positions as ambulatory care coders (ICD-9-CM, CPT/HCPCS), as well as billers, patient accounts representatives, and other support positions in medical offices, hospitals, and other health care facilities. Upon program completion, graduates are qualified to take the Certified Coding Specialist - Physician’s Office - National Certification Examination conducted by the American Health Information Management Association (AHIMA), and the Certified Professional Coder (CPC) National Certification Examination conducted by the American Academy of Professional Coders.

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

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

A Open for credit by exam.
B Course requires prerequisite.
C Completion of all other HIT courses and permission of the Department of Business Studies.

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

Multimedia
TRANSFER MAJOR
Curriculum code No. 1175

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

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

The Multimedia Transfer Major provides students with experiences creating image, text, sound, and video, with an emphasis on digital media. Using interactive programming, students will combine these different digital components into projects that convey their ideas as Web sites or CD/DVD projects. The Multimedia Transfer Major strongly emphasizes the concepts and the fundamentals of design, as well as the artistic skills needed to create interactive projects. The program also prepares students with technical skills using up-to-date technology and industry-standard software applications. Graduates from this program may pursue transfer to professional art schools and complete a baccalaureate degree or begin a career as an entry level multimedia designer. Multimedia artists may find work with advertising agencies, publishing companies, television stations, training companies, and other firms in the communications business.

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

Full-time day students entering as fine art majors require an assessment interview. A portfolio review is not required for admission, but is recommended for placement purposes. An art advisor will help select the appropriate sequence of courses.

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

Degree Course Requirements

VAFA100 Drawing Fundamentals 3
VAFA101 2-D Design Fundamentals or
VAFA102 3-D Design Fundamentals 3
VAFA250 Fine Arts and Design Portfolio Studio 3
VAMM100 Digital Imaging 3
VAMM110 Web and Interactive Design 3
VAMM120 Interface Design 3
VAMM130 3D Modeling Concepts 3
VAMM209 Multimedia Concepts I 3
VAMM210 Multimedia Concepts II 3
VAGD102 Illustration: Drawing and Digital 3
COMP110 English Composition I A,F,3
COMP111 English Composition II A,F,3
SOCI110 Intro. to Sociology A,F,3
Art History C,F,6
College Level Math or Science A,F,3
INTG285 Integration of Knowledge F,D,3
Personal Health 2
Digital Elective 3
Studio Electives 6

Recommended Semester Sequence

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

First Semester

VAFA100 Drawing Fundamentals 3
VAFA101 2-D Design Fundamentals or
VAFA102 3-D Design Fundamentals 3
VAMM100 Digital Imaging 3
COMP110 English Composition I A,F,3
Art History C,F,3

Second Semester

VAMM120 Interface Design 3
VAMM110 Web and Interactive Design 3
VAGD102 Illustration: Drawing and Digital 3
COMP111 English Composition II A,F,3
Art History C,F,3

Third Semester

VAMM130 3D Modeling Concepts 3
VAMM209 Multimedia Concepts I 3
SOCI110 Intro. to Sociology 3

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

Looking to become a psychologist?

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

Please visit www.bucks.edu for current requirements.
Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>YFAA250 Fine Arts and Design Portfolio Studio</td>
<td>3</td>
</tr>
<tr>
<td>VAMM210 Multimedia Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>INTG285 Integration of Knowledge</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives:** 6

**Total:** 15

**Notes:**
- Placement testing required.
- Consult the list of courses approved for this subcategory. Any course may be chosen.
- Any of the following may be chosen: YFAA191, YFAA192, VAFIA93.
- Any INTG course may be chosen.
- Suggested Electives: VACV130, VACV135, VACV137, MUSC124, VAFIA91, YFAA101, YFAA102, YFAA103, VAMM230, VAGD200, CISC113, CISC118, CISC224, JOUR155.
- Course requires prerequisite.
- Satisfies College Level Writing Level I.
- Satisfies College Level Writing Level II.
- Satisfies Creative Expression.
- Satisfies Cultural Perspectives.
- Satisfies Writing Intensive requirement.
- Satisfies Social Perspective.

*Students who do not seek the Associate of Arts Degree may earn the legend, “Major Requirements Satisfied,” on their transcripts by successfully completing all the courses listed in the major except credits in social perspectives, mathematics or science, English and three credits in integration of knowledge.

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

**Music**

**TRANSFER MAJOR**

Curriculum Code No. 1019

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

**Department of the Arts**

Hicks 125 • Phone (215) 968-8425

**Music Area**

Hicks 208 • Phone (215) 968-8047

The Music major, which is designed to prepare students for transfer in Music to four-year institutions, is a curriculum that culminates in an Associate of Arts degree. Numerous courses in the program fulfill Core Curriculum requirements for general students, and students enrolled in other majors are encouraged to participate in any course or performing ensemble for which they qualify.

Graduates of this program are able to

- perform appropriate musical repertoire competently in both solo and ensemble environments;
- identify and analyze in both written and aural formats the historical forms, styles, genres, and compositional techniques of varied musical repertoire;
- analyze and construct diatonic and chromatic harmonies using techniques of Roman Numeral harmonic analysis, figured bass, and related symbolic nomenclatures;
- employ music technology productively in both practical and creative contexts; and
- sight-sing melodies accurately and take musical dictation by applying compatible solfege methodologies.

Students entering as Music majors 1) must successfully pass the qualifying exam for entrance into Music Theory I and Ear Training I, 2) must schedule an interview with a representative of the Music Area, and 3) must perform an audition on their principal instrument (or voice) for placement into the Applied Lesson course sequence. Contact the Music Area (215-968-8425) for complete information and scheduling of these preliminary requirements.

Registration for private applied lessons [courses with the “MUSL” prefix] is restricted to students enrolled in the Music major degree program and additionally requires Music Area approval. However, courses with MUSG, MUSC and MUSE prefixes are open to all students who have satisfied any published prerequisite.

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

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

Bucks County Community College is an accredited institutional member of the National Association of Schools of Music (NASM).

**Degree Course Requirements:**

- COMP110 English Composition I 1,2,3
- COMP111 English Composition II 1,2,3
- MUSC101 Introduction to Music or MUSC105 American Music 1,2,3
- MUSC106 History of Jazz 1
- MUSC103 World Music 1
- MUSC201 Musical Styles and Literature: Baroque 1
- MUSC111 Music Theory I 1
- MUSC112 Music Theory II 1,2,3
- MUSC115 Ear Training I 1,2
- MUSC116 Ear Training II 1,2
- MUSC124 Music Technology 1
- MUSC201 Musical Styles and Literature: Music before 1750 1
- MUSC202 Musical Styles and Literature: Music after 1750 1
- MUSC211 Music Theory III 1,2
- MUSC212 Music Theory IV 1,2
- MUSC215 Ear Training III 1,2
- MUSC216 Ear Training IV 1,2
- MUSL111 Principal Applied Lessons I 1
- MUSL112 Principal Applied Lessons II 1
- MUSL211 Principal Applied Lessons III 1,2
- MUSL212 Principal Applied Lessons IV 1,2
- MUSA163 Group Instruction in Piano, Level I 1
- MUSA165 Group Instruction in Piano, Level I 1
- MUSA166 Group Instruction in Piano, Level I 1
- ENGLISH Composition II 1
- OR
- American Music 1
- MUSC111 Music Theory I 1
- MUSC112 Music Theory II 1,2
- MUSC115 Ear Training I 1
- MUSC116 Ear Training II 1,2
- MUSL111 Principal Lessons I 1
- MUSA165 Group Instruction in Piano, Level I 1

**Recommended Semester Sequence**

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

**First Semester**

- COMP110 English Composition I 1,2,3
- MUSC111 Music Theory I 1
- MUSC115 Ear Training I 1
- MUSC124 Music Technology 1
- MUSL111 Principal Lessons I 1
- MUSA165 Group Instruction in Piano, Level I 1

**Second Semester**

- COMP111 English Composition II 1,2,3
- MUSC101 Introduction to Music 1
- MUSC105 American Music 1
- MUSC106 History of Jazz 1
- MUSC112 Music Theory II 1,2
- MUSC116 Ear Training II 1,2
- MUSL112 Principal Lessons II 1
- MUSA165 Group Instruction in Piano, Level I 1

**Third Semester**

- MUSC201 Musical Styles and Literature: Music

Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
before 1750 G 3
MUSC211 Music Theory III G 3
MUSC215 Ear Training III G 3
MUSL211 Principal Lessons III G 2
College level Mathematics G or
Science G Elective 3

A Placement testing required.
B Any of the following courses may be chosen: MUSE101, MUSE115, MUSE121, MUSE140, MUSE151, MUSE155, MUSE201. All Ensemble courses may be repeated.
C Course requires prerequisite.
D Any INTG course may be chosen.
E Any of the following courses may be chosen: MUSE101, MUSE115, MUSE121, MUSE140, MUSE151, MUSE155, MUSE201. All Ensemble courses may be repeated.
F MUSE101 is required.
G Course requires prerequisite.
1 Satisfies College level Writing Level I.
2 Satisfies College level Writing Level II.
3 Satisfies Cultural Perspectives.
4 Satisfies Creative Expression.
5 Satisfies Writing Intensive requirement.
6 Satisfies Social Perspectives.
7 Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Fourth Semester
MUSC202 Musical Styles and Literature: Music after 1750 G 3
MUSC212 Music Theory IV G 3
MUSC216 Ear Training IV G 3
MUSC103 World Music G 3
MUSL212 Principal Lessons IV G 2
INTG283 Integration of Knowledge B,G,S 3

A Placement testing required.
B Any of the following courses may be chosen: MUSE101, MUSE115, MUSE121, MUSE140, MUSE151, MUSE155, MUSE201. All Ensemble courses may be repeated.
C Course requires prerequisite.
D Any INTG course may be chosen.
E Any of the following courses may be chosen: MUSE101, MUSE115, MUSE121, MUSE140, MUSE151, MUSE155, MUSE201. All Ensemble courses may be repeated.
F MUSE101 is required.
G Course requires prerequisite.
1 Satisfies College level Writing Level I.
2 Satisfies College level Writing Level II.
3 Satisfies Cultural Perspectives.
4 Satisfies Creative Expression.
5 Satisfies Writing Intensive requirement.
6 Satisfies Social Perspectives.
7 Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

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

Nursing

OCCUPATIONAL MAJOR
Curriculum Code No. 2035

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

The nursing program requires additional fees.

Department of Health, Physical Education and Nursing
Penn Hall 434 • Phone (215) 968-8327

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

Program Outcomes

The graduate of the BCCC Nursing Program will use critical thinking to apply the theoretical knowledge from the cognitive, affective and psychomotor domains to:
- communicate in a manner that is professional, that acknowledges and preserves the individual's dignity and worth and that recognizes and respects cultural differences between patients and care providers, and among patients;
- apply the nursing process to diagnose and treat individual and family responses to alterations in their functional health patterns;
- collaborate with the health care team to manage groups of patients with predictable outcomes while appropriately delegating duties to other health care providers;
- demonstrate awareness of today's health care delivery system and its impact on future health, act according to and within the legal and the ethical standards set forth by the Pennsylvania Nurse Practice Act, the College, the Nursing Program, the legal system at large, affiliating agencies, and their accreditation bodies and the nursing profession.

The Nursing Program consists of courses in liberal arts and selected sciences, as well as nursing courses. Each required nursing course must be taken in a designated sequence as knowledge builds from less complex to more complex. Each nursing course is made up of a theoretical and a clinical component. Students must successfully meet the objectives of both of these components and demonstrate increasing proficiency on all drug calculation exams that start at a minimum of 80% in order to achieve a passing grade (of at least a C) in each nursing course. Nursing students must comply with the rules and policies as presented in the Nursing Student Handbook, in addition to those listed in the catalog. Students, who meet criteria for readmission into the program, must comply with the Nursing Student Handbook that is in place for the class to which they have been readmitted. The BCCC Nursing Program is fully approved by the Pennsylvania State Board of Nursing and is fully accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326 Phone. 404.975.5000, Fax. 404.975.5020

ADMISSION REQUIREMENTS for admission to the program of study

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

2. Meeting High School Requirements

All students must have completed work equal to a standard high school program with a minimum of 16 units (a unit is the equivalent of a year’s worth of study). These requirements are:
- 4 Units of English
- 3 Units of Social Studies
- 2 Units of Science: 1 year of Chemistry with a grade of C or better or 70% and 1 year of Biology with a grade of C or better or 70%.
- 2 Units of Mathematics with a grade of C or better or 70% (one unit must be algebra)

All students must have a final official high school transcript on file in Admissions and must be enrolled in the College.

3. All enrolled nursing students must go to the fourth floor in Penn Hall, Nursing Office after receiving the permit to register from the Admissions Office and sign up on the Nursing Faculty door for an appointment during advising period fall/spring.

4. GED students must meet the same requirements.

• Students who do not meet the high school requirements must take the following courses:
  1. To satisfy the English requirement, a student must take the Writing Placement Test and score a six (6) or complete COMPI07 Introduction to Rhetorical Skills with a grade of “C” or better. (NOTE: Prerequisite courses, as determined by the College Placement Tests, need to be taken prior to enrollment in this course.)
  2. To satisfy the Social Studies requirements a student must complete Introduction to Psychology OR Introduction to Sociology OR a course listed under Cultural Perspectives (as listed in the College Catalog).
  3. To satisfy the Science Requirement, a student must complete BIOL181, Human Anatomy & Physiology I, for a deficiency in Biology; CHEM101, Chemistry A for a chemistry deficiency. It is recommended that the student enroll in Biological Science 101 or 102 if seven years

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

Eligibility:
1. LPN’s who have been employed for at least one year are eligible for advanced placement
2. Transfer students who have attended an NLNAC accredited nursing program are also eligible for advanced placement.

Admission to the College and to the Nursing Program of Study:

Additional Admission Criteria:
1. LPN’s must provide proof of Pennsylvania licensure and at least one year of employment as an LPN
2. Because LPN’s have completed the licensure exam, the SAT, ACT or NLN will not be required
3. Transfer students are required to meet all criteria for acceptance as above.

Placement in the Nursing Program
1. LPN’s may challenge out of NURS 101 and NURS 102 and enter into NURS 201, after completing all of the NURS 101 and NURS 102 co-requisite courses, NURS 120, Drug Calculations and NURS 220 Health Assessment.
2. Transfer students will achieve placement based on review of individual nursing course syllabi.
3. Criteria for Challenge of Nursing I/Nursing 101 is completion of:
   • CHEM 101 - Chemistry A
   • BIOL 182 - Human Anatomy and Physiology I
   • BIOL 182 - Human Anatomy and Physiology II
   • BIOL 228 - Microbiology
   • HLTH 120 - Nutrition
   • NURS 120 - Drug Calculations
   • NURS 220 - Nursing Health Assessment
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
     - HLTH 120 - Nutrition
     - NURS 120 - Drug Calculations
     - NURS 220 - Nursing Health Assessment
5. Courses to be taken with or before Nursing III/ Nursing 201
   • PSYCH 110 - Introduction to Psychology
   • SOCI 110 - Introduction to Sociology
   • COMP 110 - English Composition I
6. Courses to be taken with or before Nursing IV/ Nursing 202
   • COMM 110 - Effective Speaking
   • One cultural perspective course

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<td>COMP 110</td>
<td>3</td>
</tr>
<tr>
<td>NURS 102</td>
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</tr>
<tr>
<td>NURS 202</td>
<td>4</td>
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<tr>
<td>PSYC 110</td>
<td>3</td>
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<tr>
<td>SOCI 110</td>
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</tbody>
</table>

Recommended Semester Sequence

The recommended course sequence is designed for only full-time students who average 17 credit hours per semester. Students may need more time to complete Program requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended. Most students complete many of the support courses first.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<td>CHEM 101</td>
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<td>COMP 110</td>
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<td>NURS 101</td>
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Second Semester

<table>
<thead>
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<tr>
<td>BIOL 182</td>
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<td>BIOL 228</td>
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<tr>
<td>HLTH 120N</td>
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<tr>
<td>NURS 102</td>
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Third Semester

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<td>NURS 202</td>
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<td>PSYC 110</td>
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<tr>
<td>SOCI 110</td>
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Fourth Semester

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>COMM 110</td>
<td>3</td>
</tr>
<tr>
<td>NURS 202</td>
<td>9</td>
</tr>
</tbody>
</table>

Cultural Perspectives

- A Must be taken before or with NURS 102.
- B Must be taken before or with NURS 101.
- C Placement testing required.
- D Must be taken before or with NURS 201.
- E Must be taken before or with NURS 202.
- F Course requires prerequisite.
- G Must be CPR certified prior to enrollment.
- H Consult the list of courses approved for this subcategory.

Any course may be chosen.

1. HLTH 120N sections are taught by a registered dieticians as required by the PA State Board of Nursing.
2. Satisfies College Level Mathematics or Science.
3. Satisfies College Writing Level I.
4. Satisfies College Writing Level II.
5. Satisfies Creative Expression.
7. Satisfies Social Perspectives.
8. Satisfies Writing Intensive requirement.
9. Satisfies Integration of Knowledge requirement.

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

Occasional Studies

OCCUPATIONAL MAJOR
Curriculum Code No. 2068

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

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

This major is for students whose educational and occupational goals are not met by the College's other occupational and transfer majors. It allows students to build a sequence of courses to satisfy specific skills needed for employment and, upon successful completion, results in the award of the Associate of Arts degree.

This major may be of particular interest to potential and current area vocational technical high school students as well as graduates of area vocational-technical high schools.

This program is not for students who plan to transfer to baccalaureate institutions. Students are admitted to this major only after they indicate both the occupational objective and specific employment they expect to achieve through completion of the major. While the major is designed for students beginning their collegiate work, students with fewer than sixty credits of collegiate work may enter the major after receiving permission from both an academic advisor and the Chairperson of the Department of Business Studies.

This program is designed to prepare students for a variety of functional and staff operational, supervisory and management positions. The specific field of employment will be determined by the student's own interest and background, and will relate to the occupational electives.

Graduates of this program are able to:

- analyze and appraise basic operations and relate them to the particular business enterprise that they have identified in their occupational objectives;
- apply and use the common mathematical functions of business such as the time value of money and interest, discount and loan calculations;
- recognize basic computer concepts and use the internet, email, and standard computer applications including word processing, spreadsheets, and graphics;
- create business letters, memos, and analytical reports; and
- prepare and deliver informative and persuasive speeches in a business setting.

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

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

"Bucks County Community College gave me a great foundation to build my education in art and design that has led me to a successful career in the arts...That's what I love about Bucks – it builds dreams." That love of Bucks runs in the family. Magro's son Dan graduated in 2006 (see page 20), while his aunt, Linda Laing, and sister, Sandra Magro, also attended BCCC.

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>COMP114</td>
<td>Technical Writing</td>
<td>3</td>
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<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
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<td>Occupational Electives</td>
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<td>6-12</td>
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<td>Personal Health</td>
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</table>

Recommended Semester Sequence

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

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
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<tr>
<td>or</td>
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<td></td>
</tr>
<tr>
<td>COMP114</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
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</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
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<td>Elective</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMP110</td>
<td>English Composition</td>
<td>3</td>
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<td>MGMT120</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Perspectives</td>
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<tr>
<td>Occupational Electives</td>
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<tr>
<td>Personal Health</td>
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Third Semester

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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Fourth Semester

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<th>Course Title</th>
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<tbody>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
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<tr>
<td>Occupational Electives</td>
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</table>

Office Administration & Systems Technology

**OCCUPATIONAL MAJOR**

Curriculum Code No. 2150

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

Department of Business Studies

Penn 401 • Phone: (215) 504-8227

The Office Administration and Systems Technology degree program is designed to prepare highly qualified office professionals needed in today's high-technology office environment. The program provides a broad background in office management, business, communication, computer technology, and interpersonal skills. Depending upon the track chosen, individuals in the Office Administration and Systems Technology degree program are qualified to hold the following positions in areas of business and industry or government: executive assistant, legal assistant, or administrative assistant to an accounting specialist.

Graduates of this program will:

- create business letters, memorandums, and other documents in correct English at a high level of speed and accuracy in updated formats;
- apply principles of supervision and management in order to obtain maximum productivity from computerized systems in both traditional and automated offices with appropriate emphasis on people, procedures, and equipment; and
- use computers effectively and efficiently and apply software applications in an office environment.

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>COMP110</td>
<td>English Composition I</td>
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<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
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<td>MGMT120</td>
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<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>OADM140</td>
<td>Keyboarding/Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OADM142</td>
<td>Basic Applications of Microsoft</td>
<td>1</td>
</tr>
<tr>
<td>OADM143</td>
<td>Basic Applications of Microsoft</td>
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</tr>
<tr>
<td>OADM145</td>
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<tr>
<td>OADM147</td>
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<tr>
<td>OADM153</td>
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<tr>
<td>OADM165</td>
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<tr>
<td>OADM167</td>
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<td>OADM190</td>
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<tr>
<td>OADM225</td>
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<td>OADM226</td>
<td>MS Word, Advanced</td>
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<td>OADM230</td>
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Program of study requirements and other catalog contents are subject to change.

Please visit www.bucks.edu for current requirements.
### Recommended Semester Sequence

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

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MGMT100</td>
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<td>OADM140</td>
<td>Keyboarding/Typewriting</td>
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<td>OADM167</td>
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<td>OADM190</td>
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<tr>
<td>OADM230</td>
<td>Advanced Keyboarding</td>
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<td>OADM145</td>
<td>Basic Applications of Microsoft</td>
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<td>OADM165</td>
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<td>COMP110</td>
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#### Fourth Semester

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<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OADM230</td>
<td>Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Personal Health</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Track Course C</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**Program Features**

This certificate program provides a unique short-term vehicle to develop the entry-level office software skills needed to become employable in a general office setting.

Since all courses are offered in the TOTAL (Technology Office Training Access Learning) Lab on campus, students are able to enter the program up to the mid-semester, and may work on assignments anytime the TOTAL Lab is open. Students with the appropriate software may choose to work from home or another location. Students completing the course objectives early will be prepared to seek employment immediately.

Graduates of this program are able to:

- utilize state-of-the-art equipment and software to accomplish work-related tasks accurately and productively in an office environment;
- derive an appropriate position in an office setting as a secretary, administrative assistant, receptionist, clerk, or information processing worker with a commitment to lifelong learning to achieve professional growth; and
- create documents using Microsoft Word and produce spreadsheets for business using Microsoft Excel.

**Certificate Course Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OADM101</td>
<td>Electronic Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>OADM104</td>
<td>Formatting with Word</td>
<td>2</td>
</tr>
<tr>
<td>OADM140</td>
<td>Keyboarding/Typewriting I</td>
<td>3</td>
</tr>
<tr>
<td>OADM141</td>
<td>Basic Applications of Microsoft Word</td>
<td>1</td>
</tr>
<tr>
<td>OADM142</td>
<td>Basic Applications of Microsoft Excel</td>
<td>1</td>
</tr>
<tr>
<td>OADM143</td>
<td>Basic Applications of Microsoft Access</td>
<td>1</td>
</tr>
<tr>
<td>OADM145</td>
<td>Basic Applications of Microsoft</td>
<td>1</td>
</tr>
<tr>
<td>OADM147</td>
<td>Microsoft Windows</td>
<td>1</td>
</tr>
<tr>
<td>OADM155</td>
<td>Searching the Web</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

A Open for credit exam.
B Course requires prerequisite.
C Placement testing required.
D Any INTG285 course may be chosen.
E Any INTG285 course may be chosen.
F Course requires prerequisite.
G Satisfies College level Mathematics or Science.
H Satisfies Writing Intensive requirement.
J Satisfies Creative Expression.

### Paralegal Studies

**OCCUPATIONAL MAJOR**

Curriculum Code No. 2128

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

**Department of Business Studies**

**Penn 401 • Phone (215) 968-8227**

This major will qualify students to serve as paralegals for employment by attorneys, law offices, governmental agencies, or other entities in capacities or functions that involve the performance, under the ultimate direction and supervision of attorneys, of specifically delegated substantive legal work. The courses in the major are designed to impart knowledge and expertise of legal concepts, the legal system, and substantive and procedural law that will qualify students to perform work of a legal nature, under supervision, which is custodially, but not exclusively, performed by a lawyer. In order to provide graduates with the expertise and flexibility required in the growing field, the major offers a basic knowledge in the paralegal field. Upon successful completion of the program in Paralegal Studies, the student should be able to:

- explain the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law;
- Perform the duties of a legal assistant in the public sector.

---

**Office Skills-Accelerated Certificate Program**

Curriculum Code No. 3173

**Department of Business Studies**

**Penn 401 • Phone (215) 968-8227**

There is a growing need for office professionals trained in the use of Microsoft Office Applications. This Bucks Community College Office Administration Accelerated Certificate program is a short-term program designed to prepare students to enter a modern office. The program offers career-specific software training for the individual wishing to complete the program in one semester. Coursework will include operation of state-of-the-art equipment and application software to gain marketable skills required to work accurately and productively in an office environment.

Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
and private sector or in a position relating to the practice of law; and
• demonstrate an understanding of the ethical obligations and legal limitations of the paralegal in the public and private sectors.

Degree Course Requirements *

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>COMMI10</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMPI10</td>
<td>English Composition A,A,1</td>
<td></td>
</tr>
<tr>
<td>HIST152</td>
<td>U.S. History: Modern America</td>
<td>3</td>
</tr>
<tr>
<td>LAWS100</td>
<td>Introduction to Paralegal Studies or</td>
<td></td>
</tr>
<tr>
<td>LAWS110</td>
<td>Introduction to Nurse</td>
<td></td>
</tr>
<tr>
<td>MGMT130</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>LAWS140</td>
<td>Civil Practice/Litigation Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LAWS220</td>
<td>Legal Research &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>LAWS225</td>
<td>Advanced Legal Research &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>LAWS240</td>
<td>Negligence and Personal Injury:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paralegal</td>
<td>3</td>
</tr>
<tr>
<td>LAWS285</td>
<td>Paralegal Internship</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td></td>
<td>College Math or Science</td>
<td></td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication A,A,1</td>
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<tr>
<td>POLI111</td>
<td>American National Government</td>
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<td>POLI120</td>
<td>American State and Local Government</td>
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<tr>
<td>PSYC125</td>
<td>Stress Management</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Paralegal Electives A,A,1</td>
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</tbody>
</table>

Recommended Semester Sequence

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

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAWS100</td>
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<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td></td>
<td>College Math or Science</td>
<td></td>
</tr>
<tr>
<td>OADM110</td>
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Second Semester

<table>
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<tr>
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<td>MGMT130</td>
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</tr>
<tr>
<td>LAWS220</td>
<td>Legal Research &amp; Writing</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>COMMI10</td>
<td>Effective Speaking</td>
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<tr>
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<td>Advanced Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>LAWS240</td>
<td>Negligence and Personal Injury:</td>
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<tr>
<td></td>
<td>Paralegal</td>
<td>3</td>
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<tr>
<td>POLI120</td>
<td>American State and Local Government</td>
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</table>

Fourth Semester

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<tbody>
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<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>LAWS285</td>
<td>Paralegal Internship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Paralegal Electives A,A,1</td>
<td></td>
</tr>
</tbody>
</table>

*Requires a writing score of 6 or successful completion of Business Communication (OADM110) or English Composition I (COMPI10).

**Placement testing required.

Certificate Requirements

<table>
<thead>
<tr>
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</thead>
<tbody>
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</tr>
</tbody>
</table>

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 Satisfies College Writing requirement.
B Satisfies Creative Expression.
C Satisfies Cultural Perspective.
D Satisfies Social Perspectives.
E Satisfies College Level Mathematics or Science.
F Satisfies Personal Health.

Students who do not seek the Associate of Arts degree may earn the legend “Major Requirements Satisfied” on their transcripts by successfully completing all of the courses listed in the major except Stress Management, College Math or Science and Integration of Knowledge.

Paralegal CERTIFICATE PROGRAM

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

Students entering this program must have completed 30 college credits, 18 of which must meet general education requirements. All of the courses required for the certificate can be used to obtain a degree at a later time. This all inclusive certificate paralegal program requires graduates to complete the same law courses required in the associate degree program. It is designed for the following individuals:

• legal secretaries seeking higher positions of employment.
• state and federal employees seeking advancement in government careers.
• people with life experience wanting to change careers. This certificate program will qualify graduates to serve as paralegal and legal assistants for law offices, government agencies, or businesses involving legal work under the ultimate direction and supervision of attorneys. The courses in this program are designed to impart knowledge and expertise of legal concepts, the legal system, and substantive and procedural law to qualify graduates to perform work of a legal nature that is customarily, but not exclusively, performed by a lawyer.

Graduates of this program are able to

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

Certificate Requirements

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</tr>
<tr>
<td></td>
<td>Paralegal</td>
<td>3</td>
</tr>
<tr>
<td>LAWS285</td>
<td>Paralegal Internship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Paralegal Electives A,A,1</td>
<td></td>
</tr>
</tbody>
</table>

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

A Any LAWS course except 100 or 110 may be chosen.
B Course requires prerequisite.
52
Phlebotomy
CERTIFICATE PROGRAM
Curriculum Code No. 3166

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

The Phlebotomy Certificate program prepares the student to draw blood and prepare it for testing by laboratory personnel. The program is designed to provide students with information about the health care delivery system, collection of materials and equipment, venipuncture and capillary puncture techniques, and medical, legal and ethical implications of blood collection.

This program prepares students to work as phlebotomists in a variety of health care settings such as acute care facilities, physicians’ offices, hospital laboratories, long-term care facilities, clinics, and independent laboratories. Graduates of this program are able to:

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

Certificate Requirements
BIOL115 Basic Human Anatomy 3
MEDA120 Medical Terminology 3
MEDA204 Phlebotomy Procedures & Techniques A 4
MEDA205 Medical Law and Ethics 3
MEDA230 Phlebotomy Extenshion A 4
MEDA245 Medication Administration 3
MEDA250 Blood Collection Techniques 3

A Course requires prerequisite.

Pre-Allied Health
TRANSFER MAJOR
Curriculum Code No. 1105

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

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

This major prepares students for transfer into baccalaureate degree majors in allied health fields. These may include: nursing, occupational therapy, physical therapy, respiratory therapy, medical technology, or dental hygiene. Students are advised to review the entrance requirements of the baccalaureate institutions. In order to assure that students make proper decisions, advising by the Science, Technology, Engineering & Mathematics Department is required.

Graduates of this program are able to:

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

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

Degree Course Requirements
BIOL121 Biological Principles I A 1
BIOL122 Biological Principles II A 1
CHEM121 Chemistry I A 4
CHEM122 Chemistry II A 4
COMP110 English Composition I A 1,3
COMP111 English Composition II A 1,3
MATH120 College Algebra A 4,1 4
PSYC110 Introduction to Psychology A 4,1 3

A Placement testing required.
B Pre-requisites: MATH115, MATH120, or MATH140 may be substituted.
C Placement testing required. Any course may be chosen.
D Satisfies College Level Mathematics or Science.
E Satisfies college Writing Level I.
F Satisfies Social Perspectives.
G Satisfies Writing Intensive requirement.
H Satisfies Creative Expression.

Pre-K – 4 Early Education
TRANSFER MAJOR
Curriculum Code No. 4192

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

- provide a teacher education program with an emphasis in the theory and practice in the Pre-K-4 setting in accordance with the framework and program guidelines provided by the Pennsylvania Department of Education and NAEC;
- prepare students for transfer to institutions offering Pre-K-4 certification and admission into teacher education programs.

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

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

First Semester
COMP110 English Composition I A,3 3
MATH120 College Algebra A,3 4
INTG285 Personal Health 2
Pre-Allied Health Elective E 3

Second Semester
CHEM121 Chemistry I A,3 4
COMP111 English Composition II A,3 3
PSYC110 Introduction to Psychology D 3
Personal Health A 2
Pre-Allied Health Elective E 3

Third Semester
BIOL121 Biological Principles I A 4
CHEM122 Chemistry II A 4
Pre-Allied Health Electives E 8

Fourth Semester
BIOL122 Biological Principles II A 4
SOC1110 Introduction to Sociology A 3
COMM110 Effective Speaking 2 2
INTG285 Integration of Knowledge E,5 3
Pre-Allied Health Electives E 3

Please visit www.bucks.edu for current requirements.

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

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

Program of study requirements and other catalog contents are subject to change.
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
| BIOL110 Biological Science I | 3   |
| BIOL111 Biological Science II | 3   |
| COMM110 Effective Speaking | 4   |
| COMP110 English Composition I | 3   |
| COMP111 English Composition II | 3   |
| PSYC110 Introduction to Psychology | 4   |
| EDUC100 Foundations of Education | 3   |
| EDUC102 Mathematical Concepts for Educators I | 4   |
| MATH105 Mathematics Concepts for Educators II | 3   |
| EDUC105 Foundations for Early Learning P re K-4 | 3   |
| EDUC115 Observing and Recording the Behavior of Young Children | 3   |
| EDUC120 Early Learning and Development I - Ages birth - 5 | 3   |
| EDUC130 Early Learning and Development II - Adolescence | 3   |
| EDUC140 Math & Science Experiences for Young Children | 3   |
| EDUC160 Introduction to Exceptionalities | 3   |
| EDUC170 Language and Literacy Development in Early Childhood: Birth through five years | 3   |
| EDUC180 Integrated Art, Movement and Play | 3   |
| EDUC190 Personal Health Elective | 3   |
| INTG285 Integration of Knowledge | 3   |
| Transfer Track | 3   |
| EDUC205 Fieldwork, Observation/Assessment in Education I [Special Education/Autism emphasis] | 3   |
| EDUC210 Fieldwork, Observation/Assessment in Education II [PreK-4] | 3   |
| Career Track | 3   |
| LITR246 Children's Literature | 3   |
| EDUC220 Practicum in Education | 6   |

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

First Semester
| COMP110 Effective Speaking | 4   |
| COMP110 English Composition I | 3   |
| PSYC110 Introduction to Psychology | 3   |
| EDUC105 Foundations of Early Learning PreK-4 | 3   |
| EDUC120 Early Learning and Development I - Ages birth - 5 | 3   |

Second Semester
| COMP111 English Composition II | 3   |
| EDUC130 Foundations of Early Learning PreK-4 | 3   |
| EDUC160 Introduction to Exceptionalities | 3   |
| EDUC150 Math and Science Experiences | 3   |
| EDUC170 Language and Literacy Development | 3   |
| EDUC180 Integrated Art, Movement and Play | 3   |
| EDUC190 Personal Health Elective | 3   |
| EDUC205 Fieldwork, Observation/Assessment in Education I [Special Education/Autism emphasis] | 3   |
| EDUC210 Fieldwork, Observation/Assessment in Education II [PreK-4] | 3   |

Third Semester
| BIOL110 Biological Science I | 4   |
| EDUC111 Observing and Recording the Behavior of Young Children | 3   |
| EDUC170 Language and Literacy Development in Early Childhood: Birth through five years | 3   |
| EDUC200 Integrated Art, Movement and Play | 3   |
| MATH105 Mathematical Concepts for Educators II | 3   |

Fourth Semester
| INTG285 Integration of Knowledge | 3   |
| Transfer Major | 3   |
| EDUC205 Fieldwork, Observation/Assessment in Education I [Special Education/Autism emphasis] | 3   |
| EDUC206 Fieldwork, Observation/Assessment in Education II [PreK-4] | 3   |
| Career Major | 3   |
| LITR246 Children’s Literature | 3   |
| EDUC220 Practicum in Education | 6   |

Recreational Leadership

CERIFICATE PROGRAM
Curriculum Code No. 3190

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

This program prepares students to work as aquatic directors, park service personnel, outdoor educators, program specialists and ropes course instructors. Graduates of this program are able to:
• Explain the history of the outdoor recreation program and field;
• Describe the appropriate rescues needed per criteria of victim;
• Explain and describe the procedures to perform CPR (Adult, Child, Infant);
• Explain and describe the procedures to perform First Aid;
• Explain and describe the procedures to perform AED (Adult, Child);
• Describe the counseling skills and procedures to implement a counseling session;
• Describe and explain how to set up a ropes course, belay and perform a rescue;
• Explain and describe the six basic strokes in aquatics and explain stroke mechanics;
• Explain and describe how to plan an event; and
• Explain and describe the main functions and areas of concern surrounding facility design.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH110</td>
<td>Responding to Emergencies</td>
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<tr>
<td>PHED155</td>
<td>Lifeguarding</td>
<td>2</td>
</tr>
<tr>
<td>PHED156</td>
<td>Water Safety Instructor</td>
<td>2</td>
</tr>
<tr>
<td>PHED190</td>
<td>Outdoor Recreation</td>
<td>3</td>
</tr>
<tr>
<td>PHED191</td>
<td>Outdoor Recreation Leadership</td>
<td>2</td>
</tr>
<tr>
<td>PHED170</td>
<td>Individual Fitness and Wellness</td>
<td>2</td>
</tr>
<tr>
<td>SMT202</td>
<td>Facility and Events Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

A Required prerequisite and/or co-requisite.

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

Retail Management

OCCUPATIONAL MAJOR

Curriculum Code No. 2017

This associate degree program qualifies graduates to compete for entry-level management and/or marketing positions, depending upon which business electives are chosen. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses to meet their individual needs. Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisors to develop a planned sequence of courses to meet their individual needs.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED110</td>
<td>Responding to Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>PHED155</td>
<td>Lifeguarding</td>
<td>2</td>
</tr>
<tr>
<td>PHED156</td>
<td>Water Safety Instructor</td>
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<tr>
<td>PHED190</td>
<td>Outdoor Recreation</td>
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<tr>
<td>PHED191</td>
<td>Outdoor Recreation Leadership</td>
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<tr>
<td>PHED170</td>
<td>Individual Fitness and Wellness</td>
<td>2</td>
</tr>
<tr>
<td>SMT202</td>
<td>Facility and Events Planning</td>
<td>2</td>
</tr>
</tbody>
</table>

A Required prerequisite and/or co-requisite.

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

Department of Business Studies

Penn 401 • Phone (215) 968-8227

This Associate Degree Program qualifies graduates to compete for entry-level management positions in the retail industry.

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

Graduates of this program are able to

• exhibit a knowledge of the terminology and procedures of the retailing field in order to communicate with peers, managers, buyers, and other professionals;
• interpret business periodicals in addition to technical reports, and develop written reports on job-related problems;
• relate the special skills required in a people-intensive industry;
• demonstrate a technical knowledge of the major functions of a retail organization; and
• utilize the knowledge of how to merchandise a product.

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CISC110</td>
<td>Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>COMI110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MGMT130</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MGMT180</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMT190</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMT220</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>MATH117</td>
<td>Finite Mathematics for Business</td>
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<tr>
<td>MGMT100</td>
<td>Organizational Behavior</td>
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<tr>
<td>MKTG280</td>
<td>Cooperative Education-Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG100</td>
<td>Principles of Marketing</td>
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<tr>
<td>MKTG110</td>
<td>Selling</td>
<td>3</td>
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<tr>
<td>MKTG135</td>
<td>Retail Management</td>
<td>3</td>
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<tr>
<td>MKTG140</td>
<td>Retail Merchandising</td>
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<tr>
<td>MKTG200</td>
<td>Advertising</td>
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<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>SCYC125</td>
<td>Stress Management</td>
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</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
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</tr>
</tbody>
</table>

Recommended Semester Sequence

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

First Semester

ACCT103 Introductory Accounting 3
MGMT100 Introduction to Business 3
MKTG135 Retail Management 3
OADM110 Business Communication 3

Second Semester

ACCT110 Accounting Elective 3
CISC110 Introduction to Information Systems 3
MKTG100 Principles of Marketing 3
MKTG140 Retail Merchandising 3

Third Semester

MGMT100 Organizational Behavior 3
OADM110 Marketing 3

Fourth Semester

ACCT110 Accounting Elective 3
MGMT130 Business Law 3
MKTG180 Legal Environment of Business 3

Recommended Course Sequence

A Placement testing required.
B Any of the following may be chosen: ACCT105, ACCT106, ACCT110, ACCT210, ACCT310.
C Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.
D Any course with a prefix of ACCT, HRIM, LAWS, MEDA, MGMT, MKTG, OADM or REAL may be chosen.
E Any INTG course may be taken.
F Course requires prerequisite.

AARON DUGAN, a guitarist touring worldwide and recording with unique American reggae artist Matisyahu, attended Bucks in the late 1990s. He says a BCC professor encouraged him to transfer to The New School in New York City, where he graduated from its jazz program in 2000. “I had a great time at Bucks. The teachers there were amazing. Bucks turned out to be a wonderful learning and social environment including world-class instructors and facilities.”

Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
Science
TRANSFER MAJOR
Curriculum Code No. 1117

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

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

The Science major is designed for students who wish to major in a branch of science in a four-year institution, but are undecided about the specific discipline during their stay at Bucks. The major will enable students to broaden their experience in mathematics and different areas of science. Transferring students will lack specializations but will be able to transfer into any science majors with a suitable selection of electives. Students in the major should keep in close touch with their advisors in the division.

Graduates of this program are able to
• apply mathematical concepts and methods to phenomena and problems as related to chemistry;
• apply mathematical concepts and methods to phenomena and problems as related to physical science; and
• describe the energy transformations in living systems.

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I  1,6</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition II  1,1</td>
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<tr>
<td>BIOL101</td>
<td>Engineering Concept and Lab  1,1</td>
<td>3</td>
</tr>
<tr>
<td>CHEM121</td>
<td>Chemistry I  1,6</td>
<td>4</td>
</tr>
<tr>
<td>COMM100</td>
<td>Effective Speaking  1</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge  1</td>
<td>3</td>
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<tr>
<td></td>
<td>Literature or Foreign Language</td>
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<td>College Level Mathematics</td>
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<td>Electives  1</td>
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<td>College Level Mathematics</td>
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<td></td>
<td>Electives  1</td>
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</tr>
<tr>
<td></td>
<td>Science Electives  1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>College Level Mathematics or Science Electives 1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Perspectives  1</td>
<td>2</td>
</tr>
</tbody>
</table>

Recommended Semester Sequence

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

First Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I  1,6</td>
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</tr>
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</table>

Second Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II  1,1</td>
<td>3</td>
</tr>
<tr>
<td>PSYC100</td>
<td>Foundations of Education  1</td>
<td>3</td>
</tr>
<tr>
<td>PSYC190</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking 1</td>
<td>3</td>
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</tbody>
</table>

Fourth Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>COMM110</td>
<td>Effective Speaking 1</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science Electives 1</td>
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</tr>
</tbody>
</table>

Secondary Education: Biology
TRANSFER MAJOR
Curriculum Code No. 1169

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

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

The Secondary Education – Biology major is designed for students who plan to teach Biology in a high school setting. The program provides the first two years of an undergraduate degree leading to a baccalaureate degree in Secondary Education with an emphasis in Biology. Graduates of this program are able to:
• Recognize and relate the importance of science in daily life experiences.
• Demonstrate an understanding of fundamental scientific concepts and proficiency in performing basic laboratory techniques.

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I  1,6</td>
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</tr>
<tr>
<td>COMP111</td>
<td>English Composition II  1,1</td>
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<td>PSYC100</td>
<td>Foundations of Education  1</td>
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</tr>
<tr>
<td>PSYC190</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking 1</td>
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</table>
Recommended Semester Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>COMP110 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHEM121 Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PSYC110 Introduction to Psychology</td>
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</tr>
<tr>
<td></td>
<td>BIOL121 Biological Principles I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIOL228 Microbiology</td>
<td>4</td>
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<tr>
<td>Second</td>
<td>COMP111 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHEM122 Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>COMM110 Effective Speaking</td>
<td>3</td>
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<tr>
<td></td>
<td>BIOL228 Microbiology</td>
<td>4</td>
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<tr>
<td>Third</td>
<td>CHEM221 Organic Chemistry I</td>
<td>5</td>
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<tr>
<td></td>
<td>PHYS106 Physics A</td>
<td>4</td>
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<tr>
<td></td>
<td>EDUC100 Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSYC190 Educational Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td>INTG283 Integration of Knowledge</td>
<td>3</td>
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<td>Fourth</td>
<td>CHEM222 Organic Chemistry II</td>
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<td></td>
<td>PHYS107 Physics B</td>
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<td>PSYC190 Educational Psychology</td>
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<tr>
<td></td>
<td>INTG283 Integration of Knowledge</td>
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</tr>
</tbody>
</table>

Secondary Education: Chemistry

TRANSFER MAJOR
Curriculum Code No. 1170

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

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

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

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>First</td>
<td>COMP110 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHEM121 Chemistry I</td>
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</tr>
<tr>
<td></td>
<td>PSYC110 Introduction to Psychology</td>
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</tr>
<tr>
<td></td>
<td>BIOL121 Biological Principles I</td>
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<tr>
<td>Second</td>
<td>CHEM122 Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>COMM110 Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH140 Calculus I</td>
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<tr>
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<td>MATH141 Calculus II</td>
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<tr>
<td>Third</td>
<td>CHEM221 Organic Chemistry I</td>
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</tr>
<tr>
<td></td>
<td>CHEM222 Organic Chemistry II</td>
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<td></td>
<td>PHYS121 Physics I</td>
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<td>INTG283 Integration of Knowledge</td>
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Recommended Semester Sequence

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<td>COMM110 Effective Speaking</td>
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</tr>
<tr>
<td></td>
<td>MATH140 Calculus I</td>
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<tr>
<td></td>
<td>MATH141 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>Third</td>
<td>CHEM221 Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CHEM222 Organic Chemistry II</td>
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</tr>
<tr>
<td></td>
<td>PHYS121 Physics I</td>
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<td>PHYS122 Physics II</td>
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<tr>
<td></td>
<td>EDUC100 Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>INTG283 Integration of Knowledge</td>
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</tbody>
</table>

A Placement testing required; Chem 121 requires taking and passing the Chem Placement Exam and Math120 or a score of 5 on the Math Placement test
B Consult list Category I
C Course requires prerequisite.
D Satisfies College Writing Level I
E Satisfies College Writing Level II
F Satisfies College Level Mathematics or Science
G Satisfies Writing Intensive requirement
H Satisfies Creative Expression requirement

Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
Please visit www.bucks.edu for current 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 Sciences**
Penn 301 • Phone (215) 968-8270

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

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

Graduates of this program are able to:
• Demonstrate understanding of the American historical heritage;
• Demonstrate understanding of the Western historical heritage; and

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
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<tr>
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</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
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</tr>
<tr>
<td>EDUC100</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC190</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HIST111</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST112</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST151</td>
<td>U.S. History: Young America</td>
<td>3</td>
</tr>
<tr>
<td>HIST152</td>
<td>U.S. History: Modern America</td>
<td>3</td>
</tr>
<tr>
<td>POLI111</td>
<td>American National Government</td>
<td>3</td>
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<tr>
<td>PSYC195</td>
<td>History Elective</td>
<td>3</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge ( A, C, E )</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Psychology</td>
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</tr>
</tbody>
</table>

**Recommended Semester Sequence**

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

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HIST111</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Level Science ( A )</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Personal Health</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIST112</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>POLI111</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Level Math ( A )</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST151</td>
<td>U.S. History: Young America</td>
<td>3</td>
</tr>
<tr>
<td>EDUC100</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>PSYC195</td>
<td>Social Perspectives ( C )</td>
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</tr>
<tr>
<td>PSYC195</td>
<td>History Elective</td>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST152</td>
<td>U.S. History: Modern America</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 transfer to the college of their choice.

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

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

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

Graduates of this program are able to:
• accurately interpret and translate pictorial and descriptive information into mathematical statements;
• solve problems quantitatively and communicate results clearly;
• demonstrate understanding of numeric, algebraic and geometric reasoning;
• demonstrate computational skills in areas of applied mathematics.

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

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC115</td>
<td>Computer Science ( I )</td>
<td>4</td>
</tr>
<tr>
<td>PHYS121</td>
<td>Physics I ( I )</td>
<td>4</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I ( A, B )</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition II ( A, B )</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking ( D, J )</td>
<td>3</td>
</tr>
<tr>
<td>MATH140</td>
<td>Calculus I ( A, B )</td>
<td>4</td>
</tr>
<tr>
<td>MATH141</td>
<td>Calculus II ( I )</td>
<td>4</td>
</tr>
<tr>
<td>MATH242</td>
<td>Calculus III ( I )</td>
<td>3</td>
</tr>
<tr>
<td>MATH260</td>
<td>Linear Algebra ( I )</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC100</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>PSYC190</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge ( A, D, F, G )</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Mathematics Elective ( C )</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Personal Health ( A )</td>
<td>2</td>
</tr>
</tbody>
</table>

**Recommended Semester Sequence**

First Semester
Small Business Management

OCCUPATIONAL MAJOR
Curriculum Code No. 2054

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

Department of Business Studies
Penn 401 • Phone (215) 968-8227
Graduates of this program are able to
- write a business plan for starting one’s own business or purchasing an existing business;
- demonstrate an understanding of the accounting functions necessary for operating a small business; and
- apply the management, marketing, legal, and insurance knowledge to operating a small business.

Degree Course Requirements
ACCT103 Introductory Accounting  
ACCT105 Financial Accounting 3 3/4
CISC110 Introduction to Information Systems 3
COMM110 Effective Speaking  1, 2 3
COMPI10 English Composition I  1, 3 3
MGT1100 Introduction to Business 3
MGT110 Small Business Management 3
MGT120 Business Mathematics  3, 4
MATH117 Finite Mathematics for Business  3, 4 3
MATH130 Business Law  
MGT180 Legal Environment of Business 3
MKTG200 Cooperative Education-Management  
MKTG280 Cooperative Education-Marketing  
MKTG110 Selling 3
MKTG200 Advertising 3
OADM110 Business Communication 3, 5 3
PSYC125 Stress Management 3
ACCT125 Accounting Electives 3
MGMT310 Small Business Management 3
CISC110 Introduction to Information Systems 3
INTG285 Integration of Knowledge 3, 5

** ** Spring Semester only, Students who do not seek the Associate of Arts Degree may earn the legend “Major Requirements Satisfied” on their transcripts by successfully completing all the courses listed in the major except three credits of Cultural Perspectives, three credits of College level Mathematics, Integration of Knowledge and Personal Health. Credits exceeding the required minimum cannot be used to satisfy required credits in the other core courses.

Program of study requirements and other catalog contents are subject to change.
Please visit www.bucks.edu for current requirements.
Social Services
TRANSFER MAJOR
Curriculum Code No. 1130
Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Social & Behavioral Sciences
Founders 210 • Phone (215) 968-8270
The goals of the Social Services major are to:

- provide a liberal arts experience with an emphasis in the science-based theory and practice of the behavioral and social sciences;
- prepare students for transfer to institutions offering bachelor’s degree programs in human relations and social assistance such as: social work, occupational therapy, behavioral and health services, behavioral and addictions counseling, among others; and
- prepare students upon graduation to work in a variety of fields as entry level social or human services workers in settings such as adult daycare, group home settings, geriatric facilities, substance abuse settings, life skills programs, or community outreach worker.

Graduates of this program are able to:

- demonstrate familiarity with the major concepts, theoretical perspectives and empirical findings in the behavioral and social sciences;
- demonstrate an understanding of the basic scientific methods of the behavioral and social sciences including research design, data analysis and interpretation; and
- apply psychological principles to an understanding of their own and others’ behavioral and mental processes.

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH115</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC100</td>
<td>Psychology of Personal Awareness</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC181</td>
<td>Developmental Psychology: Life Span</td>
<td>3</td>
</tr>
<tr>
<td>SOCI110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC160</td>
<td>Psychology Elective</td>
<td>3</td>
</tr>
<tr>
<td>PSYC200</td>
<td>Psychology Elective</td>
<td>3</td>
</tr>
<tr>
<td>PSYC280</td>
<td>Psychology Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Semester Sequence

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH115</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC100</td>
<td>Psychology of Personal Awareness</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC181</td>
<td>Developmental Psychology: Life Span</td>
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</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH115</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOCI110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC100</td>
<td>Psychology of Personal Awareness</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

"Bucks guided me every step of the way in attaining my goals. I received credit for my previous career accomplishments, experience and on-the-job training, which contributed to reaching my academic and career objective through the Occupational Studies degree program."

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 Health, Physical Education & Nursing
Gymnasium 102 • Phone (215) 968-8451
The Sport Management major prepares the undergraduate student for a career in sport management, athletics, marketing, campus recreation, intramurals, student activities, as well as other related areas. It serves as a foundation for upper division coursework. Students planning to transfer to a four-year institution as a sport management major should plan a major parallel to that of the transfer college.

Students who complete this program will be able to:

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL103</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUMN100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC100</td>
<td>Psychology of Personal Awareness</td>
<td>3</td>
</tr>
<tr>
<td>PSYC200</td>
<td>Psychology Elective</td>
<td>3</td>
</tr>
<tr>
<td>PSYC280</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL103</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUMN100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC100</td>
<td>Psychology of Personal Awareness</td>
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<tr>
<td>PSYC200</td>
<td>Psychology Elective</td>
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Fourth Semester

<table>
<thead>
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<tr>
<td>ENGL101</td>
<td>Introduction to Computers</td>
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</tr>
<tr>
<td>ENGL102</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>ENGL103</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUMN100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC100</td>
<td>Psychology of Personal Awareness</td>
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</tr>
<tr>
<td>PSYC200</td>
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<td>3</td>
</tr>
<tr>
<td>PSYC280</td>
<td>Psychology Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

A Placement testing required.
B Consult the list of courses approved for this subcategory.
C Select any of the following: BIOL101, BIOL102, BIOL115, BIOL181, BIOL182
D Select any of the following: PSYC105, PSYC120, PSYC125, PSYC160, PSYC200, PSYC280.
E Select any of the following: CHEM101, CISC100, CISC110, ECON111, ECON112, HUMN120, PHIL105, PHIL111, POLI111, SOCI120, SOCI130, SOCI140, SWK110, SWK120, WDM110
F Pre-college level courses do not meet this requirement.
G Course requires prerequisite.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Math or Science.
5 Satisfies Social Perspectives.
6 Satisfies Personal Health.
7 Satisfies Writing Intensive Requirement.

Students should select their electives in consultation with their advisor taking their specific goals into consideration. Refer to the Social Services Manual to determine which courses contribute to the competencies pertaining to the various occupational categories.

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

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

First Semester

- COMP110: English Composition I a,b,c 3
- HLTH103: Life and Health d 3
- SPMT200: Intro to Sport Management e 3
- CISC110: Introduction to Computers f 3
- INTG285: Integration of Knowledge g 3
- SMPT280: Cooperative Education/ Sport Internship h 6

Second Semester

- CISC100: Introduction to Computers f 3
- COMP111: English Composition II a,b,c 3
- HLTH110: Responding to Emergencies j 3
- SPMT203: History & Philosophy of Sport k 3
- INTG285: Integration of Knowledge g 3

Third Semester

- ECON111: Prin. of Economics: Macro l 3
- SOCI110: Intro to Sociology m 3
- SPMT201: Sport Marketing n 3
- CISC110: Introduction to Computers or
- INTG285: Integration of Knowledge g 3

Fourth Semester

- COMM110: Effective Speaking o p 3
- INTG285: Integration of Knowledge g 3
- SPMT280: Sport Management Internship q 3
- CISC110: Introduction to Computers or
- INTG285: Integration of Knowledge g 3

Recommended Semester Sequence

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

First Semester

- HRIM101: Introduction to the Travel Services Industry 3
- CISC100: Introduction to Computers or

Travel and Event Planning

OCCUPATIONAL MAJOR

Curriculum Code No. 2171

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

Department of Business Studies

Penn 401 • Phone: 215-968-8227

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

Graduates of this program are able to:

- plan corporate and business meetings and conferences;
- provide a variety of service functions in preparing for an event and managing ancillary services including food and beverage requirements;
- develop sales techniques and marketing plans; and
- develop business presentation techniques for group and convention presentations.

Degree Course Requirements e

- CISC100: Introduction to Computers or
- CISC110: Introduction to Information Systems e 3
- COMM110: Effective Speaking f 3
- COMP111: English Composition I a,b,c 3
- HRIM101: Introduction to The Travel Services Industry 3
- HRIM111: Conference and Business Meeting Planning 3
- HRIM200: Hotel & Lodging Operations Management 3
- HRIM210: HRIM Internship 3
- HRIM220: HRIM Seminar 3
- MGMT100: Introduction to Business e 3
- MGMT120: Business Mathematics e 3
- MGMT130: Business Law 3
- MKTG100: Principles of Marketing e 3
- MKTG110: Selling 3
- MKTG220: Marketing on the Internet 3
- OADM110: Business Communication e 3
- INTG285: Integration of Knowledge e 3
- SOCI110: Intro to Sociology 3

Total Credits 60

Recommended Semester Sequence

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

First Semester

- HRIM101: Introduction to the Travel Services Industry 3
- CISC100: Introduction to Computers or

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

**CERTIFICATE PROGRAM**  
Curriculum Code No. 3147  

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

The Web and Multimedia Designer certificate will train students to design and create multimedia applications for the World Wide Web or DVD. This program will include courses covering the skills necessary to apply design techniques as well as information management concepts to the development and design of these projects. The content has been selected and continues to be developed with employment in this growing field as a primary goal. Students will work with and learn to use software applications that are employed by professionals. Employment opportunities would be in entry-level positions such as multimedia designer, training designer, web designer, web graphic designer, and interactive application designer.

Note: Students who enroll in web design courses must be experienced in computer use including fluid skills in file saving, management, and retrieval. These skills will not be taught in web design courses.

Graduates of this program are able to:
- use software tools and visual design concepts to create assets for WWW pages and sites;
- apply color theory, screen design, and artwork development techniques appropriate to Internet sites;
- successfully understand and use scripting languages appropriate for Web page construction; and
- understand and use content hierarchy, advanced navigation tools and additions from multimedia applications.

Note: Software required to complete assignments can be expensive. Students may need to plan extra time to use campus computing labs to complete course projects.

### Certificate Course Requirements*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAMM100</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>VAMM110</td>
<td>Web and Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>VAMM120</td>
<td>Interface Design</td>
<td>3</td>
</tr>
<tr>
<td>VAMM130</td>
<td>3-D Modeling Concepts</td>
<td>3</td>
</tr>
<tr>
<td>VAMM209</td>
<td>Multimedia Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>VAGD102</td>
<td>Illustration: Drawing &amp; Digital</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Multimedia Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

### Multimedia Electives (select 2 courses):  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC113</td>
<td>Visual Basic Programming I</td>
</tr>
<tr>
<td>CISC118</td>
<td>Media Authoring</td>
</tr>
<tr>
<td>CISC224</td>
<td>Web Databases</td>
</tr>
<tr>
<td>VACV130</td>
<td>Media Scriptwriting</td>
</tr>
<tr>
<td>VACV135</td>
<td>Video Studio Production I</td>
</tr>
<tr>
<td>VACV137</td>
<td>Audio Production</td>
</tr>
<tr>
<td>MUSC124</td>
<td>Electronic Music Synthesis</td>
</tr>
<tr>
<td>VAF110</td>
<td>Digital Photography Fundamentals</td>
</tr>
<tr>
<td>VAMM210</td>
<td>Multimedia Concepts II</td>
</tr>
<tr>
<td>VAMM230</td>
<td>3-D Digital Animation</td>
</tr>
</tbody>
</table>

A Course requires prerequisite.

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

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# Travel and Event Planning

**CERTIFICATE PROGRAM**  
Curriculum Code No. 3172  

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

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

Graduates of this program are able to:
- demonstrate skills to plan corporate and business meetings and conferences;
- provide a variety of service functions in preparing for an event and managing ancillary services including food and beverage requirements;
- develop sales techniques and marketing plans;
- develop business presentation techniques for group and convention presentations.

### Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
<td></td>
</tr>
<tr>
<td>CISC110</td>
<td>Introduction to Information Systems</td>
<td></td>
</tr>
<tr>
<td>HRIM101</td>
<td>Introduction to The Travel Services Industry</td>
<td></td>
</tr>
<tr>
<td>HRIM111</td>
<td>Conference and Meeting Planning</td>
<td></td>
</tr>
<tr>
<td>HRIM115</td>
<td>Computer Reservations and Travel Information</td>
<td></td>
</tr>
<tr>
<td>HRIM210</td>
<td>HRIM Internship</td>
<td></td>
</tr>
<tr>
<td>MKTG110</td>
<td>Selling</td>
<td></td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td></td>
</tr>
</tbody>
</table>

A Placement testing required  
B Course requires prerequisite.

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.
The College catalog posted at
www.bucks.edu
is the official version and contains the most current catalog information.

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Art ........................................ 101
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Biotechnology .............................. 66
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Cinema/Video Production .......................... 68
Communication Studies .......................... 69
Composition ................................ 69
Computer/Information Science .......................... 69
Cooperative Education ........................... 71
Criminal Justice .............................. 72
Economics ................................. 73
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Fire Science ................................ 75

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American Sign Language ......................... 76
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German ...................................... 77
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Italian ....................................... 77
Japanese ...................................... 77
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Health and Physical Education .......................... 79
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Sociology ..................................... 100
Sport Management .............................. 81
Student Services ............................... 100
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Art History .................................... 101
Ceramics ..................................... 101
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Glassblowing and Stained Glass ......................... 101
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Jewelry ....................................... 102
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Photography ................................... 102
Printmaking .................................... 103
Portfolio Studios ............................... 103
Sculpture ..................................... 103
Web Design & Multimedia ............................. 103
Woodworking .................................. 104
Women’s Studies ................................ 104

The use of technology may be required in some classes.
For students who need assistance, the Technology Learning Centers (TLCs) are available in the Newtown, Lower Bucks, and Upper Bucks Campuses.
Accounting

ACCT103
Introductory Accounting
(Formerly ACCT090)
This course provides an introduction to the principles and concepts of financial accounting. This course focuses on bookkeeping and accounting procedures through the accounting cycle for service and merchandising businesses, including special journals. This course presumes no previous knowledge of accounting. 3 Credits

ACCT105
Financial Accounting
(Formerly Principles of Accounting I)
This course provides an introduction to the objectives, principles, assumptions and concepts of financial accounting. It focuses on procedures and practices from the accounting cycle through financial statement presentation with an emphasis on recognizing, valuing, reporting, and disclosing assets, liabilities, and equity. This course presumes no previous accounting knowledge. 4 Credits
Prerequisite: Reading Placement Test score Level 3 or ACCT103 (C or better)

ACCT106
Managerial Accounting
(Formerly Principles of Accounting II)
This course introduces students to the concepts and applications of managerial accounting. Students focus on analysis and recording of various manufacturing costs, cost-volume-profit analysis, preparation of financial statements for a manufacturer, creation of static and flexible budgets and reports, evaluation of capital investments, and various costing systems. 4 Credits
Prerequisite: ACCT105 (C or better)

ACCT108
Introduction to Accounting Software
EXPERIMENTAL
An introductory course in the practical application and study of current accounting software. The course provides an overview, in a computerized accounting environment, of the manual accounting concepts that were learned in fundamental accounting courses. 1 Credit
Prerequisite: ACCT103 (C or better) or ACCT105 (C or better)

ACCT110
Personal Financial Planning
This course prepares students with little or no experience in personal finance to make money management decisions. Students analyze the interrelationships of budgeting, banking, credit, taxation, investments, insurance, and estate planning as they apply to consumer decision-making. 3 Credits

ACCT120
Payroll Records and Accounting
This course examines the various payroll laws, payroll accounting systems, and the procedures for computing wages and salaries in small, medium, and large firms. 3 Credits
Prerequisite: ACCT103 (C or better) or ACCT105 (C or better)

ACCT130
Accounting Applications for the Computer
This course provides a survey of automated accounting functions, including basic accounting procedures through the accounting cycle for service and merchandising businesses. Students implement current industry standard software to perform accounting functions and analyze financial statements. 3 Credits
Prerequisite: ACCT103 (C or better) or ACCT105 (C or better)

ACCT200
Intermediate Accounting I
This course provides an intensive study of the application of generally accepted accounting principles and financial pronouncements for financial reporting and disclosure of current and noncurrent assets. 3 Credits
Prerequisite: ACCT106 (C or better) or ACCT105 (C or better)

ACCT201
Intermediate Accounting II
This course provides an intensive study of the application of generally accepted accounting principles and financial pronouncements to the financial reporting and disclosure of current and noncurrent liabilities and stockholders' equity. 3 Credits
Prerequisite: ACCT200 (C or better) or permission of the Department of Business Studies

ACCT210
Cost Accounting I
This course provides an understanding of cost accounting systems and procedures and how they are used for business strategy and implementation. This course presents an analysis of key data for planning and controlling to assist in management decisions. 3 Credits
Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies

ACCT220
Financial Management
This course examines the financial methods and techniques for a business. Analysis emphasizes problems of financial management, internal financial planning and analysis, short-term, intermediate, and long-term financial needs, conflict between profitability and solvency, and financial instruments and markets. 3 Credits
Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies

ACCT240
Federal and State Taxes I
This course examines Federal and Pennsylvania state tax laws as they relate to individual income taxes. This course emphasizes the concepts of filing requirements, the determination of and adjustments to gross income, personal and business deductions, and business income. 3 Credits
Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies

ACCT241
Federal and State Taxes II
This course examines the Federal and Pennsylvania state tax laws as they relate to individual income taxes. It focuses on concepts of gains and losses from property transactions, miscellaneous income items, tax computation, and credits. This course also introduces pass-through entities and their impact on individual taxation. 3 Credits
Prerequisite: ACCT240 (C or better) or permission of the Department of Business Studies

ACCT250
Auditing
This course provides a presentation of current audit practices for audit decision making and evidence accumulation. This course emphasizes the understanding of the audit objectives, the audit risks, the audit decisions to be made, the appropriate audit evidence, and audit reports. 3 Credits
Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies

ACCT255
Advanced Accounting EXPERIMENTAL
This course provides basic coverage of business combinations and consolidations, comprehensive coverage of accounting and financial reporting of state and local governments, and in-depth study of partnerships and fiduciary accounting. This course is recommended for students who will take the Uniform CPA examination. 3 Credits
Prerequisite: ACCT220 (C or better) or permission of the Department of Business Studies

ACCT280
Cooperative Education - Accounting
This course evaluates a student's ability to relate the academic accounting concepts and skills with on-the-job experience and research of accounting topics as they relate to the student's academic preparation and career objectives. 3 Credits
Prerequisite: Permission of the Department of Business Studies
American English as a Second Language

AESL081 Writing Fundamentals for International Students
This course is designed for international students who need to learn the fundamentals of written English. Students will develop the proper use of American English grammar, syntax, and skill in writing sentences and basic developmental paragraphs. 6 Credits
Prerequisite: Placement by the Department of Language and Literature only

AESL083 Reading Fundamentals for International Students
AESL 083 is a reading course designed for international students who need to learn the fundamentals of reading. It focuses on reading comprehension skills: vocabulary development, including word definitions, word families, common American idioms, and familiarity with American cultural influences. 3 Credits
Prerequisite: Placement by the Department of Language and Literature only

AESL085 Oral Communication Fundamentals for International Students
This course is designed for international students who need to learn the fundamentals of oral communication. Students develop their ability to understand spoken English and express themselves clearly in conversation and academic discourse. Individual and group work, as well as reading and writing assignments, build students' American English vocabulary. 3 Credits
Prerequisite: Placement by the Department of Language and Literature only

AESL101 Writing Skills for International Students
This course is designed for international students who need to learn the fundamentals of oral communication. Students develop their ability to understand spoken English and express themselves clearly in conversation and academic discourse. Individual and group work, as well as reading and writing assignments, build students' American English vocabulary. 3 Credits
Prerequisite: Placement by the Department of Language and Literature only

AESL103 Reading Skills for International Students
AESL 103 is a reading course designed for intermediate level international students. Reading skills focus on reading comprehension and familiarity with American culture; vocabulary development, including word definition, denotation, connotation, and American idioms. Transferability determined by transfer institution. 3 Credits
Prerequisite: Placement by the Department of Language and Literature only

AESL105 Oral Communication Skills for International Students
AESL 105 is a required course for advanced intermediate international students that improves their conversational and speaking/listening skills. Group and individual work will build American English vocabulary and further the understanding and usage of idiomatic expression. Oral skills will be reinforced through reading and writing assignments. 3 Credits
Prerequisite: Placement by the Department of Language and Literature only

Biology

In addition to tuition and fees, students within certain programs within the Department of Science, Technology, Engineering and Mathematics may have incidental expenses for laboratory items.

BIOL101 Biological Science I
This course is an introduction to processes common to all living organisms. Science and the scientific method are described. Topics include: cell structure, energy transfer in plants and animals, classical genetics, molecular genetics, genetic engineering, and evolution. This course does not meet the curriculum requirements for biology majors. 4 Credits
Prerequisite: Reading Level 3 or READ110 (C or better) or permission of the Department of Science, Technology, Engineering and Mathematics; Math Level 5 or higher or MATH095 (C or better); Writing Level 4 or COMP090 (C or better)

BIOL102 Biological Science II
This course explores aspects of life at the macroscopic, whole-organism level. Topics are ecology, taxonomy, a survey of plant and animal life forms, and an examination of major systems for both plants and animals, with emphasis on humans. This course does not meet the curriculum requirements for biology majors. 4 Credits
Prerequisite: Reading Level 3 or READ110 (C or better) or permission of the Department of Science, Technology, Engineering and Mathematics; Math Level 5 or higher or MATH095 (C or better); Writing Level 4 or COMP090 (C or better)

BIOL115 Basic Human Anatomy
This course is a study of human anatomy which develops a basic understanding of the structure and function of body organs and systems and their interactions. The topics of nutrition, metabolism, growth and development are also studied. 3 Credits
Prerequisite: Placement by the Department of Science, Technology, Engineering and Mathematics; Math Level 5 or higher, or MATH095 (C or better)

BIOL120 Principles of Ecology
This course includes a detailed study of the interactions between organisms and their environment. It examines the physical, chemical, and biological components of terrestrial and aquatic ecosystems. Laboratory exercises require field trips. 4 Credits
Prerequisite: BIOL101 (C or better) or BIOL121 (C or better)

BIOL126 Microbiology
This course includes a study of viruses, protozoa, algae, fungi and with special emphasis, bacteria. Laboratory exercises require the preparation of cultures and use of aseptic laboratory techniques, stains and biochemical activity for identification of organisms. The relationship of microbes to health and disease are also studied. 4 Credits
Prerequisite: BIOL121 (C or better) or a grade of C or better in both CHEM101 and BIOL181

BIOL240 Seminar in Biology/Biotechnology
This course reviews recent research in the biology/biotechnology field. Library research skills are emphasized. 3 Credits
Prerequisite: BIOL101 (C or better) or BIOL228 (C or better) or permission of the Department of Science, Technology, Engineering and Mathematics

BIOL181 Human Anatomy and Physiology I
This course introduces the study of the human body and the basic structure of cells, tissues, and organs. The structure and function of the integumentary, muscular, nervous, and skeletal systems are also examined. 4 Credits
Prerequisite: CHEM101 (C or better) or CHEM121 (C or better) or recent High School Chemistry (C or better) and approval by the Department of Science, Technology, Engineering and Mathematics

BIOL182 Human Anatomy and Physiology II
This course, a continuation of Human Anatomy and Physiology I, studies the structure and function of the cardiovascular, digestive, endocrine, excretory, nervous, reproductive, and respiratory systems. 4 Credits
Prerequisite: BIOL181 (C or better)

BIOL183 ICD-10 Anatomy & Physiology EXPERIMENTAL
This course is designed to meet the needs of medical coding professionals for the increased specificity associated with ICD-10. Advance anatomy and physiology is required to understand the upgraded coding requirements and apply it to common medical diseases, disorders, injuries, and conditions. 3 Credits
Prerequisite: Permission of the Department
Biotechnology

BIOT105
Introduction to Biotechnology
This course is an introduction to the field of biotechnology. Topics include recombinant DNA, production of biological molecules, bioprocessing, and current events. Students also review employment and careers in the biotechnology and biopharmaceutical industries. Laboratories include aseptic technique, pipetting and measurement, DNA extraction and restriction digestion, gel electrophoresis, and PCR. 4 Credits

BIOT125
Biotechnology Methods and Techniques
This course is an introduction to common practices and methodologies of Biotechnology. Students will get hands-on experience using and maintaining laboratory instruments. Laboratory procedures will include solution preparation, aseptic technique, protein separations and assays, DNA electrophoresis, and Polymerase Chain Reaction (PCR). Lectures will support the laboratory activities. 4 Credits  Prerequisite: CHEM121 (C or better)

BIOT205
Cell and Tissue Culture
This course is an introduction to the theory, standard practices, and methodologies of animal cell culture. Students will get hands-on laboratory experience including sterile technique, media preparation, cell counting, maintenance and storage of cell lines, and scale-up. Lectures will support the laboratory activities. 4 Credits  Prerequisite: BIOT125 (C or better) and BIOL121 (C or better)

BIOT221
Biomaterials
The course provides a solid foundation in the biomaterials process of biopharmaceuticals, including producing them under current Good Manufacturing Practices. Students use bacteria, mammalian and/or yeast cells to produce human proteins using the tools of manufacturing, such as upstream and downstream processing of proteins and quality control of protein production. 4 Credits  Prerequisite: BIOT125 (C or better) or permission of the STEM department

Chef Apprenticeship

HRIM100
Introduction to Tourism and Hospitality
A discussion of the economics and nature of the industry, its problems and opportunities; growth trends; technological changes; planning, including location, design, selection of materials, equipment, supplies, financing, essential forms, and procedures. 3 Credits  Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM105
Sanitation and Safety (Certification Course)
Governmental standards of Food Safety and Sanitation with emerging issues are reviewed. Students who complete the course successfully receive an industry recognized food safety certificate. 3 Credits

HRIM120
Basic Food Preparation and Management
After completing this course, the student should be able to demonstrate knowledge of basic food preparation and management techniques used in commercial and institutional food operations. The areas of study will cover safety and sanitation, food preparation techniques, terminology, use and care of equipment, food costing, and standardized recipes. 3 Credits  Prerequisite: HRIM105 or permission of the Department of Business Studies, or Corequisite: HRIM105

HRIM121
Advanced Food Preparation and Management
After completing this course, the student should be able to demonstrate a knowledge of advanced food preparation and management techniques used for commercial and institutional food operations. The course covers cost implementation, meat and seafood fabrication, and group dynamic quantity food preparation techniques. 3 Credits  Prerequisite: HRIM120 or permission of the Department of Business Studies

HRIM130
Baking and Decorating - Techniques and Procedures
This course includes cake and dessert decorating and baking, involving the preparation of yeast rolls, breads, pies, cakes, cookies, tarts, doughnuts, holiday specialties, and tortes. Students are taught the care of equipment and safety in conformance with health laws. The skills can also be used at home. 3 Credits  Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM131
Buffet Planning and Preparation Basic
After completing this course, the student should be able to demonstrate a knowledge of basic Garde Manger. Topics will be charcuterie techniques, aspics, galantines, pates, mousses, and terrines, buffet preparation, and food arrangement will be demonstrated with group projects. Buffet arrangement, organization, and planning will also be covered. 3 Credits  Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM132
Buffet Planning and Preparation/Advanced
This course covers advanced Garde Manager techniques, such as manipulation and use of specialized tools to produce decorative buffet items and show pieces, e.g., ice, tallow, ice sculptures, pastillage, marzipan, and fondant. Modeling chocolate and confectionery (edible) food display are explored. Table arrangement, organization, and planning will also be covered. 3 Credits  Prerequisite: HRIM131 or permission of the Department of Business Studies

HRIM133
International Pastries
This course builds on Baking and Decorating-Techniques and Procedures, and is a companion course to Baking II-Advanced Techniques. Students will learn techniques to create European style cakes and pastries. Hands on instruction in the creation of Danish, Italian, French, and other international desserts and pastries. Introduces skills for home or bakeries. 3 Credits  Prerequisite: HRIM105 and HRIM130; or permission of the Department of Business Studies

HRIM134
Ice Cream and Frozen Desserts
This course covers the preparation of frozen desserts. Students will learn the techniques used in the production of ice cream, sorbet, and frozen desserts, including frozen mousses, bombes, and frozen souffles. 1 Credit  Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM135
Baking II - Advanced Techniques
This course continues HRIM130, covering advanced techniques in pastry, baking, and dessert presentation, including plated desserts, wedding cakes, puff pastry, custards, mousses, and garnishes, with safe and sanitary handling of equipment and supplies. Emphasizes production of high quality, handcrafted desserts for retail, and commercial bakeries and personal baking. 3 Credits  Prerequisite: HRIM105 and HRIM130; or permission of the Department of Business Studies

HRIM136
Modern Plated Desserts
This course continues HRIM130, covering advanced techniques in pastry, baking, and dessert presentation, including plated desserts, wedding cakes, puff pastry, custards, mousses, and garnishes, with safe and sanitary handling of equipment and supplies. Emphasizes production of high quality, handcrafted desserts for retail, and commercial bakeries and personal baking. 3 Credits  Prerequisite: HRIM105 and HRIM130; or permission of the Department of Business Studies

HRIM137
Bake With Me
This course continues HRIM130, covering advanced techniques in pastry, baking, and dessert presentation, including plated desserts, wedding cakes, puff pastry, custards, mousses, and garnishes, with safe and sanitary handling of equipment and supplies. Emphasizes production of high quality, handcrafted desserts for retail, and commercial bakeries and personal baking. 3 Credits  Prerequisite: HRIM105 and HRIM130; or permission of the Department of Business Studies
Culinary Arts Practicum

On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 Credits

Prerequisite: Must be Chef/Pastry Apprentice Student

HRIM145
Culinary Arts Practicum

On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 Credits

Prerequisite: Must be Chef/Pastry Apprentice Student

HRIM150
Bread Fabrication - Basic

Experimental

Students will develop the knowledge and ability to produce handcrafted yeast raised breads. This course emphasizes the production of sour-dough, lean, sponge-style and other specialty breads. These skills can also be used at home. 2 Credits

Prerequisite: HRIM105 or permission of the Department of Business Studies

Chemistry

In addition to tuition and fees, students within certain programs within the Department of Science, Technology, Engineering and Mathematics may have incidental expenses for laboratory items.

CHEM100
Preparatory Chemistry

This lecture and laboratory course introduces some basics of chemistry for students with inadequate preparation for Chemistry I. The development of skills for solving quantitative (numerical) problems is emphasized. Topics include measurement, basic chemical concepts and theories, and nomenclature of simple ionic and covalent compounds. 4 Credits

Prerequisite: Must be Chef/Pastry Apprentice Student

HRIM142
Culinary Arts Practicum

On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 Credits

Prerequisite: Must be Chef/Pastry Apprentice Student

HRIM143
Culinary Arts Practicum

On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 Credits

Prerequisite: Must be Chef/Pastry Apprentice Student

HRIM144
Culinary Arts Practicum

On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 Credits

Prerequisite: Must be Chef/Pastry Apprentice Student

Chemistry A

This lecture and laboratory course examines basic principles of general and organic chemistry. Topics include nature of matter, measurement, dimensional analysis, atomic structure, bonding, properties of gases, liquids, solids, and solutions, chemical reactions, acids and bases, hydrocarbons, functional groups, radiochemistry, and nomenclature. Knowledge of arithmetic and basic algebra is essential. 4 Credits

Prerequisite: MATH103 (C or better)

CHEM101

CHEM102
Chemistry B

This lecture and laboratory course the chemical principles covered in a qualitative manner in Chemistry A (CHEM101) are reviewed quantitatively. The study of important topics in Organic and Biological Chemistry is enhanced. Polymer Chemistry and Industrial Syntheses are introduced. 4 Credits

Prerequisite: CHEM101 (C or better) or CHEM121 (C or better)

CHEM103
Introduction to Chemical Technology

This orientation course aids students in gaining perspective for the chemical field and provides basic laboratory skills. Topics include logarithms, plotting and interpretation of graphs, report writing, and library searches. A brief overall view of the chemical industry is presented. Field trips may be taken. 2 Credits

Prerequisite: CHEM101 (C or better)

CHEM104
Introduction to Environmental Chemistry

This course is an introductory study of environmental science from a chemistry perspective. Topics include environmental pollution of soil, water and air, and methods for abating this pollution. Students will travel locally to obtain and test samples and visit waste management and pollution measurement facilities. 3 Credits

Prerequisite: CHEM101 (C or better)

CHEM121
Chemistry I

Science and engineering majors take this lecture and laboratory course to study fundamental theories and principles of chemistry. Topics include stoichiometry, atomic molecular structure, bonding, states of matter, changes of state, and solutions. A quantitative study of each area is stressed; a strong background in chemistry and mathematics is required. 4 Credits

Prerequisite: MATH120 (C or better) and Chemistry Placement Exam Score of 1

CHEM122
Chemistry II

This lecture and laboratory course is a continuation of CHEM121. Topics include molecular shape, chemical reactions, properties of liquids and solids and changes of state, solutions, reaction kinetics, chemical equilibrium, thermodynamics, and electrochemistry. Equilibrium topics include gaseous reactions, the ionization of weak acids and bases, hydrolysis of salts, and buffers. 4 Credits

Prerequisite: CHEM121 (C or better)

CHEM144
Chemical Reactions, Separations and Identifications

This lecture and laboratory course is an introduction to the methods and underlying principles involved in the separation and the identification of the components of a mixture. Methods used include selective precipitation, redox, and complex ion formation in solution. Principles affecting the rate and limit of reactions are stressed. 4 Credits

Prerequisite: CHEM101 (B or better), or CHEM121 (C or better), or a grade of C or better in both CHEM101 and CHEM102

CHEM202
Survey of Organic Chemistry

The structure, synthesis, and reactivity of mono- and poly-functional carbon containing compounds are covered in one semester in this lecture and laboratory course. The laboratory stresses one-step synthesis using a variety of organic laboratory techniques. 5 Credits

Prerequisite: CHEM101 (B or better) or CHEM121 (C or better); or a grade of C or better in both CHEM101 and CHEM102

CHEM221
Organic Chemistry I

The preparation, properties, and reactions of the more important classes of carbon compounds are studied in this lecture and laboratory course. Emphasis is on reaction mechanisms, stereochemistry, and functional group characteristics. The laboratory stresses synthetic methods and techniques. Compounds are analyzed using classical and instrumental methods. 5 Credits

Prerequisite: CHEM122 (C or better) or CHEM220 (C or better) or a grade of B+ or better in both CHEM101 and CHEM102

CHEM222
Organic Chemistry II

This course is a continuation of Chemistry 221 with an emphasis on aromatic and carbonyl chemistry. Spectroscopy and chromatography are integrated into the lecture and laboratory. Compounds are analyzed using classical and instrumental methods. 5 Credits

Prerequisite: CHEM221 (C or better)

CHEM230
Quantitative Analysis

The principles and applications of gravimetric and volumetric analysis are reviewed in this lecture and laboratory course. Topics include the theory for selecting various analytical methods, separation techniques — precipitation, extraction and complexation, sources of error, data handling, and error analysis. Solving numerical problems is emphasized. 4 Credits

Prerequisite: CHEM144 (C or better); or CHEM122 (C or better); or a grade of C or better in both MATH103 and CHEM102

CHEM242
Biochemistry

This is a lecture course for students majoring in chemistry, biology or pre-allied health. Emphasis will be placed on the chemistry of biomolecules and their utilization in intermediary metabolism. The principles of bioenergetics and the integration of metabolic control are developed. 3 Credits

Prerequisite: CHEM122 (C or better) or CHEM220 (C or better); or a grade of C or better in both CHEM121 and BIO111 plus CHEM222 as a co-requisite Corequisite: See prerequisites
CHEM244
Chemistry III - Analytical Chemistry
The concepts of structure and bonding, chemical equilibrium, chemical kinetics, and chemical thermodynamics to quantitative analysis and to the study of the chemistry of the elements are applied to this lecture and laboratory course. Laboratory techniques include volumetric, gravimetric, and spectrophotometric analysis; electroanalysis, chromatographic analysis, and statistical error analysis. 3 Credits
Prerequisite: CHEM122 (C or better)

CHEM245
Instrumental Analysis
This lecture and laboratory course is an introduction to principles and methods of analysis of industrial materials using appropriate instrumentation. Topics include theory and criteria for choosing instrumentation, sample preparation, chemical separations, spectrophotometers, chromatographs, fluorometer, atomic absorption spectrometer, and electrochemical instruments. Computerized data acquisition will be used when available. 4 Credits
Prerequisite: CHEM230 (C or better)

CHEM280
Cooperative Education: Chemistry
This course provides on-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in light of theory and skills learned academically. 3 Credits
Prerequisite: 24 college credit hours must be completed, with a minimum of 12 chemistry credits. Student must have a GPA of at least 2.5 earned in the chemistry courses.

Cinema and Video Production
Studio art supplies can be expensive. Lab fees may be required.

VACV130
Media Scriptwriting
This course introduces students to the fundamentals of writing and critiquing scripts for various media. Students write, edit and pitch original material. Students critique their own work and the work of other writers. 3 Credits
Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

VACV135
Video Studio Production I
This course introduces students to the equipment and techniques of video studio production from planning through scripting to taping. A series of exercises and individual projects provide a foundation for personal expression in various video formats. 3 Credits

VACV137
Audio Production
This course introduces the basic theories of sound. Techniques of studio and remote audio production are demonstrated and discussed. Students create and produce two original radio shows. 3 Credits

VACV140
Digital Editing
The course covers digital editing using current software tools. Students work with digital non-linear editing hardware and software tools, multi-track audio creation, sound sweetening, and edit decision lists. Students may work with their own footage or with exercise footage prepared by the instructor. 3 Credits

VACV141
The Art of Independent Cinema
Students examine films made outside of the film industry which fall into three genres—experimental, documentary, and animation. Particular emphasis is given to form and technique and how they are used to express meaning. The course traces the development of alternative cinema from its beginnings to the present. 3 Credits

VACV142
The Art of Theatrical Cinema
Students will examine the art and craft of the narrative cinema as it has developed from the beginning of film history to the present. Feature films are analyzed for their visual and story elements as well as their historic, cultural, religious, political and economic context. 3 Credits

VACV145
Film Production I
This course introduces the equipment, techniques, and the art of filmmaking. Through a series of exercises and projects, students explore the basic processes of motion picture production from planning and filming to editing and incorporation of sound. Students create two original black and white wild track films. 3 Credits

VACV231
Video Field Production
This is a companion course to the Students practice single-camera, on-location, digital video-tape recording, and post-production, non-linear video editing. Students plan the location of shoots, practice storyboarding and scripting, and operate digital video cameras, microphones, lights and tripods. 3 Credits
Prerequisite: VACV140 Digital Editing (C or better)

VACV232
Cable TV Production I
Students produce two-eight minute cablecast news and information programs. These programs are aired on local cable systems. Students participate in each of the following activities: studio and field production, video editing, use of computer graphics, and final program assembly. 3 Credits
Prerequisite: VACV135 (C or better) or permission of the Department of the Arts

VACV235
Video Studio Production II
Students write, produce, direct, and edit their own original 15-minute programs. Professional attitudes among studio personnel are emphasized in crew assignments related to program production and direction. 3 Credits
Prerequisite: VACV232 (C or better)

VACV242
Cable TV Production II
Students participate in advanced digital video editing techniques and production of two-eight minute cable television news shows ready for cablecast. Students will also learn the process of creating, writing, and editing PSA's and will further their skills in studio and field production, computer graphics, and program assembly. 3 Credits
Prerequisite: VACV232 (C or better)

VACV246
Film Production II
Building on the skills from Film Production I, students explore detailed techniques of filmmaking using special equipment, synchronous sound, and laboratory processes. Students work on the development of skills and techniques through individual projects. Students produce a 7.5-minute original film. 3 Credits
Prerequisite: VACV145 (C or better)

VACV247
Film Production III
This is an advanced class in cinema video production. The final project is based on content and in a format selected by the student with the approval of the instructor. Students apply skills and methods learned in the prerequisite courses to the development of their own creative work. 3 Credits
Prerequisite: VACV246 (C or better)
COMM201 Integrated Personal Communication
This course is designed to help students build confidence in preparing and delivering informative and persuasive speeches. Topics include subject selection, audience analysis, research, organization, and use of voice and body in speech delivery. 3 Credits
Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

COMM110 Visual Communication
This introductory communication skills course helps students develop competencies in social and professional communication. Students engage in activities and assignments that focus on interactions in the workplace as well as in other social contexts. 3 Credits

Composition
Placement in Writing Courses
Each student planning to take English Composition is required to write a multi-paragraph essay before registering. Each essay is read by two readers and scored 1 (lowest) - 6 (highest), corresponding to standards established by the Department of Language & Literature. With a score of 6, a student places out of COMP107 Introduction to Rhetorical Skills into COMP110 English Composition I. To progress through the sequence, a final grade of C or higher is required. Failure to write the placement essay means a student is not permitted to take English Composition*. For more information, including scoring standards and sample essays, contact the Department of Language & Literature in Penn 105 or call 968-8150.

* Students who are registered for writing courses before taking the placement test will be dropped.

COMP090 Basic Writing
By writing short compositions, through a process of pre-writing, drafting, revising, and editing, students improve both grammar and usage and composition development and organization. Course readings serve as sources and models for writing. This course prepares students for subsequent composition courses. 3 Credits
Prerequisite: Writing Placement Test score of 2 or permission of the Department of Language and Literature

COMP107 Introduction to Rhetorical Skills
This course in the English Composition sequence entails extensive expository writing with an emphasis on essential rhetorical skills. Through class discussion and intensive individual conference, instructors guide student use of evidence to support topic sentences and theses. Students prepare for COMP110 by developing fluency in their writing. 3 Credits
Prerequisite: Writing Placement Test score of 4 or better or COMP090 (C or better)

COMP110 English Composition I
English Composition I emphasizes the systematic study of writing effective expository prose and argumentation, stressing development and support of a clear thesis. The focus of the course is to lay the foundation for future academic writing requirements, including the ability to analyze, synthesize, evaluate, summarize, paraphrase, and cite textual sources from required course readings. 3 Credits
Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

COMP111 English Composition II
In this continuation of English Composition I, students write several analytical essays assigned in conjunction with classroom study of at least three genres of literature, including drama, poetry, and short fiction. After sequenced instruction in research techniques, students write an argumentative and scholarly research paper. 3 Credits
Prerequisite: COMP110 (C or better) or Permission of the Department of Language and Literature

COMP114 Technical Writing
This course is designed for students majoring in technical, pre-engineering, and scientific fields. Assignments reflect actual technical writing tasks, with a focus on subject, purpose, and audience. The class examines traditional linear documents (instruction manuals, proposals) and those in an on-line format. Students learn to incorporate electronic formatting into technical documents. 3 Credits
Prerequisite: COMP110 (C or better) or permission of the Department of Language and Literature

COMP115 Creative Writing I
This course is a seminar-type exploration of creative writing techniques with emphasis on writing and criticism of student writing. Work from literary tradition will be studied as models and inspiration for the students' own literary efforts. Assignments will enable students to express and develop their creative skills. 3 Credits
Prerequisite: COMP110 (C or better) or permission of the Department of Language and Literature

COMP116 Creative Writing II
This course is a seminar-type exploration of creative writing techniques with emphasis on writing and criticism of student writing. Work from literary tradition will be studied as models and inspiration for the students' own literary efforts. Assignments will enable students to express and develop their creative skills. 3 Credits
Prerequisite: COMP110 (C or better) or permission of the Department of Language and Literature

VACV280 Cooperative Education - Media Arts
This course provides an on-the-job experience in a cinema/multimedia field directly related to students' academic preparation and career objectives. Periodic meetings between faculty coordinator and students are held to ensure students' progress. Students maintain a work journal and complete a final report summarizing the learning experience. 3 Credits
Prerequisite: Cinematography, Multimedia major, 30 BCC credits, GPA of 2.5 earned in courses offered by the Department of the Arts

Communication Studies
COMM105 Media and Society
Students examine the social, legal, ethical, and political implications of the relationship between mass media and society, including world cultures and media influences. All students, particularly those who specialize in communication, multimedia, and journalism, will gain through this college-level, survey course a foundation for future studies and responsible citizenship. 3 Credits

COMM210 Voice and Articulation
This course is designed for students in communication based careers such as theater performance, film acting, broadcasting, education, and business. Coursework focuses on improving quality of speaking voice, articulation and pronunciation of sounds, and accent reduction. This is a workshop based class highlighting application and practice. 3 Credits

COMM230 Oral Interpretation
This course engages the student in analyzing prose, poetry and drama, and non-fiction, preparing the material for presentation, and giving stimulating oral readings to an audience. Students will develop a critical appreciation of literature, enhanced skills in the use of voice and gesture, and skill in critiquing others' performances. 3 Credits

Computer/Information Science
CISC100 Introduction to Computers
A hands-on course for non-majors dealing with personal computers in a wide variety of settings. Topics include: basic computer concepts, operating systems, the Internet, e-mail, and the use of computer applications, including word processors, spreadsheets, graphics, and the impact of computers on society. 3 Credits

CISC105 Windows/OS Concepts
This course provides a detailed study of the command line and graphic user interface of current desktop operating systems. Topics include basic and advanced commands, managing and backup of hard drives, system configuration, troubleshooting tools and booting. Additionally, there is a moderate study of the hardware components of the PC. 4 Credits

CISC106 Mobile Application Development EXPERIMENTAL
In this course, students use a visual language to create powerful mobile applications. Students access the world of mobile services and apps as creators, not just consumers, create entertaining and socially useful apps, and explore computational thinking from the perspective of mobile computing. 3 Credits
Prerequisite: Ability to successfully initiate a computer session using applications packages and manipulate a Windows-like Graphical User Interface.

CISC107 Mobile Computing EXPERIMENTAL
This course surveys the various types of mobile computing devices with emphasis on hand-held and laptop computers. Preventive measures to provide security for mobile devices will be studied. Specific tools and techniques will be explored that are required for anywhere computing. 3 Credits

CISC110 Introduction to Information Systems
This course provides an overview of business information systems. Topics include computer hardware and software fundamentals, use of software packages, an introduction to the Internet and system analysis, the design of management information systems, as well as the ethical use of computers in business and society. Hands-on experience is provided. 3 Credits
Prerequisite: Reading Placement Test score of 41 or above, or Level 3
CISC113
Visual Basic Programming I
This is an introductory course dealing with the concepts of object-oriented/ event driven computer programming of Windows applications. The class is offered in a lecture/lab format. Students will develop solutions and create programs to solve business problems. 3 Credits

CISC114
Visual Basic Programming II
This is a second course dealing with the concepts of programming in an object-oriented language. Students develop programming skills using new controls in addition to those introduced in Visual Basic Programming I. Concepts developed include classes, collections, file processing, database processing using ADO, graphics, MDI, Crystal Reports, and advanced functions. 3 Credits
Prerequisite: CISC113 (C or better) or extensive knowledge of another programming language

CISC115
Computer Science I
This is a first course for computer science students providing an introduction to the use and impact of computers, numbering systems, data representations, the fundamentals of structured programming, and problem solving through the use of logic design tools. Students develop programs using an object-oriented programming language. 4 Credits
Prerequisite: Math Placement Test score of 7 or MATH110 (Cor/better) or MATH103 (C or better)

CISC117
Consumer Electronics EXPERIMENTAL
This course covers the latest developments and enhancements in consumer electronics. It provides students with strategies, skills, and concepts to find, select, and use modern electronic devices, such as digital cameras, cell phones, and hand-held computing devices. Specific topics will change to reflect emerging technologies. 3 Credits
Prerequisite: Basic knowledge of a computer operating system

CISC118
Media Authoring
This course focuses on effectively communicating content. Students plan and produce interactive media projects. Topics include contextual problem solving, information architecture and usability, and the skills necessary to create Web applets. Contemporary authoring technology and content creation tools will be used. 3 Credits
Prerequisite: VAMM110 (C or better) or permission of the Department of Mathematics, Science and Technology

CISC122
Computer Science II
This course is a continuation of Computer Science I and emphasis is placed on structured and object-oriented programming techniques. Topics include file I/O, lists, stacks, recursion, sorting, searching, strings, and their application in problem solving. 4 Credits
Prerequisite: CISC115 - Java based (C or better)

CISC127
Spreadsheet Concepts and Applications
This course is an in-depth study of the spreadsheet, database, and graphics capabilities of a widely used software package. Topics include: creating worksheets and templates, printing reports and graphs, using macros, and writing simple programs. Extensive laboratory work is required. 3 Credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

CISC128
Comparative Operating Systems
The course introduces the student to the functional components of the operating system software, which manages the physical resources of the computer system. Microprocessor based operating systems are emphasized. 4 Credits

CISC131
Introduction to Unix
This course will focus on a current Unix/Linux distribution as an alternative corporate desktop and server operating system. It will explore the salient functions and features of installing, configuring, and maintaining Unix/Linux as a client or server operating system. 3 Credits
Prerequisite: CISC128 (C or better)

CISC142
Establishing and Maintaining a Small Office/Home Office Network (SOHO)
This lecture/lab course is designed to provide a person with the necessary skills to establish computer networks for small organizations or home offices. Topics include: introduction to network protocols, physical and logical network topologies, transmission media, connectivity devices, fundamentals of managing operating systems, internet connectivity, managing peripherals, troubleshooting, and security. 3 Credits
Prerequisite: Prospective students need to be able to successfully initiate a computer session use applications packages, and manipulate a Windows-like Graphical User Interface

CISC143
Essentials of Networking
This course is designed to provide basic background for other networking courses and industry certification. Topics include: data transfer, WAN and LANs, Network Operating Systems, the OSI model and protocols, including TCP/IP and other suites commonly used in the industry. Laboratory exercises use a variety of network hardware and software. 4 Credits
Prerequisite: CISC128 or permission of the Department.

CISC144
Introduction to Microsoft Desktop
This course will focus on the current Microsoft desktop version as the preferred corporate desktop operating system. It will explore the Microsoft networking family and the salient functions and features of installing, configuring, and maintaining the client operating system. 4 Credits
Prerequisite: CISC143 (C or better)

CISC201
Managing and Maintaining the PC
The course covers installation, configuration, upgrading, troubleshooting, and repairing desktop computer systems. The hands-on opportunity to build a complete computer from component parts is an integral part of the course. Successful completion of the course will prepare a student to take the industry standard, vendor-neutral certification test in this area. 4 Credits
Prerequisite: CISC128 (C or better)

CISC202
Network Administration
This is a first course in the technology of networking with personal computers. This course provides the students with an Introduction to Local Area Networks (LAN), their components, planning installation, and usage. Students will be given the opportunity to gain hands-on experience in lab exercises using a network. 4 Credits
Prerequisite: CISC128 (C or better)

CISC203
Advanced Network Administration
This course is a continuation of CISC202. Topics include multi-server/ multi-protocol networks, management strategies, network performance enhancements, remote management, and preventive maintenance. Students will enhance their working knowledge through participation of hands-on lab exercises using a network. Students will complete a network design project. 4 Credits
Prerequisite: CISC202 (C or better)

CISC210
Programming in C++
A study of the structured programming language C++; this course’s topics include types, operators, control flow, pointers, arrays, and I/O techniques. 3 Credits
Prerequisite: CISC115 (C or better) or permission of the Department of Science, Technology, Engineering and Mathematics

CISC221
Object Oriented C++
This course introduces the advanced programming techniques in C++ utilizing digital game programming. It will introduce students to C++ object oriented programming, as well as OpenGL and its components. 4 Credits
Prerequisite: CISC122 (C or better)
CISC213
Computer Science III (Java)
This course is a continuation of Computer Science II. This course will apply object-oriented and software engineering techniques to the design and implementation of programs that manipulate complex data structures. Topics include recursion, stacks, queues, linked lists, hash tables, trees. 4 Credits
Prerequisite: CISC122 (C or better)

CISC215
Database Design and Application Development
This course will provide students with a foundation of knowledge needed to work with database management systems and to create applications utilizing current development strategies. Students examine various types of database techniques with emphasis on relational designs. Students design and implement solutions to business-related problems. 3 Credits
Prerequisite: CISC113 (C or better) or CISC115 (C or better)

CISC224
Web Databases
This course covers the development and utilization of web-enabled databases. Students will use Relational database as a backend to a web delivered interface. Both Client-side and Server-side processing will be used to create dynamic web pages. 3 Credits
Prerequisite: CISC215 (C or better) or VAMM110 (C or better)

CISC231
Advanced UNIX
EXPERIMENTAL
This course is a continuation of CISC131. It concentrates on systems programming, maintenance, and control of the UNIX system. 3 Credits
Prerequisite: CISC131 (C or better)

CISC234
Topics in Network Technology
This is a capstone course for Networking Majors. This seminar course covers the latest developments and enhancements to LAN based systems. Topics will be selected by the departmental faculty each year. 3 Credits
Prerequisite: CISC235 (C or better) AND CISC244 (C or better)

CISC235
Network Devices
This course is an introduction to the technology of routed and switched networks. Topics include TCP/IP, WAN technologies, CISCO IOS, configuring routers and switches, VLANs, network management techniques, and routing IP traffic. Students will be given the opportunity to gain hands-on experience in the laboratory. 4 Credits
Prerequisite: CISC143 (C or better)

CISC244
Introduction to Microsoft Server
This course will focus on Microsoft Server in the corporate environment. The course will review the installation, setup, and management techniques of Server. Classes are presented in lecture/lab format, with students configuring Windows Server during extensive hands-on lab assignments. 4 Credits
Prerequisite: CISC202 (C or better) or CISC443 (C or better)

CISC245
Network Security and Troubleshooting
This course is a practical approach to both securing and troubleshooting a network with emphasis on the local area network. Extensive laboratory work is provided. Topics include wired and wireless network security, cryptography, risk mitigation, problem recognition and solution. 4 Credits
Prerequisite: CISC443 (C or better) and CISC244 (C or better)

CISC280
Cooperative Education - Computer
This course uses on-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in light of theory and skills learned academically. 3 Credits
Prerequisite: CISC112 (C or better) and VAMM209 (Cor better)

CISF110
Computer Forensics
This course is an introduction to the science of computer forensics. Topics include how data is stored, where it is located and how to recover data using commercial and open source software utilities to conduct computer investigations. Students will gain hands-on experience in the laboratory. 3 Credits
Prerequisite: CISC105 or CISC128
Corequisite: CISC128 with permission of the Department of Science, Technology, Engineering and Mathematics.

CISF210
Computer Forensics II
This course is a continuation of Computer Forensics I. Topics include the fundamentals of digital computer acquisition, preservation, and analysis. Classroom concepts will be applied in a laboratory setting where students will employ basic rules of evidence, standard operating procedures for computer forensics. 3 Credits
Prerequisite: CIFS110 (C or better)

CISG102
Introduction to Game Design and Simulation
This course introduces the basic techniques, concepts, and vocabulary of electronic game and simulation development. Topics, such as storyboarding, character creation, scorekeeping, and the psychology of gaming will be discussed. Additionally students will develop games for both recreation and educational settings utilizing several types of software. 3 Credits
Prerequisite: Reading Placement Test score Level 3

CISG112
Foundations of Game Design
This course introduces the foundations of digital game design from both a theoretical and practical perspective. Students will apply solid game design and software engineering practices to complete lab assignments. They will work in teams to develop a simple original game which will undergo peer and instructor evaluation. 3 Credits
Prerequisite: CISG102 (C or better)
Corequisite: CISC115

CISG221
Game Studio I - Concepts and Design
Students will work in teams to complete the logical design, documentation, and limited prototyping for an original digital game. All materials produced in this class will be used as the basis for developing a complete and functional game in CISG222 Game Studio II - Prototyping, Playtesting, and Production the following semester. 4 Credits
Prerequisite: CISG112 (C or better) and CISG211 (Cor better) and VAMM209 (Cor better)

CISG222
Game Studio II - Prototyping, Playtesting and Production
Using the materials produced in CISG221 - Game Studio I, Concepts and Design, students will work in teams to build a fully functional digital game in accordance with best design practices, industry standard tools and procedures. 4 Credits
Prerequisite: CISG221 (C or better)

Cooperative Education
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of Theory and skills learned academically. 3 Credits
Prerequisite: Must meet the criteria established for each major

BIOI280
Cooperative Education: Biology/Biotechnology/Environmental Science
On-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Business Studies

CHEM280
Cooperative Education: Chemistry
This course provides on-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in light of theory and skills learned academically. 3 Credits
Prerequisite: 24 college credit hours must be completed, with a minimum of 12 chemistry credits. Students must have a GPA of at least 2.5 earned in the chemistry courses.

CISC280
Cooperative Education - Computer
This course uses on-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: 24 college credit hours must be completed, with a minimum of 12 chemistry credits. Students must have a GPA of at least 2.5 earned in the chemistry courses.

CRIJ280
Cooperative Education - Criminal Justice
On-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
HRIM280 Cooperative Education - Hospitality and Tourism Management
On the job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between the College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Business Studies. Students must meet Program of Study Criteria

JOUR280 Cooperative Education - Journalism
On-the-job experience and observations in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between the faculty coordinator and the student are held to review actual experience and observation in the light of the theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Language & Literature

LAWS280 Cooperative Education - Paralegal
The student will be given an opportunity to gain some valuable experience with on-the-job training in a law office practice related to the student’s academic preparation and career objectives. 3 Credits
Prerequisite: Students must satisfy all of the requirements listed, before the Co-op Coordinator will permit registration for this course.

1. Successful completion of at least 15 credit hours in paralegal courses.
2. Completion of the Course LAWS100 (C or better)
3. Completion of the course LAWS220 (C or better)
4. To be eligible for the Co-op, students must have completed at least 12 credit hours at Bucks and be registered in the Paralegal Studies Certificate or Degree programs. Students who have completed any of the course requirements at any colleges or university other than Bucks will be required to submit an official transcript to the Coordinator to determine whether the course or courses will satisfy the course requirements at Bucks.
5. Certificate students must have completed 15 credit hours of paralegal courses, including LAWS100 (C or better) or LAWS140 (C or better) or LAWS220 (C or better).

MGMT280 Cooperative Education - Business Management
This course uses on-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Business Studies

MKTG280 Cooperative Education - Marketing/Retail
On-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: 24 college credits, a GPA of 2.5 earned in courses by the Department of Business Studies. Permission of the Department of Business Studies.

OADM280 Cooperative Education - Office Administration
On-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Business Studies

OADM280 Cooperative Education - Office Administration
On-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Business Studies

PSYC280 Psychology of Abnormal Behavior
This course presents a summary of the field of abnormal behavior. It analyzes current theories which attempt to explain the development of personality and the cause of mental illness. Also discussed are diagnostic and therapeutic procedures and the techniques currently used. 3 Credits
Prerequisite: PSYC110 (C or better)

SPMT280 Sport Management Co-op
The student is required to perform 180 hours of internship at an affiliated training site. An attempt is made to match sites to the intern’s professional interests and career goals. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation. 3 Credits
Prerequisite: Permission of the Assistant Academic Dean of the HPEN Department. Must have completed all sport management Core courses with a 2.5 GPA in those courses.

VACV280 Cooperative Education - Media Arts (formerly COMV280)
Cooperative education offers students the option to further learn about their field of study through on the job experience and observation in a placement directly related to the student’s academic and career objectives. Periodic meetings between faculty supervisor and student are scheduled. Students are required to prepare a written report.
3 Credits
Prerequisite: Cinema/Video or Multimedia major, 30 BCCC credits, a GPA of 2.5 earned in courses offered by the Department of the Arts

VAFW280 Cooperative Education - Fine Woodworking
On-the-job experience coupled with observation occurs in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of the Arts and VAFW103 (C or better)

VAGD280 Cooperative Education/Graphics
This course emphasizes on-the-job experience and provides students an opportunity to review their career objectives and to understand the responsibilities associated with professional graphic design. Periodic meetings between the College Coordinator and the student are held to review the application of the student’s skills in a work setting. 3 Credits
Prerequisite: Permission of the Department of the Arts required.

WMST280 Cooperative Education - Women’s Studies
On-the-job experience and observations in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between the faculty coordinator and the student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Language and Literature

Criminal Justice

CRIJ100 Introduction to the Administration of Criminal Justice
This course is an introductory survey of the evolution, principles, concepts, and practice of the theory and nature of the criminal justice system including police, courts, and corrections systems. 3 Credits
Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110.

CRIJ110 Introduction to Criminal Law
This course introduces students to the study of substantive criminal law. The major topics of study include the purposes of criminal law, the elements of crimes, defenses to crimes, criminal sanctions, and the principles of constitutional limits on criminal law. 3 Credits
Prerequisite: CRIJ100 (C or better)

CRIJ115 Outlaw Gangs and Organized Crime
This course introduces students to the most current legal strategies and law
enforcement tools for detecting and interdicting outlaw gangs and organized crime. The major areas of focus include a study of the origins of outlaw gangs and organized crime, and the impact of these outlaw organizations on American society. 3 Credits
Prerequisite: CRJ100 or Corequisite: CRJ110

CRJ116
Crimes in U.S. Business
This course introduces students to the history of white-collar crime and present-day white collar crime. The major topics of study include criminal infractions in small and large business corporations and the methods of investigation utilized by criminal justice agencies. 3 Credits
Prerequisite: CRJ100 or Corequisite: CRJ116

CRJ120
Criminal Evidence
Study of the laws of evidence at the trial level. This course introduces students to the laws of evidence at the operational level of law enforcement officers and other criminal justice professionals. The major topics of study include the federal rules of evidence, arrest, force, search, and seizure. 3 Credits
Prerequisite: CRJ100 or Corequisite: CRJ120

CRJ130
Police Crime Lab
This course introduces students to the fundamentals of criminal investigation, rules of evidence, sources of information, observations, descriptions, and identifications. The major areas of focus include collection techniques, preservation techniques, and the processing of physical evidence, records, reports, and statements by police investigators. 3 Credits
Prerequisite: CRJ100 (C or better)

CRJ140
Criminal Procedure
This course introduces students to the general principles of procedural law. The major topics of study include arrest, initial appearance, hearings, grand jury proceedings, arraignment, bail, procedures, motions to suppress evidence, trial, appellate steps, warrants and the various roles of individuals working within the criminal justice system. 3 Credits
Prerequisite: CRJ100 or Corequisite: CRJ140

CRJ160
Introduction to Juvenile Justice
This course introduces students to the juvenile justice system, both delinquent and dependent. The major topics include theories of juvenile delinquency and dependency, juvenile offender laws, and the relationship among juvenile rules, family, probation and schools. 3 Credits
Prerequisite: CRJ100 or Corequisite: CRJ160

CRJ210
Terrorism
This course introduces students to the history and foundations of terrorism, terrorism as a universal phenomenon, weapons of mass destruction, counter-terrorism, and the future of terrorism. The major topics of study include modern day national and international events and their connections to terrorism. 3 Credits
Prerequisite: CRJ100 (C or better)

CRJ220
Psychology for Law Enforcement Officers
This course introduces students to the fundamental principles of psychology as applied to modern practices in managing crowds, criminals, delinquents, and the public. The major topics of study include an examination of psychological principles as applied to criminals and the effects of trauma on the criminal justice professional. 3 Credits

CRJ250
Police Organization and Administration
This course introduces students to past and present police administration practices. The areas of focus include the operational procedures of both large and small departments and the administrative problems and principles associated with governmental and business administrations. 3 Credits
Prerequisite: CRJ100 (C or better)

CRJ260
Probation and Parole
This course introduces students to the history and fundamental theories of probation and parole. The major topics of study include county correctional systems policies and practices and federal and state correctional systems policies and practices. 3 Credits
Prerequisite: CRJ100 (C or better)

CRJ275
Introduction to Correctional Administration
Examines the evolution of American correctional administration. The major topics include theories of criminal behavior, justifications for punishment, correctional philosophy, the correctional process, correctional treatment methodology, early American prisons, today's prisons, prisons of the future and the role of probation in the criminal justice system. 3 Credits
Prerequisite: CRJ100 (C or better)

CRJ280
Cooperative Education - Criminal Justice
This course introduces students to field work directly related to the student's academic preparation and career objectives. The major areas of focus include participating in actual field work, observing real-life situations of the working professional and their clients, and comparing academic theory to field work observations. 3 Credits
Prerequisite: CRJ100 (C or better) and permission of the department.

CRJ285
Constitutional Law for the Law Enforcement Officer
This course introduces students to constitutional law and the guarantees of personal liberties in the federal constitution. The major topics include the jurisdiction of the U.S. Supreme Court and the lower courts, case law, fundamental rights such as trials by jury, the right to counsel, privilege and self-incrimination. 3 Credits

SOC150
Criminology
The sociological relationships involved in the causes and prevention of crime and juvenile delinquency and in the treatment of criminal offenders. 3 Credits

Economics
ECON111
Principles of Economics - Macro
An introduction to the basic principles of economics, with emphasis upon macroeconomic theory and analysis. Among topics considered are the scope and nature of economics, ideology and structure of the American economy, national income and employment theory, business fluctuations, money and banking, fiscal and monetary policies, and economic growth. 3 Credits

ECON112
Principles of Economics - Micro
The study of basic economic principles. Students study basic economic principles with particular emphasis upon microeconomic theory and problems. Among topics considered are the economics of the firm, the price system and resource allocation, the distribution of income, domestic economic problems, international trade, economic development and comparative economic systems. 3 Credits

ECON120
Current Economic Issues
An introduction to the application of economic analysis to current economic problems and the consideration of policy alternatives. This course investigates the role of the U.S. Government in the economy in pursuit of economic and social goals. 3 Credits

ECON130
Introduction to Labor Relations
A study of labor-management relations in the United States, with an emphasis on current collective bargaining issues and procedures. The interaction of labor and management organizations will be analyzed within the context of the legal, economic, and structural environments in which they operate. 3 Credits

Education
EDUC100
Foundations of Education
This course is primarily for students interested in pursuing a career in education. A survey of the history and philosophy of education with emphasis on current problems in education, on significant educational innovations, and on the school as a social institution. Field experiences may be provided. 3 Credits
Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better) or Co-requisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ 110

EDUC105
Foundations for Early Learning Pre K-4
Students explore current issues with historical and philosophical background including inclusionary practices, curriculum development, cultural diversity, research, and developmental appropriate practice in the Pre K-4 setting. The course includes five hours of observation. 3 credits
Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better) or Co-requisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ 110

EDUC115
Observing and Recording the Behavior of Young Children
Course content is based on the development of skills in observing, recording, assessing, and evaluating the behavior of young children. Field experiences are required for students with a genuine teaching learning environment. 3 Credits

EDUC120
Early Learning and Development I - Ages Birth - 5
This course explores child development in the cognitive, language, physical, emotional, and social domains within a theoretical and research framework for children from birth to five years of age. Students examine the influences of cultural diversity, family, and education on early learning and development. Five hours of observation required. 3 credits
EDUC130 Early Development and Learning II - Ages 6 - 9
This course explores child development in the cognitive, language, physical, emotional, and social domains within a theoretical and research framework for children ages 6-9. Students examine the influences of cultural diversity, family, and education on early learning and development. The course includes five hours of observation. 3 credits

EDUC141 Practical Psychology for the Childcare Worker
An exploration of the interpersonal and affective skills necessary for the childcare worker to interact with children, parents, and co-workers. Included is an overview of child development, communication skills, and the recognition of the childcare worker as a professional. Emphasis placed on dealing positively with stresses peculiar to children and adults in the childcare setting. 3 credits

EDUC142 Childcare Program Planning
This course provides an introduction to the childcare profession. It includes an exploration of child development from infancy through school age, with emphasis on planning developmentally appropriate activities in a safe and healthy learning environment. Included are investigations of childcare for special needs children, mildly ill children, and alternative groupings. 3 credits

EDUC143 Childcare Standards and Regulations
This course provides an overview of formal regulations and acceptable standards impacting childcare programs. Students will compare and contrast local, state, and federal regulations, and the agencies that set and enforce those regulations. The student will be introduced to procedures necessary to maintain program compliance. 3 credits

EDUC144 Infants and Toddlers
This course will explore the physical, social, emotional, and cognitive development of infants and toddlers. An emphasis will be placed on developmentally appropriate educational practice for this age group. Students will design learning experiences and create learning environments to facilitate development. 3 credits

EDUC150 Science and Math Experiences for Young Children
Participants in this course will identify science and math experiences relevant to different childhood ages and levels. Students will create science and math experiences, select appropriate materials, learn specific scientific and mathematical techniques for working with young children, learn how to integrate science and math instruction, and enrich their own background knowledge in science and math for young children. 3 credits

EDUC155 Math Experiences for Young Children PreK-4
Participants in this course identify mathematics education relevant to the PreK-4 child. Students create math experiences, select appropriate materials, learn specific mathematical techniques, design developmentally appropriate lesson plans, and learn how to integrate math instruction into the PreK-4 curriculum. Field experience is required. 3 credits

EDUC160 Introduction to Exceptionalities
This course provides an overview of the different categories of exceptional learners. Issues in the education of individuals with cognitive impairment, learning disabilities, emotional disturbance, and physical handicaps are emphasized, including inclusion and other placement options. The course includes five hours of observation. 3 credits

EDUC170 Language and Literacy Development in Early Childhood: Birth through five years
An exploration of language development. This course examines language and literacy development in children from birth to five years of age, including the role of English language learners and language development for exceptional learners. Students present developmentally appropriate activities in the areas of listening, speaking, reading, and writing. Five hours field experience. 3 credits

EDUC175 Families, Schools, and Community
This course examines relationships among family, school and community as they relate to education. Early childhood professionals develop techniques for establishing respectful partnerships among parents, schools, caregivers and community agencies while employing effective communication strategies for each unique situation. 3 credits

EDUC200 Integrated Arts, Movement and Play
Students study integrating children's creativity, play, music, movement and the arts into the curriculum. This course emphasizes processes over product in guiding children to creatively express themselves in art, movement and play. Students learn how to effectively support goals of multicultural education and exceptional learners. Course involves field experience. 3 credits

EDUC205 Fieldwork: Observation and Assessment in Education I [Special Education/Autism Emphasis]
Participants engage in a hands-on experience working with children with autism spectrum disorder in a classroom setting. Students use applied behavior analysis, observation, and informal assessment techniques to increase skills and change behavior. Minimum 40 hours of field experience. 3 credits

Prerequisite: EDUC160 or Corequisite: EDUC160

EDUC206 Fieldwork: Observation and Assessment in Education II- PreK-4
This course provides an overview of Students develop skills in interacting and observing children in an early childhood or elementary classroom. Students discuss issues in curriculum development and adaptation based on informal assessment instruments. Students assist with classroom instruction in a small group or one-to-one situation. Minimum twenty hours field experience. 3 credits

Prerequisite: EDUC105 (C or better)

EDUC210 Computers, Media, and the Teacher
This course is intended primarily for all educators and future educators. Through an exploration of multimedia usage, the focus is upon computers, interactive media, and the expansion of thinking and creating using technology. 3 credits

EDUC220 Practicum in Education
A "hands-on" experience in a local school, or childcare placement; contact hours = 15 hours weekly on site, frequent supervisory visits, and weekly conference. The seminar included clarifies the: school, or childcare organization, staff responsibilities, an orientation of professional ethics, and develops an appreciation of the profession. 6 credits

Prerequisite: Current enrollment in Early Childhood, Childcare, or Instructional Assistant program, academic qualification, and permission of the Department of Social & Behavioral Science. EDUC105 (C or better), EDUC115 (C or better); Instructional Assistant: EDUC106 (C or better), PSYC180 (C or better); Childhood Certificate: EDUC115 (C or better), EDUC142 (C or better)

EDUC250 Early Childhood Program Organization and Administration
This course is designed for individuals currently working as directors in the early childhood field or for those who are preparing for administrative positions. Topics include local, state, national regulations and standards; program evaluation; effective supervision, mentoring of staff members; staff evaluation techniques; cultural sensitivity; and communicating with the community. 3 credits

Prerequisite: Experience as a Director or Assistant Director of a child care center or permission of the Education Coordinator.

ROBERT RITCHIE, who teaches criminal justice at Bucks, loves to share his knowledge and experiences with students. A graduate of the FBI Academy, Ritchie served as head of the Philadelphia Police Academy, and retired after 26 years as Chief Inspector.

“I’m thrilled to have a part in educating and preparing people for this critical field. People in this profession have an enormous impact on society - the better educated our law enforcement officers, the better they can deal with problems they encounter.”
EDUC260 Management Issues in Early Childhood Facilities
This course is designed for directors of early childhood facilities or those who are preparing to assume administrative positions. The course focuses on strengthening the management skills of center directors and offers the opportunity to keep pace with changes in the child care center industry, human resources, and funding resources. 3 Credits
Prerequisite: Experience as a Director of Assistant Director of a child care center or permission of the Education Coordinator.

EDUC270 Leadership in the Early Childhood Program
This course is designed for individuals currently working as directors in the early childhood field or for those who are preparing to assume administrative positions. It explores the many dimensions of leadership and offers participants the chance to apply learning to specific projects and plans that will enhance their centers. 3 Credits
Prerequisite: Experience as a Director or Assistant Director of a child care center or permission of the Education Coordinator.

Engineering

ENGR112 Engineering Graphics
This course introduces students to engineering graphics. Topics include: terms, symbols, dimensioning, tolerancing, orthographic, auxiliary, and pictorial views, development and interpretation of engineering drawings, solution of engineering problems using both free-hand and computer aided drafting techniques. It is a foundation course for students pursuing a degree in engineering. 3 Credits
Prerequisite: Math Placement Test score of 8 or better, or MATH120 (C or better)

ENGR222 Statics
DThis course provides an overview of calculus-based engineering statics. Topics include: concurrent force systems; statics of particles; equivalent force/moment systems, distributed forces, and equilibrium of rigid bodies; trusses, frames, and machines; internal forces in structural members; friction; second moments of area, and moments of inertia. 3 Credits
Prerequisite: PHYS112 (C or better) and MATH141 (C or better)

ENGR223 Dynamics
This course provides an overview of calculus-based engineering dynamics. It is a continuation of Engineering Statics. Topics include: second moments, particle kinematics and dynamics, rigid body kinematics and dynamics, work-energy concepts, and vibrations. 3 Credits
Prerequisite: PHYS222 (C or better)

ENGR224 Strength of Materials
This course introduces students to the basics of strength of materials. Topics include: loading; statically indeterminate structures; temperature and prestrain effects; shear force and bending moment; axial, shear, bearing and bending stresses; deflection of beams; and buckling of columns. 3 Credits
Prerequisite: ENGR222

ENGR230 Thermodynamics
This course introduces the students to concepts of thermodynamics; pressure; temperature; heat and heat transfer; properties of substances; First Law of Thermodynamics and its application; Second Law of Thermodynamics and its application; analysis of power and refrigeration cycles. 3 Credits
Prerequisite: CHEM121 (C or better), PHYS122 (C or better), ENGR222 (C or better)

ENGR240 Introduction to Circuit Analysis
This course provides an overview of basic circuit devices and circuit analysis. Topics include: circuit elements, techniques of circuit analysis, natural response, steady state analysis, and basic filter design. 4 Credits
Prerequisite: PHYS222 (C or better) Corequisite: MATH250

ENGT222 Applied Engineering Statics
This course provides an overview of applied engineering statics. This course provides a non-calculus analysis of Newton’s first law from an applications standpoint as it pertains to particles and rigid bodies. It utilizes algebra and trigonometry for application to problems involving force systems, equilibrium, and structures. 3 Credits
Prerequisite: PHYS106 (C or better) and MATH122 (C or better), or score of 9 on math placement test

ENGT223 Applied Engineering Dynamics
This course provides a continuation of ENGT222, and provides a non-calculus study of the fundamental laws and properties of second moments, particle kinematics and dynamics, rigid body kinematics and dynamics, and work-energy concepts. 3 Credits
Prerequisite: ENGT222 (C or better)

ENGT224 Applied Strength of Materials
This course provides a non-calculus analysis of applied strength of materials. Topics include: mechanical properties of materials; stress and strain analysis; loading in the design of shafts and beams; shear force and bending moment; axial, shear, deflection of beams; and buckling of columns. 3 Credits
Prerequisite: ENGT222 (C or better)

ENGT230 Applied Thermodynamics
This course provides a non-calculus overview of applied thermodynamics. Topics include: pressure; temperature; heat and heat transfer; properties of substances; First Law of Thermodynamics and its application; Second Law of Thermodynamics and its application; analysis of power and refrigeration cycles. 3 Credits
Prerequisite: PHYS106 (C or better) and MATH122 (C or better), or score of 9 on math placement test

ENGT240 Applied Circuit Analysis
This course provides a continuation of this course provides a non-calculus overview of applied circuit analysis. Topics include: circuit elements, techniques of circuit analysis, natural response, and steady state analysis. 4 Credits
Prerequisite: PHYS106 (C or better) and MATH122 (C or better), or score of 9 on math placement test

ENGT241 Applied Analog Electronics
This course provides a non-calculus overview of applied analog electronics. Topics include: introduction to semiconductors; diode characteristics and applications; bipolar junction and field effect transistors and applications; basic operational amplifier circuits; measurement applications; analog to digital conversion. 4 Credits
Prerequisite: ENGT240 (C or better)

ENGT242 Applied Digital Electronics
This course provides a non-calculus overview of applied digital electronics. Topics include: number systems, operations and codes; logic gates; Boolean algebra; combinatorial logic; latches, flip flops, and timers; counters and shift registers; memory and storage; computer concepts; and integrated circuits. 4 Credits
Prerequisite: PHYS106 (C or better)

ENGT250 Introduction to Engineering Communications
This course provides a continuation of this course provides a non-calculus overview of the principles and applications of analog and digital data transmission via RF, microwave, wire, and fiber-optic technology associated with the transmission and reception of data. Topics include wired and wireless local area networks, cellular, satellite, radio, and microwave transmission. 3 Credits
Prerequisite: ENGT240 (C or better) and PHYS107 (C or better)

Fire Science

FRSC100 Introduction to Fire Science
This course is an overview of the history and philosophy of municipal fire protection and public fire prevention. It provides a basic understanding of laws and regulations, equipment, strategies and tactics, building construction, extinguishing agents, hazardous materials, fire chemistry and physics, and the types of municipal fire department organizational structures. 3 Credits

FRSC103 Building Construction for the Fire Service
This course introduces students to the classifications of commonly encountered buildings according to construction materials and techniques. In this course the instructor covers in depth the effect of building construction design on fire development, fire suppression and firefighter safety. 3 Credits

FRSC104 ICC Fire Prevention and Building Code
This course introduces the Fire Science student to the ICC Fire Prevention and Building Codes. The course prepares the student to conduct basic building inspections for ICC code compliance, in terms of fire protection equipment and building code requirements, and the identification and elimination of common fire hazards. 3 Credits

FRSC107 Pre-Emergency Planning and Computer Assisted Design
This course introduces the student to the intricacies of preparing pre-emergency plans and diagrams for fire investigation reports using CAD technology. Students will understand the importance of pre-emergency planning for the Fire Service and will prepare a pre-emergency plan and diagrams. 3 Credits

FRSC110 Fire Prevention and Fire Safety Education
This course will provide the student with an understanding of fire prevention and fire safety education programs. Students will review the effectiveness of existing programs and identify future trends in both fire prevention and fire safety education. 3 Credits

FRSC201 Firefighting Strategy and Tactics
This course introduces the fire science student to the complexities of safely and effectively fighting a structural fire. In class, students work in small groups to decide on the appropriate strategy, tactics, and action plan for various simulated structural fires. 3 Credits
"We are all about words. We are the world in words – spoken and written. Reading and writing give form to our ideas and allow us to communicate with the world. Literature allows us to imagine other’s lives and experiences. The world of our imagination is limitless, not confined to a screen. The Department of Language and Literature offers all this and more. Study a foreign language. Embrace another culture. Write a news story. Take a Women’s Studies course. Understand the world. Everything is about words."

Susan Darrah, Assistant Academic Dean, Department of Language and Literature Faculty

**FRSC202**
**Hazardous Materials**
This course introduces the student to the chemical and physical characteristics, hazards, and combustibility of the most commonly encountered hazardous materials. Students learn how hazardous materials can influence fire development and spread, as well as how to manage hazardous materials at the incident scene. 
3 Credits

**FRSC205**
**Fire Protection Systems**
This course introduces the Fire Science student to the fundamentals of the inspection, maintenance, and operation of fire suppression and detection systems. New fire suppression agents and the important characteristics of these agents to be covered in this course. 
3 Credits

**FRSC206**
**Fire Investigation**
This course introduces the students to scientific procedures for determining the causes of fires. Students will learn to recognize the fire scene, burn patterns, thermal indicators, arson indicators, and the dynamics of fire development. Students will gain an insight into the fire setter’s motives and personality characteristics. 
3 Credits

**FRSC208**
**The Organization and Management of Emergency Services**
This course introduces the student to the contemporary administrative issues that challenge managers in the Fire Service and Emergency Medical Service. The course covers topics, such as recruiting, legal issues, information management, long-range planning, budgets, and professional development. 
3 Credits

**FRSC209**
**Fire Service Occupational Health and Safety**
This course introduces the Fire Science student to contemporary safety and health issues in the Fire Service, comprehensively covering emergency scene safety for both fire suppression and emergency medical personnel. Students are also introduced to the Occupational and Safety Health Act of 1970. 
3 Credits

**Foreign Language Placement Guidelines**
A. Incoming students with no previous language training or only one year of high school study are placed into the 110 level courses (see E below).
B. Students with two years of recent (within the last 4 years), successful (B or better) high school language study or one semester (C or better) at another college belong in the 111 courses, the second level elementary course.
C. Students having completed 3 or 4 years of recent, successful high school foreign language study, or one year college level, are placed into the 201/202 Intermediate level courses.
D. Students who have recently and successfully completed the full sequence of foreign language study at their high school (4-5 years), belong in the Advanced 250 level courses.
E. Students with 3 or more recent years of successful foreign language study or native speakers cannot take 110 courses for credit. High school transcripts will be checked and misplaced students will be transferred to the appropriate level or dropped from the course. In general, native and heritage speakers must begin at the intermediate (201/202) level. Auditing elementary level courses is permissible for review purposes. Students who do not wish to do upper-level work are encouraged to begin another language. Students may seek to earn credits for intermediate language courses by taking the C.I.E.P. examination. Anyone with questions should contact the Division of Language & Literature at (215) 968-8150.

**American Sign Language**

**AMSL110**
**American Sign Language I**
In this introduction to American Sign Language, students develop visual receptive skills, with a focus on visual memory, visual discrimination, and gestural expressive skills, and learn basic ASL vocabulary and grammatical structures. This course introduces students to the American Deaf Community as a linguistic and cultural minority. 
3 Credits

**AMSL111**
**American Sign Language II**
This course continues the work begun in AMSL110; students develop visual receptive skills, with a focus on visual memory, visual discrimination, and gestural expressive skills, and learn basic ASL vocabulary and grammatical structures. Students further their association with the American Deaf Community as a linguistic and cultural minority. 
3 Credits
Prerequisite: AMSL110 (C or better) or equivalent

**French**

**FREN110**
**Elementary French I**
In this course students learn the basics of understanding, speaking, reading, and writing French. This course stresses oral proficiency, pronunciation, listening comprehension, and grammatical accuracy, as well as the cultural backgrounds of French-speaking countries. 
3 Credits
Prerequisite: FREN110 (C or better) or equivalent

**FREN201**
**Intermediate French I**
This course reviews the basic knowledge. This course reviews basic essentials of vocabulary and grammatical constructions and presents some constructions not studied in the Elementary French sequence. The course also provides material for a solid foundation in conversation and composition. It continues to place emphasis on knowledge and appreciation of the culture of French-speaking countries. 
3 Credits
Prerequisite: FREN111 (C or better) or equivalent

**FREN202**
**Intermediate French II**
This course reviews basic essentials of vocabulary and grammatical constructions and presents further constructions not covered in FREN201. The course provides additional material for a solid foundation in conversation and composition. It continues to place emphasis on knowledge and appreciation of the cultural backgrounds of French-speaking countries. 
3 Credits
Prerequisite: FREN201 (C or better) or equivalent

**FREN250**
**Advanced French**
This course emphasizes developing greater proficiency in listening, speaking, reading and writing French through study of more complex language structure, reading and discussing current newspaper and magazine articles, listening to French radio broadcasts, viewing French television programs and film, reading more difficult literary texts, and deeper study of the culture and history of the French-speaking world. The text chosen will vary from year to year. 
3 Credits
Prerequisite: FREN202 (C or better) or equivalent
FREN251
Advanced French II
This course emphasizes developing greater proficiency in listening, speaking, and writing French through study of more complex language structure, reading and discussing current newspaper and magazine articles, listening to French radio broadcasts, viewing French television programs and film, reading more difficult literary texts, and deeper study of the culture and history of the French-speaking world. The texts chosen will vary from year to year. 3 Credits
Prerequisite: FREN250 (C or better) or equivalent

German

GRMN110
Elementary German I
In this interactive course students acquire a basic knowledge of understanding, speaking, reading, and writing German. It continues to place emphasis on oral proficiency, listening, comprehension, and grammatical accuracy. Cultural background accompanies each chapter. 3 Credits

GRMN251
Advanced German II
This course emphasizes a greater mastery of spoken and written German, acquired through study of more complex language structure, reading and discussing current newspaper and magazine articles, listening to German radio broadcasts, reading more advanced literary texts, and deeper study of the culture and history of the German-speaking countries. Texts will change every year. 3 Credits
Prerequisite: GRMN202 (C or better) or equivalent

International Cultures

FCUL110
Communication between Cultures
This course defines intercultural communication, explores factors that influence it, and examines how all such considerations impact messages sent from one culture to another. It includes international as well as American co-cultures, and students examine case studies to learn how misunderstandings arise and how to minimize them. 3 Credits

ITAL201
Intermediate Italian I
In this course students study vocabulary, grammar, and idiomatic constructions; and continue to hone speaking, listening and writing skills. Students write compositions using new and more complex language structures and read culture-related materials. 3 Credits
Prerequisite: ITAL111 (C or better) or equivalent

ITAL202
Intermediate Italian II
This course combines review with new and more complex language usage than were studied in ITAL201. It continues to emphasize intermediate-level speaking, listening comprehension, idiomatic usage, and practice in writing. An Italian cultural reader focuses on Italian history and culture. 3 Credits
Prerequisite: ITAL201 (C or better) or equivalent

ITAL250
Advanced Italian I
This course emphasizes developing greater proficiency in understanding, speaking, reading, and writing Italian through study of more complex language structure, discussion of current Italian media, reading more difficult literary texts, and deeper study of the culture and history of Italy. 3 Credits
Prerequisite: ITAL202 (C or better) or by permission of the Department of Language and Literature

ITAL251
Advanced Italian II
This course builds on the instruction from ITAL250. Students continue to develop greater proficiency in understanding, speaking, reading and writing Italian through study of more complex language structure, discussion of current Italian media, reading more difficult literary texts, and deeper study of the culture and history of Italy. 3 Credits
Prerequisite: ITAL250 (C or better) or by permission of the Department of Language and Literature

Spanish

SPAN110
Elementary Spanish I
This is an interactive course in which students acquire a basic knowledge of understanding, speaking, reading, and writing Spanish. Oral proficiency, listening, comprehension, and grammatical accuracy are all stressed. Cultural background accompanies each chapter. 3 Credits

SPAN201
Intermediate Spanish I
This course, which further develops skills introduced in SPAN110, reviews basic essentials of vocabulary and grammatical constructions and presents constructions not yet studied. The course also provides material for a solid foundation in conversation and composition. Emphasis is placed on knowledge and appreciation of the culture of Spanish-speaking countries. 3 Credits
Prerequisite: SPAN111 (C or better) or equivalent

SPAN202
Intermediate Spanish II
This course continues the instruction from SPAN201; students continue to acquire a basic knowledge of understanding, speaking, reading, and writing Spanish. Oral proficiency, listening, comprehension, and grammatical accuracy are all stressed. Cultural background accompanies each chapter. 3 Credits
Prerequisite: SPAN110 (C or better) or equivalent

Japanese

JPN501
Elementary Japanese I
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 the Japanese historical and cultural background. 3 Credits
Prerequisite: SPAN201 (C or better) or equivalent

JPN502
Elementary Japanese II
In this continuation of study from JPN501, students further develop the basics of listening, speaking, understanding, reading, and writing using the Hiragana and Katakana writing system, and study basic communication. The course continues to present Japanese historical and cultural background. 3 Credits
Prerequisite: JPN501 (C or better) or equivalent
SPAN250
Advanced Spanish I
This continuation of the work from the Intermediate sequence focuses on discussion of selected cultural readings, periodical articles, etc., to instill a greater mastery of spoken and written Spanish. This course also addresses advanced language skills and a deeper understanding of the Spanish speaking countries. 3 Credits
Prerequisite: SPAN202 (C or better) or equivalent

SPAN251
Advanced Spanish II
In this continuation of work from SPAN250, students discuss selected cultural readings, newspaper and magazine articles, etc., in order to acquire a greater mastery of spoken and written Spanish. This course also addresses advanced language skills and a deeper understanding of the Spanish speaking countries. 3 Credits
Prerequisite: SPAN250 (C or better) or equivalent

Geography
GEOG105
Geography of the U.S./Canada
An overview of the human, physical, political, and economic patterns in the various regions of North America; e.g., Appalachia, New England, the Plains, and Pacific Northwest. The historical and contemporary cultural characteristics of these regions are explored. Current population movement is highlighted with the use of census data. 3 Credits

GEOG110
World Geography
A thematic survey aimed at understanding the contemporary world through an analysis of physical/environmental and cultural regions. Special attention is given to problems of social and technological change, political geographic disputes, and population growth. 3 Credits

GEOG115
Geography of Bucks County
An in-depth look at Bucks County as part of the East Coast megalopolis, subject to urban pressures, and exemplifying the problems of the American suburban and exurban fringes. 3 Credits

GEOG130
Environmental Studies
An examination of man’s interaction with his environment. Particular emphasis is placed upon man’s changing attitudes toward his environment, problems of energy use and supply, and of population growth. 3 Credits

Health Information Technology
HITT105
Legal Aspects of Health Information Technology
This course covers concepts and principles of law found in the healthcare field. The course focuses on legal issues regarding health information, including confidentiality, release of health information, consent forms, liability of healthcare providers, concepts and methods of risk management in the healthcare field, and other current medical/legal issues. 3 Credits

HITT1190
Introduction to Health Information Technology
This course is an introduction to healthcare delivery systems with emphasis on organizational compliance, structure and accreditation, licensing and/or certification with regulatory agencies. This course covers revenue cycle management, claims management and bill reconciliation processes. Topics include chargemaster maintenance and health data classification. 3 Credits

HITT207
Health Information Technology Applications
This course covers the concepts of computer applications related to healthcare. This course discusses healthcare data sets, health information specialty systems, document archival, retrieval and imaging systems, and data storage systems. Students demonstrate an understanding of various health information software applications coding tasks. 3 Credits
Prerequisite: CISC110 (C or better) and HITT297 (C or better)

HITT208
Healthcare Quality Improvement
This course covers quality assessment and improvement, providing a basis for developing skills in collecting and analyzing data. Topics include healthcare evaluation systems and the role of HIT professionals in quality improvement, clinical pathways, case management, utilization management, risk management, infection control, and medical staff credentialing. 3 Credits
Prerequisite: HITT190 (C or better)

HITT217
Health Insurance and Reimbursement
This course covers health insurance products and managed care approaches to the financing and delivery of healthcare services. Students explore reimbursement and payment methodologies. Students examine forms, processes, practices and the roles of health information professionals. Students discuss concepts in insurance, third-party and prospective payments, and managed care organizations. 3 Credits
Prerequisite: HITT190 (C or better)

HITT240
Medical Coding/Billing Externship
Formerly MEDA240
Medical Coding/Billing Certificate students will apply coding/billing principles in a health care provider setting. Students will gain 120 hours of experience in International Classification of Diseases Coding modifiers (ICD-9-CM) and Current Procedural Terminology (CPT) coding systems and related activities. 3 Credits
Prerequisite: Completion of all courses in the Medical Coding/Billing Certificate program and permission of the Department of Business Studies.

HITT250
Basic Pathophysiology and Pharmacology for Health Information Technology
This course is the study of pathological conditions and the drugs used in their treatment. Students study the description of conditions and diseases of the organ systems including etiology, signs and symptoms, and methods of diagnosis and treatment. Students identify disease entities and describe appropriate diagnostic and treatment modalities. 3 Credits
Prerequisite: MEDA120 or BIOL181 OR Corequisite: MEDA120 or BIOL181

HITT280
Health Information Technology Externship
Health Information Technology Externship requires students to work a minimum of 120 clock hours at an off-campus healthcare site in a supervised practice experience. 3 Credits
Prerequisite: Completion of all other HITT courses and permission of the Department of Business Studies.

HITT297
Medical Coding
Formerly MEDA297
This course covers principles of the International Classification of Diseases Coding Modifiers (ICD-9-CM), Current Procedural Terminology (CPT), and third party reimbursement. Students are provided with the fundamentals of a classification coding system used in health care industries. 3 Credits
Prerequisite: MEDA120 or BIOL181
Corequisite: MEDA120 or BIOL181

HITT298
Advanced Procedural Coding
Formerly MEDA298
This advanced course covers Current Procedural Terminology (CPT), International Classification of Diseases (ICD-9 Volume 3), Health Care Procedural Coding Systems (HCPCS), modifier applications, evaluation and management services, and coding issues for specific body systems. 3 Credits
Prerequisite: HITT297 (C or better)

HITT299
Advanced Diagnostic Coding
Formerly MEDA299
The ICD-9-CM coding system is practiced. Content and purposes of disease and procedure indexes are reviewed
as well as the purposes of abstracting from patient medical records. Implications of DRGs and their relationship to coding assignments and financing of hospital care are examined. Tumor registries are discussed. 3 Credits

Prerequisite: HITT297 (C or better)

Health and Physical Education

HLTH103 Life and Health
An introduction to perplexing personal and social health problems in contemporary society. This course provides opinions, data, and facts that help the student investigate these problems. A synthesis of knowledge is presented from a variety of disciplines, such as, medicine, psychology, physiology, sociology, sexology, and child development. 3 Credits

HLTH110 Responding to Emergencies
This course teaches the principles and applications of first aid and safety so that the student can correctly respond to medical emergencies. Successful completion satisfies the certification requirements for Responding to Emergencies and CPR courses of the American Red Cross. A $5.00 fee is charged by the Red Cross for certification. 3 Credits

HLTH120 Nutrition
This course is an introduction to nutrition as a health science that examines the nutrients essential to human life. The metabolic action, requirements, and food sources of the nutrients are studied. Needs and behavior patterns in children and adults are used to illustrate the relationship between diet and health. 3 Credits

HLTH121 Applied Nutrition
After completing this course the student should be able to discuss metabolic functions and needs of the human body, have a basic knowledge of drugs and nutrition, provide information on feed economics, and understand basic diet therapy. 3 Credits

Prerequisite: HLTH120 (C or better)

HLTH130 Principles and Applications of Diet and Fitness
A health science course studies variables related to a longer and healthier life. Students will learn basic exercise physiology, nutrition, and weight control. They will study the beneficial effects of regular exercise and nutritious diets maintaining a healthy weight and prevention lifestyle diseases. 3 Credits

HLTH140 Cardiopulmonary Resuscitation
An investigation of the knowledge and skills of cardiopulmonary resuscitation. The course emphasizes the principles and skill application of basic life support, external cardiac compression, and the emergency medical systems. Successful completion satisfies the certification requirements of the American Red Cross and the American Heart Association. 1 Credit

HLTH200 Introduction to Women's Health Issues
This course is an introduction to the personal and social concerns of women's past and present health trends. Emphasis will be placed on the historical perspective of women's health, as well as exploration of physiological and spiritual barriers to women's health. As in all health classes, the holistic model of wellness will be examined to ascertain the future of women's health. 3 Credits

PHED106 Art of Personal Defense
This is an introductory course in the theory and techniques of self-defense. The content focuses on recognition and avoidance of dangerous situations, techniques of eliminating dangers, and the physical skills and strategies of personal defense. Basic concepts and principles of nutritional and physiological fitness are included in the course. 2 Credits

PHED110 Tennis
This course is designed to enable any student to learn the leisure time sport of tennis and to enhance and enrich his leisure time. This course will also help the student improve his organic, social, and mental wellness. 2 Credits

PHED116 Competitive Activities
This course is designed to provide the student with opportunities to participate in a variety of leisure sports and games. Activities are carefully selected to enrich the student's leisure time. Concepts of exercise physiology and proper nutrition are introduced. 2 Credits

PHED118 Tennis and Competitive Activities
This course is designed to enable the general student to learn and participate in a wide variety of competitive sports and games with an emphasis on tennis. Emphasis will also be applied to enrich, enhance, and improve the student's organic, social, and mental wellness. 2 Credits

PHED120 Horsemanship
This course is for beginners or non-riders of Hunt Seat Equitation. The basic fundamentals of English riding techniques are taught. The course includes ring riding, trail riding, horsemanship, theory of horses, tack, and stable care. Basic principles of exercise physiology and nutrition will be presented as they apply to the individual rider. 2 Credits

PHED122 Skiing
This course is designed to teach students the fundamentals of downhill skiing. Basic concepts of exercise physiology and nutrition are presented. 2 Credits

PHED124 Badminton and Volleyball
This course provides students with the opportunity to participate in badminton and volleyball as leisure time pursuits. Instructions will emphasize skill fundamentals, strategy, and rules. It will also include basic principles of exercise physiology and nutrition as they pertain to an individual engaged in this lifetime sport. 2 Credits

PHED126 Modern Dance
This is an introductory course in creative dance that includes dance fundamentals of technique, improvisation, and choreography. Basic dance movements will be used to develop an understanding of body language and an articulation between movement and creativity. Basic concepts of exercise physiology and nutrition are presented. 2 Credits

PHED129 Tai Chi Chaun
Tai Chi chaun is an introductory Chinese Martial Art course that is performed slowly, in a relaxed fashion with fluid graceful motions. It is based on traditional Chinese philosophies and is useful for body and mind. It increases balance, range of motion, and helps to relieve stress. Basic concepts and principles of nutritional and physiological fitness are included in the course. 2 Credits

PHED130 Yoga
This course is designed to introduce the student to the fundamental philosophies, skills, techniques, and terms of Hatha Yoga. Emphasis is placed on how to correctly practice yoga and how to incorporate it into one's daily habits. This course will also teach valid concepts of nutrition and exercise physiology. 2 Credits

PHED133 Archery
This course is designed to teach the student fundamentals in archery skills and competition. Special attention will focus on the selection and rules for competitive shooting and skills involved in target field, clout, and flight shooting. Concepts of exercise physiology and proper nutrition will be presented. 2 Credits

PHED134 Aerobics
This course is designed to enable any student to plan and progressively develop a personalized fitness program based on participation in a regular system of aerobic dance and other aerobic exercise. Basic concepts of exercise physiology and nutrition will be presented. 2 Credits

PHED135 Walk-Jog-Run
This course is designed to teach the student the skills, techniques, and rules interpretation of jogging as a leisure time activity. Principles of physiology of exercise, proper nutrition, care of equipment, safety, and etiquette will be presented. 2 Credits

PHED141 Golf
This course is designed to teach the student the skills, techniques, and rules of golf as a leisure time activity. Principles of physiology of exercise, proper nutrition, care of equipment, safety, and etiquette will be presented. 2 Credits

PHED142 Fencing
This course is designed to give the student a fundamental background in the skills, techniques, and rules of fencing. Special attention will focus on conditioning, technique, competitive bouting, and safety. Basic concepts of exercise physiology and nutrition will be presented. 2 Credits

PHED145 Bowling and Golf
This course teaches fundamental skills, techniques, and rules interpretations of golf and bowling as leisure time activities. Attention will focus on the selection and care of equipment, safety, and rules for tournament play, practice competition, and etiquette. Basic principles of the exercise physiology and proper nutrition will be presented. 2 Credits
PHED150
Beginning Aquatics
This course is for non-swimmers and students with limited swimming ability. Special attention is given to basic swimming skills and water safety. This course is recommended for students who plan to transfer to colleges requiring aquatics for graduation. Basic concepts of exercise physiology and nutrition are presented. 2 Credits

PHED154
Swim for Fitness
This course is designed to improve cardiovascular capacity and personal wellness through an individual program of aquatic training. Basic concepts of exercise and nutrition are presented. 2 Credits
Prerequisite: The student must be able to swim a minimum of 50 meters without stopping

PHED155
Lifeguarding
This course satisfies the transfer requirements for Physical Education majors. It is designed to meet all American Red Cross requirements. Students will receive certification in lifeguarding, first aid, and other appropriate certifications. Basic concepts of exercise physiology and nutrition will be presented. 2 Credits
Prerequisite: Must be 15 years of age, able to swim 500 yards, retrieve an object from under 10 feet of water and tread water for 2 minutes, no hands

PHED156
Red Cross Water Safety Instructor
This course is designed to teach students swim strokes and water safety techniques for American Red Cross certification in specific water safety courses. Included are specific concepts of planning, organizing, and teaching techniques. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits
Prerequisite: Be at least 17 years old, show a current certificate for American Red Cross Emergency Water Safety Course or American Red Cross Lifeguard Training Course

PHED170
Individual Fitness and Wellness
This course is designed to guide the student to develop a personal fitness program utilizing concepts of muscle physiology and nutrition. Each student will be evaluated and an individual exercise and nutrition program will be recommended. 2 Credits

PHED172
Gymnastics
This course satisfies requirements for physical education majors. Content includes an introduction to elementary tumbling and apparatus skills. It requires performance of specific skills, compulsory routines, and safe-class participation. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED175
Dance: Square and Folk
This course satisfies the transfer requirements for Physical Education majors. Students are taught and practice square and folk dances. The course also teaches proper etiquette and appreciation of dance. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED176
Basketball and Softball
This course satisfies the transfer requirements for Physical Education majors. Fundamental skills and strategies of basketball and softball are introduced with emphasis on learning, teaching, playing, and coaching using current national and state rules. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED177
Soccer and Wrestling
This course satisfies the transfer requirements for Physical Education majors. It covers fundamental skills, NCAA rules, history, selection and care of equipment, and strategy needed to play, teach, officiate, and coach soccer and wrestling. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED178
Basketball and Baseball
This course satisfies the transfer requirements for Physical Education majors. Fundamental skills and basic strategies of basketball and baseball are introduced according to Men’s rules. Instructional drills and progressions on various skill levels are emphasized. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED179
Field Hockey and Soccer
This course satisfies the transfer requirements for Physical Education majors. It teaches rules and strategy needed to play, officiate, teach and coach, and proper selection and care of equipment. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED180
Foundations of Physical Education
This course gives the prospective teacher of Health, Physical Education and Recreation insight into this area, including the historical, philosophical, and sociological principles with a survey of the latest research and literature in the field. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 3 Credits

PHED183
Movement and Physical Education for Early Childhood
A study and application of the theories of movement, games, self-testing, and challenge activities suitable for young children. The growth patterns, developmental needs, interests, and related movement activities of elementary school children are examined. Field experience is included. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 3 Credits

PHED188
Net Games: Tennis and Badminton
This course satisfies the transfer requirements for Physical Education majors. Students are given instruction and practice fundamentals, drills, court strategy, doubles play, and conditioning. They are taught about rules and equipment. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED189
Bowling and Volleyball
This course satisfies the transfer requirements for Physical Education majors. Content includes the history, etiquette, rules, terminology, and safe performance. Teaching, practice, and team play experience is provided. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED190
Introduction to Recreation Leadership
This course is a comprehensive survey of recreational activities and facilities. Various agencies that govern and administer recreation programs will be studied as well. This course will examine the trends and philosophies of education for leisure, outdoor recreation programs and camping. A two day overnight camping experience is required. 3 Credits

PHED191
Outdoor Recreation
This course teaches outdoor recreation activities, such as biking, cross-country skiing, orienteering, backpacking, hiking, rock climbing, and repelling. Instruction includes classroom seminars, supervised outdoor practices, and field trips. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 3 Credits
SPMT200  Introduction to Sport Management
This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course introduces the student to sport management career opportunities in the sport industry and to sport principles as they apply to management, leadership style, communication, and motivation. 3 Credits

SPMT201  Sport Marketing
This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course will introduce students to the sport management career opportunities in the sport industry and sport principles as they apply to management, marketing, leadership style, communication, and motivation. 3 Credits

SPMT202  Facility Management and Event Planning
This course analyzes effective management strategies and knowledge associated with pursuing a career in sport management. It will introduce students to the sport management career opportunities in the sport industry and to sport principles as they apply to facility management and event planning, leadership style, communication, and motivation. 3 Credits

SPMT203  History and Philosophy of Sport Management
This course is a survey of the philosophy and historical development of sport. The course will examine the major philosophical and historical schools of thought in sport and trace the development of competitive sport from ancient civilizations to the present. 3 Credits

SPMT280  Sport Management Co-op
The student is required to perform 180 hours of internship at an affiliated training site. An attempt is made to match sites to the intern’s professional interests and career goals. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation. 3 Credits

Prerequisite: Permission of the Assistant Academic Dean of the HPEN Department. Must have completed all sport management Core courses with a 2.5 GPA in those courses.

History
HIST100  American Studies Seminar
Students explore American society and culture through readings, discussion, and field work. Methods and concepts from the social sciences, arts, and humanities are synthesized to create a better understanding and deeper appreciation of the nation’s past and present. 3 Credits

HIST111  History of Western Civilization I
This course is a survey of Western human history. The History of Western Civilization I will explore the social, political, religious, intellectual, and artistic achievements from the earliest human civilizations to the Age of Reason. 3 Credits

HIST112  History of Western Civilization II
The course will explore aspects, political, economic, social, religious, intellectual, environmental and artistic of Western civilization from about 1500 to the present. 3 Credits

HIST121  The Ancient World (to c.500 A.D.)
A survey of the origins of early societies and the development of the civilizations of the ancient world through the fall of Rome in the West. 3 Credits

HIST126  The Medieval Western World, (c.500 A.D. - c.1600)
This course is a survey and analysis of achievements and institutions of Western Europe from the disintegration of the Roman Empire through the Renaissance and Protestant Reformation. Major topics include the rise of Christianity and Islam, Feudalism, Renaissance and Protestant Reformation. 3 Credits

HIST131  The Early Modern Western World (c.1600 - c.1870)
A survey and analysis of changes and developments in the Western World from c.1600 to c.1870. 3 Credits

HIST136  Modern Europe
A survey and analysis of the achievements and challenges of the Western World from c. 1870 to the present. 3 Credits

HIST139  World War II
A study of the Second World War. The roots and causes of the war will be examined. The major campaigns and battles will be discussed. The home-fronts of the major participants will also be studied. 3 Credits

HIST140  Peoples of South Asia
A study of the cultures of India, Pakistan, Bangladesh, and neighboring countries from an interdisciplinary perspective. Social, historical, and geographic factors are examined. Topics include village life, folk arts, urbanization, modernization, and population. Extensive use of guest speakers and audio-visual materials. 3 Credits

HIST141  The Middle East
An interdisciplinary study of currently significant aspects of the Middle East. Special attention will be paid to the effects of modernization and great power conflicts and to the increased economic and strategic significance of this area to the Western World. 3 Credits

HIST143  Africa South of the Sahara
An interdisciplinary study of currently significant aspects of cultures of Africa south of the Sahara. Special attention will be paid to the economic, social, and political impact of the West and the nature of the African response. 3 Credits

HIST144  Latin America
An interdisciplinary study of Latin America from its colonial origins to the present with an emphasis on contemporary conditions. 3 Credits

HIST146  East Asia
An interdisciplinary study of the cultures of China, Japan, Korea and neighboring countries. Social, historical, economic, factors will be examined with special attention paid to philosophy, traditional cultures, national unification, modernization and East/West relations. 3 Credits

HIST149  America: The Cold War Years (1945-1990)
An examination of the post-World War II era featuring diplomatic conflict between the United States and the Soviet Union. When diplomacy broke down military conflict ensued in such diverse places as Korea, Vietnam, Hungary, and Afghanistan. The course examines the background, causes, and course of this sustained conflict. 3 Credits

HIST151  U.S. History: Young America
This course is a survey of the United States from the background of independence until the end of the Reconstruction Era. Students explore the social, cultural, economic, and political dynamics of America’s agrarian age. 3 Credits

HIST152  U.S. History: Modern America
This course is a survey of the Industrial Age until the end of the Vietnam War and beyond. Students explore the social, cultural, economic, and political dynamics of America’s industrial development and position as a world power. 3 Credits

HIST153  Great American Speeches of the 20th Century
EXPERIMENTAL
Students will read, hear and/or watch fifteen notable political speeches of the 20th century and analyze them from historical, political, and rhetorical perspectives. After formulating their own analysis of a speech, students will research its immediate and long-term effects in American history. 3 Credits

HIST154  Photographic Image in American History
EXPERIMENTAL
More importantly, we will research our world. Students will critically analyze, evaluate, and interpret photographs as historical tools. More importantly, we will examine how the photographic image shaped our understanding of American History. 3 Credits

HIST155  The Peoples of Russia and Eastern Europe
This course is a survey of the historical development of the Slavic peoples and nations of Eastern Europe, emphasizing their roots, national consciousness, and cultural outlook. Topics include the modernization of Russia and Eastern Europe through the various phases of revolution, industrialization, East/West relations, and human rights. 3 Credits
HIST156
Interpreting History Through Cinema
EXPERIMENTAL
Cinema has become one of the most provocative and effective modes of mass communication. This course recognizes the uniqueness of film as an alternate method for exploring, dissecting and comprehending history. Students will view, analyze and evaluate films which depict pivotal circumstances and cataclysmic events in history. 3 Credits

HIST159
The American Civil War
This course examines the American Civil War, the conflict that defined the United States. Students study the time period stretching from the Compromise of 1850 to the Presidential election of 1876 as well as the various reasons for the war, the combat, the eventual outcome, and the Reconstruction Period. 3 Credits

HIST160
History of American Labor
A study of the development of American Labor, the forces shaping that development, and the role of labor in American society. 3 Credits

HIST170
Colonial American History
This course is a survey of the American experience from the age of discovery to the revolutionary convulsions of the late 18th century. Major topics include European antecedents and the dynamics of America's social, cultural, economic, and political life during these early years. 3 Credits

HIST172
20th Century America
This course is a survey of the American experience from pre-World War I to the present. Students explore the dynamics of America's social, cultural, economic, and political life as the United States reaches maturity as a world power. 3 Credits

HIST173
The American Presidents
EXPERIMENTAL
The course is an examination of the character and personality of the forty-one men who have served as Chief Executive of the United States. 3 Credits

HIST174
America Between the Wars
EXPERIMENTAL
A study of the significant cultural and political themes of American development since WWII. Issues of race, class, gender, foreign policy, and economic and social reform are examined, as well as global implications for America as a super power. 3 Credits

HIST175
The Vietnam War
A study of the American involvement in the Second Indochina War. The roots, causes, and consequences of the war will be considered. Historical events, France's First Indochina War, the anti-war movement, and the Vietnam veterans community today will be included in the content. 3 Credits

HIST176
United States Since World War II
EXPERIMENTAL
A study of the significant cultural and political themes of American development since World War II. Issues of race, class, gender, foreign policy, and economic and social reform are examined, as well as global implications for America as a super power. 3 Credits

HIST177
Historical Field Studies
EXPERIMENTAL
Students who participate in this course will be combining multiple facets of historical inquiry as part of a study abroad program that will provide the student with the opportunity to explore the places, monuments and museum artifacts they would otherwise only learn about in a traditional classroom setting. 3 Credits

HIST178
The American Indian
A study of the North American Indian, including daily life, social relationships, myths, legends, and their fate at the hands of European settlers in the New World. 3 Credits

HIST180
History of American Business
An historical survey of American business from its Colonial beginnings to the present. The main topics are the development of the business firm and the development of government-business relations. Of interest to business and history students who want to better understand the American business system. 3 Credits

HIST185
Afro-American History
This course is a study of the history of African-Americans from their origins in Africa to the present. Students examine the social, political, legal and economic history of the African-American community. Major topics include the impact of slavery, military service, and the Civil Rights Movement and Black Power Movement. 3 Credits

HIST194
Historic Preservation Planning and Sustainability
An introduction to the methodology of historic preservation planning and sustainability introduces students to the principles, practices, and procedures of land-use planning and public policy associated with historic preservation planning. Sustainable communities and the historic preservation connection are discussed within the context of case studies. Issues include combating sprawl, preserving rural landscapes, and managing growth. 3 Credits

HIST195
Introduction to Historical Archaeology I
An introduction to the methodology of historical research, excavation, classification, description, and analysis of historical sites. Field experience and laboratory practice are a major part of the course. 3 Credits

HIST196
Introduction to Historical Archaeology II
A continuation of the methods and techniques surveyed in Historical Archaeology I. Emphasis will be given to excavation, research, and laboratory experience. 3 Credits

HIST197
The History and Theory of Historic Preservation
This course will survey the historical antecedents of the historic preservation movement in America and introduce students to its theoretical foundations. 3 Credits

HIST198
History of American Architecture
A survey of American architectural styles with emphasis on Bucks County's role in this development. 3 Credits

HIST199
Methodology and Documentation in Historic Preservation
The methodology of documenting historic sites will be studied and applied to local buildings and structures. 3 Credits

HIST200
Material Culture in Historic Preservation
An introduction to the role of material culture in the examination of historic building interiors that have significant architectural, historic, and cultural value. 3 Credits

HIST201
Building Conservation
The course teaches students to see buildings in a new way: as ever decaying artifacts in need of vigilant care. All components of a building are covered along with an understanding of a building’s relationship to its environment. 3 Credits
HIST202
Law, Taxes, and Zoning for Historic Preservation
Federal, state, and local laws are studied as they relate to the preservation of historic structures. Special attention is given to the role of historic architecture review boards, as well as planning commissions in the decision making process. 3 Credits

HIST203
Internship for Historic Preservation
The Internship for Historic Preservation provides students with practical training in the field. Students apply historic preservation skills to a selected preservation project. Students work directly under the supervision of a Historic Preservation Professional to develop the project plan and execution. 3 Credits

Prerequisite: 18 credits of completed coursework in Historic Preservation (C or better)

HIST204
Oral History
This course combines the theory and practice of oral history with extensive field work. Students examine the legal and practical issues of recording oral histories as they apply to a public project. Students interview, record, transcribe, formally present and assemble the material into an accepted archival format. 3 Credits

HIST205
Restoration Workshop I
The course is a hands-on approach to the conservation and preservation of buildings. Building techniques are stressed. 3 Credits

HIST206
Restoration Workshop II
The course is a hands-on approach to the conservation and preservation of buildings. Advanced building techniques are stressed. 3 Credits

HIST207
HABS Survey Workshop
Students will study measured drawing procedures employed by the Historic American Building Survey (HABS) and apply them to local buildings. The course will include extensive field and drawing experience. 3 Credits

HIST208
History, Society and Architecture in the Delaware Valley
This course will explore the history of Bucks County and neighboring areas, with special reference to settlement patterns of various ethnic groups and their influence on the landscape, building traditions, and material culture. 3 Credits

HIST210
Historic Preservation Field Studies
This course will offer a different emphasis each semester. Barns in Bucks County and architectural preservation in England have been studied in past years as important aspects of preservation history. 3 Credits

HIST214
Preservation Site Project
Students will participate in various projects. This course combines classroom study with field work under the guidance of a historic preservation professional at a chosen site. Real-world experience and assessment of a historic building project or other historical site supplements class sessions. Students apply skills of drafting, photography, and writing to complete a class project. 3 Credits

Prerequisite: HIST201 (C or better)

HIST216
Historic Garden Preservation
This course provides an overview of garden preservation and/or restoration for historic sites. The student will be introduced to American landscape design, the science of horticulture, and landscape site preparation. Students will receive hands-on training in many facets of a formal garden restoration project on campus. Field trips are included. 3 Credits

HIST217
Historic Gardens of Early 20th Century
This modular course is designed to study development of formal gardens in the first half of the 20th Century. The Tyler gardens on campus provide a laboratory for this work and the restoration efforts underway. Off-campus trips are included in the course schedule. 1 Credit

HIST218
The Fundamentals of drawing for HABS Workshop
This course is designed to introduce the student to standard drawing procedures employed in drafting official HABS drawings. Recommended for students with little or no drafting experience. 1 Credit

HIST219
Management of Historic Sites
Using case studies, students study the principles, methods and disciplines required to manage a small museum or historic site, with special emphasis on personnel, financial and collections management, exhibit development and interpretation, fundraising, marketing, customer service, governance, ethics and professional standards. 3 Credits

HIST239
American Pop Culture: History of Rock
This course will focus on American popular culture through the lens of rock-n-roll music, including rock’s roots, influences, and impact on popular culture. Students will experience the subtleties, power, and excitement of the music. 3 Credits

HIST281
Ancient Egypt EXPERIMENTAL
This course is designed to introduce students to the powerful contribution of Ancient Egypt. This course will examine the pre-dynastic C.1000 B.C. period to the Ptolemaic period C. 30 B.C.E. This program is an examination of Art, Archeology, Literature, Religion, History, and Social order of Ancient Egypt. 3 Credits

HIST288
The Islamic World
An overview of Islamic history, customs, and literature. Includes American media depiction of the many sects of Islam, the role of women within Islam, contemporary Islamic leaders in the Middle East, and the growth of Islam in the United States. 3 Credits

HRIM100
Introduction to Tourism and Hospitality
A discussion of the economics and nature of the industry, its problems and opportunities; growth trends; technological changes; planning, including location, design, selection of materials, equipment, supplies, financing, essential forms, and procedures. 3 Credits

HRIM101
Introduction to Travel and Tourism
This course is designed to develop skills in building domestic and international itineraries and an understanding of air travel products, airfares, policies and associated problems. International travel focuses on customs regulations, health and safety. The course reviews accommodations, cruises, retail and wholesale tours, sales, and marketing. 3 Credits

HRIM105
Sanitation and Safety (Certification Course)
Governmental standards of Food Safety and Sanitation with emerging issues are reviewed. Students who complete the course successfully receive an industry recognized food safety certificate. 3 Credits

HRIM110
Financial Management in Tourism and Hospitality
A study of the Uniform System of Accounts for Hotels and Restaurants, covering practice with special journals and typical transactions, preparation of monthly and annual reports, analysis of accounting department responsibilities. 3 Credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM111
Conference and Business Meeting Planning
This course is designed to develop skills necessary to plan and organize traditional and technological conferences, meetings, conventions, trade shows and expositions. The student will learn to systemize and assemble reservations for lodging, air and ground transportation, food and beverages, site selection, room design, and conference and meeting materials. 3 Credits

HRIM115
Computer Reservations and Travel Information Systems
This course is designed to provide an understanding of various aspects of the travel and tourism reservations and information systems. Development of skills in utilizing automated computerized systems. 3 Credits
Prerequisite: CIS100 or Corequisite: CIS100

HRIM120
Basic Food Preparation and Management
After completing this course, the student should be able to demonstrate knowledge of basic food preparation and management techniques used in commercial and institutional food operations. The areas of study will cover safety and sanitation, food preparation techniques, terminology, use and care of equipment, food costing, and standardized recipes. 3 Credits
Prerequisite: HRIM105 or permission of the Department of Business Studies, or Corequisite: HRIM105

HRIM121
Advanced Food Preparation and Management
After completing this course, the student should be able to demonstrate a knowledge of advanced food preparation and management techniques used for commercial and institutional food operations. The course covers cost implementation, meat and seafood fabrication, and group dynamic quantity food preparation techniques. 3 Credits
Prerequisite: HRIM120 or permission of the Department of Business Studies
HRIM200
Hotel and Lodging
Operations Management
This course covers the responsibilities of the front office staff, including public relations and sales promotions; cash control procedures, night audit and accounting techniques; checking guests in and out; handling mail and information; and emergency procedures. 3 Credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM202
Food Purchasing/Techniques and Procedures
A study of the principles and practices concerned with the purchase of foods, beverages, supplies, and equipment for hotels, motels, and restaurants. Testing and evaluation techniques and storerooms controls are emphasized. 3 Credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM203
Menu Planning/Costing/Design
Menus are planned for numbers of people to meet the food requirements of the various types of foodservice operations. This course includes pricing menus, ordering, conversion of recipes from small to large quantities, and various types of menus and food preferences of the public. Nutrition receives special emphasis. 3 Credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM220
HRIM Seminar
This course surveys problems and situations in the hospitality industry. It discusses the student's responsibility and relationships as employee, employer, and manager in the HRIM industry. The student will develop a food service equipment and layout design. The student will focus on and review ethical decision-making. 3 Credits
Prerequisite: HRIM210 or HRIM280 or permission of the Department of Business Studies

HRIM280
Cooperative Education - Hospitality and Tourism Management
On the job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Business Studies. Students must meet Program of Study Criteria

Humanities

HUMN107
Survey of Greek Classics
EXPERIMENTAL
This course explores the historical stages of the Hellenic-Greek World. Students will examine the development of the Bronze Age, Archaic, Classical, and Hellenistic societies of Ancient Greece. This program will have an interdisciplinary emphasis upon the development of art, primary sources, historical developments, and archeological remains left by the Ancient Greek Civilization. 3 Credits

HUMN108
Survey of Roman Classics
EXPERIMENTAL
This course is designed to introduce students to the grandeur of Rome and the Empire period. We will follow the growth of Rome from the Bronze Age Etruscan World through the glory of Rome's Empire. This program will place an emphasis upon artistic developments, social changes, literary contributions, and historical documentation. 3 Credits

HUMN110
Humanities I
This course is a historical survey of the art, literature, music, philosophy, science, technology, and religion of the Western World from the Late Renaissance to the Modern Era (1550-1880 C.E.). Students explore the major themes and ideas at the heart of the Western cultural tradition. 3 Credits

HUMN113
Humanities III
This course is a historical survey of the art, literature, music, philosophy, science, technology, and religion of the Western World from the Age of Nationalism (1880 C.E.) to the present. Students explore the major themes and ideas at the heart of the Western cultural tradition. 3 Credits

HUMN114
Humanities IV
This course is a historical survey of the art, literature, music, philosophy, science, technology, and religion of the Western World from the Age of Christianity to the Modern Age and the overall political and intellectual influence of Christianity on human society. 3 Credits

HUMN120
Survey of World Religions
This is a study of the historical development of world religion from its pre-civilized beginnings to the major religions of India, (Hinduism, Jainism, Buddhism, and Sikhism), the Far East (Taoism, Confucianism, and Shintoism), and the Near East (Zoroastrianism, Judaism, Christianity, and Islam). 3 Credits

HUMN121
Christianity
This course is a survey of Christianity from its origins to the present stressing its history, teachings, and institutions. Major topics include the life of Jesus, Early Church, Catholicism, Protestant Reformation, the Church in the Modern Age and the overall political and intellectual influence of Christianity on human society. 3 Credits

HUMN122
Buddhism - An Introduction
This course explores the history and ideas of Buddhism. Students explore the religion's varieties, basic abstract concepts and patterns of spread. 3 Credits

HUMN125
Religion in America
The contemporary scene in America is a survey of the contemporary American religious life. Major topics include the major world religions as well as the rise of noted cults with special emphasis upon their origins, practices and consequent reactions and repercussions. Students also explore the broad historical trends and phenomena in American religious life. 3 Credits
HUMN126
Science and Religion
Students examine the relationship between religion and science in western and non-western cultures and the extent to which they either conflict or cooperate. Areas of focus include science and religion in ancient Greece and China, medieval Arabia, modern Europe and contemporary America. 3 Credits

HUMN127
Spirituality - Encountering the Sacred in Major World Religions
EXPERIMENTAL
A study of spirituality as it emanates from some of the major religions of the world. The course is designed to challenge the student to articulate and grapple with the spiritual essence and meaning in one's life. 3 Credits

HUMN128
Holy War, Holy Peace in Islam, Judaism, Christianity
This course examines the origins and relationships among the world's three major religions Christianity, Islam and Judaism. Topical emphasis includes how the three religions influence one another and how they historically relate to each other in times of war and in times of peace. 3 Credits

HUMN129
Eastern Religions
Students examine the religions of the East, including Hinduism, Buddhism, Confucianism, Taoism, Shintoism and Shamanism. Areas of focus include historical development, cultural background and institutional development. 3 Credits

HUMN166
Europe Since 1789 - An Operatic Approach
EXPERIMENTAL
The political and intellectual movements that swept Europe from the French Revolution to the present have found some of their most powerful expressions in a characteristically European art form - opera. This course examines fifteen major operas of the period, focusing on the historical fusion of literature and music in presenting ideals, philosophies, and political goals. 3 Credits

Independent Study
Students may register for credit in independent study courses designed to free students from the usual course requirements and to offer an opportunity to independently and individually choose an area for study, to develop an individual approach, and to effect an educationally meaningful outcome. No more than six credits per year or three credits in a semester are granted under independent study. A maximum of fifteen credits may be earned under this method. Procedures for enrolling in an independent study course are available in the Office of the Dean of Academic Affairs and in academic department offices. If the student wishes to transfer to a baccalaureate institution, the student is urged to check with that institution regarding transferrability. Because of the requirements accompanying this course, students are cautioned to begin the procedure well in advance of registration.

Integration of Knowledge
INTG285
These courses share the following characteristics:
- They are theme based. (A theme is a topic that provides an organizing framework for the course).
- They include, but are not limited to, cultural, societal, and scientific perspectives.
- They are writing intensive.
- They require students to work together and study in groups.
- They examine the implications of the theme by analyzing the past, assessing the present, and planning for the future.
- Prerequisites include successful completion of 30 credits and a Writing Level II course (C or better).
The requirement for INTG285 Integration of Knowledge will be waived for students who have earned a bachelor’s degree from a regionally accredited US college or university. Students must provide evidence of the earned degree to the Office of Admissions, Records and Registration and must contact the appropriate Assistant Academic Dean for the waiver.

INTG285 Integration of Knowledge
This writing-intensive, team-taught course examines themes from the perspectives of multiple disciplines (scientific, cultural and societal). Students analyze the past, assess the present, and plan for the future with regard to a theme. Through individual and collaborative activities students analyze perspectives and synthesize positions informed by the different disciplines. 3 credits
Prerequisite: Successful completion (C or better) of 30 credits and a College Level II writing course.

Current themes include:

Aaffluence
This section considers the consumption of goods and services and consumerism from social, cultural, and scientific perspectives. With observations about consumerism historically, in different societies, and in America today, the course also covers the ethical, political, and ecological implications of consumption. Finally, students learn strategies for being informed, responsible consumers.

The Art of Science and Nature
This section engages students in activities enabling them to discover relationships among art, nature, and science. The focus is on the application of art and science in cooperative efforts and group projects that benefit the natural environment and community. Includes nature walks, journal keeping, discussions, writings and readings about nature.

Capital Punishment
Students examine assumptions and beliefs about capital punishment in the U.S. and elsewhere from multiple perspectives. Topics may include historical, legal, ethical, and moral implications of capital punishment, DNA testing, depictions of capital punishment and death row in the arts.

Communication Revolutions
This section explores the evolution of communication within cultural, social, and scientific contexts. Students focus on communication methods from early civilizations to technologies for communication today. Through analytic research of how humans acquire knowledge, students develop an appreciation for the power of six Information Revolutions as catalyst for social change.

Creativity
Students examine the nature of creativity from artistic, scientific, and social perspectives through the work of Leonardo daVinci, studies of creativity, and group projects. Applications of creativity to school/work settings are considered. May include creative finance, business, and game creation. May require journal writing, online discussions, and field trips.

Evolution & Creation
The theory of evolution will be examined to explore how the theory works and how it contrasts with other ways of understanding the world. Topics include the nature of biological evolution and the implications of viewing biological organisms as the product of natural selection for ethics, religion, and cultural and scientific evolution.

Food Glorious Food
This course explores the complex interrelationship among people, culture, society, and their food. Students will examine the history of food and culture, foodlore and foodways, and the science of nutrition and diet.

Genocide
Students examine the nature and impact of genocide on society. By examining different genocides, students gain an understanding of the historical, economic, cultural, religious, scientific, and technological forces that make the near extermination of a particular people possible.

Guilt & Innocence
Students explore historical and contemporary notions of guilt and innocence from three perspectives. They contrast individual understandings expressed in religious, philosophical, literary and artistic forms with psychological, socio-biological and sociological theories of deviance, conformity, abnormality and social control. Throughout, students explore forensic and pseudo-scientific methods to determine guilt and innocence.

How Things Work
Students develop the foundation and skills to demystify and understand the principles of the way things work. They explore the functioning of familiar objects, structures, and phenomena, and gain an understanding of the principles, factors, and relationships that make them work.

Influence and Affluence
This section looks at consumerism and consumption from various disciplinary perspectives (scientific, cultural, and societal). Beginning with observations of consumption historically, in different cultures, and in America today, students also explore the ethical, political, and ecological implications of consuming. Finally, students develop strategies for being informed, responsible consumers.

Intelligence
Students explore what it means to be intelligent from a variety of disciplinary perspectives: psychology, biology, performing arts, and computer and information science among others. The social, political and ethical implications (present and future) of these various disciplinary perspectives will be considered.

Metapatterns
This course explores patterns of patterns in the natural world and in human behavior. Students may explore networks, organizations, classification schemes, design, layout, movement, music, rhythm, numbers, and communication patterns from a variety of disciplinary perspectives. Field trips required.

Race & Racism
Students examine assumptions and beliefs about “race” and “racism” from multiple perspectives. Topics may include the science of race, genetics, discrimination in sports, white privilege, race in literature and film, orientalism, critical race theory, and racial issues in other countries. Activities will include active participation in discussions of controversial topics.

Self, Identity, and the Human Experience
What is the Self? How is it rooted in the person’s biological makeup? What aspects are socially constructed? How does the self develop and change? Students will explore these questions and be challenged to explore and write about their own evolving sense of self.
Spirituality and Emotion
Students will focus, in part, on the relationship between spirituality and religion. Working in groups, students will explore, compare and contrast various religious practices and how they fulfill emotional/spiritual needs. Students consider specific body systems (i.e. nervous and endocrine) and how they relate to emotions.

Technology Evolution
Technology has created an on demand society. Students examine the evolution of technology and how it has impacted our lives in a global economy and an international society. An investigation of this phenomenon will include exploring the history of technological development and making predictions of what lies ahead.

Warfare
Students examine the nature and impact of warfare in society. By examining a selection of wars from primitive warfare to today, and by examining additional wars through group projects, students arrive at a deeper understanding of one of man’s most commonplace and complex experiences-warfare.

Work and Leisure
Students examine the historical, scientific, societal and cultural perspectives of the work environment by analyzing information and interpreting what it might mean or imply about work and leisure with emphasis on topics such as work bias, ethics, communication, volunteerism, and the workplace of the future.

Journalism

JOUR155 Advertising Copyrighting
An introduction to the theory and practice of creating and writing advertising messages for products and services. Exercises for developing persuasive ads for magazines, newspapers, radio, and television. Exploration of ad agency creative functions and structure. Discussions, group work, films, videos, lectures. No prior advertising experience needed. 3 Credits

JOUR175 News Reporting and Writing
This is an intensive workshop course that stresses the hard news reporting and writing techniques important in both traditional print media and Internet publishing. Coverage of news events on and off-campus is supplemented by in-class deadline writing exercises. Students learn to gather information and check facts using Internet search engines. 3 Credits

Prerequisite: COMP107 (C or better) or COMP110 as a co-requisite

JOUR275 News Editing and Page Layout
Intensive training in the phases of editing and preparing newspaper copy and the writing of headlines in the QuarkXPress system. Covers local and wire copy, assembling and shaping the various elements of a news story, the requirements of newspaper style, and safeguards against errors. 3 Credits

Prerequisite: JOUR175 (C or better)

JOUR276 Feature Writing for Print and Online Media
This workshop course is devoted to the preparation of feature material for magazines and online media, with attention to the ethics of freelancing. Coverage of news events on and off-campus is supplemented by in-class deadline writing exercises. Students learn how to gather information and check facts using Internet search engines. 3 Credits

Prerequisite: JOUR175 (C or better)

JOUR277 Public Affairs Reporting
An introduction to public affairs This course is an introduction to public affairs reporting, including coverage of local government, public schools, courts, crime, and social services. Students cover town government and school board meetings, trials, and the police beat. Emphasis is on students producing stories suitable for publication in the College newspaper or local media. 3 Credits

Prerequisite: JOUR175 (C or better)

JOUR278 Webcast News Production
This workshop course stresses the production of a video news webcast. Students conduct interviews, write scripts, shoot and edit digital video, and help produce a news webcast that can be shown online. Students learn to use digital video cameras and editing software. 3 Credits

Prerequisite: JOUR175 (C or better)

JOUR280 Cooperative Education - Journalism
On-the-job experience and observations in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between the faculty coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically. 3 Credits

Prerequisite: Permission of the Department of Language & Literature

Literature

LITR205 English Literature to the 19th Century
This course traces the development of British Literature and its Anglo-Saxon origins to the beginning of the 19th Century through the examination of representative literary and historical/cultural texts from a diverse range of writers and perspectives. 3 Credits

LITR206 English Literature in the 19th and 20th Century
This course traces the development of British Literature from the beginning of the 19th Century to the present through the examination of representative literary and historical/cultural texts from a diverse range of writers and perspectives. 3 Credits

LITR231 American Literature to 1865
This course surveys the development of American Literature from the Colonial beginning to Whitman, with emphasis upon thorough acquaintance with the work of significant writers of the period, including women and minorities, in their historical and cultural context. 3 Credits

LITR232 American Literature from 1865
This course surveys the development of American Literature from Whitman to the present, with emphasis upon thorough acquaintance with the work of the significant writers of the period, including women and minorities, in their historical and cultural context. 3 Credits

LITR234 Introduction to British Women Writers
Course features novels, short stories, poems, plays and other literature by, for, and about women in Britain from the medieval period to the present. Students examine the portrayal of women’s lives, the relationship to women’s roles in modern society, the expression of multi-cultural developments, and major movements in British literature. 3 Credits

LITR235 A Century of Literature by American Women
This course features novels, short stories, poems, and plays by women writers in America from the late 19th century to the present. Class discussion will concentrate on how these writers have portrayed women’s lives; how we can relate these lives to women’s roles in modern society; how the writers’ works express multi-cultural developments; and how these works reflect the major movements in American literature. 3 Credits

LITR246 Children’s Literature
This course surveys the development of children’s literature from oral folk tales through nursery rhymes, literary folk tales, modern fantasy, realistic fiction, and informational books. Students learn about poetry, prose, illustrations, fiction, and literary genres, study the dynamics of reading aloud, and explore creative techniques for presenting literature. 3 Credits
LITR254 World Literature I
Students read and analyze literary works drawn from non-English speaking cultures. Lecture and discussion shall emphasize both literary issues, including structure and technique, and a sense of the cultural backgrounds that inform those works. Instructors assign translated works from the ancient world until approximately 1650. 3 Credits

LITR255 World Literature II
Students read and analyze literary works drawn from non-English speaking cultures. Lecture and discussion shall emphasize both literary issues, including structure and technique, and a sense of the cultural backgrounds that inform those works. Instructors assign translated works from approximately 1650 to the present. 3 Credits

LITR261 Themes in Literature - Women
Readings and discussion in this course center on selected works of primarily but not exclusively American and Western European literature that portrays female characters in prominent roles and explores the problems of women in their various societies. The works are drawn from various genres representing several centuries. 3 Credits

LITR262 Themes in Literature - Psychology
This course is directed toward the understanding of selected literary works in terms of their experiential value and relevance to daily living. The course will include the use of and will focus particularly on works in which characters confront life with the need to integrate self and deepen their relationship with the world. 3 Credits

LITR264 Themes in Literature - Religion
This course explores the connection between religious belief and literary expression, including poetry, novels, drama, and essays. Study of classic religious and literary texts from around the world will focus on both formal and thematic patterns to help students understand the varieties of religious experience and deepen their sense of literature. 3 Credits

LITR271 Introduction to Drama
This course examines drama from Greek theater to plays by current playwrights. The emphasis is on play construction, dialogue, staging, themes and cultural values, symbols and motifs, and character development. 3 Credits

LITR273 Introduction to Poetry
This course concentrates on the analysis and study of poetry and its forms. The course emphasizes discussion and student presentation of poetic analyses. 3 Credits

LITR275 Introduction to the Novel
LITR275 introduces students to the novel as a literary form and explores its development in different historical and cultural contexts. Students read selected novels, discuss them, and learn to write critically about them. 3 Credits

LITR277 Introduction to Short Fiction
This course explores the short story and novella as meaningful literary forms, with emphasis on structure and technique. Lectures and classroom discussions are reinforced by examinations, critical essays, and exercises in critical analysis. 3 Credits

LITR278 African-American Literature
This course will introduce students to the writing of persons of African descent in North America. It will examine and critically study the themes, the content, and the structure of African-American writing from the late 18th century up through the modern period. 3 Credits

LITR279 Introduction to Shakespeare
This course provides an introductory study to Shakespeare's tragedies, comedies, and histories, and a careful study of major plays and sonnets. Shakespeare's importance as a dramatist and the enduring nature of his ideas and vision will be stressed. The class may view films and live performances. 3 Credits

Management

MGMT100 Introduction to Business
This course examines the social, legal, ethical, economic and political interactions of business and society in the United States and internationally. Business and non-business majors will learn about the relationship and impact of business to society in which they are citizens, consumers, and producers. 3 Credits

MGMT110 Small Business Management
This course reviews considerations faced by an individual planning to establish and manage a small business venture in today's complex business environment. It includes a review of legal forms of ownership, financing, planning and resources, considerations of management, operations and control, ethical issues, and the importance of social responsibility. 3 Credits

LITR111 Current Problems in Small Business Management
Current problems of general interest in small business are analyzed by students under the guidance of the instructor. The courses are presented in modules of five-week duration, each considering different problems. 1 Credit
Prerequisite: MGMT110

MGMT112 Current Problems in Small Business Management
Current problems of general interest in small business are analyzed by students under the guidance of the instructor. The courses are presented in modules of five-week duration, each considering different problems. 1 Credit
Prerequisite: MGMT110

MGMT115 Introduction to International Business
This survey course provides the student with an understanding of the complex factors that affect a business in its desire and ability to trade with countries outside of the United States. Topics include international trade theories, monetary systems and the global aspects of economic growth. 3 Credits
Prerequisite: MGMT100 or MGMT110 or Permission of the Department of Business Studies

MGMT120 Business Mathematics
This course applies students' interpretation of basic mathematical concepts to common business usage covering such topics as percentages, interest, trade, bank and cash discounts, payroll, time value of money, and business loans. 3 Credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

MGMT130 Business Law
This course examines the fundamentals of Business Law, the legal process and environment within which individuals and business operate, and the relationship of law, business, and the individual. Topics include the basic elements of a contract, the Uniform Commercial Code, and provision on sales and negotiable instruments. 3 Credits
Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MGMT140 Supervision
This course investigates the roles and functions of the first-level supervisor in industrial, business, and institutional settings, both profit and non-profit. It reviews supervisory practices that relate directly to general issues and problems of managers at the first level and emphasizes the management of human relations from a supervisory perspective. 3 Credits

MGMT160 Insurance and Risk Management
The course covers the risks that are faced by an individual or firm and the various methods for their treatment. Methods of treatment include, but are not limited to, insurance, loss prevention, suretyship, simple retention, and self-insurance. Topics include personal and business insurance. 3 Credits

MGMT180 Legal Environment of Business
This course examines the various classifications of the law and the rights and responsibilities imposed on the business community by our legal system. It introduces students to the evolutionary process of the legal system and its impact on the individual, business environment, and upon society as a whole. 3 Credits

MGMT190 Introduction to Finance EXPERIMENTAL
This course focuses on a firm's financial goals and decisions to maximize shareholders' wealth. It examines financial concepts and analytical techniques, financial performance, time value of money, measurement of risk and return, capital budgeting, capital structure, short-term financial planning, working capital management, and international finance. 3 Credits
Prerequisite: Reading Placement Test score Level 3

MGMT200 Organizational Behavior
This course examines the nature of individual and group employee behavior in a work environment and how it affects organizational performance. Psychological principles explain how and why people act as they do. It includes an emphasis on the use of theories as conceptual tools for analyzing and solving personnel problems. 3 Credits
Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

LITR278 African-American Literature
This course will introduce students to the writing of persons of African descent in North America. It will examine and critically study the themes, the content, and the structure of African-American writing from the late 18th century up through the modern period. 3 Credits

LITR279 Introduction to Shakespeare
This course provides an introductory study to Shakespeare's tragedies, comedies, and histories, and a careful study of major plays and sonnets. Shakespeare's importance as a dramatist and the enduring nature of his ideas and vision will be stressed. The class may view films and live performances. 3 Credits

LITR272 Literature of the United States
This course examines American literature from its beginnings to the present. It considers the variety of forms, including structure and technique, and the role of the cultural backgrounds that inform those works. Instructors assign translated works from approximately 1650 to the present. 3 Credits

LITR273 Introduction to Poetry
This course concentrates on the analysis and study of poetry and its forms. The course emphasizes discussion and student presentation of poetic analyses. 3 Credits

LITR274 American Literature
This course examines American literature from its beginnings to the present. It considers the variety of forms, including structure and technique, and the role of the cultural backgrounds that inform those works. Instructors assign translated works from approximately 1650 to the present. 3 Credits

LITR275 Introduction to the Novel
LITR275 introduces students to the novel as a literary form and explores its development in different historical and cultural contexts. Students read selected novels, discuss them, and learn to write critically about them. 3 Credits

LITR276 American Literature
This course examines American literature from its beginnings to the present. It considers the variety of forms, including structure and technique, and the role of the cultural backgrounds that inform those works. Instructors assign translated works from approximately 1650 to the present. 3 Credits

LITR277 Introduction to Short Fiction
This course explores the short story and novella as meaningful literary forms, with emphasis on structure and technique. Lectures and classroom discussions are reinforced by examinations, critical essays, and exercises in critical analysis. 3 Credits
MGMT210
Office Management
This course studies the responsibilities of the administrative office manager relative to human relations and cost reduction. Emphasis is placed on planning and organizing office administrative services, work stations, and office staffing. Scientific principles are used in studying cost control and reduction, with specified applications of automated systems and procedures. 3 Credits

MGMT220
Production and Operations Management
This course reviews the management of operations in manufacturing, service and government organizations. Topics include a review of the activities and responsibilities of operations management, the tools and techniques available to assist in running the operation, and the factors considered in the design of the system. 3 Credits

Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MGMT230
Principles of Management
This course presents the principles, techniques, and concepts needed for managerial analysis and decision making. It highlights the effective management of planning, organizing, influencing, and controlling related to the internal and external environment and issues of ethics and social responsibility. It emphasizes a variety of communication skills. 3 Credits

Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MGMT250
Human Resource Management
This course examines the policies and practices used by human resource management staff to build and maintain an effective work force. Topics include human resource planning, job analysis, recruitment, selection, performance appraisal, manpower development, compensation, and labor relations. 3 Credits

Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MGMT260
Project Management
This course reviews the components that encompass project management in the arena of business. The processes include starting, controlling, managing, and successfully completing a project by carefully coordinating human resources. 3 Credits

Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MGMT280
Cooperative Education - Business Management
Students participate in an on-the-job experience and observation in a field directly related to their academic preparation and career objectives in business management. Students review actual experience and observation in the light of theory and skills learned academically with a College Coordinator. 3 Credits

Prerequisite: 24 college credits, a GPA of 2.5 earned in courses by the Department of Business Studies and permission of the Department of Business Studies

Marketing

MKTG100
Principles of Marketing
This course examines the major elements in the marketing mix, including product planning, pricing, channel and logistics of dispersion, and promotion. It reviews consumer demand, as well as principles, functions, and the basic problems and opportunities that exist in the world of marketing. 3 Credits

Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MKTG110
Selling
This course evaluates selling as a component of the marketing mix. Students examine effective selling and steps in the selling process in the consumer and industrial markets. Topics include an analysis of consumers, motivation and communications, handling objections, closing techniques and the role of the salesperson. 3 Credits

MKTG120
Introduction to the Fashion Industry
This course explores the relationship of the fashion industry to the society in which we are consumers. It includes fashion history development, a survey of select fashion industries, fashion merchandising, fashion design, apparel manufacturing, textile marketing, and accessory marketing. 3 Credits

MKTG125
Fashion Goods Production
EXPERIMENTAL
This course will identify the prevailing influences on contemporary textile products; the design elements and principles for textile products; and the post-purchase care of textile products. Prevailing influences may include political, economic, social, technological, psychological, cultural, and demographic. 3 Credits

MKTG135
Retail Management
This course examines the overall organizational structure and relationships within a retail organization. It emphasizes sales supporting (non-merchandising) functions and current trends. It includes single-unit and multi-unit structures, receiving, marking, stock, warehousing, delivery, wrapping, packing, adjustments, credit, accounts payable, audit, security, workrooms, and personnel. 3 Credits

MKTG140
Retailing Merchandising
This course examines planning and organizing for buying in the retail merchandising environment. Topics include elements related to when, what, and how much to buy. This course also covers pricing, developing resources and inventory, promotional planning and controls, and supervision of sales and supporting staffs. 3 Credits

MKTG143
Public Relations Management
This course deals with the application of public relations tools and techniques and the management of public relations campaigns. Topics include methods of public relations research, strategic planning, preparation of public relations materials, and the use of controlled and uncontrolled media. 3 Credits

MKTG150
Introduction to Industrial Distribution
EXPERIMENTAL
This course will introduce students to the industrial distribution industry. Topics will include ID careers, channels of distribution, supply chain management, the role of wholesalers and distributors in the supply chain, logistics, inventory control and management, and the importance of proper pricing and mark-up. 3 Credits

MKTG200
Advertising
This course studies advertising theory, design, functions, principles, and procedures. It emphasizes the utilization of various media, along with the overall advertising campaign strategy based on creative problem solving. Topics include creative promotional activities, particularly as they help to integrate advertising into the marketing program. 3 Credits

MKTG220
Marketing on the Internet
This course provides the student with a foundation to use the Internet as a marketing tool. It also covers the technical basics of how to create and retrieve Internet based information. 3 Credits
MKTG280 Cooperative Education - Marketing/Retail
Students participate in an on-the-job experience and observation in a field directly related to their academic preparation and career objectives in marketing/retail. Students periodically review actual experience and observation in the light of theory and skills learned academically with a College Coordinator. 3 Credits
Prerequisite: 24 college credits, a GPA of 2.5 earned in courses by the Department of Business Studies. Permission of the Department of Business Studies.

Mathematics

MATH089 Fast Track Mathematics EXPERIMENTAL
This course reviews various mathematical concepts from Pre-Algebra through Pre-Calculus. After taking the math placement test, students work with math software to strengthen their mathematical knowledge and potentially increase their placement score through the software, leading to continue with other courses within a program of study earlier. 1 Credit
Prerequisite: Math Placement Test

MATH090 Prealgebra
This course provides preparation for the study of algebra. Topics include a review of basic arithmetic skills, fractions and decimals, an introduction to signed numbers, variables, and equations and decimals, an introduction to game theory, or linear programming such optional topics as basic statistics, or MATH102 (C or better) and High School Trigonometry.

MATH095 Basic Algebra
This is an introductory course in Algebra. Topics include operations with numerical and algebraic expressions, including rational and radical expressions, factoring, and graphing. Study skills are also emphasized. 3 Credits
Prerequisite: Math Placement Test score of 3 or MATH090 (C or better)

MATH101 Mathematical Concepts I
This course is primarily for liberal arts and education majors, and emphasizes mathematical systems and reasoning. Course content includes sets, symbolic logic, and elementary probability and such optional topics as basic statistics, game theory, or linear programming. 3 Credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

MATH102 Mathematics for Educators I
This course provides a preparation in mathematics for students interested in elementary education. Topics include elementary logic, sets, relations, functions, numeration systems, whole numbers, integers, and number theory. 3 Credits
Prerequisite: Math Placement Test score of 7 or better or MATH103 (C or better)

MATH103 Intermediate Algebra
This course provides a preparation for more advanced study in mathematics and related fields. Topics include simplifying algebraic expressions, including fractional and radical expressions, solving linear, quadratic, rational, and radical equations, graphing algebraic functions, and an introduction to logarithms. 3 Credits
Prerequisite: Math Placement Test score of 5 or MATH095 (C or better)

MATH105 Mathematics for Educators II
This course provides a preparation in This course provides a continuation of the mathematics preparation for students interested in elementary education. Topics include rational numbers, real numbers, probability, statistics, measurement, and geometry. 3 Credits
Prerequisite: MATH102 (C or better) or Permission of the Department of Science, Technology, Engineering & Mathematics

MATH110 Mathematics for Technology I
This course is primarily for students in technological career programs. Topics include basic arithmetic and algebraic operations; binary, octal and hexadecimal numbers; and Boolean logic. Emphasis is on applications for careers using digital technology. 3 Credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

MATH115 Elementary Statistics
This course is primarily for business, economics, and management students. Topics include decision-making procedures in business and related fields that include ANOVA, simple and multiple regression, correlation, time series, forecasting, index numbers, total quality management, and nonparametric methods. 3 Credits
Prerequisite: MATH115 (C or better)

MATH120 College Algebra
This course is designed to strengthen and increase the understanding of basic algebraic concepts before a student undertakes advanced study in mathematics. Topics include algebra of the real numbers, algebraic, exponential, and logarithmic functions and their graphs, systems of equations, inequalities, and absolute value. 4 Credits
Prerequisite: Math Placement Test score of 7 or better or MATH103 (C or better)

MATH122 Trigonometry and Analytic Geometry
Topics in this course include right triangle trigonometry, trigonometric functions and their inverses, identities, equations, solutions of oblique triangles, complex numbers, and analytic geometry. 3 Credits
Prerequisite: Math Placement Test score of 8 or better or MATH120 (C or better)

MATH125 Precalculus Mathematics
This course introduces the foundations of analysis designed to precede the calculus sequence with emphasis on functions and graphs. Topics include properties of absolute value, polynomial, rational, exponential, logarithmic and trigonometric functions; techniques for solving equations and inequalities, and an introduction to the concept of limits and the difference quotient. 4 Credits
Prerequisite: Math Placement Test score of 9, or MATH122 (C or better), or MATH120 (C or better) and High School Trigonometry

MATH140 Calculus I
This is the first course in the calculus sequence for physical science, business, computer science, mathematics, and engineering students. Topics include: limits, the rate of a function, derivatives of algebraic and basic trigonometric functions, applications of derivatives, integration, and applications of the definite integral. 4 Credits
Prerequisite: Math Placement Test score of 11 or MATH125 (C or better)

MATH141 Calculus II
This course is a continuation of MATH140. Topics include differentiation and integration of transcendental functions, indeterminate forms, methods of integration, improper integrals, infinite series, parametric equations, and polar coordinates. 4 Credits
Prerequisite: MATH140 (C or better)

MATH215 Elementary Statistics II EXPERIMENTAL
This course is a continuation of MATH115 and is designed primarily for business, economics, and management students. Topics include decision-making procedures in business and related fields that include ANOVA, simple and multiple regression, correlation, time series, forecasting, index numbers, total quality management, and nonparametric methods. 3 Credits
Prerequisite: MATH115 (C or better)

MATH224 Calculus III
Topics for this course include vectors and solid analytic geometry, surfaces, partial differentiation, directional derivatives, Lagrange multipliers, multiple integrals, cylindrical coordinates, spherical coordinates, Jacobians. 4 Credits
Prerequisite: MATH141 (C or better)

MATH250 Differential Equations
Topics for this course include first order and higher order ordinary differential equations; linear differential equations with constant coefficients; differential operators, non-homogeneous differential equations and their solutions, special techniques for solving ordinary differential equations, and Laplace transforms. 3 Credits
Prerequisite: MATH141 (C or better)

MATH260 Linear Algebra
Topics for this course include: vector spaces, linear transformations, matrix algebra, change of bases, similarity, diagonalization, eigenvalues and vectors; with application to solutions of systems of linear equations, linear programming, Leontief models, Markov chains, codes, and quadratic forms. 3 Credits
Prerequisite: MATH140 (C or better)
MEDA120 Medical Terminology
This is an introductory course in medical terminology. The course focuses on accurate spelling and pronunciation of terms and building knowledge of basic medical vocabulary with an emphasis on prefixes, suffixes, roots, combining vowels. Anatomical, physiology, and pathological terminology are covered. Terminology related to the body systems is discussed. 3 Credits

MEDA200 Clinical Procedures I
This course is designed to give the medical assistant student knowledge and practice in skills needed in a medical office. Topics include managing the clinical environment, patient teaching, obtaining a medical history and vital signs, assisting with examinations, sterilizing equipment, assisting with minor office surgeries, and understanding diet and nutrition. 3 Credits
Prerequisites: MEDA120 or BIOL115 (C or better)

MEDA201 Clinical Procedures II
This course offers the student knowledge and practice in medical assisting skills required in a medical office. Pharmacology, medication administration, and principles of medical assisting in specialized areas of medicine are the main focus. 3 Credits
Prerequisites: MEDA120 (C or better) or BIOL115 (C or better)

MEDA203 Laboratory Procedures
This course is a laboratory introduction to microscopic and chemical analysis of blood and urine as performed in the physician’s office. Basic procedures for diagnostic tests, including the handling and preservation of specimens, urinalysis, and capillary and venous blood withdrawal are performed. 3 Credits
Prerequisites: MEDA120 (C or better) or BIOL115 (C or better)

MEDA204 Phlebotomy Procedures and Techniques
This course provides skill development in the performance of blood collection using proper techniques and universal precautions. Topics include vacuum collection devices, capillary skin punctures, butterfly needles, and specimen collection on adults, children and infants with emphasis on patient identification, quality assurance, and specimen handling, labeling, processing, and accessioning. 3 Credits
Prerequisites or Corequisites: MEDA120 (C or better) or BIOL115 (C or better)

MEDA205 Medical Law and Ethics
This course is an introduction to the concepts of medical law and ethics for health care practitioners. Topics including criminal and civil acts, contracts, negligence, and ethical concepts as they relate to the medical profession. A review of managed care, HIPAA and other health care legislative rulings are discussed. 3 Credits

MEDA215 Medical Administrative Procedures
This course discusses the role and function of the medical professional. Topics including patient education, compliance with HIPAA, relationships with health care providers are covered. Students are introduced to the latest in financial procedures, financial management concepts, and communication technology and skills essential in preparing them for today’s job market. 3 Credits
Prerequisites or Corequisites: OADM140 (C or better) or OADM101 plus OADM104 (C or better)

MEDA216 Medical Insurance, Billing and Reimbursement
This course covers advanced medical administrative procedures using billing software. Topics including maintaining files, entering patient data, inputting insurance, posting transactions, generating reports, and scheduling appointments are covered. 3 Credits
Prerequisites or Corequisites: OADM140 (C or better) or OADM101 plus OADM104 (C or better)

MEDA220 Medical Assistant Externship
The course prepares students to work in a medical office assisting physicians and office personnel by performing assigned duties in both administrative and clinical procedures. The work experience is supported by instructor site visits and classroom seminars. 3 Credits
Prerequisites: Completion of all courses in the medical assisting program and permission of the Department of Business Studies.

MEDA230 Phlebotomy Externship
The student is required to perform 160 hours of clinical practice at an affiliated clinical training site. Periodic meetings between the College’s Externship Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 4 Credits
Prerequisites: Completion of all courses in the Phlebotomy Certificate program and permission of the Department of Business Studies.

MEDA275 Medical Transcription I
The student will develop transcription skills to accurately transcribe medical papers and reports such as: history and physicals, consultation reports, operative reports, discharge summaries, x-ray reports, pathology reports, autopsy reports and letters. 3 Credits
Prerequisites: OADM140 (C or better) or OADM101 plus OADM104 (C or better) or MEDA120 or BIOL115 (C or better)

MEDA279 Medical Transcription II
This intermediate-level course will provide skills needed to accurately transcribe physician-dictated reports. Emphasis is on developing accuracy, speed, and medical knowledge for transcribing chart notes, history and physical examination reports, consultations, and discharge summaries. Students will be prepared for entry-level employment in doctors’ offices and clinics. 3 Credits
Prerequisites: MEDA275 (C or better)

MEDA289 Medical Transcription: Surgery
This advanced-level course will provide skills needed to accurately transcribe physician-dictated reports for surgical transcription practices from all major body systems and medical specialties. Emphasis is on developing accuracy, speed, and medical knowledge for transcribing chart notes, history and physical examination reports, consultations, operative reports, and discharge summaries. 3 Credits
Prerequisites: MEDA275 (C or better)
**Music**

**MUSC100 Music Fundamentals**  
Music Fundamentals introduces basic musical concepts, develops rudimentary skills in musicianship, and functions as a precursor to the study of music theory and ear training. 3 Credits

**MUSC101 Introduction to Music**  
This course is a listening-based survey of Western art music from Gregorian chant to the present, including a study of basic acoustics and musical notation. Subject matter includes representative composers, their lives, times, and works, as well as musical instruments, styles, genres, and forms presented in an historical context. 3 Credits

**MUSC103 Introduction to World Music**  
Beginning with a preliminary study of music fundamentals and an overview of societal contexts of music and musicians, this listening-oriented survey of traditional and popular music from around the world employs the ethnomusicological approach to explore the diverse musical inheritances of Africa, Asia, the Americas, and the Middle East. 3 Credits

**MUSC105 American Music**  
This course is a listening-based survey of American music from Colonial times to the present, including a study of basic acoustics and musical notation. Subject matter includes representative American composers, their lives, times, and works, as well as musical instruments, styles, genres, and forms presented in an historical context. 3 Credits

**MUSC112 Music Theory II**  
Music Theory II explores elements of diatonic harmony (including qualities and inversions of triads and seventh chords, non-harmonic tones, and modulation to closely related keys). A continuation of Music Theory I and intended for music majors, MUSC112 must be taken in conjunction with MUSC116 Ear Training II. 3 Credits  
Prerequisite: MUSC111 (C or better) and by qualifying exam  
Corequisite: MUSC116 Ear Training II

**MUSC115 Ear Training I**  
Ear Training I applies the aural skills of sight-singing, rhythmic, melodic, and harmonic dictation to diatonic relationships (including triads, chord progressions and cadences). This course, intended for music majors, must be taken in conjunction with MUSC111 Music Theory I. 3 Credits  
Prerequisite: By qualifying exam  
Corequisite: MUSC111 Music Theory I

**MUSC116 Ear Training II**  
MUSC116 applies sight-singing and dictation to diatonic relationships (including qualities and inversions of triads and seventh chords, non-harmonic tones and modulation to closely related keys). A continuation of Ear Training I and intended for music majors, MUSC116 must be taken in conjunction with MUSC112 Music Theory II. 3 Credits  
Prerequisite: MUSC115 (C or better) and by qualifying exam  
Corequisite: MUSC112 Music Theory II

**MUSC124 Music Technology I**  
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 songwriting to film scoring to studio preproduction. 3 Credits

**MUSC129 Digital Recording Technology**  
In this studio course students utilize a hands-on approach in applying principles and techniques of studio configuration, microphone placement, digital recording, digital signal processing, editing digital audio, and mixing. 3 Credits

**MUSC130 Music Education for Early Childhood**  
This course provides early childhood educators with the essential background for teaching music to young children. Course content includes the pedagogy of teaching singing, basic instrument playing, listening, rhythm, and movement to young children via developmentally appropriate activities. 3 Credits

**MUSC201 Music Styles and Literature: Music before 1750**  
This course is an historical and analytical study of Western music of the Medieval, Renaissance, and Baroque Periods. Students explore lives and works of prominent composers in an historical context, while examining representative forms, styles, genres, and compositional techniques of the respective musical eras in both written and aural contexts. 3 Credits  
Prerequisite: MUSC112 (C or better)

**MUSC202 Music Styles and Literature: Music after 1750**  
This course is an historical and analytical study of Western music of the Classical, Romantic, and Modern Periods. Students explore lives and works of prominent composers in an historic context, while examining representative forms, styles, genres, and compositional techniques of the respective musical eras in both written and aural contexts. 3 Credits  
Prerequisite: MUSC112 (C or better)

**MUSC206 Jazz Improvisation: Theory and Ear Training**  
This course provides the essential techniques needed for jazz improvisation. Students develop improvisational skills through applicable jazz theory, ear training, and performance-based exercises in both solo and small group settings. 3 Credits

**MUSC211 Music Theory III**  
Music Theory III explores Eighteenth and Nineteenth Century chromaticism (including secondary dominants, primary, secondary, and double mixture, Neapolitan chords, and related chromatically altered sonorities). A continuation of Music Theory II and intended for music majors, MUSC211 must be taken in conjunction with MUSC215 Ear Training III. 3 Credits  
Prerequisite: MUSC112 (C or better) and by qualifying exam  
Corequisite: MUSC215 Ear Training III

**MUSC212 Music Theory IV**  
Music Theory IV explores Eighteenth- and Nineteenth-Century chromaticism (including secondary dominants, primary, secondary, and double mixture, Neapolitan chords, and augmented sixth chords), Twentieth-Century techniques. Students analyze stylistically representative repertoire. 3 Credits  
Prerequisite: MUSC211 (C or better) and by qualifying exam  
Corequisite: MUSC216 Ear Training IV

**MUSC215 Ear Training III**  
Ear Training III applies sight-singing and dictation to chromatic tonal relationships (including modal mixture and secondary dominants). A continuation of Ear Training II and intended for music majors, MUSC215, must be taken in conjunction with MUSC211 Music Theory III. 3 Credits  
Prerequisite: MUSC116 (C or better) and by qualifying exam  
Corequisite: MUSC211 Music Theory III

**MUSC216 Ear Training IV**  
Ear Training IV applies sight-singing and dictation to chromatic tonal relationships (including secondary dominants, modal mixture, Neapolitan and augmented sixth chords). A continuation of Ear Training III and intended for music majors, MUSC216 must be taken in conjunction with MUSC212 Music Theory IV. 3 Credits  
Prerequisite: MUSC215 (C or better) and by qualifying exam  
Corequisite: MUSC212 Music Theory IV

**MUSE101 Concert Choir**  
Formerly MUSA101  
Concert Choir is a mixed vocal ensemble that prepares stylistically diverse musical repertoire for one or more public performances each semester. It is open to all students. 1 Credit

**MUSE115 Jazz Orchestra**  
Formerly MUSA115  
Jazz Orchestra is an instrumental jazz ensemble “big band” that prepares diverse musical repertoire for one or more public performances each semester. It is open to all students. 1 Credit  
Prerequisite: Audition Required

**MUSE121 Bucks County Community College Symphony**  
Formerly MUSA121  
The Bucks County Community College Symphony is an instrumental ensemble consisting of students, community members, professional musicians, and, by special arrangement, the Newtown Chamber Orchestra. It prepares stylistically diverse repertoire for public performance. 1 Credit  
Prerequisite: Entrance is by audition only. Entrance is limited to ten (10) students. Music lessons have fees.

**MUSE140 Percussion Ensemble**  
Percussion Ensemble provides students opportunity to study the full-range of pitched and non-pitched percussion instruments in a group setting. The ensemble performs percussion music of varied historical, cultural, and stylistic backgrounds and genres. 1 Credit  
Prerequisite: Audition Required

**MUSE151 Chamber Ensemble: Classical**  
This course addresses the unique dynamic of small group performance in the Classical idiom and provides students with a venue for rehearsing and performing the wealth of repertoire specifically composed for Classical chamber ensembles. 1 Credit  
Prerequisite: Audition Required
MUSE155 Chamber Ensemble: Jazz
This course addresses the unique dynamic of small group performance in the Jazz idiom and provides students with a venue for rehearsing and performing the wealth of repertoire specifically composed for Jazz chamber ensembles. 1 Credit
Prerequisite: Audition Required

MUSE201 Madrigal Singers
Jazz Orchestra is an instrumental jazz Madrigal Singers is a select vocal ensemble that specializes in the performance of advanced repertoire representing diverse historical, cultural, and stylistic backgrounds and genres. 1 Credit
Prerequisite: Audition Required

MUSG165 Group Instruction in Piano Level I
Formerly MUSA165
This course offers group instruction in piano and introduces fundamental concepts of music reading. Students practice proper fingering and hand position in the contexts of sight-reading, performance of elementary repertoire, and execution of scales and simple chord progressions. 1 Credit
Prerequisite: MUSG165 (C or better) or Permission of the Department of the Arts

MUSG166 Group Instruction in Piano Level II
Formerly MUSA166
This course, which is a continuation of MUSG165, offers group instruction in piano and develops concepts of music reading. Students practice proper fingering and hand position in the contexts of sight-reading, performance of intermediate repertoire, and execution of scales and simple chord progressions. 1 Credit
Prerequisite: MUSG165 (C or better) or Permission of the Department of the Arts

MUSG175 Group Instruction in Guitar
Formerly MUSA167
This course offers group instruction in guitar and introduces music reading of standard notation. Students practice right and left hand techniques, including strumming/plectrum and finger-picking styles as applied to scales and melodies, provide primary chord accompaniment for melodies, and perform simple works for the solo guitar. 1 Credit

MUSL100 Preparatory Lessons
Private instruction for students
MUSL100 is private applied instruction at the Preparatory Lesson level. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. 1 Credit
Prerequisite: Audition, Departmental Placement Exam, Enrollment in Music Transfer Major (curriculum code: 1019) and permission of the Department of the Arts

MUSL101 Secondary Lessons
MUSL101 is private applied instruction at the Secondary Lesson level. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their secondary area of emphasis. 1 Credit
Prerequisite: Audition, Departmental Placement Exam, Enrollment in Music Transfer Major (curriculum code: 1019) and permission of the Department of the Arts

MUSL110 Performance Class
Continuation of MUSL101 (formerly MUSL110) Students of the same applied instrument perform solo repertoire from their lessons and develop critical listening skills by evaluating the performances of their peers. 1 Credit
Prerequisite: Permission of the Department of the Arts and current enrollment in Program of Study (1019) and Music Corequisite: Concurrent registration in one of the following private lesson courses: MUSL100, MUSL111, MUSL112, MUSL211, or MUSL212

MUSL111 Principal Lesson I
MUSL111 is private applied instruction on the student's principle instrument. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. 1 Credit
Prerequisite: Audition Departmental Placement Exam Enrollment in Music Transfer major (curriculum code: 1019)
Corequisite: Permission of the Department of the Arts Corequisite: Students must be registered in both Music Theory and Ear Training course sequences and an MUSE ensemble course.

MUSL112 Principal Lesson II
MUSL112, a continuation of MUSL111, is private applied instruction on the student’s principle instrument. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. 1 Credit
Prerequisite: MUSL111, Audition, Department Placement Exam Enrollment in Music Transfer Major (curriculum code: 1019)
Permission of the Department of the Arts Corequisite: Students must be registered in both Music Theory and Ear Training course sequences and an MUSE ensemble course.

MUSL211 Principal Lesson III
MUSL211, a continuation of MUSL112, is private applied instruction on the student’s primary instrument. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. This course includes a weekly master class. 2 Credits
Prerequisite: MUSL112, Audition, Departmental Placement Exam Enrollment in Music Transfer Major (curriculum code: 1019)
Permission of the Department of the Arts Corequisite: Students must be registered in both Music Theory and Ear Training course sequences and an MUSE ensemble course...

MUSL212 Principal Lesson IV
MUSL212, a continuation of MUSL113, is private applied instruction on the student’s primary instrument. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. This course includes a weekly master class. 2 Credits
Prerequisite: MUSL211, Audition, Departmental Placement Exam Enrollment in Music Transfer Major (curriculum code: 1019)
Permission of the Department of the Arts Corequisite: Students must be registered in both Music Theory and Ear Training course sequences and an MUSE ensemble course.

Nanofabrication Technology

PHYS201 Solid State Electronic Devices
The purpose of this course is to help students grasp the terminology, concepts, processes, products, and equipment commonly used in the manufacturing and application of solid-state electronic devices. 3 Credits
Prerequisite: CHEM101 (C or better) and PHYS106 (C or better)

PHYS202 Nanofab Statistics and Technology
This course will connect the educational experience at the community college with the nanofabrication capstone semester at Penn State University. Topics covered will be an overview of semiconductor manufacturing, careers in nanofabrication, and current and proposed applications of nanofabrication and the basic concepts of statistics in process control. 2 Credits
NANO211 Material, Safety and Equipment Overview
This course provides an overview of basic nanofabrication processing equipment and materials handling procedures with a focus on safety, environment, and health issues. Topics covered include operation of the several cleanroom systems necessary for environmental safety and health issues. Also specific materials handling issues are addressed. 3 Credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the certificate curriculum at the Bucks County Community College (BCCC)

NANO212 Basic Nanofabrication Processes
This course provides an overview of basic process steps. The course details the steps needed to fabricate nano size devices. Types of structures studied include microelectromechanical systems, biomedical structures, displays, and microelectronic devices, such as diodes and transistors. Students will learn the process flow for each configuration through “hands-on” processing. 3 Credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the certificate curriculum at the Bucks County Community College (BCCC) Corequisite: NANO211 and NANO212

NANO213 Materials in Nanotechnology
Thin films in NANOFABRICATION. This course covers thin film deposition techniques and etching practices. The first part includes atmospheric, low pressure, plasma enhanced chemical vapor, sputtering thermal and beam evaporation deposition. The second part focuses on etching processes and emphasizes reactive ion etching, high-ion-density reactors, ion beam etching, and wet chemical etching. 3 Credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the certificate curriculum at the Bucks County Community College (BCCC) Corequisite: NANO211 and NANO212

NANO214 Lithography for Nanofabrication
This course covers all aspects of lithography from design and mask fabrication to pattern transfer and inspection. The course is divided into three major sections. The first describes the lithographic process. The second section examines the process from development through inspection. The last section will discuss advanced optical lithographic techniques. 3 Credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the Certificate curriculum at the Bucks County Community College (BCCC) Corequisite: NANO211 and NANO212

NANO215 Materials Modification in Nanofabrication
This course covers processing steps used in modifying materials. Included will be growth and annealing processes using furnaces. The impact of thermal processing, which may cause defects on electrical, mechanical, optical, and chemical priorities will be studied. Substrate preparation processing, such as slicing, etching, polishing, and epitaxial growth is covered. 3 Credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the Certificate curriculum at the Bucks County Community College (BCCC) Corequisite: NANO211 and NANO212

NANO216 Characterization, Packaging, and Testing of Nanofabrication Structures
This course will examine techniques for controlling fabrication and final packaging. Monitoring techniques will be discussed. Basic electrical measurements will be stressed. Mechanical, electrical, chemical, and biological characteristics will be considered. The student will learn about manufacturing issues involved in devices, such as interconnections isolation, final assembly, and packaging. 3 Credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the Certificate curriculum at the Bucks County Community College (BCCC) Corequisite: NANO211 and NANO212

Nursing
NURS101 Nursing I
In Nursing I, students learn the cognitive, psychomotor, and communication skills associated with nursing that recognizes the needs of culturally diverse individuals in a healthy state. The nursing process is introduced. Students use current technology to analyze and integrate data. 3 Credits
Prerequisite: $100 nursing fee, plus other fees. Must meet Admission criteria. CHEM101 and BIOL181 and COMP110
Corequisite: CHEM101 and BIOL181 and COMP110
NURS102 Nursing II
In Nursing II, students learn the nursing care of various age individuals who have alterations in their health. Providing care to individuals with potentially ineffective responses is emphasized, and ineffective responses are introduced. Students use current technology to analyze and integrate data. 3 Credits
Prerequisite: $100 nursing fee, plus other fees; COMP110, NURS101, CHEM101, BIOL182, BIOL228, and HLTH120 Corequisite: BIOL182 and BIOL228 and HLTH120

NURS120 Drug Calculations and their Implications
This course is designed for nursing students and for nurses returning to practice. Drug calculations, intravenous solutions, and their implications will be covered. 1 Credit
Prerequisite: Nursing major, RN, or LPN license. Elective.

NURS121 Pharmacology in Nursing
This course will discuss commonly used medications and their nursing implications. Related issues in gerontology, pediatrics, ethical concerns, and legal implications will be integrated throughout the course. 3 Credits
Prerequisite: NURS101 with a grade of C, RN or LPN license. Elective.

NURS201 Nursing III
Nursing III students care for individuals who have alterations in their functional health patterns with potentially ineffective responses. The nursing process is utilized to diagnose and treat the responses. Clinical experience is expanded to allow for increased student-patient interaction and practice settings. Students use current technology to analyze and integrate data. 9 Credits
Prerequisite: $150 nursing fee, plus other fees NURS102, BIOL228, BIOL182, HLTH120, PSYC110, SOCI110, and COMP111 Corequisite: PSYC110 and SOCI110 and COMP111

NURS202 Nursing IV
Nursing IV continues with the nursing care that assists individuals to respond to alterations in every functional health pattern and ineffective responses to each of those alterations, emphasizing the cognitive perceptual health pattern. Students care for patients and use current technology to analyze and integrate data. 9 Credits
Prerequisite: $150 nursing fee, plus other fees. NURS210, SOCI110, PSYC110, COMM110, and Cultural Perspective Corequisite: COMM110 and Cultural Perspective

NURS220 Nursing Health Assessment
This course provides theory and technical skills to perform health and physical assessment. The legal and ethical aspects of the examination and documentation will be included. This course will fill the pre-requisite requirement for Registered Nurses pursuing a Bachelor of Science in Nursing (BSN) degree. 3 Credits
Prerequisite: BIOL181 (C or better) and BIOL182 (C or better)

Office Administration
OADM101 Electronic Keyboarding
This course is designed for students wishing to develop touch keyboarding skills. Keyboard mastery will be developed with emphasis on accuracy and speed. Completion speed - 25 words per minute. 1 Credit

OADM104 Formatting with MS Word
This course is designed for students wishing to increase keyboarding speed and accuracy. Primary emphasis is placed on proper formatting techniques for preparation of letters, reports, tables, and memos using Microsoft Word software with a minimum speed of 30 wpm for course completion. 2 Credits
Prerequisite: OADM101 (C or better)

OADM105 Administrative Office Procedures I
A basic course in office technology and procedures covering the high tech workplace, success behaviors, and office communication skills. 3 Credits
Prerequisite: OADM140 (C or better) or OADM101 (C or better) plus OADM104 (C or better)

OADM110 Business Communication
The strategies and techniques of writing letters, memos, and reports are emphasized. Skills are developed and refined through assignments that include positive letters, negative letters, and other types of business messages. A business report is assigned to apply principles for writing a business analytical or informational report. 3 Credits
Prerequisite: Writing Placement score of 6 or better or COMP107 (C or better)

OADM115 Legal Terminology
This is an introductory course in legal terminology designed to acquaint the legal secretarial student with the legal office. The major focus is on legal terminology and legal documents that are relevant to a law office. 3 Credits

OADM126 Word Perfect
This course is designed for students who wish to learn the practical applications of the most recent version of WordPerfect. Emphasis is placed on mastering word processing functions, including creating, saving, using tools, formatting, and retrieving documents. 3 Credits

OADM140 Keyboarding/Typewriting I
Students will use computers to learn the touch method of keyboarding and the basic features of Microsoft Word to produce letters, tables, reports and memos. Eligibility for exemption determined by placement test. 3 Credits
OADM141
Basic Applications of Microsoft Word
This course is designed for students wishing to master the fundamentals of Microsoft Word. 1 Credit

OADM142
Basic Applications of Microsoft Excel
This course is designed for students wishing to master the fundamentals of Microsoft Excel. Students acquire a working knowledge of Excel with emphasis on creating, modifying, and formatting worksheets; performing calculations; developing and formatting workbooks; and applying formulas, charts and graphs in spreadsheets. 1 Credit

OADM143
Basic Applications of Microsoft Access
This course is designed for students wishing to master the fundamentals of Microsoft Access. Students create and modify new databases; create and modify tables and reports; and improve queries forms and reports. 1 Credit

OADM145
Basic Applications of Microsoft PowerPoint
A self-paced course designed for This course is designed for students wishing to master the fundamentals of Microsoft PowerPoint. Students create, edit, format, use WordArt, and link embedded objects in a PowerPoint presentation. 1 Credit

OADM147
Microsoft Windows
This course is designed for students wishing to master fundamentals of Microsoft Windows. Students will use the start menu, create shortcuts, work with Windows accessory programs, open data files, customize the desktop, and manage disks, folders, and files. 1 Credit

OADM150
Office Technology Concepts
This course is an in-depth exploration of computer hardware and software with emphasis on business applications, information systems, technological innovations and introductory hands-on software applications. 3 Credits
Prequisite: OADM140 (C or better)

OADM155
Searching the Web
This course is designed for students wishing to master the fundamentals of the World Wide Web. Students receive hands-on practice using the Internet to perform simple searches, use web e-mail features, and post to newsgroups. 1 Credit

OADM156
Basic Applications of Web Page Development
This course is designed for students wishing to master the fundamentals of creating pages on the World Wide Web. 1 Credit
Prequisite: OADM155 (C or better)

OADM165
Basic Applications of Microsoft Publisher
This course is designed for students wishing to master the fundamentals of desktop publishing using Microsoft Publisher. 1 Credit

OADM167
Basic Applications of MS Outlook
This course is designed for students wishing to master the fundamentals of Microsoft Outlook to compose and send emails, schedule appointments and meetings, manage contact information and tasks, and use notes. 1 Credit

OADM190
Professional Development
Formerly OADM290
This course is a study of personal skills that lead to college and career success with emphasis on the workplace. Topics include the workplace today and tomorrow, interpersonal strengths and leadership, personal skills for success, and charting a career. 3 Credits

OADM195
Records Management
This is an introductory course in the field of records management. Alphabetic filing rules is covered, along with methods of storing and retrieving alphabetic, subject, numeric, and geographic records consistent with ARMA (Association of Records Managers and Administrators, Inc.) filing rules. 3 Credits
Prequisite: OADM140 (C or better) or OADM101 (C or better) plus OADM104 (C or better)
Corequisite: OADM140 (C or better) or OADM101 (C or better) plus OADM104 (C or better)

OADM205
Administrative Office Procedures II
This is an applications oriented course that reinforces the major office applications found in suite software—word processing, electronic presentations, spreadsheets, desktop publishing, and database. Office administrative skills are integrated through problem-solving assignments and office simulations. 3 Credits
Prequisite: OADM105 (C or better)

OADM210
Legal Secretarial Procedures
This course is a study of specialized procedures used in law offices and legal departments of businesses with emphasis on points of law and legal secretarial procedures. Students will complete computer applications projects. 3 Credits
Prequisite: OADM115 (C or better) and either OADM140 (C or better) or OADM101 (C or better) plus OADM104 (C or better)

OADM225
Microsoft Word-Beginning
Students learn to use Microsoft Word for job entry or advancement. Productivity is emphasized through the application of word processing skills and by the knowledge required to produce documents for business. 3 Credits
Prequisite: OADM140

OADM226
Microsoft Word-Advanced
A second-level course where productivity is emphasized through the application of advanced word processing functions. 3 Credits
Prequisite: OADM225

OADM230
Microsoft Office
This is a project-based hands-on approach course using integration features of Microsoft Office to copy, paste, link, and embed files from one program to another using Microsoft Word, Access, Excel and PowerPoint. 3 Credits
Prequisite: OADM225 (C or better) Corequisite: OADM226

OADM242
Excel Level II
EXPERIMENTAL
Additional Excel spreadsheet techniques and application, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. 1 Credit
Prequisite: OADM142

OADM245
Microsoft PowerPoint Level II
This course is designed for students wishing to master advanced levels of Microsoft PowerPoint. Students will learn how to add movement and sound to desktop presentations to enhance audience attention. 1 Credit
Prequisite: OADM145 (C or better)

OADM245
Microsoft PowerPoint Level III
This course is designed for students wishing to master advanced levels of Microsoft PowerPoint. Students learn how to use PowerPoint software for advanced desktop presentation techniques, including advanced animation and sound sequences. 1 Credit
Prequisite: OADM245 (C or better)
OADM250
Office Transcription Skills
This course develops skills in office transcription techniques from the translation of recorded correspondence, reports, and records to properly formatted documents used in various office settings. Emphasis is placed on grammar, punctuation, spelling, sentence sense, capitalization, number expression, word usage, and proofreading skills. Students prepare typed transcripts of material dictated. 3 Credits
Prerequisite: OADM140 (C or better) or OADM101 (C or better) plus OADM104 (C or better)

OADM260
Advanced Keyboarding
This course is designed to increase speed, accuracy, and production of mailable copy. Advanced keyboarding applications are introduced including various letter styles, comprehensive reports and tables, business statements and forms, itineraries, and cover pages. 3 Credits
Prerequisite: OADM140 (C or better) or OADM101 (C or better) plus OADM104 (C or better)

OADM280
Cooperative Education - Office Administration
This course involves on-the-job experiences and observations in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observations in the light of theory and skills learned academically. 3 Credits
Prerequisite: Completion of all courses in the Office Administration and Systems Technology program of study and permission of the Department of Business Studies

OADM285
Office Systems and Technology Management
An advanced course that deals with the management of office systems, technology, and procedures. Topics include the improvement of productivity through technology and systems; optimization of personnel resources; systems selection, configuration, design, and implementation; and procedures development. 3 Credits

OADM288
Office Systems Supervision
An advanced course examines administrative concepts as applied to the office, particularly for administrative assistants and office supervisors. Topics include leadership styles, general supervisory principles in such areas as information processing and records management, and administrative duties pertaining to hiring, training, and evaluating office personnel. 3 Credits

Paralegal/Law

LAW100
Introduction to Paralegal Studies
A survey course encompassing the varied duties of a paralegal as practiced in Bucks, Montgomery and Philadelphia counties. This course describes work done by legal assistants in the areas of litigation, civil procedure, family law, criminal law, commercial law, corporate law, estates and trust, and creditors' and debtors' rights. 3 Credits
Prerequisite: LAW100 or LAW110

LAW101
Divorce and Family Law
This course covers the principles of the Divorce Code of 1980 in Pennsylvania courts, and a comparison with other states. Emphasis is on divorce law, antenuptial agreements, separation agreements, child custody issues, child support, alimony, tax consequences of divorce, and adoptions. 3 Credits
Prerequisite: LAW100 or LAW110

LAW110
Introduction to Nurse Paralegal Studies
A survey course covering opportunities, ethical considerations, and legal limitations of the paralegal profession and role of the nurse paralegal. This course describes the legal system and substantive areas of law in which the paralegal may work including the areas of litigation, civil and criminal law, and procedural rules. 3 Credits
Prerequisite: Licensed Registered Nurse and 4,000 hours of clinical experience or permission of the Department of Business Studies

LAW140
Civil Practice/Litigation Procedures
Civil Practice/Litigation Procedures is a college level course that provides a student with knowledge of theory, procedure and mechanics of the lawsuit from fact gathering through judgment enforcement, with emphasis on the Pennsylvania Court System. Students will be introduced to the litigation process through the use of sample cases. 3 Credits
Prerequisite: LAW100 or LAW110

LAW150
Elder Law
EXPERIMENTAL
This course covers ethical considerations and the paralegal's role as a member of the law team preparing documents, such as advance directives, wills and guardianships. Attention is focused on patients' rights in health care decision making, Medicare and Medicaid, managed care, long term care insurance, living facilities, and financial planning. 3 Credits
Prerequisite: LAW100 or LAW110

LAW160
Wills, Trusts, and Estates
Probate, Estate, and Fiduciary Code as amended and applied in Pennsylvania with emphasis on wills, trusts, administration of estate from death, through preparation and filing, to inheritance and estate tax return, accounting and distribution of assets. Adoption, living wills, durable powers of attorney, and appointment of guardians are covered. 3 Credits
Prerequisite: LAW100 or LAW110

LAW165
Criminal Procedure for the Paralegal
EXPERIMENTAL
International Business law is designed This course offers an overview of criminal procedure for the paralegal by focusing on criminal investigation, legal pleadings, discovery, and trial preparation. Law office management will also be stressed. Students also learn about bail arraignment, alternate resolutions, pretrial motions, trial skills, sentencing, and ethical challenges. 3 Credits
Prerequisite: LAW100 (C or better) or LAW110 (C or better)

LAW170
International Law
EXPERIMENTAL
International Business law is designed to be a basic course covering the law of international trade, licensing and investment. Students will be exposed to international business and the basics of the practice and procedures involved in the buying and selling of goods in foreign countries, through the case study method. 3 Credits
Prerequisite: LAW100 or LAW110

LAW180
Business Organizations: Paralegal
An overview of corporations pursuant to the Pennsylvania Corporation Law, and partnerships pursuant to the Uniformed Partnership Act, as well as sole proprietorships in businesses. An analysis of the rules and reasons as they apply to the individual in business as either a sole proprietorship, corporation, or partnership. 3 Credits
Prerequisite: LAW100 or LAW110

LAW200
Paralegal Accounting and Taxation
EXPERIMENTAL
This course introduces principles, assumptions and concepts of financial accounting used by paralegals in the law office including payroll, income, and estate and trust taxation. It focuses on procedures and practices from the accounting cycle through financial statement presentation and court required accounting presentations. It presumes no previous accounting knowledge. 3 Credits
Prerequisite: LAW100 or LAW110

LAW210
Real Estate Law
Instruction in ownership, contractual limitations, property right protection, reality and personality fixtires; fee simple, life estates and remainder interests, tenancy, partnership and corporations; emphysema, long term interests, such as mortgages, judgments and attachments, contracts, and their complexities, deeds, bonds and mortgages, leases, transfer and closing of title, and conveyancing. 3 Credits
Prerequisite: REAL101 and REAL102; or LAW100 or LAW110 in permission of the Department of Business Studies

LAW215
Advanced Real Estate Law and Conveyancing
EXPERIMENTAL
This course provides an in depth review and understanding of real estate related contracts and the drafting of such contracts and other documentation, including leases and condominium documents. Also reviews zoning matters, judgments and liens, mortgages and title insurance, and the roles of fiducaries, brokers, and title agents. 3 Credits
Prerequisite: LAW210

LAW220
Legal Research and Writing
Introduction to the tools used in legal research, including statutes, cases, treaties, encyclopedia, and computer search techniques. Students will be asked to research actual case type problems and prepare written memorandum of law. 3 Credits
Prerequisite: either LAW100 or LAW110 and either COM110 or OADM110

LAW225
Advanced Legal Research and Writing
This course emphasizes the systematic study of electronic legal research and critical analysis of legal issues, location, and evaluation of appropriate legal authority and application of such authority to the resolution of hypothetical factual situations. Includes preparation of effective written persuasive presentations in acceptable legal format. 3 Credits
Prerequisite: LAW220 and either LAW100 or LAW110 or permission of the Department of Business Studies

LAW230
Creditor, Debtor Rights and Remedies
A study of the major elements of debt collection, including customer fair debt collection practices, self-help repossessions, mortgage, mechanic's lien law with an emphasis given to federal bankruptcy. 3 Credits
Prerequisite: LAW100 or LAW110
LAW235
Bankruptcy
EXPERIMENTAL
An overview of the federal bankruptcy law, its purposes and procedures with special emphasis on asset liquidation, business reorganization, and individual income rehabilitation plans. The course will further explore the relationship of debtor, creditor, and trustee. 3 Credits
Prerequisite: LAWS100 or LAWS110

LAW240
Negligence and Personal Injury: Paralegal
An overview of personal injury and negligence law in Bucks, Montgomery, and Philadelphia Counties in which a paralegal will practice personal injury investigation, preparation of legal pleadings, preparation and analysis of discovery materials, and preparation for trial. Principals and practices of law office management will also be stressed. 3 Credits
Prerequisite: LAWS140 and either LAWS100 or LAWS110

LAW250
Commercial Law
An overview of the areas of law dealing with the commercial or business environment with special emphasis on the sale of personal property, commercial paper, and secured transactions. The course will deal with the principles and practices expressed in the Uniform Commercial Code relating to these areas. 3 Credits
Prerequisite: LAWS100 or LAWS110

LAW260
Computers in the Law Office
A general introduction to the use of computers and of legal specialty computer software programs in the modern law office. The course includes hands on computer exercises using professional software programs frequently used in the law office by paralegals. 3 Credits
Prerequisite: either LAWS100 or LAWS110; and either CISC100 or CISC110

LAW280
Cooperative Education - Paralegal
The student will be given an opportunity to gain some valuable experience with on-the-job training in a law office practice related to the student’s academic preparation and career objectives. 3 Credits
Prerequisite: Students must satisfy all of the requirements listed, before the Co-op Coordinator will permit registration for this course.
1. Successful completion of at least 15 credit hours in paralegal courses.
2. Completion of the Core course LAW100 (C or better)
3. Completion of the course LAWS220 (C or better)
4. To be eligible for the Co-op, students must have completed at least 12 credit hours at Bucks and be registered in the Paralegal Studies Certificate or Degree programs.
5. Students who have completed any of the course requirements at any college or university other than Bucks will be required to submit an official transcript to the Coordinator to determine whether the course or courses will satisfy the course requirements at Bucks.
6. Certificate students must have completed 15 credit hours of paralegal courses, including LAWS100 (C or better) or LAWS140 (C or better) and LAWS220 (C or better).

LAW285
Paralegal Internship
EXPERIMENTAL
The student will gain practical work experience which may be a private or public law office, corporate or government legal department, or other appropriate law-related setting under the supervision of an attorney or experience paralegal in day-to-day, on-site office work. The course also includes internship seminar sessions. 3 Credits
Prerequisite: Students must satisfy all the requirements listed, before registration for this course.
1. successful completion of at least fifteen (15) credit hours in paralegal courses that includes LAWS140 (C or better) and LAWS220 (C or better);
2. a GPA of 2.0 earned at Bucks County Community College; and
3. transfer students who have successfully completed the above course requirements at another college or university must submit an official transcript to the Paralegal Area Coordinator for evaluation before enrolling into the course.

LAW290
Administrative and Municipal Law
EXPERIMENTAL
Introduction to the laws involving administration of government by various departments, agencies, boards, and commissions that implement and enforce government law and policy, including the laws and procedures affecting the administrative decision-making processes on a local, state, and federal government level. 3 Credits
Prerequisite: LAWS100 or LAWS110

Performance Arts

COMT101
Introduction to Theatre
Students in this course read, watch, discuss, and analyze plays. Plays represent historic high points of theater. Students examine aesthetic concerns of audience, playwright, performers, director, and designers. 3 Credits
Prerequisite: COMT101

COMT140
Acting II
Formerly COMT111
Students will continue to train in emotional believability, character analysis, motivated blocking, conflict resolution, etc., through dramatic action in both written and improvised scenes and/or monologues. 3 Credits
Prerequisite: COMT103
Corequisite: COMT103

COMT203
Improvisational Performance II
This course further develops the student’s performance skills in creating improvised theater. Emphasis is placed on developing ensemble compatibility, collaborative and creative skills, and the creation of character and environment. Students gain an understanding of creating and organizing an ensemble with regard to casting, designing, and performing a show. 3 Credits
Prerequisite: COMT106 (C or better)

MARIANNE KEPLER (’83) returned to her alma mater to teach psychology and stress management.

“It’s exciting to watch students realize that many of the physical and psychological symptoms that they experience are due to stress. Once they begin to learn and implement stress management techniques into their lifestyle, they report that this course completely changes their lives for the better... And that for me makes it all worthwhile!”
**Philosophy**

**PHIL105**
Critical Thinking
A study of the classical topics in logic-induction, deduction, definition, and explanation. Examples and exercises from across the curriculum - from mathematics to literature to biology - help students apply logical principles to their course of study. The course is about thinking and how to think.
3 Credits

**PHIL111**
Ethics
A critical examination of the foundations of ethical theory; contributions of eminent philosophers of ethics are evaluated. The source material used consists of analytic studies from great religious thinkers and philosophers. Students learn to begin to formulate an intellectual basis for their own ethical behavior.
3 Credits

**PHIL115**
Philosophy of Religion East and West
The nature and meaning of religion in different cultures is investigated and the major ideas of different religions are studied. Exploration and analysis of psychological, sociological, and anthropological implications of mystical, legalistic, and secular forms of religion.
3 Credits

**PHIL125**
Basic Problems of Philosophy
Investigation of enduring problems in the area of semantics, epistemology, religion, and ethical theory through presentation of philosophers influential in developing the major historic and contemporary positions.
3 Credits

**Physics**

**PHYS106**
Physics A
A non-calculus study of the fundamental laws and properties of matter, mechanics, heat, and sound. Emphasis is on the mathematical solution of problems based on understanding of the underlying physical phenomena.
4 Credits
Prerequisite: MATH120 (C or better)

**PHYS107**
Physics B
This course is a continuation of PHYS106. It is a non-calculus study of the fundamental laws and properties of electricity, magnetism, geometrical, and physical optics. This course places emphasis on the mathematical solution of problems based on understanding of the underlying physical phenomena.
4 Credits
Prerequisite: PHYS106 (C or better)

**PHYS121**
Physics I
This course provides an overview of calculus-based physics for engineering and science majors. Topics include vector mathematics, kinematics, dynamics, energy, momentum, gravity, and harmonic motion.
4 Credits
Prerequisite: MATH140 (C or better)

**PHYS122**
Physics II
This course provides a continuation of PHYS121 and utilizes calculus in the solution of physics problems. Topics include: electric forces and fields, potential, direct current and transient circuits, magnetic forces and fields, electromagnetic induction, geometric and physical optics.
4 Credits
Prerequisite: PHYS121 (C or better)

**Political Science**

**POLI101**
Political Science Internship
A hands-on opportunity to work in a legislative office thereby augmenting the political science classroom learning experience. Interaction with constituents and those in public office will heighten student understanding of the political process and the relationship of citizen and government.
3 Credits

**POLI111**
American National Government
An examination of the workings of American government at the national level. A consideration of who gets what, when, how, and why. An introduction to effective citizenship, suitable for all students.
3 Credits

**POLI112**
American Political Issues
An analysis of government policies, examining various approaches to welfare, the economy, urban affairs, race relations, national defense, and foreign policy.
3 Credits

**POLI120**
American State and Local Government
The problems, structure and major functions of government at the state and local levels. Emphasis is on the political processes in the suburban, urban, and state political systems.
3 Credits

**Psychology**

**PSYC100**
Psychology of Personal Awareness
This course seeks to promote personal growth. Students examine definitions of the healthy personality, the historical, biological and historical views of adjustment, theories of personality, assertiveness training, issues pertaining to women and minorities, and various methods of achieving a healthy adjustment to societal and individual stresses.
3 Credits

**PSYC105**
Introduction to Group Dynamics
This course focuses on the communication behavior of individuals within group structures. Didactic and experiential techniques are used to explore the stages of group development, decision-making techniques, group problems and problem solving, resolution skills, norms, structures, leadership, authority, membership, ethics, cultural sensitivity and the intra-and inter-personal dynamics within small groups.
3 Credits
Prerequisite: COMP110 (C or better)

**PSYC120**
Human Sexuality
This course seeks to foster healthy attitudes toward sexuality by providing knowledge and having discussions about the formation of sexual attitudes and myths, the physiology of human sexual systems, psychological aspects of sex roles, love and human sexuality, sexual minorities, and the legal aspects of sexuality.
3 Credits

**PSYC125**
Psychological Techniques of Stress Management
In this experiential course, the positive and negative consequences of stress are examined. Emphasizing the mind/body connection and encouraging holistic health in the students, both the physiological and psychological aspects of stress management are studied.
3 Credits
PSYC130 Psychology Applied to Business
This course focuses on the application of psychological principles and research methods to the study of human behavior in various environmental settings, such as business, industry, and government. 3 Credits

PSYC160 Addiction and Substance Abuse
Analyzes the development, intervention, and treatment of drug abuse, alcoholism and codependency. Family dysfunction and its results are examined, as well as specialized techniques in counseling. Various intervention strategies are discussed. 3 Credits
Prerequisite: PSYC100 (C or better) or PSYC110 (C or better)

PSYC180 Human Growth and Development
A survey of development and growth from conception through adolescence. The physical, emotional, intellectual, and social processes of maturation are examined. Emphasis is on the adjustment of the individual to his or her peer group, social institutions, the community, and the home. 3 Credits
Prerequisite: PSYC110 (C or better)

PSYC181 Developmental Psychology - Life Span
The intellectual, emotional, social, and physiological development of the human being. Development will be studied from preconception through adulthood and aging. 3 Credits
Prerequisite: PSYC110 (C or better)

PSYC185 The Psychology of Adulthood and Aging
Examines developmental and psychological needs of the young, middle-aged, and older adults. The developmental tasks encountered during these stages, such as deciding on a career, choice of marital states, life management, and adjusting to a decline in physical ability, are studied in the light of current research and theory. 3 Credits
Prerequisite: PSYC110 (C or better)

PSYC190 Educational Psychology
A study of the nature of the learning process and application of the principles of psychology to the problems of learning and teaching. Individual differences, special problems of learning, and evaluative techniques are among the classroom topics covered. Field experiences are provided to acquaint students with an authentic teaching-learning environment. 3 Credits
Prerequisite: PSYC110 (C or better)

PSYC200 Social Psychology
This course emphasizes those findings and theories of psychology which aid in the understanding of socially significant behavior. Areas of psychology are emphasized to the extent that they contribute to the understanding of human behavior on a social level. 3 Credits
Prerequisite: PSYC110 (C or better)

PSYC205 The Psychology of Cultural Diversity
EXPERIMENTAL
The purpose of this course is to increase one's ability to relate to people whose backgrounds and experiences are different from his or her own by critically examining one's own sense of self and others' identity, personal attitudes, values and norms. 3 Credits
Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better)

PSYC215 Introductory Psychological Statistics
This course includes studies and exercises within the following areas: scales, graphic representations, central tendency and variability, probability, the normal distribution and standard scores, correlation techniques, hypothesis testing, basic nonparametric techniques, analysis of variance and covariance, and elementary experimental design. This course includes a 2 hour weekly computer lab time. 4 Credits
Prerequisite: MATH115 (C or better) and PSYC110 (C or better)

PSYC230 Neuroscience of Psychology
This course focuses on biological contributions to behavior. Instruction encompasses teachings regarding introduction to the structure and function of the nervous systems as well as psychological topics including, but not limited to, emotions, stress, sleep, substance use and abuse, learning, memory and psychological disorders. 3 Credits
Prerequisite: PSYC110 (C or better)

PSYC270 Experimental Psychology
This course introduces the student to the basic principles of experimental design through a description of experimental investigations in various subject areas, such as perception, learning, memory, and social psychology. It also focuses on the skill of scientific report writing and includes scheduled laboratory experiences. 4 Credits
Prerequisite: PSYC215 (Prerequisite or co-requisite)

PSYC280 Psychology of Abnormal Behavior
This course presents a summary of the field of abnormal behavior. It analyzes current theories which attempt to explain the development of personality and the cause of mental illness. Also discussed are diagnostic and therapeutic procedures and the techniques currently used. 3 Credits
Prerequisite: PSYC110 (C or better)

Reading
READ090 Introduction to College Reading
This introductory course prepares students to read college textbooks and related course material. Emphasis is on developing the ability to apply, monitor, and adjust reading strategies for increased understanding. Topics include comprehension and critical reading skills, vocabulary development, and basic college success skills. 3 Credits
Prerequisite: Reading Placement Level 1, or completion of AESL 103 (C or better), or permission of the Department of Language and Literature.

READ110 College Reading and Study Strategies
This course develops and improves reading comprehension skills and learning strategies that will enhance academic performance across the curriculum. Emphasis is on the transfer and application of comprehension, critical thinking, vocabulary, and study skills to college course material. 3 Credits
Prerequisite: Reading Placement Level 2, or completion of READ090 (C or better), or permission of the Department of Language and Literature

READ115 College Reading
This course helps students identify, acquire, and adapt the skills necessary for academic and personal success. Emphasis is on self-assessment, self-management, goal-directed behavior, effective study strategies, and relevant information concerning college resources. The course includes intensive, individualized advising. The focus of instruction varies based on the specific population enrolled. 1 Credit

Real Estate
REAL101 Real Estate Fundamentals
Real Estate Fundamentals is a basic course in the practice of real estate in Pennsylvania. Emphasis is on the fundamental principles and concepts of realty property rights and the practices, methods, and laws governing the conveyance of these rights. This course qualifies for the Pennsylvania Real Estate Salesperson examination. 2 Credits
**REAL102**
Real Estate Practice
The course is designed to acquaint the student with the basic techniques, procedures, regulations, and ethics involved in real estate transactions according to the necessary forms and documents. This course qualifies for the Pennsylvania Real Estate Salesperson examination.
2 Credits
Prerequisite: REAL101

**REAL104**
Real Estate Licensing Prep Course
**EXPERIMENTAL**
A course designed for students who have completed the educational requirements for real estate licensing in Pennsylvania, and who are preparing to take or re-take the state licensing exam. The course will emphasize strategies that lead to passing the exam, including practical test-taking, question analysis, and practice. 1 Credit
Prerequisite: REAL101 and REAL102; or evidence of successful completion of comparable course presented to the Department of Business Studies

**REAL200**
Appraisal - Residential Property
This course deals with basic appraisal concepts related to residential properties. Topics include, the nature of real property, the appraisal process, economic trends and neighborhood analysis, site analysis, building cost estimates, cost approach, income approach, sales comparison approach, reconciliation, and the appraisal report. 2 Credits
Prerequisite: REAL101 and REAL102; or permission of the Department of Business Studies

**REAL201**
Appraisal - Commercial Property
This course deals with appraisal concepts related to income-producing properties. Topics include, real estate markets, impact of money and capital markets, highest and best use analysis, income capitalization, income and expense analysis, yield capitalization, cost and direct sales comparison, internal rates of return, and measures of investment performance. 2 Credits
Prerequisite: REAL200 or permission of the Department of Business Studies

**REAL210**
Residential Property Management
This course covers the fundamental principles involved in the management of residential property, including asset management, management agreements, residential leasing, physical management of the asset, mathematics of property management, laws, and ethics. 2 Credits
Prerequisite: REAL101 or REAL102; or permission of the Department of Business Studies

**REAL211**
Commercial Property Management
This course covers the fundamental principles included in the management of non-residential property, including defining the property and property management, the management agreement, fiscal management of the asset, non-residential tenants, physical management of the asset, laws, ethics, and mathematics related to commercial property management. 2 Credits
Prerequisite: REAL201 or permission of the Department of Business Studies

**LAW210**
Real Estate Law
Instruction in ownership, contractual limitations, property right protection, zoning matters, judgments and attachments, contracts, and their complexities, deeds, bonds and mortgages, leases, transfer and closing of title, and conveyancing. 3 Credits
Prerequisite: REAL101 and REAL102; or LAWS100 or LAWS110 or permission of the Department of Business Studies

**LAW215**
Advanced Real Estate Law and Conveyancing
**EXPERIMENTAL**
This course provides an in-depth review and understanding of real estate related contracts and the drafting of such contracts and other documentation, including leases and condemnation documents. Also reviews zoning matters, judgments and liens, mortgages and title insurance, and the roles of fiduciaries, brokers, and title agents. 3 Credits
Prerequisite: LAWS210

**SCIE101**
Physical Science
Physical Science provides an introduction to the fundamental principles of motion, force, energy, matter, sound, electricity, magnetism, and light. Emphasis is placed on studying nature’s basic laws and how they govern human experience. 3 Credits
Prerequisite: Reading Placement test level 3, or READ110 (C or better), Math Placement test score of 5 or higher, or MATH095 (C or better)

**SCIE102**
Astronomy
Astronomy provides a survey of our knowledge of the structure, formation and evolution of Earth, the solar system, the stars, and the galaxies. The course will focus on the logical development of ideas and concepts within the framework of science. 3 Credits
Prerequisite: Reading Placement test level 3, or READ110 (C or better), Math Placement test score of 5 or higher, or MATH095 (C or better)

**SCIE103**
Physical Geology
This laboratory-based course introduces the basic principles and processes of geology. Emphasis is on a wide range of topics, including rocks and minerals, topographic maps, surface processes, hydrologic systems, plate tectonics, and the earth’s interior. 4 Credits
Prerequisite: Reading Placement test Level 3, or READ110 (C or better), Math Placement test score of 5 or higher, or MATH095 (C or better)

**SCIE105**
Introduction to Environmental Science
This course examines the history of environmental ethics, conservation movements, environmental policy and sustainable lifestyles. It covers basic ecological principles, especially as pertains to conservation, restoration and resource management. Students study agricultural practices, waste management, and energy sources. Lab exercises require field trips and service learning. 4 Credits

**SCIE108**
Discoveries in Chemistry: A History
This course examines the historical development of chemistry; the personalities, stories, and experiments behind modern understanding of matter (specifically elements and compounds), and how that understanding has led to practical technologies. In addition, the course explores the nature of scientific thought related to the historic chemical research explored. 3 Credits

**SCIE206**
Fundamentals of Geographic Information Systems
This course teaches the theory and practical use of Geographic Information Systems (GIS). Topics include issues of data accuracy, map projections, scale, data collection, metadata, and data storage/management. GIS analysis techniques, data display options, and cartography are also covered. Students use current GIS software in laboratory exercises. 3 Credits
Prerequisite: GISC110 (C or better)

**SCIE207**
Environmental Monitoring and Sampling
This course examines environmental sampling techniques for air, soil, water, and biological resources. It explores various statistical methods of analysis. It compares point source versus nonpoint source pollution. It emphasizes establishing suitable monitoring schedules. Requirements include field trips. 4 Credits
Prerequisite: GISC110 (C or better) and MATH115 (C or better)

**Social Services**

**SSWK110**
Introduction to Social Services/CAC
This course serves as an introduction to the field of Social Services. The course focuses on the Social Services delivery system in the context of contemporary social problems and solutions. Ethical principles, techniques, and methods of helping are presented. 3 Credits

**SSWK111**
Case Management and Documentation/CAC
This course will teach students the requirements of case management and documentation in a number of different formats. The material is specific to Social Services and particularly the field of addiction. It is a writing intensive course and fulfills the Core Writing II requirement. 2 Credits

**SSWK115**
History of Alcoholism and Addiction
This course will present the history of alcohol and drug use in various cultures. The history of regulation by government in the U.S. and the current state of legislation in this country today. The history and development of the self-help movement and various treatment approaches will be presented. 2 Credits

**SSWK120**
Social Services - Interviewing, Assessment, and Referral/CAC
This course is a continuation of the Introduction to Social Services. The course focuses on developing an understanding of the fundamental counseling theories, as well as interviewing, assessment and referral skills. SSWK120 competencies and skills will be practiced in class. 3 Credits
Prerequisite: SSWK110 (C or better) or permission of the Department of Social and Behavioral Science

**SSWK130**
Ethical Issues in Addiction Treatment/CAC
This course presents the Certified Counselor’s Code of Ethics, as well as the Code of Ethics affirmed by other clinicians in the Social Services field. Students will learn about clients’ rights, confidentiality, legal responsibilities, and other aspects of ethical conduct. 2 Credits

**SSWK140**
HIV/AIDS and Addiction/CAC
This course is geared to those who work with people at high risk of becoming HIV+. Participants acquire valuable skills and information for initiating and enhancing HIV disease prevention work with adolescents and adults. New skills are practiced in small group role plays. 2 Credits
“Bucks far exceeded my expectations of a college. My experience was very fulfilling. The teachers really gave me the confidence to go out there and pursue my goals, not just in the art area, but in English, psychology, and sociology. They really prepared me for the workforce.”

DONNA A. WOOLLEY('80), shown here with her pen-and-ink drawing of Tyler Hall, went directly from earning her AA in fine arts to working as a commercial and noncommercial artist. Her art has been published in ads in The Wall Street Journal and several magazines, while her drawings are sold on sets of note cards and prints available at museums and historic sites throughout Bucks County.

SSWK150 Introduction to Family Dynamics in Addiction/CAC
This is an introductory course designed to familiarize the student with the basic concepts of family dynamics in relation to addiction. Intergenerational patterns of addiction in the family will be explored. In addition, other issues to be addressed will include: patterns of functioning, prescribed roles of individual family members, and how the system operates internally and externally with other institutions, such as the community, school, employers, etc. 2 Credits

SSWK165 High-Risk Youth
EXPERIMENTAL
This course focuses on the high-risk youth and adolescent populations. Core issues dealt with are defining high-risk youth and behaviors, identification of precipitating factors: individual, family, psychosocial, and developmental. Behaviors will be examined, as well as interventions, treatment issues, treatment planning available resources, and ancillary services. 2 Credits

SSWK171 Sexual Orientations - LGBT Issues in Counseling/CAC
This course will present information relating to the development and experiences of sexual orientation with an emphasis on sexual minority populations. It will include information on the continuum of sexual orientation development. The focus will be on myths, realities, homophobia, and sensitive intervention techniques of sexual minorities. 2 Credits

SSWK211 Struggles with Intimacy/Co-Dependency/CAC
This course will cover the basic definitions of co-dependency, an overview of the individual characteristics and the systems affected. Students will have the opportunity to understand formal treatment modalities and informal self-help resources, as well as issues related to gender, minorities, age, and profession. 2 Credits

SSWK215 Loss and Grief
EXPERIMENTAL
This course will give students an opportunity to gain an understanding of the multiple losses individuals experience during their life, including loss of health, divorce, death, and grief. Students will explore coping skills, empathic behavior, and styles of mourning with respect to one’s individual needs and cultural differences. 3 Credits

SSWK230 Intervention Strategies/CAC
Being proactive in response to alcohol and drug abuse is the focus of this course. Students will learn to define intervention, identify key steps, and become aware of the legal and ethical issues relevant to interventions. 3 Credits

SSWK235 Multi-Cultural Issues in Counseling
Issues of cultural diversity surround all individuals in modern society. This course will strive to enhance the multi-cultural sensitivity necessary for cultural competency in all counseling including addiction counseling. Both didactic and experiential methods will be included. The course will emphasize a positive focus on human diversity within the context of clients, professionals, and other key influences in our complex society. 2 Credits

SSWK250 Family Therapy with Addicted Families/CAC
This course will examine in depth the historical prospective of family therapy with addicted families. Several models of family therapy will be discussed and the use of genograms as an effective tool for developing strategies for treating addicted families. 2 Credits

SSWK255 Drugs, Alcohol, Violence, and Crime
This course is designed to explore the relationship of crime and violence to alcohol and narcotics use. Characteristics of individuals likely to use illicit drugs will be examined in the conflict between individual freedom and society’s desire to control drug use, as well as facts and myths regarding the role alcohol and other drugs play in violent behavior. Strategies to combat the growing problem will be identified. 2 Credits

SSWK265 Mental Health and Addiction - Dual Diagnosis/CAC
This course offers students the opportunity to gain a better understanding of the dual dynamics present in the majority of clients who seek treatment for chemical abuse in outpatient or inpatient settings. Assessment techniques and methods of treatment will be examined. Case vignettes will be presented for discussion and evaluation. 2 Credits

Sociology

SOC1110 Introduction to Sociology
This course is an introduction to the basic concepts in the field of sociology, with emphasis upon the application of these concepts to the understanding of American institutions: politics, economics, religion, education, marriage, and the family. 3 Credits

SOC120 Introduction to Cultural Anthropology
This course examines human culture and its role in the determination of man’s behavior. The relationship of kinship, political structure, economics, and religious institutions within a variety of cultural systems will be considered. 3 Credits

SOC130 Contemporary Social Problems
A systematic study of changing American social problems and controversies. Selected topics such as poverty, crime, drug abuse, problems of the family, problems of the aged, changing sex roles, and the abortion debate are examined. 3 Credits

SOC140 Peoples of America
The sociological and historical study of ethnic, racial, and religious minorities in the United States. Attention is given to past and present status of these groups as it relates to an understanding of intergroup dynamics in today’s society. 3 Credits

SOC150 Criminology
The sociological relationships involved in the causes and prevention of crime and juvenile delinquency and in the treatment of criminal offenders. 3 Credits

SOC160 Marriage and the Family
This course examines the institution of marriage and the family through history and across cultures with emphasis on the contemporary family. Topics, such as the changing family, love, mate selection, marital communication, divorce, gender roles, and domestic violence are studied. 3 Credits

Student Services

STUS110 Career Decision Making
Occupational and educational research is presented to acquaint the student with the requirements for and avenues toward entering or changing careers. A study of the decision-making process, goal setting, fundamental job-finding skills, resume writing, and interviewing techniques. Students will participate in an in-depth look at personal and job characteristics. 3 Credits
Visual Arts

Foundation Year Studies

VAFA100 Drawing Fundamentals
This is an introduction to the concepts and techniques of drawing. The course stresses disciplined craftsmanship. Students analyze the structure and appearance of natural forms. Relying on their perception, observation, and memory, they apply basic drawing skills. Black and white media are utilized to explore space, value, and volume. 3 Credits
Prerequisite: VAFA111 (C or better) or by permission of the Department of the Arts

VAFA101 2-D Design Fundamentals
This course introduces students to abstract and representational two-dimensional design concepts. Projects emphasize creativity, conceptualization, problem solving, skill building, expression, execution, teamwork, research techniques, and presentation. Black, white, and gray media serve as the basis for learning the vocabulary, concepts, and principles of two-dimensional design. 3 Credits

VAFA102 3-D Design Fundamentals
This foundation course covers the elements and principles of three-dimensional form in space and lays the groundwork for future 3-D courses. The materials employed introduce basic technical skills, and conceptual approaches are emphasized. The relationship between two- and three-dimensional thinking is stressed. 3 Credits

VAFA103 Drawing Composition
This course analyzes the systems of perspective, spatial illusions, flat planes, composition, and examines the elements of the structural arrangements of form and space. The approaches of both Western and non-Western cultures are appraised. Students practice appropriate drawing techniques and work with various media. 3 Credits
Prerequisite: VAFA100 (C or better) or permission of the Department of the Arts

VAFA104 2-D Design Color
Students learn basic color concepts including theory, perception, chromatic relationships, phenomena, terminology, physics, psychology and harmony. Projects emphasize perception, creativity, conceptualization, problem solving, skill building, expression, execution, teamwork, research techniques, and presentation. Work in paper and pigment serves as the basis for learning the principles of color. 3 Credits
Prerequisite: VAFA101 (C or better)

VAFA105 3-D Design Materials/Modeling
This course combines the study and examination of process-based forms and figurative based-forms. Students are introduced to drawing and modeling the human body. Students are introduced to various tools, materials, and techniques in the application of design to tactile forms in space. 3 Credits
Prerequisite: VAFA102 (C or better)

VAFA111 Drawing Basics
EXPERIMENTAL
This course introduces and reinforces preliminary skills related to basic drawing concepts. The course is divided into three major units: (1) Simple shapes and Proportions; (2) Measuring and Perspective; and (3) Light and Composition. Students improve their concentration in a studio setting and develop essential skills related to drawing structural forms. 3 Credits

VAFA120 Fine Arts and Design Portfolio Studio
Students develop and enhance their fine arts and design portfolio for transfer or employment. Also, students prepare and deliver an informative speech describing their work using appropriate vocabulary and/or historical references. Finally, students engage in class critiques of their work and the work of other students. 3 Credits
Prerequisite: 24 studio credits and either VAFA191, VAFA192, or VAFA193 (C or better) or permission of the Department of the Arts

VA: Art History

VAFA191 Art History Before 1450
This survey course covers painting, sculpture, and architecture from the Paleolithic period through the age of Gothic cathedrals. Students gain a formal understanding of ancient, classical, and medieval art. They interpret selected examples of Western art using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. 3 Credits

VAFA192 Art History After 1450
This survey course covers painting, sculpture, and architecture from the Renaissance through Impressionism. Students gain a formal understanding of Western art by major artists of the fifteenth through nineteenth centuries. They interpret selected examples of art using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. 3 Credits

VAFA193 History of Modern Art
This survey course covers painting, sculpture, and/or architecture from the late-nineteenth century up to the present. Students gain a formal understanding of major twentieth-century stylistic movements. They interpret selected examples of Modern art using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. 3 Credits
Prerequisite: VAFA191 (C or better)

VAFA194 American Art History
This survey course covers the history of American painting, sculpture, architecture, photography, and other significant arts and crafts from the settlement period to the present. Students gain a formal understanding of American art. Students examine American art from cultural, social, and economic perspectives. 3 Credits
Prerequisite: VAFA181 (C or better)

VAFA195 Non-Western Art History
This survey course covers the art and architecture of India, China, and Japan, from the earliest times to the 19th century. Indian art is presented in the context of Buddhist, Hindu, and Islamic traditions. Relationships between Chinese and Japanese art are examined. Influence in Islamic and Western culture is also explored. 3 Credits

VAFA196 History of Photography
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, aesthetics, culture, and social history. 3 Credits

VA: Ceramics

VAFA181 Introduction to Ceramics
Lectures, demonstrations, and practice introduce students to the historical, cultural, scientific, creative, and expressive basis of ceramics. Developing a personal viewpoint as an outgrowth of the ceramic process is encouraged by emphasizing historical perspectives, design, basic pottery skills, and exploration as a path to personal discovery. 3 Credits

VAFA282 Ceramics II
Emphasis is placed on developing a consistent body of work stressing wheel work and hand building. Laboratory and practical study of clays and glazes are explored. Slab, pressmolding, construction, and demonstration expose students to the history of world ceramics and current techniques used by today’s ceramic artists and industry. 3 Credits
Prerequisite: VAFA181 (C or better)

VA: Drawing Second Year

VAFA200 Drawing Anatomy
Through drawing, students study the design and function of the figure. The proportions and architecture of the human form are analyzed. Insight into the construction of the body is achieved through skeletal and muscular studies and conceptual applications of 3-D form. A selection of masterworks is emulated. 3 Credits
Prerequisite: VAFA100 (C or better) and VAFA103 (C or better) or Permission of the Department of the Arts

VAFA202 Figure Drawing
Students integrate and review the drawing experiences of the previous drawing classes. The figure is expressed within complex situations dealing with spatial concepts and composition through extended problems. These exercises encompass relationships to interior spaces, landscape, and still life situations. 3 Credits
Prerequisite: VAFA200 (C or better) or Permission of the Department of the Arts

VA: Glass Arts

VAFA182 Introduction to Glassblowing
Students are introduced to basic studio techniques of forming molten glass through the use of various tools, equipment, and processes. They learn basic technical skills required for the production of glass objects and develop aesthetic sensitivity for the material. Studio procedures, including maintenance, safety, and construction are also covered. 3 Credits

VAFA183 Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.
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in challenging environments to
providing location photography
Whether your interests
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National Association of Schools of
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Association of Schools of Music.”

JERRY MILLEVOI (’78) has been
providing location photography in
challenging environments to
an extensive array of clients for
more than two decades. He credits
Bucks for igniting his career path before he continued on to earn a bachelor’s degree from The College of New Jersey and a master’s degree from West Chester University.

“My decision to enter a creative
field was largely inspired by the aca-
demic freedom to explore a variety
of classes offered by Bucks County
Community College.”

“Whether your interests
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VAFA148
Glassblowing II
This course advances the processes
and concepts in the forming of molten
glass through the use of various tools
and equipment. Students in this class
are expected to have basic knowledge
of studio operation and glassblowing
Prerequisite: VAF147 (C or better)

VAFA149
Architectural Stained Glass
Windows
Students make architectural stained
glass windows that are structurally
sound and artistically designed. They
apply the traditional techniques of
cartooning, pattern making, color
selection, cutting, glass decoration, and
installation. 3 Credits
Prerequisite: VAF149 (C or better)

VAFA249
Stained Glass II
Students further develop their skills in
making architectural stained glass win-
dows and create more complex designs.
Students employ traditional methods
and are introduced to the additional

courses...
Digital Photography II will continue to explore the potential of digital photographic imagery and will concentrate on advanced image editing methods. A central aim of the course will be creating a portfolio of high-quality printed images. The course will additionally emphasize the use of photography as an artistic medium. 3 Credits

Prerequisite: VAF110 (C or better)
Corequisite: VAF110

VAFA121
Studio and Lighting Fundamentals
Students will be introduced to the fundamentals of photographic lighting. Tungsten, strobe, daylight, and an array of light shaping tools will be explored in an effort to further refine their photographic imagery. A central aim of the course will be the creation of a portfolio of high-quality, digital images. 3 Credits

Prerequisite: VAF110 (C or better) or VAF131 (C or better) and VAMM100 (C or better)

VAFA257
Large Format Photography
This course introduces students to the operation and current practices associated with view cameras. Students learn about lens selection, the use of camera swings and tilts, and processing procedures for sheet film. Students produce images in both the traditional darkroom and the digital lab. 3 Credits

Prerequisite: VAF157 (C or better)

VA: Printmaking
Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAFA160
Introduction to Printmaking
Students explore a wide variety of printmaking processes, including intaglio, relief, lithography, and serigraphy. Students focus on the comprehension of techniques and materials and their relationship to the printed image and visual concepts. 3 Credits

VAFA161
Printmaking/Silkscreen
Students employ screenprinting processes using water-based inks. They explore a variety of techniques, including photo silkscreen, cut paper stencils, direct drawing techniques, color registration, and textile printing. Students gain an understanding of these techniques and develop their individual imagery. 3 Credits

VAFA165
Book Arts
This course introduces students to basic bookbinding structures, materials, and techniques. Students construct visual books that are artistic objects and vehicles for creative expression. Both traditional and contemporary methods are explored. 3 Credits

Prerequisite: VAF110 (C or better)
Corequisite: VAF110

VAFA167
Papermaking
This course provides an introduction to both Western and Eastern handmade papermaking processes through the exploration of a variety of fibers and techniques. Students gain an understanding of the basics of fiber preparation, papermaking history and terminology, sheet formation, stencil lamination, and pulp painting. 3 Credits

Prerequisite: VAF160 (C or better)

VAFA260
Printmaking II
This course is a continuation of the Introduction to Printmaking class. Students add to their knowledge of intaglio and relief printmaking processes through the exploration of intermediate-level technical skills. Students develop their own imagery and investigate printmaking as a means of creative expression. 3 Credits

Prerequisite: VAF160 (C or better)

VAFA261
Printmaking III
This course provides advanced exploration of content introduced in Printmaking II. Students examine both historical prints and current trends in printmaking as they continue to develop personal imagery and build knowledge of printmaking processes and techniques. 3 Credits

Prerequisite: VAF160 (C or better) and VAF260 (C or better)

VA: Sculpture
Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAFA141
Introduction to Sculpture
This course introduces basic sculpture techniques, such as carving, casting, modeling, and welding, with emphasis on understanding issues of line, plane, shape, and volume. Plaster, metal, clay, and wood are utilized to help the student understand the form and content of sculpture. 3 Credits

VAFA242
Sculpture II
Students develop an understanding of the aesthetics and vocabulary of sculpture by expressing their personal vision. They explore and determine the visual content of their work and increase their knowledge of sculpture history. Works are created through casting, fabricating, using mixed media, and/or may be developed for a specific site. 3 Credits

Prerequisite: VAF141 (C or better)

VAFA246
Sculpture/Foundry
This advanced course emphasizes foundry practices. Initial work is done in foundry wax or Styrofoam. Topics covered are procedures in ceramic shell or investment and burnout of wax preparatory to casting in metal. Basic foundry procedures are followed and studied. Finish and treatment of metal castings are also explored. 3 Credits

Prerequisite: VAF141 (C or better) or VAF105 (C or better)

VA: Web Design & Multimedia
Software required to complete assignments can be expensive. Students may plan extra time to use campus computing labs to complete course projects.

VAFA100
Digital Imaging
This studio course presents in-depth techniques for image creation and manipulation using current software applications. Peripherals, file formats, resolution requirements, media storage, and digital photo processing are explored. Emphasis is on image-making methods used to create raster and vector graphics for print and the web. 3 Credits

Prerequisite: 24 studio credits or permission of the Department of the Arts.

VA: Multimedia

VAMM110
Web and Interactive Design
This course is an introduction to the XHTML coding and techniques used to create websites. Students learn to design and develop interactive websites using both editors and hand coding skills. Project management and design skills are introduced. The semester culminates in the development of a website. 3 Credits

Corequisite: VAMM100 or CISC110

VAMM120
Interface Design
The theoretical foundation needed to design user interfaces for digital projects is established. Topics discussed include human computer interaction, current trends, and basic methods for design, as well as project management techniques. Software is used to create the menus and navigation systems needed. 3 Credits

VAMM130
3-D Modeling Concepts
Three-dimensional concepts and design techniques are presented through lecture and demonstration. The student, through studio experience, uses these concepts to design and create a digital 3-D environment. Current animation and graphic software is used in this class. 3 Credits

Corequisite: VAMM100 or CISC102 or equivalent knowledge with permission of the Department of the Arts

VAMM209
Multimedia Concepts I
Through lecture and studio work, students create multimedia projects. Students import or create video clips, sound bytes, still imagery, and copy; to produce a digital multimedia project. Graphic editing, video editing, and animation applications are used in this course. 3 Credits

Prerequisite: VAMM100 (C or better) or CISC102 (C or better) or equivalent knowledge with permission of the Department of the Arts

VAMM210
Multimedia Concepts II
Building on the foundation of Multimedia Concepts I, students add interactivity to their projects. Basic scripting and advanced design are covered. The course provides students with the skills needed to develop an advanced interactive multimedia project. 3 Credits

Prerequisite: VAMM209 (C or better) or equivalent knowledge with permission of the Department of the Arts

103
VAMM230  3-D Animation
Three-dimensional animation techniques are presented through lecture and demonstration. Students build on the concepts of 3-D modeling to expand their project to include motion scripting of fully mapped and lighted scenes. Animation and graphic editing applications are used in the course. 3 Credits
Prerequisite: VAMM130 (C or better) or equivalent knowledge with permission of the Department of the Arts

VAMM250  Digital Arts Portfolio Studio
Students develop and enhance their portfolio for transfer or employment. Students prepare and deliver an informative speech describing their work using appropriate vocabulary and/or historical references. Students engage in class critiques of their work and the work of other students. 3 Credits
Prerequisite: 24 studio credits or permission of the faculty coordinator and the student

VA: Fine Woodworking
Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAFW100  Fine Woodworking Fundamentals
This studio course focuses on structural, functional, and sculptural properties of wood, together with the traditional studio techniques of professional woodworkers. Emphasis is on a variety of design approaches, the execution of working drawings, and completing wood projects. 3 credits

VAFW133  Woodcarving/Furniture
This studio course focuses on the creation of well-crafted functional and sculptural carved wood objects. Students explore low and high relief, 3-dimensional forms, figural and decorative subjects, tool use and care to develop their carving skills and creative expression. 3 credits

VAFW136  Bending and Veneering
This studio course focuses on design, drawing, and execution of curved forms and laminating techniques. Students employ bending and veneering techniques in the design and construction of a piece of furniture. Emphasis is on a variety of joinery, bending, and veneering techniques. 3 credits
Prerequisite: VAFW100 (C or better)

VAFW137  Chair Construction
This comprehensive course covers the structural, design, and historical basis of good seating devices. Students learn to develop designs and construct models and finished pieces, using classical and contemporary guidelines that satisfy functional requirements and reflect personal creativity. 3 credits
Prerequisite: VAFW100 (C or better)

VAFW138  Table Systems
This studio course focuses on table design and construction. Students study classical and contemporary shapes and employ construction techniques. Students explore the relationship of structural issues and design. 3 Credits
Prerequisite: VAFW100 (C or better)

VAFW140  Cabinetmaking
This studio course focuses on the design, construction, and joinery requirements necessary in cabinet construction when using sheet goods for both free-standing and built-in applications. Students work with a variety of materials, including plywood and composite boards. 3 Credits
Prerequisite or Corequisite: VAFW100

VAFW145  Conceptual Furniture
This course focuses on designing and creating conceptually-based furniture. Students create functional furniture through the process of exploring ideas, construction methods, and finishes. 3 Credits

VAFW180  Woodturning
This studio course explores the historical and contemporary basics of lathe work. This course investigates both spindle (between center) and bowl (faceplate) turning techniques. Students learn how to care for, sharpen, and use a variety of lathe tools. Students design and make a variety of lathe-turned objects. 3 Credits

VAFW181  Woodturning II
This course provides an in-depth exploration of lathe turning in the traditional, as well as the contemporary context. Multi-axis spindle turning, split turning, and turning in conjunction with processes off the lathe, including carving, shaping, surface ornamentation, and joinery are used to create sculptural and functional items. 3 Credits
Prerequisite: VAFW180 (C or better)

VAFW190  History of American Furniture
Students analyze American furniture in the context of craft, elements of style, connoisseurship, historical influences, connections to European and Eastern traditions, socio-economics, regionalism, pattern books, and related domestic architecture. 3 Credits

VAFW280  Cooperative Education/Fine Woodworking
On-the-job experience occurs in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between the College Coordinator and the student are held to evaluate the student’s performance. 3 Credits
Prerequisites: Fine Woodworking major, 30 BCCC credits, a GPA of 2.5 earned in courses offered by the Department of the Arts.

Women’s Studies

WMST110  Introduction to Women’s Studies
Women’s studies critically examines the totality of women’s experiences from both historical and contemporary perspectives. Its goal is to unveil, document, restore, and validate the diversities of women’s lives, traditions, identities, and voices through feminist perspectives, integrating knowledge from various disciplines to analyze issues and public policies affecting women’s lives. 3 Credits

WMST280  Cooperative Education - Women’s Studies
On-the-job experience and observations in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between the faculty coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Language and Literature and successful completion of COMP110 and WMST110

HLTH200  Introduction to Women’s Health Issues
This course is an introduction to the personal and social concerns of women’s past and present health trends. Emphasis will be placed on the historical perspective of women’s health, as well as exploration of physiological and spiritual barriers to women’s health. As in all health classes, the holistic model of wellness will be examined to ascertain the future of women’s health. 3 Credits
Admissions

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

Admission to some majors is limited by available facilities, the number of faculty, or other factors. The College may guide the enrollment of entering students in an effort to improve their opportunity to succeed in college.

Admission for selected curricula is considered first for residents of Bucks County and then for residents of the Commonwealth of Pennsylvania.

Applying for Admission
Applicants for admission must submit an official Application for Admission to the Office of Admissions. Please visit www.bucks.edu to apply on-line. Students who are intending to receive financial aid, or who intend to pursue the Nursing (2035) major, must also have an official copy of their high school transcript or an official copy of their GED scores on file in the Office of Admissions. A transcript marked “issued to student,” hand carried by student or third party, unsealed, or missing the Registrar’s signature or school seal, will be marked as unofficial.

A transcript is considered final official when a date graduated, for high school, and a degree conferred, for college, is stated.

It is important to note that Placement Testing is mandatory for all students who are planning to enroll at the College. Students must make application to the College prior to Placement Testing.

The results of the Placement Testing have no bearing on a student’s acceptance to the College; rather they are used for academic advising and program planning that will help to ensure student success.

Individuals qualifying for an exemption from Placement Testing must complete the Form available through the following link: www.bucks.edu/testing/assessment.php

Application Deadline
Students should apply for admission as early as possible to ensure optimal course availability. Applications are accepted on a rolling admissions basis.

Specific Admissions Concerns
Readmission/Reactivation
Students who seek readmission must reestablish their student records by following the information found on the website www.bucks.edu/apply/.

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

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

International Student Applicants
Any non-immigrant individual wishing to obtain an F-1 student visa through the US Department of State must first complete all documents required by Bucks County Community College, along with any necessary government forms. Application materials and information can be obtained through our International Student Website, www.bucks.edu/international.

Other non-U.S. citizens seeking admission to the College, including Resident Aliens, should follow...
For in-county tuition, a student must provide evidence of permanent residency of Bucks County prior to registration.

Non-US citizens must supply admissions with their immigration documents. Visa holders and those who are not legal residents are subject to the out-of-state tuition.

Ownership of property or a business in Bucks County while not actually residing in the county does not qualify a person to attend the College as a county resident.

A student’s residence is determined at the time the student makes application for admission, readmission, or registration. If you are visiting or living with a relative who is not your parent or guardian, you are not considered a legal resident of Bucks County.

The College reserves the right to challenge a student’s residence at any time if there is reason to suspect that the student’s address is incorrect.

In order for a student to be classified or reclassified as a Bucks County resident for a particular semester, the classification or reclassification must be approved by the Office of Admissions, Records and Registration by the end of the third week of classes. Any questions concerning residency should be directed to the Director of Admissions, Records and Registration, 215-968-8117.

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
- Carpenter/Masonry Technology
- Cinema/Video
- Collision Repair Technology
- Commercial Arts
- Computer Technology
- Cosmetology
- Criminal Justice
- Diesel Technology
- Early Childhood Education
- Electrical Technology
- Emergency Management/Public Safety
- Fine Woodworking
- Fire Science
- Graphic Arts
- Graphic Design
- Hospitality
- HVAC/R Technology
- Law Enforcement/Correction Administration
- Law Enforcement/Policing Administration
- Law Enforcement/Social Services
- Multimedia
- National Occupational Competency Testing Institute (NOCTI)
- Networking Technology/Electronics
- Outdoor Power Equipment Technology
- Plumbing/Heating Technology
- Precision Machining Technology
- Retail Management
- Welding Technology
- Fire Science
- Graphic Arts
- Graphic Design
- Hospitality
- HVAC/R Technology
- Law Enforcement/Correction Administration
- Law Enforcement/Policing Administration
- Law Enforcement/Social Services
- Multimedia
- National Occupational Competency Testing Institute (NOCTI)
- Networking Technology/Electronics
- Outdoor Power Equipment Technology
- Plumbing/Heating Technology
- Precision Machining Technology
- Retail Management
- Welding Technology

In these areas, the course of study at the high school has been compared with the course of study at BCCC. Credit is granted for the mastery of common topics.

High school students in programs listed above should work through their instructors at the high school to pursue program articulation and should arrange to have their transcripts sent to the Office of Admissions, Records and Registration. The appropriate academic departments will evaluate these credits and will inform the Office of Admissions, Records and Registration which courses may be brought in for credit on the Bucks transcript.
Individuals who are pursuing (or have completed) a registered apprenticeship program can earn credits under the evaluation guidelines of the American Council on Education. This is accomplished by a detailed evaluation of the individual's training record. Please visit www.bucks.edu/pla for additional details or contact Prior Learning Assessment at 215-968-8161.

Other area high school students and/or previous high school graduates may be interested in pursuing an Associate Degree in Occupational Studies.

If you have questions regarding the Occupational Studies Program, call the Department of Business Studies, 215-968-8227 or the Office of Academic and Curricular Services, 215-968-8212.

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

Applicants for credit for advanced placement should request the CEEB to send their test scores to the Assistant Dean, Enrollment Services. Students are notified of the action taken on advanced placement and credit. Questions should be directed to 215-968-8117.

Evaluation of Transfer Credits
To have credits from prior colleges and universities evaluated, students must provide an official transcript to the Office of Admissions, Records and Registration. Please note that the official transcript must be sent directly from the issuing institution. Students must indicate "Evaluation" on the college application or submit a Waiver or Evaluation Form available on our website at www.bucks.edu/forms.

Unofficial and/or "student copy" transcripts will not be accepted for credit transfer. However, they can be reviewed for possible assessment testing waivers and/or an informal, unofficial evaluation. Please refer to the Placement Testing page for acceptable exemptions from placement testing.

All transcripts will be evaluated provided that:
• they are from an accredited institution with credit-bearing courses
• the student possesses a student number (student numbers are assigned when initial application is made to the College)
• evaluation does not require further information (i.e. course descriptions, syllabi). If further information is needed, the student will be contacted by the Office of Admissions.

Once an evaluation is completed, the student will receive a postcard notification when credits are posted to the student's record. Students can view records on Web 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. Students can view records on Web Advisor.

Foreign College or University Experience
Credits will be accepted from a foreign college or university after a course-by-course evaluation is conducted by an approved Credential Evaluation Service. A list of acceptable services is available in the Office of Admissions.

Supplemental External Credits
External credits are credits earned outside of Bucks County Community College. Currently, the College accepts external credits from the following sources:
1. transfer credits from other accredited colleges and universities
2. military experience
3. business related non-collegiate courses (ACE/PONSI approved)
4. advanced placement

A maximum of 30 credits may be earned through these sources.

Please note: Credit will be granted only for courses that pertain to the student's program of study and/or are needed as prerequisites for higher level course work. Only courses with a grade of a C or better will be considered.

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

Prior Learning Assessment Program
www.bucks.edu/pla

Bucks County Community College (Bucks) recognizes that students enter the College from a variety of backgrounds and experiences, some of which may involve college-level learning. The College is committed to providing pathways for students to proceed along smooth transitions without delays, duplication of courses, or loss of credit. As such, College maintains a Prior Learning Assessment (PLA) Program in order that students will be afforded the assessment methods by which they can document their college-level learning and pursue equivalent credit toward courses in their Program of Study.
Participation
To be eligible to participate in the Prior Learning Assessment (PLA) Program at Bucks students must be in good academic and financial standing with the College, currently enrolled, and actively pursuing classes in a Program of Study that includes requirements for the course(s) they propose to challenge.

There are limitations to the total number of equivalent credits earned through PLA that students can use toward their degree or certificate at Bucks, based upon the College’s graduation residency policy. The nontraditional ungraded credits that can be used toward a Bucks degree or certificate include all equivalent credit awarded through PLA (marked as CL, CX, and/or LE on the Bucks transcript where the grade would go) in addition to any Advanced Placement (marked as AP on the Bucks transcript where the grade would go), Military equivalent (marked as ME on the Bucks transcript where the grade would go) and Transfer credit (marked as TR on the Bucks transcript where the grade would go) brought into Bucks.

Application Process
Students begin the PLA process by completing, signing and submitting an application. The PLA Application is available online and at the Student Services area of each campus location (Newtown, UBC, LBC). All students should feel free to contact the Office of Prior Learning Assessment directly for advice regarding their questions, concerns, and/or developing their individualized PLA plan. In order to complete the PLA Application the student should:

1) Carefully consider the course requirements for their Bucks Program of Study.
2) Review the course syllabus, to understand the course objectives of the course for which PLA is being sought.
3) Consider whether their prior learning has included mastery of the course objectives for any specific course(s) in their Bucks Program of Study.
4) Identify any course(s) to potentially challenge for equivalent credit.
5) Determine which course(s) they propose to challenge and indicate this on the PLA Application.
6) Explore, with an advisor if desired, the pathways available to document their prior learning that led to mastery of the course objectives.
7) Select the most appropriate pathway(s) or assessment method(s) by which to document the prior learning and indicate this on the PLA Application.

The completed PLA Application should be submitted to the Office of Prior Learning Assessment in Student Services in the Rollins Center at 275 Swamp Road; Newtown, PA 18940. Original documentation will also need to be provided, with the type varying depending upon the pathway.

The complexity of the actual PLA process for individual students can vary along a broad spectrum. For example, some PLA plans, such as those for Challenge by Exam, are straightforward and may require little to no advising. In those cases, the student should feel free to use the resources available through the PLA web pages and publications to create and pursue their plan to completion. On the other end of the spectrum, some situations may be complex and even involve multiple assessment processes and the student may benefit by consulting with the Office of Prior Learning Assessment to obtain advice for creating their individualized PLA plan.

All students should feel free to contact the Office of Prior Learning Assessment directly for advice regarding their questions, concerns, and/or developing their individualized PLA plan.

Pathways – Assessment Methods
The College recognizes the three primary assessment methods by which students can document their college-level learning - examination, evaluation of non-collegiate instruction, and individual assessment.

Challenge by Examination (CBE)
Many Bucks courses are open for Bucks students to challenge by examination. The College recognizes and makes available departmental challenge exams (CREX) along with the standardized exams of CLEP, DSST (formerly known as DANTES) and NYU’s Foreign Language Testing Service. The specific courses and corresponding exams are reviewed annually with updated lists made available on the College’s Catalog, Testing Center, and PLA web pages.

Scores at or above the minimum will lead to equivalent credit for the associated Bucks course, but no letter grade will be awarded. If the student does not achieve the minimum score, they must wait at least six months to repeat a CLEP or most CREX exams (except for NURS101, NURS102), 90 days for a DSST exam. Credit awarded from an exam will not replace a grade on the student’s Bucks transcript. If a student has previously taken or is currently enrolled in the course for which they wish to take a CREX exam, the student must obtain permission of the Assistant Academic Dean for the Department in which the course is taught. The code “CL” will be indicated on the Bucks transcript where the grade would be for credit granted for standardized exams (CLEP, DSST, NYU) or “CX” for CREX exams.

Students should feel free to contact the Office of Prior Learning Assessment directly with any questions and/or concerns regarding challenging courses by examination.

Evaluation of Non-Collegiate Instruction
The evaluation of non-collegiate instruction often results in Credit Recommendations and/or Articulation Agreements that provide students with specified opportunities to pursue equivalent credit. Students who have successfully completed instruction and training programs outside the traditional college classroom may be eligible to pursue equivalent credit via this PLA pathway, which evaluates these programs. Examples of programs that have qualified students for equivalent credit include Tech-prep programs at secondary schools; noncredit continuing education programs at Bucks; and various training programs for professional. Summary information about the many Credit Recommendations and Articulation
Agreements is maintained on the College's PLA web pages and in the PLA Office in Student Services in the Rollins Center at 275 Swamp Road; Newtown, PA 18940.

The College recognizes the American Council on Education (ACE) and the National College Credit Recommendation Service (National CCRS, formerly known as PONSI), two national bodies that evaluate non-collegiate instruction and training programs. If the program the student successfully completed has been evaluated by one of these two bodies, the student has the opportunity to challenge a Bucks course(s) based upon their credit recommendations.

Students should feel free to contact the Office of Prior Learning Assessment directly with any questions and/or concerns regarding challenging courses by the evaluation of non-collegiate instruction.

Individual Assessment via Portfolio

The opportunity for individual assessment is provided via the portfolio method at Bucks, by which students challenge a particular course(s) in their program of study. Students must obtain authorization to pursue this method prior to beginning any portfolio preparation.

Contact Information

The College is committed to providing pathways for students to proceed along smooth educational transitions without delays, duplication of courses, or loss of credit. The Prior Learning Assessment (PLA) Program at Bucks provides students with the assessment methods by which they can document the college-level learning they have achieved outside the traditional college classroom and pursue equivalent credit toward courses in their program of study. This allows students to save time and money by not having to take courses for material they have already mastered.

The complexity of the actual PLA process for individual students can vary along a broad spectrum. All students should feel free to contact the Office of Prior Learning Assessment directly for advice regarding their questions, concerns, and/or developing their individualized PLA plan.

Equivalent credit awarded via Prior Learning Assessment may not be transferable to a Bachelor's degree program. However, students should check directly with the intended transfer institution to determine transferability and/or the possibility of applying for a similar credit equivalency award process at the transfer school.

Shared Majors

Bucks County Community College students may elect to take courses at Philadelphia, Montgomery or Delaware County Community Colleges under this plan. Students who elect to enroll at these Community Colleges must be authorized by the Director of Admissions, Records, and Registration and will pay the host college sponsored student rate for courses that they take at the host college.

Shared Program opportunities include:

<table>
<thead>
<tr>
<th>Host College</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delaware</td>
<td>Automated Manufacturing and Robotics</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>Amer. Sign Language/ Interpreter</td>
</tr>
<tr>
<td></td>
<td>Facilities</td>
</tr>
<tr>
<td>Montgomery</td>
<td>Automotive Technology</td>
</tr>
</tbody>
</table>

Interested students should contact the Office of Admissions at the host college of the major they wish to pursue.

Bucks County Community College is the host college for the following programs:

Fine Woodworking AA
Furniture and Cabinetmaking Certificate
Historic Preservation Certificate
Paralegal AA and Certificate
Sports Management AA
Travel & Event Planning AA

BCCC and Mercer County Community College Students can enroll in unique programs that are not offered at their home colleges for in-state tuition rates. For more information visit Transfer Services.
**Bucks Courses Open to Challenge by Examination**

<table>
<thead>
<tr>
<th>Bucks Course No.</th>
<th>Bucks Course Title</th>
<th>Credit Hours</th>
<th>Type of Exam</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC100</td>
<td>Music Fundamentals</td>
<td>3</td>
<td>CREX</td>
<td>70</td>
</tr>
<tr>
<td>MUSC111/115</td>
<td>Music Theory I &amp; Ear Training I</td>
<td>6</td>
<td>CREX</td>
<td>70</td>
</tr>
<tr>
<td>MUSC121/116</td>
<td>Music Theory II &amp; Ear Training II</td>
<td>6</td>
<td>CREX</td>
<td>70</td>
</tr>
<tr>
<td>MUSC211/215</td>
<td>Music Theory III &amp; Ear Training III</td>
<td>6</td>
<td>CREX</td>
<td>70</td>
</tr>
<tr>
<td>MUSC212/216</td>
<td>Music Theory IV &amp; Ear Training IV</td>
<td>6</td>
<td>CREX</td>
<td>70</td>
</tr>
<tr>
<td>VAF100</td>
<td>Drawing Fundamentals</td>
<td>3</td>
<td>CREX</td>
<td>70</td>
</tr>
<tr>
<td>VAF192</td>
<td>Art History After 1450</td>
<td>3</td>
<td>DSST</td>
<td>48</td>
</tr>
<tr>
<td>VAMM100</td>
<td>Digital Imaging</td>
<td>3</td>
<td>CREX</td>
<td>70</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Bucks Course No.</th>
<th>Bucks Course Title</th>
<th>Credit Hours</th>
<th>Type of Exam</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</td>
<td>3</td>
<td>CREX</td>
<td>70</td>
</tr>
<tr>
<td>ACCT105</td>
<td>Financial Accounting</td>
<td>4</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>HRIM110</td>
<td>Financial Management in Tourism &amp; Hospitality</td>
<td>3</td>
<td>CREX</td>
<td>70</td>
</tr>
<tr>
<td>HRIM121</td>
<td>Advanced Food Preparation and Management</td>
<td>3</td>
<td>CREX</td>
<td>70</td>
</tr>
<tr>
<td>MEDA120</td>
<td>Medical Terminology</td>
<td>3</td>
<td>CREX</td>
<td>70</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
<td>DSST</td>
<td>46</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Mathematics</td>
<td>3</td>
<td>DSST</td>
<td>48</td>
</tr>
<tr>
<td>MGMT130</td>
<td>Introductory Business Law</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>MGMT140</td>
<td>Principles of Supervision</td>
<td>3</td>
<td>DSST</td>
<td>46</td>
</tr>
<tr>
<td>MGMT220</td>
<td>Organizational Behavior</td>
<td>3</td>
<td>DSST</td>
<td>48</td>
</tr>
<tr>
<td>MGMT230</td>
<td>Principles of Management</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>MGMT250</td>
<td>Human Resource Management</td>
<td>3</td>
<td>DSST</td>
<td>46</td>
</tr>
<tr>
<td>MKTG100</td>
<td>Principles of Marketing</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>OADM140</td>
<td>Keyboarding/Typewriting</td>
<td>3</td>
<td>CREX</td>
<td>70</td>
</tr>
<tr>
<td>OADM225</td>
<td>Microsoft Word - Beginning</td>
<td>3</td>
<td>CREX</td>
<td>70</td>
</tr>
</tbody>
</table>

**Department of the Arts • Hicks 123 • 215-968-8425**

<table>
<thead>
<tr>
<th>Bucks Course No.</th>
<th>Bucks Course Title</th>
<th>Credit Hours</th>
<th>Type of Exam</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Computers</td>
<td>3 CREX</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Information Systems</td>
<td>3 CLEP</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Basic Programming I</td>
<td>3 CREX</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Basic Programming I</td>
<td>3 CLEP</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essentials of Networking</td>
<td>3 CREX</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essentials of Networking</td>
<td>3 CLEP</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Mathematics</td>
<td>6 CLEP</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Mathematics</td>
<td>6 CLEP</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Algebra</td>
<td>4 CLEP</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Calculus Mathematics</td>
<td>4 CLEP</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus I</td>
<td>4 CLEP</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus II</td>
<td>8 CLEP</td>
<td>65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Department of Health, Physical Education & Nursing • Gym 102 215-968-8451**

<table>
<thead>
<tr>
<th>Bucks Course No.</th>
<th>Bucks Course Title</th>
<th>Credit Hours</th>
<th>Type of Exam</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTHL103</td>
<td>Life and Health</td>
<td>3</td>
<td>CREX</td>
<td>80</td>
</tr>
<tr>
<td>HTHL120/120N</td>
<td>Nutrition</td>
<td>3</td>
<td>CLEP*</td>
<td>80</td>
</tr>
<tr>
<td>NURS101</td>
<td>Nursing I</td>
<td>6</td>
<td>CRED*</td>
<td>80</td>
</tr>
<tr>
<td>NURS102</td>
<td>Nursing II</td>
<td>6</td>
<td>CRED*</td>
<td>80</td>
</tr>
<tr>
<td>DRUG120</td>
<td>Drug Calculations/Implications</td>
<td>1</td>
<td>CRED</td>
<td>80</td>
</tr>
</tbody>
</table>

*Available to students transferring from other nursing programs, and/or Licensed Practical Nurses. Challenge examination may be retaken only once.*

**Department of Language & Literature • Penn 101 215-968-8150**

<table>
<thead>
<tr>
<th>Bucks Course No.</th>
<th>Bucks Course Title</th>
<th>Credit Hours</th>
<th>Type of Exam</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIJ100</td>
<td>Criminal Justice</td>
<td>3</td>
<td>DSST</td>
<td>49</td>
</tr>
<tr>
<td>CRIJ250</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
<td>DSST</td>
<td>45</td>
</tr>
<tr>
<td>ECON111</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>ECON112</td>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>HIST111</td>
<td>Western Civilization</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>HIST112</td>
<td>Western Civilization</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>HIST151</td>
<td>US History: Young America</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>HIST152</td>
<td>US History: Modern America</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>POLI111</td>
<td>American Government</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introductory Psychology</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>PSYC180</td>
<td>Human Growth and Development</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>PSYC190</td>
<td>Intro to Educational Psychology</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>SOCI110</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
</tbody>
</table>

*Open only to LPNs and RNs

To find the CLEP Exam equivalencies, go to [http://bucks.edu/pla/clepequiv.php](http://bucks.edu/pla/clepequiv.php)
Tuition/Expenses

A Bucks County resident taking 12 credits pays about $1,609 in tuition and fees a semester.

Once a student registers for classes, the student is liable for tuition and fees unless a written notice of withdrawal is submitted to Admissions before the term begins.

Fees listed are subject to change.

Visit bucks.edu for the latest tuition/fee information.

Expenses Per Semester
Tuition and fees are subject to change by action of the Board of Trustees of Bucks County Community College.

In addition to the tuition and fees listed below, some courses or majors require additional expenditures for travel, supplies, materials, performance tickets, and the like. Additional expenses are shown with the course description where applicable.

All tuition and fees are due by the posted deadline for each semester. For registrations occurring after the deadline, payment will be due immediately.

Out-of-county residents who receive permission and county financial support to attend the College do so at the resident tuition rate.

All full-time students who register for more than eighteen credits must have the approval of their academic advisor.

Some courses are billed at a different rate than the credits awarded. Such courses are noted in the course descriptions listing.

Sample Cost Illustration

12 semester hour credits
@ $117 each credit = $1404

Activity Fee
(12 or more credit hours) 12
Capital Fee (County Resident) 0
College Services Fee 25
Technology Support Fee ($35 per credit hr) 420
Illustrative Total (per semester) 1861

Other Fees/Costs
Return Check Fee 25
Deferred Payment Fee 25
Late Registration Fee 25

Music Lesson Fees
All MUSL courses have lesson fees.

Studio Art Supplies
In addition to tuition and fees, students enrolled in studio art courses can anticipate required expenses for materials. For several classes, listed below, the College will facilitate the process of ordering required supplies. Studio supply costs that follow are intended to assist the student in obtaining artist’s materials, but will not comprehensively cover all materials required.

Students enrolled in the following courses will incur an expense of $20 each:

- VFAA 102, 105, 132, 133, 134, 135, 136, 137, 141, 163

Students enrolled in the following courses will incur an expense of $25 each:

- VFAA 168

Students enrolled in the following courses will incur an expense of $40 each:

- VFAA 109, 160, 260, 261

Students enrolled in the following courses will incur an expense of $45 each:

- VFAA 167

Students enrolled in the following courses will incur an expense of $50 each:

- VFAA 110, 151, 161, 181, 256, 282

Students enrolled in the following courses will incur an expense of $75 each:

- VACV 145, 157, 246, 247, 257

Students enrolled in the following courses will incur an expense of $100 each:

- VFAA 210, 211

Students enrolled in the following courses will incur an expense of $150 each:

- VFAA 246

Students enrolled in the following courses will incure an expense of $300 each:

- VFAA 147, 148

Students enrolled in the following courses will incur an expense of $225 each:

- MUSL 100, 101

Students enrolled in the following courses will incur an expense of $450 each:

- MUSL 111, 112, 211, 212

Expenses for studio courses not listed will likely be comparable, and will be the responsibility of the individual student.

Tuition and Fees
Tuition
This is the basic charge for full-time and part-time students. Tuition costs for In-County residents are reasonable because they are subsidized by the Commonwealth of Pennsylvania and the County of Bucks. Tuition for Out-of-County and Out-of-State residents will vary due to the absence of this subsidy.

Activity Fee
This fee is assessed to all students, dependent upon the number of credits taken. It supports all student activities and organizations such as the campus newspaper and athletic events.

Capital Fee
This fee is assessed to out-of-county and out-of-state students as a contribution to the costs of land, buildings, and equipment furnished by the Commonwealth of Pennsylvania and the County of Bucks.

Tuition and Fees per Semester*

<table>
<thead>
<tr>
<th>Tuition/Fee per semester</th>
<th>Bucks County Resident</th>
<th>Out-of-County Resident</th>
<th>Out-of-State Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>credit hour</td>
<td>$117</td>
<td>$234</td>
<td>$351</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>1-6 credit hrs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-11 credit hrs.</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>12 or more credit hrs.</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Capital Fee</td>
<td>0</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>per semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>credit hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Services Fee</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Technology Support Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>per semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>credit hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Illustrative Total</td>
<td>$1404</td>
<td>$2506</td>
<td>$1730</td>
</tr>
</tbody>
</table>

*Fall 2012
Nursing/Medical Assistant Fees
In addition to tuition and fees, the following are estimates of other expenses incurred by students in the Associate Degree nursing program: nursing fee, $100/course (1st year), $150/course (2nd year); student uniforms, $160; laboratory fees $20/course both years; malpractice insurance $15/course covered and billed by college both years; NCLEX-RN Assessment tests (required each semester). Application for NCLEX-RN examination, Permit-to-Practice, PA Licensure Examination, graduation nursing pin (price varies based on pin selected). Additionally, students will have various fees for achievement tests and conferences that they must attend. Fees listed are subject to change.

Students enrolled in the following courses will incur a lab fee of $5 each: MEDA 204, 201, 203
Students enrolled in the following course will incur a lab fee of $75 each: MEDA 204

Science Course Lab Fees
Students enrolled in certain courses will incur additional expenses listed in the table below. Fees listed are subject to change.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td>$25</td>
</tr>
<tr>
<td>BIOL102</td>
<td>$12</td>
</tr>
<tr>
<td>BIOL110</td>
<td>$10</td>
</tr>
<tr>
<td>BIOL121</td>
<td>$15</td>
</tr>
<tr>
<td>BIOL122</td>
<td>$28</td>
</tr>
<tr>
<td>BIOL181</td>
<td>$30</td>
</tr>
<tr>
<td>BIOL182</td>
<td>$21</td>
</tr>
<tr>
<td>BIOL228</td>
<td>$38.50</td>
</tr>
<tr>
<td>BIOT135</td>
<td>$52.50</td>
</tr>
<tr>
<td>BIOT205</td>
<td>$60</td>
</tr>
</tbody>
</table>

HRIM/Chef Apprentice Fees
Students enrolled in certain courses will incur additional expenses listed in the table below. Fees listed are subject to change.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRIM 134, 136, 137, 155</td>
<td>$25</td>
</tr>
<tr>
<td>HRIM 150</td>
<td>$50</td>
</tr>
<tr>
<td>HRIM 120, 121, 130, 131, 132, 133, 135</td>
<td>$75</td>
</tr>
</tbody>
</table>

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

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

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

College Services Fee (per semester)
A general services fee covering registration, parking decal, computer use, etc. $25 fee.

Technology Support Fee
This fee is assessed to cover the cost of technology resources. It supports Internet access, computing network services, and other technical services and resources. $35 per credit hour.

Tuition Refund Policy
Tuition and fees paid for classes cancelled by the College due to insufficient registrations are fully refundable. Other tuition refunds are generally granted under the following official policy of the College.

1. An official withdrawal or drop of courses becomes effective upon receipt of written notice from the student in the Office of Admissions, Records and Registration.
2. Official withdrawal or drop of courses prior to the first day of a term: 100 percent tuition refund, activity fee, capital fee and college services fee. (Note: application fee non-refundable)
3. For each semester’s refund schedule visit bucks.edu/refundschedule.

Military Duty Tuition Refund
A student unable to complete any semester by virtue of being called to Military Reserve Duty, other than a training obligation scheduled prior to the beginning of the semester, shall be granted, at his/her option, a complete drop or complete withdrawal or an incomplete for all courses in that semester. A student dropping all courses will receive a 100% refund, including fees. A student withdrawing will receive no refund. A student electing incompletes will be expected to complete courses within the time frame and policy prescribed by college policy. A student receiving financial aid or veteran benefits may be required to elect a particular option in accord with established policies.

All Title IV aid recipients, who totally withdraw from classes at or before the 60% point in the semester, will have a calculation performed to determine the amount of unearned aid that must be returned. Based on the withdrawal date recorded in the Office of Admissions, Records and Registration, we determine how many calendar days a student has attended in the semester. We divide the calendar days attended by the calendar days in the semester to get the “percentage completed.” Total disbursed aid is then multiplied by this percentage completed to determine “earned aid.” If “earned aid” is less than disbursed aid, we must perform another calculation to determine how much of the “unearned aid” has to be returned by Bucks County Community College and how much has to be returned by the student. Once the amount of unearned aid that needs to be returned is determined, it must be returned to the Title IV aid programs in the following order:

- Subsidized Federal Stafford Loans
- Unsubsidized Federal Stafford Loans
- Federal Perkins Loans
- Federal PLUS Loans
- Federal PELL Grant Program
- FSEOG Program
- LEAP (if known Title IV)

Tuition Refund Appeals
No refunds will be made after the third week of the semester (or equivalent during summer sessions or modular courses). However, students may appeal their refunds if extenuating circumstances prevented them from dropping from classes by the refund deadline. The deadline for submitting appeals to Admissions, Records and Registration is by the last day of the semester that the student is appealing. Students may appeal their refunds if extenuating circumstances occur by submitting the appropriate appeal form to the Admissions, Records and Registration office.

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

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

Payments of Tuition and Fees
Students are expected to pay all tuition and fees due at the designated time(s) before classes begin each semester. Failure to pay or attend classes neither cancels registration nor reduces the amount due. To have courses and charges removed, submit written and signed notification to the Admissions office by the deadline. Deadlines are published in the credit course brochure each semester.

Students may pay by cash, check, or credit card at the Student Accounts office, in The Hub, Pemberton Hall, during regular business hours, or at the Evening Programs office, Founders Hall Lobby, Monday through Thursday, 8:30 a.m. to 8:00 p.m.; Friday, 8:30 a.m. to 4:00 p.m.

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

Tuition Payment Plan
The college has signed a contract with Sallie Mae to administer tuition payment plans for students. This will replace the 50% tuition deferment payment plan we offered in the past. See: https://tuitionpay.salliemae.com/
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 2007-2008 academic year, approximately 2,565 students received some form of financial aid. The total amount of financial aid received by these students exceeded $9.7 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 in the evening during the first week of classes.

Dean’s Academic Scholarships
A limited number of Dean’s Academic Scholarships are awarded annually for the fall semester only to students meeting nomination and selection criteria. Information about the award is available in the offices of Admissions, Records, and Registration, Financial Aid, and the Dean of Academic Affairs. The application deadline is May 1st.

Application Deadlines
Financial Aid Applications are accepted at any time during the year, with preference given to applications received by May 1st for students entering in the fall semester and by November 1st for new students entering for the spring semester.

Applications received after these dates will be considered Late Applications and will be reviewed after all on-time applications have received consideration. Late awards are dependent upon available funds.

Assuming that you apply by the above dates, properly complete the application, and we need no additional information or verification, you will be notified of your eligibility status prior to the start of the semester(s). If verification is required, additional information may be requested including a verification form and tax returns. The student must comply with verification requirements before any financial aid is processed. If corrections are required as a result of verification, the Financial Aid Office can make changes to a student’s federal methodology electronically. If changes are made electronically, the Financial Aid Office will receive the corrected electronic ISIR.

Application Forms
Students applying for financial aid MUST complete:
• a Free Application for Federal Student Aid (FAFSA). Our federal school code is 003239.
In addition to the FAFSA form all students interested obtaining a Federal Direct Loan, must complete:
• a Master Promissory Note
• a Loan Entrance Counseling Session
• a Loan Request form
Parents wishing to borrow a PLUS loan, must complete:
• PLUS Master Promissory Note
• Credit Application
• Plus Loan Request Form
PHEAA may request additional information from any student who would like to be considered for a PHEAA grant.

Eligibility
Eligible students are notified by mail. The majority of awards are made during the months of May, June, July, and August for students entering for the fall semester, and November and December for students entering for the spring semester. Eligible students receive a Financial Aid Award Letter, outlining awards being offered, and terms and conditions of the awards. Most awards are based upon financial need, and eligible students generally are awarded a combination of types of awards, referred to as a “financial aid package.” This “package” is usually a combination of grant/scholarship, loan, and work-study opportunities. You may also view your financial aid package using the WebAdvisor.

Non-eligible students are notified in writing of the reasons why aid was refused, and may appeal this decision by directing a request for reconsideration, in writing, to the Financial Aid Office.

A sample budget, used for financial aid purposes during 2011-2012, for an in-county commuter student living with parents is listed below:

| Tuition and Fees          | $4030     |
| Room and Board            | 1500      |
| Books and Supplies        | 1700      |
| Transportation            | 2800      |
| Personal Expenses         | 1350      |
| **TOTAL**                 | **$11,380** |

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
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administrator must check the information the student reported on the FAFSA, usually by requesting a copy of signed tax returns filed by the student and, if applicable, by the student's parent(s) or spouse. At Bucks we also require students selected to provide a Verification Form as well. A student selected for verification will be sent a letter requesting the information that is needed to perform this process. Failure to provide verification documents within the specified time frame will result in deactivation of their financial aid file, and no further processing will take place. If documentation is received after a student's file was deactivated, the file will be reactivated and processed providing there is adequate time for delivery of aid and if funding is available.

**Enrollment Status**

Eligibility for financial aid awards is contingent upon enrollment status throughout the semester. Some programs require students to maintain full-time status. Other programs require that students maintain at least half-time enrollment. In most cases, award amounts are dependent upon enrollment status. Adjustments in enrollment status either between or during semesters will result in adjustments to award amounts or cancellation of awards.

**Satisfactory Academic Progress**

To continue to be eligible for financial aid, a student is required, by federal regulations, to maintain satisfactory academic progress in the course of study he or she is pursuing. This policy was written to comply with current federal regulations and became effective in 2011.

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

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8</td>
<td>no minimum</td>
</tr>
<tr>
<td>9-16</td>
<td>at least 1.00</td>
</tr>
<tr>
<td>17-30</td>
<td>at least 1.60</td>
</tr>
<tr>
<td>31-45</td>
<td>at least 1.75</td>
</tr>
<tr>
<td>46 or more</td>
<td>at least 1.85</td>
</tr>
</tbody>
</table>

3. Once a student attends Bucks County Community College for two (2) academic years* a student must have a grade point average consistent with graduation requirements. A grade point average that is considered to be consistent with graduation requirements is at least 2.00.

*For example, a student who attends fall 2010, spring 2011, summer 2011 and fall of 2012 has attended two (2) academic years for purposes of this policy. Combined summer sessions will be treated as one semester.

4. In addition to the GPA requirement, a student must successfully complete sixty-seven (67%) percent of attempted credits during each semester of enrollment at the College. Total credits attempted include grades of F, Withdrawals (W), and Incompletes (I) and Transfer Credits (TR).

5. Once a student attempts more than 150% of the credits that it normally takes to complete his/her program of study, he/she is no longer eligible for financial aid. Exceptions may be made for students who have changed their major. If a student wishes to be considered for such an exception, the student must complete an appeal form in the Financial Aid Office. An exception is made to the maximum time frame for a student, due to a change in major, the Financial Aid Office will notify the student of the academic plan which must be followed.

6. Repeat courses will be counted towards total credits attempted and total credits completed for determining the required 67% credit completion rate referred to in item #4 of this policy. Repeat courses will also be counted towards the 150% maximum credit limit referred to in item #5 of this policy. Finally, the grade earned by retaking a course is the grade, other than W, counted in the cumulative grade point average.

7. If lack of academic progress results from either the death of a relative of the student, an injury or illness of the student, or other special circumstances, this policy may be reconsidered on a case-by-case basis. For special consideration, a student must complete an appeal form in the Financial Aid Office.

8. Students not meeting the satisfactory academic progress requirements may be reinstated for financial aid once they have enrolled at their own expense and successfully completed the number of credits prescribed by the Financial Aid Office in the “no progress ” letter sent to students. In addition, they must also meet the grade point average requirement referred to in item #2 of this policy.

9. Federal regulations permit financial aid to be awarded for no more than 30 semester hours of remedial coursework. Once a student has attempted a total of 30 semester hours of remedial courses, no additional remedial courses will qualify for financial aid. English as a Second Language (AESL) courses are exempt from the remedial course limit. Remedial courses will be counted as attempted credits and calculated into the G.P.A. The PHEAA State Grant has other remedial requirements. Please see the rules and regulations in the PHEAA Grant eligibility notice provided to you with your state grant award notice.

10. Students who have been granted an “Academic Restart” approval. Please note: The granting of an academic restart does not automatically constitute eligibility for financial aid. Students must complete a Financial Aid Academic Progress Appeal
Withdrawal from the College

Financial aid recipients withdrawing from the College should contact the Financial Aid Office. This will ensure that all matters regarding financial aid awards, refunds, and student loan obligations are taken care of prior to leaving the College. It is the policy of Bucks County Community College not to grant leave of absences. Students are considered to be withdrawn at the time they are no longer in attendance.

A student will be considered an unofficial withdrawal if such student receives financial aid and fails to earn a passing grade in at least one class in which he/she was enrolled. In this case, the Financial Aid Office will perform a Return to Title IV calculation and remove any unearned financial aid received by the student. If the removal of unearned financial aid results in an outstanding balance, the student will be unable to re-enroll until such time that the resulting 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 outstanding balance has been paid. Students with Federal Perkins Loans (formerly National Direct Student Loans), Nursing Health Professions Student Loans, and Federal Stafford Loans (formerly Guaranteed Student Loans) must contact the Financial Aid Office so that exit counseling can be conducted.

Please contact the Financial Aid Office if you are interested in receiving information regarding exit counseling required to be provided to student borrowers of a Federal Stafford Loan or Federal Perkins Loan. You may also contact the Financial Aid Office to receive terms and conditions of deferments of loans for service...
in the Peace Corps, under the Domestic Volunteer Service Act of 1973 or comparable volunteer service for a tax-exempt organization of demonstrated effectiveness in the field of community service. Finally, you may request, from the Financial Aid Office, information regarding the terms of any loans received, sample loan repayment schedules and the necessity for repaying loans.

Return to Title IV Refund Policy

All Title IV Aid recipients, who totally withdraw from classes at or before the 60% point in the semester, will have a calculation performed to determine the amount of unearned aid that must be returned. Based on the withdrawal date recorded in the Office of Admissions, Records, and Registration, we determine how many calendar days a student has attended in the semester. We divide the calendar days attended by the calendar days in the semester to get the percentage completed. Total disbursed aid is then multiplied by this percentage completed to determine earned aid. If earned aid is less than disbursed aid, we must perform another calculation to determine how much of the unearned aid has to be returned by the college and how much has to be returned by the student. Once the amount of unearned aid that needs to be returned is determined, it must be returned to the Title IV aid programs in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS Loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Direct PLUS Loans
- Federal PELL Grants for which a return of funds is required
- Academic Competitiveness Grants for which a return is required
- Federal Supplemental Educational Opportunity Grants (SEOG) for which a return is required
- Iraq and Afganistan Service Payment of Financial Aid Awards

The College pays all financial aid scholarship, grant, and loan awards by direct credit to student accounts on a semester basis. Payments are credited to student accounts as soon as possible after students have returned all required forms and classes have started. Dropping credit hours and/or course withdrawal may result in the revision or cancellation of financial aid awards and could delay your refund.

You may be able to charge your books if you have financial aid awards in excess of the amount needed to pay tuition and fees. To take advantage of this service, please come to the Financial Aid Office during the first week of class during any semester.

Financial Aid Refunds

Financial aid awards in excess of the amount needed to pay any outstanding balance owed to the College are refunded directly to students. Late financial aid awards are processed as soon as administratively possible, and late refund checks are issued to students throughout the processing year. In general, students can expect to receive their refund check within 14 days of the date their financial aid is paid to their student account, assuming that classes have started, and there is no change in enrollment or other eligibility criteria.

Change in Financial Circumstances

Students and/or parents who have experienced an unexpected reduction in income may complete a Special Condition Form with the Financial Aid Office. You must provide documentation such as tax returns, pay stubs, W2 forms, etc. Students/parents will be notified of the outcome in writing.

Reapplication for Financial Aid

All students must reapply for financial aid each year. New applications are generally available each January for the ensuing academic year. Students who have received financial aid during one academic year will automatically
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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Source</th>
<th>Who is Eligible to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Pell Grant</strong></td>
<td>Federal Government Program</td>
<td>Applicants must be:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Enrolled or planning to enroll for at least six (6) credits, half-time status.</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Federal Government - 75% Bucks - 25%</td>
<td>3. Federal Pell Grant eligibility is extended to less than half-time students.</td>
</tr>
<tr>
<td>Federal Work-Study Program</td>
<td>Federal Government - 75% Bucks - 25%</td>
<td>5. not in default status on a previously secured student loan.</td>
</tr>
<tr>
<td>Federal Perkins Loan Program</td>
<td>Federal Government - 75% Bucks - 25%</td>
<td>7. a recipient of a high school diploma or a high school equivalency diploma (GED).</td>
</tr>
<tr>
<td>Dean's Academic Scholarships</td>
<td>Bucks</td>
<td>Students with high academic achievement are nominated by the Bucks Faculty and Administration.</td>
</tr>
<tr>
<td>Trustee's Grant</td>
<td>Bucks</td>
<td>Full-time students who are Bucks County residents and demonstrate exceptional financial need.</td>
</tr>
<tr>
<td>Happ-Grover Fund of the Bucks County Foundation</td>
<td>Happ-Grover Fund of the Bucks County Foundation</td>
<td>Students enrolled on at least a half-time basis who are from the Central Bucks County School District.</td>
</tr>
<tr>
<td>PHEAA Grants</td>
<td>Commonwealth of Pennsylvania</td>
<td>Students enrolled on at least a half-time basis (at least 6 credits) enrolled in majors leading to the A.A. Degree.</td>
</tr>
<tr>
<td>Federal Direct Loan Program (both subsidized and unsubsidized) Check bucks.edu for current options.</td>
<td>Federal Government</td>
<td>NOTE: One-year Certificate Programs are ineligible according to State Regulations.</td>
</tr>
<tr>
<td>Federal Direct PLUS Loan</td>
<td>Federal Government</td>
<td>Students intending to enroll on at least a half-time basis (six credit hours).</td>
</tr>
<tr>
<td>Restricted Scholarships</td>
<td></td>
<td>Parents of dependent undergraduate students. Students must enroll at least half-time.</td>
</tr>
</tbody>
</table>
Contact the Financial Aid Office at Bucks to secure application forms. If possible, pick up the forms in person. For those unable to come to campus, the forms can be mailed. However, mailing will delay the application process at least two weeks. The FAFSA can be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

<table>
<thead>
<tr>
<th>Award Amounts</th>
<th>How Eligibility is Determined</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Vary annually. Check Bucks.edu)</td>
<td>Eligibility is based on the federal methodology needs analysis, student’s enrollment status, and cost of attendance.</td>
<td>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 <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>.</td>
</tr>
<tr>
<td>Yearly amounts range from $602 to $5,550 at Bucks. (Dependent upon eligibility and enrollment status.)</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Yearly awards range from $100 to $1,000 per year at Bucks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amounts range from $250 to $2,000 per year at Bucks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship received for the fall semester of the Academic Year. Maximum award: full-time tuition and fees.</td>
<td>Final selection is determined by the Dean of Academic Affairs. Restricted to legal residents of Bucks County.</td>
<td>Contact the Office of the Dean of Academic Affairs for additional information.</td>
</tr>
<tr>
<td>$100 per year</td>
<td>Final eligibility is determined by the Financial Aid Office.</td>
<td>Complete the Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA.</td>
</tr>
<tr>
<td>Yearly awards range from $200 to $1,000.</td>
<td>Eligibility is based on federal methodology needs analysis, student’s enrollment status, GPA, and residence in the Central Bucks County School District. Final eligibility is determined by the Financial Aid Office.</td>
<td>Complete the Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA.</td>
</tr>
<tr>
<td>Yearly grants are based upon a percentage of tuition</td>
<td>Awards are determined by a State formula based on financial need.</td>
<td>Complete the Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA.</td>
</tr>
<tr>
<td>Maximum amounts for dependent students (Subsidized and Unsubsidized): Academic grade level 1 $5,500 per academic yr. Academic grade level 2 $6,500 per academic yr. Maximum amounts for independent students (Subsidized and Unsubsidized): Academic grade level 1 $9,500 per academic yr. Academic grade level 2 $10,500 per academic yr.</td>
<td>Eligibility is determined by the school, based upon certification requirements. Eligibility is based upon cost of education, expected family contribution, and other financial resources received by the student.</td>
<td>1. Complete a FAFSA Form 2. Loan application or Master Promissory Notes may be completed at <a href="http://www.dlenote.ed.gov">www.dlenote.ed.gov</a> 3. Entrance counseling must also be completed at <a href="http://www_dl.ed.gov">www_dl.ed.gov</a> 4. A loan request form is available from the Financial Aid office.</td>
</tr>
<tr>
<td>Loan amount may not exceed cost of attendance minus financial aid student received.</td>
<td></td>
<td>If interested, please contact the Financial Aid office for application information and credit requirements.</td>
</tr>
</tbody>
</table>

Listing of restricted scholarships in the Financial Aid Office, [www.bucks.edu/financialaid](http://www.bucks.edu/financialaid) and at [www.fastweb.com](http://www.fastweb.com).
Course Registration
For Continuing/Returning Students
Dates for course registration are announced by the Office of Admissions, Records, and Registration. Currently enrolled students are sent priority registration information from that office. Dates and locations for registration are also published in each semester’s registration brochure and at www.bucks.edu.

Before course registration, students should be 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 advising and registration group session appointment.

Late Registration
Late registration is conducted during the drop/add period only and students are responsible for completing any course work they may have missed.

Academic Advising
Academic Advising assists students with setting educational goals, planning how to achieve the goals, and making informed decisions on matters related to academic success. The Advisor is a source of information about institutional policies, procedures and programs, and helps students use College resources for integrating academic pursuits with personal and vocational goals. It is best to meet with advisors well before course registration periods so that adequate time and attention can be devoted to student concerns, apart from the urgency of registration itself. Advisors are prepared to assist students in considering career choices, transfer of courses, selection of transfer colleges, major requirements, and course choices.

Advising Requirements
For students in certain enrollment categories (eg. – full time, probationary, select programs of study) Advisor approval is required in order to register. Students in good academic standing who wish to register for a part-time course load are generally not required to obtain advisor approval in order to register.

Obtaining Advising
Students are encouraged to seek advising from Faculty Advisors in their academic field of study. Students who are undecided about their field of study are encouraged to work with Student Planning Career Counselors. Advising and Counseling services can be accessed at 215-968-8182 or advising@bucks.edu.

Academic department-specific advisor contact information is available to students via their Web Advisor accounts under the My Advisor heading. In order to prepare for the advising discussion, students should:

1. Become familiar with required courses for their program of study. This information can be found in this Catalog and/or in the Program Evaluation available through WebAdvisor.

2. Consult with a Transfer Counselor in the BCCC Transfer Services office, 215-968-8031 if a bachelor’s degree is the educational goal.

3. Prepare a trial schedule of classes for the upcoming semester and propose this to an Advisor for approval.

4. Request the transcript evaluation for any prior coursework that has been completed at other colleges or universities prior to Bucks enrollment.

Choosing Courses
Course Scheduling
Students should expect to schedule courses during other than morning hours. The large number of students, a limited number of classroom and other instructional spaces, parking, and food service capacities combine to make it impossible for all students to attend the College during the popular morning hours. Courses, therefore, are also scheduled during afternoon and evening hours and on Saturdays, and are open to all students. In addition, courses are offered through Online Learning.

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

The Web Advisor Search and Register feature is the most convenient way for students to find available courses at times and locations convenient to them.

Prerequisites
A prerequisite is a course condition or requirement which must be met before enrolling in a course. Students are not permitted to enroll in a course without first satisfying the prerequisite. Courses requiring prerequisites are so noted in the College Catalog and course schedules. Requests for the waiver of prerequisites are considered by Assistant Academic Deans.

Corequisites
A corequisite is a course which is required to be taken simultaneously with another. For example: Preparatory Chemistry (CHEM100) must be taken in conjunction with College Algebra (MATH120).

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

Course Format
Every instructor is required to distribute a course format to students in a class. The course format contains information on the teaching methods to be employed in the class, student evaluation criteria and devices, required instructional materials, and other information pertinent to the organization and conduct of the class.
Student Schedules
Class schedules are available online (via WebAdvisor) or may be requested through the Office of Admissions, Records and Registration.

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

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

The Writing Sample, used to determine English course placement, is required of all students who are planning to register for English Composition I (COMP110) or Business Communication (OADM110).

The Mathematics Placement Test is used to determine the level at which a student is best prepared to begin the study of mathematics.

The Reading Test measures vocabulary and comprehension.

The Chemistry Placement Test measures comprehensive, basic chemical vocabulary and math applications. The Chemistry Placement Exam is only required for students planning to enroll in CHEM121.

American English as a Second Language Students for whom English is their second language should take the American English as a Second Language (AESL) placement test which consists of a Language Usage Test, a Reading Skills Test, and a Sentence Meaning Test. An oral interview may also be required. Students must contact the AESL Coordinator, at 215-968-8018, for information on testing, advising and registering for classes.

The purpose of placement testing is to assess the level of student learning and skills for placement at the appropriate level in courses. If test results do not meet the standards of college-level courses, students are required to register in courses which help them to improve their learning and skills and increase their opportunity to succeed in college work.

The placement tests are given on regularly-scheduled days and at other times when demand is adequate. For additional Placement Testing information and to view the Placement Testing Schedule visit www.bucks.edu/testing.

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

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

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

Who Must Be Tested
- All applicants and reapplicants for full-time or part-time status;
- Students with a degree or course work from a foreign country’s college or university;
- All students planning to enroll in reading, writing, or math courses, or CHEM121.

Exemptions from Testing (Waivers) Individuals qualifying for an exemption from Placement Testing must complete the Form available through the following link: www.bucks.edu/forms

- Previous Success in the College Level Course: Students who have taken English composition and/or mathematics courses from a regionally accredited college within the United States, and earned a grade of C or better in these courses, are exempt from Placement Testing for that course. In order to be eligible for this exemption, please contact your previous college(s) and request that they mail an official copy of your transcript to Bucks County Community College’s Office of Admissions.

- Already Earned a Bachelors Degree: Students who have already earned a Bachelors degree from a regionally accredited college within the United States are exempt from Placement Testing. In order to be eligible for this exemption, please contact your previous college(s) and request that they mail an official copy of your transcript to Bucks County Community College’s Office of Admissions.

- Senior Citizens: Students 65 years of age or older are exempt from the Math and Reading Placement Tests, but must take the Writing Placement Test to register for COMP110.

- Personal Enrichment: Students who at the time of application indicated they are enrolling at Bucks solely for personal enrichment (not seeking a degree or certificate program, or taking a course to transfer credit) are not required to take Placement Tests, unless they are enrolling as a full time student or in courses that specifically require Placement Tests.

Questions regarding exemptions from Placement Testing can be directed to the Office of Admissions, at (215) 968-8100, testexempt@bucks.edu.

Testing Accommodations
If testing accommodations are necessary as a result of a physical or learning disability, notify the office of Disability Services, in advance, 215-968-8463 (V/TDD).
Use of Test Results
Depending upon placement test scores, students may be required to enroll in one or more of these courses:
- AESL081 - Writing Fundamentals for International Students
- AESL083 - Reading Fundamentals for International Students
- AESL085: Oral Communication Fundamentals for International Students
- AESL101 - Writing Skills for International Students
- AESL103 - Reading Skills for International Students
- AESL105 – Oral Communicative Skills for International Students
- READ090 - Introduction to College Reading
- READ110 - College Reading and Study Strategies
- COMP090 - Basic Writing
- COMP107 - Introduction to Rhetorical Skills
- MATH090 - Pre-Algebra
- MATH095 - Basic Algebra
- CHEM100 - Preparatory Chemistry

Students who test into the above courses should complete them as quickly as possible at a required rate of no less than one per semester of enrollment.

Reading Placement:

<table>
<thead>
<tr>
<th>Score</th>
<th>Required Reading Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 (ESL)</td>
<td>AESL103 Reading Improvement for International Students (a required course, must be taken the semester immediately following the test)</td>
</tr>
<tr>
<td>Level 1</td>
<td>READ090 Introduction to College Reading (a required course, must be taken the semester immediately following the test)</td>
</tr>
<tr>
<td>Level 2</td>
<td>READ110 College Reading and Study Strategies (a strongly recommended course but not required)</td>
</tr>
<tr>
<td>Level 3</td>
<td>No Reading Course Required</td>
</tr>
</tbody>
</table>

Students with a Level 1 Reading score are limited in their enrollment to certain courses until they pass READ090 with a grade of C or better. Students who take READ090 must also successfully complete READ110 with a grade of C or better in the subsequent semester. All academic advisors have the list of currently approved courses for READ090 students. Students enrolled in AESL103 must next register for READ090 unless they take the placement reading test at the end of AESL103 and score at Level 2 or 3. Students must pass READ090 with a grade of C or better and a placement score of Level 2 or 3. Students enrolled in READ090 must next register for READ110 unless they take the placement reading test at the end of READ090 and score a level 3 and receive a C grade or better.

Inquiries about the reading test, scores, or course placement should be directed to the Reading Coordinator in the Department of Language and Literature, 215-968-8133.

Writing Placement:

<table>
<thead>
<tr>
<th>Score</th>
<th>Required Writing Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>AESL081 Writing Fundamentals for International Students (students who score into AESL081 must also take AESL083, and AESL085)</td>
</tr>
<tr>
<td>2</td>
<td>AESL101 Writing Skills for International Students (students who score into AESL101 are also required to take AESL103 and AESL105)</td>
</tr>
<tr>
<td>2</td>
<td>COMP090 Basic Writing</td>
</tr>
<tr>
<td>4</td>
<td>COMP107 Introduction to Rhetorical Skills</td>
</tr>
<tr>
<td>6</td>
<td>Depending upon major: COMP110 English Composition I or OADM110 Business Communication</td>
</tr>
</tbody>
</table>

Students placed into AESL081 must complete with (grade C or better) AESL081, AESL083, and AESL085. Students placed in AESL101 must complete satisfactorily (C grade or better) AESL101, AESL103, and AESL105 in order to move on to other courses. Inquiries about AESL courses, AESL scores, or AESL course placement should be directed to the AESL Coordinator in the Department of Language and Literature, 215-968-8018.

Mathematics Placement:

<table>
<thead>
<tr>
<th>Score</th>
<th>Entry Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MATH090 Pre-Algebra</td>
</tr>
<tr>
<td>3</td>
<td>MATH095 Basic Algebra</td>
</tr>
<tr>
<td>5</td>
<td>Depending upon major: MATH101 Intermediate Algebra or MATH110 Mathematics for Technology I or MATH101 Mathematical Concepts I or MATH102 Mathematical Concepts II or MGMT120 Business Mathematics</td>
</tr>
<tr>
<td>7</td>
<td>Depending upon major and previous coursework: MATH115 Elementary Statistics or MATH117 Finite Mathematics for Businesses or MATH120 College Algebra</td>
</tr>
</tbody>
</table>

Students placed in COMP090 must complete the course with a C grade or better before they are permitted to register for COMP107. Students placed in COMP107 must complete the course with a grade of C or better before they are permitted to register for COMP110 or OADM110.

Each student planning to take COMP110 English Composition I or OADM110 Business Communication is required to write a multi-paragraph placement essay. Each essay will be read by two readers and scored 1 (lowest) - 6 (highest), corresponding to standards established by the Department of Language & Literature. A student who receives a 6 should take COMP110 English Composition I or OADM110 Business Communication, depending on major.

Failure to write the placement essay means a student is not permitted to take COMP110 English Composition I or OADM110, Business Communication. If a student is required to take COMP090 or COMP107, registration for COMP110 or OADM110, Business Communication is not permitted until successful completion of the earlier writing course with a grade of C or better.

Inquiries about placement test scores and course placement should be directed to the Department of Language & Literature, 215-968-8150.
Depending upon major MATH122 Trigonometry or MATH125 Pre-Calculus (if Trigonometry was previously studied) or MATH140 Calculus I (with appropriate high school background)

Depending upon major MATH125 Pre-Calculus

Depending upon major MATH140 Calculus I (with appropriate high school background)

In general, a Liberal Arts major could take either MATH101 or MATH102. Each course is independent of the other and either may be taken before the other.

MATH117 is not a preparation for calculus. It is for students in majors in business, biology, information science, and social science.

Students are not permitted to register for a course higher than the score level indicates but may register for lower level courses.

Inquiries about the Math placement test or course should be directed to the Department of Mathematics, Science, and Technology, 215-968-8305.

Chemistry Placement

In order to enroll in CHEM121, students must take and pass the Chemistry Placement Exam irrespective of any prior courses they have taken or degrees they have completed.

Inquiries about the Chemistry placement test or course should be directed to the Department of Mathematics, Science & Technology, 215-968-8305.

Transfer of Bucks Courses to Other Schools

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Transfer Services, first floor, Charles E. Rollins Center, 215-968-8031, offers materials and counseling helpful to students planning transfer. Students should consult with Transfer Services as early as their first semester at Bucks rather than waiting until they are close to degree completion. Since policies and procedures may change at transfer institutions, students should maintain contact with Transfer Services and with their transfer school’s admissions representatives during the course of their study at Bucks County Community College.

Course Audit

Students auditing courses are expected to attend classes regularly although they do not take examinations or receive a grade or credits for the courses. Standard tuition and fees are charged for audit registration. If space is limited, preference in registration will be given to those seeking academic credits.

Students wishing to audit the same course more than once must petition the Chairperson of the Department in which the course is offered for permission to register for the course. Under no circumstances, however, may the same course be taken for audit more than three times.

Students may register to audit courses or change their registration from audit to credit only during the specified drop/add period.

How to Make Changes after Registration

Changes of Curriculum

Students who wish to change their majors/programs of study must submit a Change of Major form available in the Office of Admissions, Records & Registration the Director’s office at the Lower and Upper Bucks campuses and at www.bucks.edu. The form must be returned to the Admissions Office.

Drop and Add

Each semester begins with a period when courses may be added or dropped with no grade being recorded. Students must complete and submit the required forms to have any drop/add changes officially recorded. Dates for this drop/add period (and related refund percentages) are published in each semester calendar.

Once the drop/add period ends for a semester, no further adds or late registration is permitted. Students may still withdraw from courses (with a grade of “W” recorded and no refund) until the date specified in the semester calendar. Any request to change to or from “audit” status must be submitted by the end of the drop/add period.

A course that begins later than the first week of a semester is known as a modular course. A modular course may be dropped or added no later than one day after its start date. Full refund for a modular course ends the business day before the course begins. Refund tiers for modular courses may be found at www.bucks.edu/refundschedule.

The drop/add period is intended to aid students in adjusting their schedules or courses due to unforeseen circumstances or academic considerations. Students are responsible for promptly completing missed assignments if they enter a course after it has begun.

Withdrawal

Instructor-Initiated. An instructor may withdraw students from courses for lack of attendance until the deadline for mid-term grades. Students will be notified by the Office of Admissions, Records, and Registration when an instructor has withdrawn them from class(es). Students may appeal the withdrawal to the Committee on Academic Performance if they believe the instructor-initiated withdrawal is unjustified.

Student-Initiated. From the second week of classes (or its equivalent in summer sessions) until the deadline for student-initiated withdrawal (see the College calendar at www.bucks.edu for specific dates), students may withdraw from a course with a grade of W recorded on the transcript. The course instructor’s signature is not required. No courses may be added. A grade of F will be given for withdrawals made after the deadline.

Failure to attend class is not an official withdrawal. Students who discontinue class attendance and who do not complete the official withdrawal procedures may receive a grade of F.
Students may withdraw from a course(s) by completing a Withdrawal Form in the Office of Admissions, Records, and Registration. Students who are unable to withdraw from class(es) in person may do so by sending written notice, by letter, fax, or appropriate form, to the Office of Admissions, Records, and Registration. The withdrawal becomes effective the day that the Office of Admissions, Records, and Registration receives written notice. It must be received before the deadline which is stated in the College calendar.

Withdrawal after the Deadline. Any student who needs to withdraw from class after the withdrawal deadline, as listed in the College Calendar, must provide evidence of the circumstances which require the late withdrawal. The student must file a petition for withdrawal with the Committee on Academic Performance. Petition forms are available in the Office of Admissions, Records, and Registration, the Director’s offices at the Lower and Upper Bucks Campuses, and in the Office of the Evening Director. If the appeal is denied by the Committee, the student may not withdraw from class. If the appeal is upheld and the instructor agrees with the Committee’s decision, the grade will be changed to a withdrawal.

No appeal for a change of a grade to W will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

Students completely withdrawing from the College must secure a clearance from the Financial Aid Office prior to submitting a withdrawal form.
Grading System
Each instructor will explain the grading system used in a course. Students are responsible for obtaining a clear understanding of the system.

Grades Numerical Points
A Excellent 90-100 4
B+ 87-89 3.5
B Good 80-86 3
C+ 77-79 2.5
C Average 70-76 2
D+ 67-69 1.5
D Lowest Passing Grade 60-66 1
F Failure Below 60
W Withdrawn
I Incomplete (A grade of F is automatically recorded if course work is not completed within thirty calendar days after the start of the following academic year semester.)

AU Audit
Advisory Grades
At the midpoint of each semester an S (Satisfactory) or U (Unsatisfactory) grade is reported for each student officially enrolled in a course. This grade is advisory only, indicates the quality of the work up to that point of the semester, and is not a permanent part of the academic record.

Satisfactory Academic Progress
To continue to be eligible for financial aid, students are required by federal and state regulations to make satisfactory academic progress towards the completion of their major.

To continue to receive financial aid from the federal aid programs, students must adhere to the “Satisfactory Academic Progress” policy outlined in the Financial Aid section of this catalog.

To continue to receive financial aid from the Pennsylvania Higher Education Assistance Agency (PHEAA), state regulations require that students be in good academic standing and progress an academic grade level for each year of assistance received. For the PHEAA Grant Program, students must successfully complete (Grade A,B,C, or D) at least twenty-four (24) credits for each academic year of state grant that is received.

Course Load
A full time course load is 12-18 credits. A part time course load is 1-11 credits. Students wishing to register for more than 18 credits in a semester must obtain approval for the overload from their academic advisor or the Department Assistant Academic Dean.

Grade Changes and Challenges
The College provides an appeal procedure for students who believe that a recorded grade is not the one earned in a course. Students should first see the course instructor to resolve the matter. If resolution is not achieved, then the Department Assistant Academic Dean should be consulted. The final step in the appeal process is the Committee on Academic Performance. It should be noted that only the instructor of a course makes a grade change. Other steps in the appeal process are advisory. Students are urged to retain all graded work until final grades have been received from the College.

No appeal for a change of a grade will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

Student Academic Scale
Acceptable: A cumulative grade point average (C.G.P.A.) of 2.000 or greater.

Academic Warning: An indication that students are experiencing academic difficulty and are “at risk” of not successfully completing their academic program.

Enrollment restricted to a maximum of 12 billable credit hours for the Fall and Spring semesters and a maximum of 6 billable credits in any summer session.

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 preregister for an upcoming semester will be restricted according to the conditions stated. Students who improve their academic status may adjust their schedules accordingly.

Academic Policies

Cumulative Grade Point Average (C.G.P.A.)

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Probation</th>
<th>Academic Warning</th>
<th>Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8</td>
<td>.00-1.99</td>
<td>1.00-1.99</td>
<td>2.00</td>
</tr>
<tr>
<td>9-16</td>
<td>.00-1.99</td>
<td>1.60-1.99</td>
<td>2.00</td>
</tr>
<tr>
<td>17-30</td>
<td>.00-1.99</td>
<td>1.75-1.99</td>
<td>2.00</td>
</tr>
<tr>
<td>31-45</td>
<td>.00-1.99</td>
<td>1.85-1.99</td>
<td>2.00</td>
</tr>
</tbody>
</table>

A student’s cumulative grade point average is determined by dividing the number of credits attempted into the quality points. For example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>B</td>
<td>3 x 3 = 9</td>
</tr>
<tr>
<td>PSYC110</td>
<td>C</td>
<td>3 x 2 = 6</td>
</tr>
<tr>
<td>MATH101</td>
<td>C</td>
<td>3 x 2 = 6</td>
</tr>
<tr>
<td>BIOL101</td>
<td>B+</td>
<td>4 x 3.5 = 14</td>
</tr>
<tr>
<td>HLTH1103</td>
<td>B</td>
<td>3 x 3 = 9</td>
</tr>
</tbody>
</table>

Total: 16 x 2.75 = 44

Thus, the Cumulative Grade Point Average is 44/16 = 2.75.
Academically Dismissed: A student who is on “Academic Probation” for two consecutive semesters and who earns less than a 2.0 semester G.P.A. will be separated from the college for the subsequent (fall or spring) semester. Further, the student will be prohibited from registering for any summer or intersession course while academically dismissed.

Students who have been dismissed must apply for readmission to the college. Permission to register (with attendant conditions) will be determined by the Academic Performance Committee. A formal appeal for reinstatement must be submitted to the Academic Performance Committee in the semester preceding the student’s intended re-enrollment. Readmitted students will be designated “Academic Probation” and the conditions described for that category will apply.

A mandatory period of separation of two semesters will be required for students who are “Academically Dismissed” for a second time. If a student is “Academically Dismissed” for a third time, a three year period of separation will be required, at which time the student may be eligible for the “Academic Restart” program.

Credits Attempted: Includes all academic credits taken at Bucks County Community College for which the final grades of A, B+, B, C+, C, D+, D, F were recorded. If a student repeats a course, the most recent grade will take precedence over the former in determining credits attempted. (See Repeating Courses.)

Credits Earned: Includes all academic credits taken at Bucks County Community College for which the final grades of A, B+, B, C+, C, D+, D, CX, P were recorded. Credits earned also include credits accepted through CLEP, AP, and other means.

Quality Points: Are determined by multiplying the academic credit hours of a course by the quality point value of the grade received (A=4, B+=3.5, B=3, C+=2.5, C=2, D+=1.5, D=1, F=0).

Academic Restart

This program is for students who attended Bucks in the past and compiled an unsuccessful academic record. The Academic Restart program provides certain students with an opportunity to redirect their academic goals or renew their college careers. This one-time-only option permits students to reset the Bucks County Community College grade point average (GPA) and the cumulative credits earned total to zero.

In order to be eligible for this program, you must meet these criteria:

• You have not been enrolled at Bucks County Community College for a period of three (3) consecutive years. The effective date of the restart is the semester you return to the College after the three year absence.
• You were never granted the Academic Restart option previously.
• You must take the College’s battery of placement tests administered by the Office of Testing.

Test scores are valid for placement purposes for three years. If a student does not enroll in the College within three years or register and fulfill courses tested into, new placement scores will be required.

Completing the Semester, Completing the Major

Final Examinations

Final examinations, for those courses in which instructors require them, are scheduled during the week following the last day of classes. Examination periods are two hours long.

The schedule of final examinations is posted throughout the campus several weeks before the end of classes and instructors giving final examinations in their courses announce in class the day, hour, and place of the examinations.

Students with conflicts in their final examination schedule take one of the examinations during the scheduled hour and arrange in advance with the department office to take the other at another hour. All final examinations are to be completed by the close of the final examination period.

If students must miss a final examination, notice should be given to the instructor or Department office in advance to avoid a failing grade on the examination. The instructor will determine if and when the final examination will be given.

Repeating Courses

Students may repeat courses in which they earned grades of D or F to improve these grades. Students wanting to repeat a course in which a C or higher grade was earned must petition the Assistant Academic Dean of the department in which the course is offered for permission to register for the course.

The grade earned by retaking a course is the grade, other than W, counted in the cumulative grade point average. The previous grade will continue to be recorded on the transcript but the semester hour and quality points will not be used in computing the total semester hours or cumulative grade point average.
Revisions in Major
If revisions occur in a major, the College follows the principle that students will not be required to spend more time taking additional credits to complete the revised major or be hindered in their normal progress toward the completion of the major in which they are already enrolled.

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

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

Honors Lists
The academic distinction of students is recognized by placement on either the President's Honor List or the Dean's Honor List.

For the President's Honor List, full-time students are recognized when they have completed twelve or more semester credit hours with a semester grade point average of 4.0. Part-time students are recognized at the end of the semester when they have completed a unit of at least twelve semester credit hours with a unit grade point average of 4.0.

For the Dean's Honor List, full-time students are recognized when they have completed twelve or more semester credit hours with a semester grade point average of 3.5 or higher with no grade below C. Part-time students are recognized at the end of the semester when they have completed a unit of at least twelve semester credit hours with a unit grade point average of 3.5 or higher with no grade below C.

A student on the President's Honor List will not be included on the Dean's Honor List.

If a part-time student who has not yet accumulated a unit of twelve semester credits enrolls as a full-time student, he or she is evaluated at the end of the full-time semester. If he or she then returns to part-time status, the accumulation of a new unit of twelve credit hours begins.

Graduation
Students anticipating graduation should report to the Office of Admissions, Records, and Registration during the first month of the semester in which they expect to graduate.

Students expecting to earn a degree, certificate, or complete a major must complete the specific requirements of that major as listed in the College Catalog. The waiver of any course requirements must be exceptional and educationally justifiable. An official waiver must be approved by the appropriate Academic Department and the Academic Dean and must be forwarded to the Office of Admissions, Records, and Registration before any substitution will be considered.

Teacher Certification
In Public Schools
Credits earned at Bucks County Community College are not acceptable for the renewal of the Instructional I (provisional) Certificate and conversion to the Instructional II (permanent) Certificate. According to Section 49.84 of the Certification Regulations, credit “must be earned at a State approved baccalaureate degree granting institution.”

In Private Kindergartens, Private Nursery Schools, and Private Child Day Care Centers
Assistant teachers may become certified after two years of successful teaching experience and 24 additional credits. This experience must be accomplished through the supervision of a certified director or someone holding a comparable public school certificate. The additional credits must be taken after the issuance of the assistant teacher certificate and be related to early childhood education.
The Division of Continuing Education and Workforce Development provides topical programming that meets the personal and professional needs of residents, businesses and organizations in Bucks County. The division provides courses and programs on our three campuses, at the Public Safety Training Center, as well as on-site at businesses and organizations in Bucks County. Courses are offered at convenient times on weekdays, weekends, evenings, and online.

Professional and Workforce Development Programs
These programs assist students in acquiring new skills and/or enhancing their existing knowledge in a variety of career areas.

Professional Development
In addition to providing professional development programs that can increase competencies in a variety of skill areas, Continuing Education and Workforce Development offer specific programming to assist individuals in achieving and/or maintaining their professional credentials.

- Act 48 for Educators
- Allied Health Professionals
- Certified Alcohol Counselors
- Certified Public Accountants
- Child Development Associates
- Food Service
- Information Technology Professionals
- Management
- Nursing
- Radiography
- Real Estate
- Tax Collection
- TOEFL Test Preparation

Center for Workforce Development
Our Center for Workforce Development provides high value training, working with businesses to customize courses to enhance employee skills, on campus or at your site – you decide. Our expert staff works to identify specific skills currently lacking and to prepare for future needs. We then tailor programs, drawing from a robust network of recognized trainers to offer the best training at competitive rates. Investment in talent drives employee engagement to help you achieve your business objectives.

- Consultation and training plan development
- Continuing professional education
- Continuing education and training plan development
- Industry-specific skills such as: Construction Estimating, Management and Supervisory Series; Electrical Pre-apprenticeship Program; Green Technician Basics/Technical Core Skills; Sustainable Building Advisors Program; Large Wind Turbine Technician; Mechanical Maintenance/Mechatronics Technician Fast Start and many more.

- Business-specific customized courses and job training programs
- Computer skills
- Professional/personal development
- Lean Six Sigma
- Project Management
- ServSafe® for food professionals, English and Spanish
- Small Business Management
- Technical Writing
- Banking/Teller Excellence (Banking) coming soon!

Allied Health Programs
Continuing Education for Nursing and Allied Health is responsive to the needs of the healthcare community for career training, enhancement and advancement. Our course offerings provide quality educational opportunities for a variety of practice specialties for those who wish to continue their professional and personal development. Programs with an asterisk (*) also prepare individuals for industry standard certifications and workplace experiences within the Information Technology field. Programs include:

- Computer Fundamentals
- Introduction to Personal Computers
- Introduction to MAC OS X
- Introduction to SQL
- Microsoft Windows 7 & Windows 8
- Microsoft Server Fundamentals
- Microsoft Networking Fundamentals
- Microsoft Security Fundamentals
- Microsoft Database Fundamentals
- Microsoft Office 2010 (Excel, Word, Access, PowerPoint, Outlook)
- Microsoft Project 2010
- CompTIA A+ Certification
- CompTIA Net+ Certification
- CompTIA Linux+ Certification
- CompTIA Security+ Certification
- Web Design and Development
- HTML, XHTML & CSS
- Java Scripting
- PHP/MySQL
- Adobe Dreamweaver, Illustrator, Photoshop, Flash, InDesign, Lightroom
- Microsoft Visual Studio 2010 .NET
- Microsoft Windows Server 2008 R2 Certification
- Microsoft SQL Server 2008 Database Administration
- Microsoft SQL Server 2008 Business Intelligence Developer
- Microsoft Exchange Server 2010, Design and Implementation
- Microsoft SharePoint Server 2010 Certification
- Google Android Programming
- Google AppEngine, Google Cloud
- Cisco CCNA Certification
- Cisco CCNA Security
- Cisco CCSP Security
- Oracle Database Administration
- VMware Server & Workstation Certification
- Healthcare CompTIA Healthcare IT Technician Certificate
- Introduction to Healthcare IT and Medical Office Applications
- Healthcare Technology Implementation Support Specialist
- Authorized Testing Center
- Pearson VUE Testing Center

The IT Academy provides the community with cutting edge, career focused training that prepares our diverse student population for vendor and neutral certifications in an increasingly technology oriented society. Certified instructors focus on practical, hands-on applications throughout all courses and programs. The IT Academy promotes career awareness, skill development, and workplace experiences within the Information Technology field. Programs include:

- Computer Fundamentals
- Introduction to Personal Computers
- Introduction to MAC OS X
- Introduction to SQL
- Microsoft Windows 7 & Windows 8
- Microsoft Server Fundamentals
- Microsoft Networking Fundamentals
- Microsoft Security Fundamentals
- Microsoft Database Fundamentals
- Microsoft Office 2010 (Excel, Word, Access, PowerPoint, Outlook)
- Microsoft Project 2010
- CompTIA A+ Certification
- CompTIA Net+ Certification
- CompTIA Linux+ Certification
- CompTIA Security+ Certification
- Web Design and Development
- HTML, XHTML & CSS
- Java Scripting
- PHP/MySQL
- Adobe Dreamweaver, Illustrator, Photoshop, Flash, InDesign, Lightroom
- Microsoft Visual Studio 2010 .NET
- Microsoft Windows Server 2008 R2 Certification
- Microsoft SQL Server 2008 Database Administration
- Microsoft SQL Server 2008 Business Intelligence Developer
- Microsoft Exchange Server 2010, Design and Implementation
- Microsoft SharePoint Server 2010 Certification
- Google Android Programming
- Google AppEngine, Google Cloud
- Cisco CCNA Certification
- Cisco CCNA Security
- Cisco CCSP Security
- Oracle Database Administration
- VMware Server & Workstation Certification
- Healthcare CompTIA Healthcare IT Technician Certificate
- Introduction to Healthcare IT and Medical Office Applications
- Healthcare Technology Implementation Support Specialist
- Authorized Testing Center
- Pearson VUE Testing Center
The Department of Public Safety Training & Certification offers professional certification in over 45 NFPA (National Fire Protection Association disciplines.)

For more information visit: www.bucks.edu/publicsafety

For a course schedules, registration and information on certification or national certification exams, contact the Staff at 215-340-8417 or 1-888-BUCKS 77.

For e-mail inquiries, contact: moritzc@bucks.edu

Online Learning
Ed2go, Gatlin, ProTrain and ACT online courses provide the opportunity for students to continue their education by choosing from a variety of online courses in the following areas:

• Computers and Information Technology
• Foreign Language
• Industrial Technology & Safety Skills
• Management and Leadership
• Professional and Personal Development
• Adult Literacy/Employability Skills

We also offer online certification and license testing, workplace assessments, and educational and career guidance. Please visit us online at www.bucks.edu/actonline.

Adult Education Programs
Adult Education Programs are offered to county residents seeking to upgrade their basic skills or prepare for the GED exam. For program information call 215-968-8553. Employment assistance is available at the Team PA CareerLink sites in Perkasie 215-258-7755 and Bristol 215-781-1073.

Non-credit American English as a Second Language
Non-credit AESL courses are designed for beginning through advanced English language learners who are not pursuing a degree at this time.

Non-credit AESL courses are a lower cost alternative to credit courses and the tuition includes all books and fees. Most 24-hour courses cost $220; most 48-hour courses cost $340. Non-credit courses do not qualify for financial aid through our college.

To learn more, view information about non-credit AESL courses, or contact Marcia Shady at 215-968-8413 or shadym@bucks.edu.

Practical Nursing Program
The PN program is fully approved by the Commonwealth of Pennsylvania State Board of Nursing. For information on this program, please call 215-968-8316.

The Center for Workforce Development provides customized training services for employers seeking to increase productivity, improve quality, and retain employees through workforce education. Area of expertise include

• AutoCAD
• Business Writing
• Computer Software Applications
• Customer Service
• Diversity Awareness
• Effective Communications
• Executive Management
• English as a Second Language
• First Aid & CPR
• Industrial Safety
• Lean Six Sigma
• Mechanical Maintenance/Mechatronics
• Presentation Skills
• Skills Assessments
• Spanish for the Workplace
• Supervisory and Leadership Training
• Teambuilding
• Train-the-Trainer
• Employee Safety

Services are delivered at your location or one of our sites located throughout Bucks County. We offer relevant, flexible, short format workshops designed to meet your objectives, and scheduled at your convenience. Call 215-968-8006 or go to www.bucks.edu/cwd.

Fire and Emergency Services Training
The Bucks County Public Safety Training Center, located in Doylestown, and the Lower Bucks Public Safety Training Center, located in Bristol, are a partnership between the County of Bucks and Bucks County Community College. The Public Safety Training staff provides international, national, and state level fire, rescue, emergency medical, and hazardous materials training at both facilities and off-site locations.

The professional certification testing offered has been examined and accredited by the National Professional Qualifications Board (Pro Board).
Online Learning

Online Learning encompasses eLearning, hybrid, and face-to-face courses that use online technologies for instruction.

- **eLearning** courses provide the most flexibility for students, as they are taught completely online. Some classes may have a single on-campus orientation meeting.

Your coursework and interactions with your instructor and fellow students occur primarily online. Online instruction may be supplemented with printed or online textbooks and perhaps DVDs or CDs. Some courses require proctored testing. Email, discussion groups, and chat rooms provide a high degree of student-to-student and student-to-instructor interactivity.

Some eLearning courses may allow students to proceed at their own pace; others follow a schedule provided by the instructor.

- **Hybrid** courses meet on campus more than once, but replace some on-campus meetings with online instruction and interaction. Some courses may have as few as two or three on-campus meetings; others may meet weekly or on a more regular basis.

Not all hybrid courses have the same requirements for number, days, and times of face-to-face meetings. Additionally, hybrids may meet at any of our campus locations.

- **Face-to-face** courses meet on campus on a regular basis, and may also have online instructional components.

Many of our face-to-face courses use online extensions to provide additional notes, research, assignments, and links to further reading and study resources. Some instructors are also conducting quizzes and assessments online.

eLearning and Hybrid courses are fully accredited college courses. The credits earned and requirements fulfilled by them are identical to those for face-to-face sections of the same course. Application and registration procedures, tuition/fees, assessment tests and prerequisites are also identical to face-to-face classes. eLearning and Hybrid courses appear exactly the same as face-to-face courses on transcripts. All courses have specific beginning and ending dates. For greater scheduling flexibility, eLearning and Hybrid courses are also offered in 6 to 10 week formats with starting dates in March, April, May, June, July, October, and November.

**Technology Requirements**

Students in online courses should have regular access to a computer with a DVD/CD-ROM drive and an Internet connection. Comfort using a word processing program, web browser and email is also recommended. All three BCCC campuses, Newtown, Upper Bucks, and Lower Bucks, have computer labs available for student use.

**Who Should Take eLearning and Hybrid Courses?**

Self-motivated and self-disciplined students who can handle college level work and who are comfortable studying independently are successful in these courses. Online Learning provides the flexibility that mature students need to juggle their many responsibilities while advancing their career and personal goals in a more convenient manner. Successful eLearning and hybrid students include those with full-time jobs, homemakers with young children, the elderly, those on rotating work schedules, the disabled, and anyone who has difficulty traveling.

**Are eLearning & Hybrid Courses Right For You?**

If you answer yes to the following questions, then an online class may be for you:

- I need this course — NOW!
- I am self-motivated to study and self-disciplined at completing assignments without close supervision.
- I have time available each week to devote to the coursework.
- I have reliable access to an internet-connected computer with a CD or DVD drive.
- I usually have no difficulty understanding texts and written assignments.
- I am comfortable using, or learning to use, technology.
- I am comfortable communicating through email and/or discussion boards.

- I can attend an on-campus orientation meeting if one is scheduled (eLearning).
- I can attend all scheduled on campus meetings of the course (Hybrid).

There is a strong correlation between a student’s success in online classes and his/her maturity, past educational performance, and motivation. Students who are aware of the additional work and discipline required to excel in an online class are much more likely to succeed in that environment.

Some students mistakenly sign up for online courses believing 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, 8-12 hours per week for each 10 week (modular) course and 12-15 hours per day for each Intersession course.

Students with weak study skills or who are marginally motivated are advised to register for face-to-face classes with more traditional classroom instruction and preset meeting times.

**Find Out More**

Full descriptions of all 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 the website, www.bucks.edu/virtual or contact the Virtual Campus/Online Learning Office.
Transfer Services
Transfer Services are available in the Student Services area of each of our three campuses. Counselors, a library of resources, and a web page are available to assist Bucks students with decision making for the transfer planning process. Visit www.bucks.edu/transfer or call 215-968-8031.

Begin Here... Go Anywhere
Why begin at Bucks if your goal is a bachelor’s degree?
Financing the cost of a four-year college degree is a major investment for most families. You can decrease the cost of your education with one simple decision. Attend Bucks County Community College and take courses that will meet the requirements of the first two years of a bachelor’s degree. Then transfer your Bucks credits to the bachelor’s degree program of your choice.

Begin planning early!
Early planning leads to successful and smooth transfers. The process of transfer planning involves outlining a schedule of courses which can lead to both a Bucks associate degree and a bachelor’s degree of your choosing. It helps assure a smoother path to reach your academic goals.

Begin planning during your first semester at Bucks. Even if you are unsure of your major or transfer school, Bucks counselors can help you take the steps toward setting your goals and making decisions. Bucks Career Services provides career counseling, workshops, and web resources for goal setting and employment skills. See www.bucks.edu/careerservices or call 215-968-8195 for more information or to schedule an appointment.

Transfer Services provides individual planning appointments, a resource library, an extensive web site, and transfer fairs. Many colleges and universities welcome transfer students from Bucks. Representatives from these schools visit Bucks campuses during transfer fairs to talk directly with students about their transfer opportunities.

The schedule of transfer fairs is on the Transfer Services web site.
While planning your Bucks courses, you should be aware of the following:
- If you need to work on basic skills/developmental education and are required to take courses to prepare for college-level work, these courses may not transfer.
- Certain occupational programs of study prepare students for immediate employment rather than for further education and so courses in these programs may not transfer to some colleges.
- A course in which you receive a D grade may not transfer.
- Too many courses in your major or in one area of study may not fit into the requirements of the program you plan to follow when you transfer.
- A lack of knowledge of the requirements for the bachelor’s degree or for your major at the transfer college may result in your taking courses that are not appropriate for the major that you plan to study.
- Schools have a limit on the number of credits that are accepted for transfer.

Transfer Agreements
Bucks courses transfer! Even without formal agreements, your Bucks program can prepare you for the college of your choice. However, many colleges and universities have made the transfer planning process even smoother by providing several types of transfer agreements.
- Core-to-Core agreements mean that, with the completion of an associate degree, the general education (core) requirements have already been completed when you transfer to the agreement school.
- Bucks has formal core-to-core agreements with Albright College, Arcadia University, LaSalle University, and Temple University. Several other schools, including Cedar Crest College and DeSales University, provide exemption from some, or all, core requirements for students completing a Bucks degree.
- Transfer Intent Agreements (sometimes called Dual Admission Agreements) assure admission (either to the school or only to specific programs) when students complete a Bucks degree and meet certain admission requirements.
- Program-to-Program agreements outline exactly what courses a student should take as part of an associate degree in order to transfer at the junior level in a specific major. Bucks has program agreements with many schools. These valuable outlines can be found on the Transfer Services web site at www.bucks.edu/transfer.
- Many schools have given us information specifying how Bucks courses transfer to their colleges. Course Equivalency lists (also at www.bucks.edu/transfer) can help you choose transferable courses.

Some schools, such as Temple University, have several agreements with Bucks. Temple has a Core-to-Gen Ed agreement, which assures that students completing an Associate Degree at Bucks will satisfy all Temple’s General Education requirements, a Dual Admission agreement, and several program agreements.

For more information on Bucks transfer agreements, contact Transfer Services at 215-968-8031 or transfer@bucks.edu, or visit www.bucks.edu/transfer.

Pennsylvania State System of Higher Education (PASSHE)
There are transfer advantages for Pennsylvania community college students who transfer to one of the universities of The Pennsylvania State System of Higher Education (PASSHE). PASSHE includes the following PA Universities: Bloomsburg, California U. of PA, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana U. of PA, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock and West Chester.
The PA Transfer Credit Framework was developed among these universities and PA community colleges. This Framework allows students to transfer up to 30 credits of foundation courses from Bucks County Community College to any of the PASSHE universities or other PA community colleges and have those courses count toward graduation. The Framework includes courses in English, public speaking, math, science, art, humanities, history and the behavioral and social sciences.
The website www.PAcollegetransfer.com outlines how to work with a transfer advisor to plan a smooth transfer. It also provides information on the transferability of Framework courses to any of the PASSHE universities. In addition, a number of statewide program articulations are being developed and will be available on the same website.

www.bucks.edu/transfer

It is never too soon to begin planning your transfer. If you plan to continue your education at another institution, you should become familiar with the transfer process as early as your first semester at Bucks.

Start your bachelor’s degree at Bucks.
Academic Advising and Counseling Services

Counseling

Counseling is a process whereby students develop skills with goal-setting and decision-making. Counseling assists students to meet the challenges associated with their higher education endeavors. Student Planning Counselors assist students with:

• career and major exploration
• coping with stress and personal problems
• degree completion and transfer planning
• job search strategies,
• understanding college policy and procedures,
• setting goals,
• developing skills for making decisions,
• responding effectively when personal issues—such as family crises or depression-- interfere with academics.

While Bucks County Community College counselors do not provide longterm mental health therapy and do not replace outside help when indicated, they are an element in providing student support and ensuring student success.

Learning Resources

Learning Resources provides academic support for students, and professional development and training for faculty and staff members. Resources include Library Services, Online Learning, MInDspace (Media and Instructional Design) Services, TLC (Technology Learning Centers), and Tutoring Services.

Library Services

The College Library, 2010 recipient of the Association of College & Research Libraries’ Excellence in Academic Libraries Award, provides resources and services on all three campuses and online through its web pages (http://www.bucks.edu/academics/learn/library/). The Library collection includes over 100,000 books and 300 print periodicals, as well as video and sound recordings. All of these are searchable through the Online Catalog, which also provides direct online access to about 5,000 electronic books and more than 10,000 streaming videos. Nearly 25,000 electronic journals, as well as electronic reference materials, newspapers, and art images, are available through the Library’s collection of databases, which is available both on and off campus; off-campus access requires user login.

The Library provides information and media literacy instruction in College courses, both face-to-face and online, to guide students in finding, evaluating, and utilizing research resources in their course assignments. Reference assistance is available in person and by telephone, email, instant message, and text. Computers are available in all three campus libraries for research and use of MS Office applications, and Technology Learning Center (TLC) staff provide on-site and remote assistance with technology. Visit http://www.bucks.edu/academics/learn/library/ for hours and other information.

Newtown:
Reference 215-968-8013
Circulation 215-968-8009
Lower Bucks Campus:
267-685-4825
Upper Bucks Campus:
215-258-7721

Virtual Campus/Online Learning Office

The Virtual Campus/Online Learning office supports students and faculty in eLearning, hybrid, and web-enhanced face-to-face courses. The office provides information, training and assistance in the use of the Canvas learning management system and other online tools and technologies. For more information call 215-968-8052.

MInDspace (Media and Instructional Design Lab)

MInDspace staff members support students in carrying out multimedia assignments, providing a workspace, technological tools, and training in 21st Century literacy skills. For example, a member of an INTG class assigned a mashup video project could find the gadgets (video camera, microphone, etc), software (video editing, Glogster, Prezi, etc), and expertise in MInDspace.

MInDspace provides support to faculty in instructional design, new media literacies, and emerging technologies, and assists faculty members in developing assignments with measurable goals and learning outcomes that support multiple learning styles.

In addition, the team provides audio visual support to College programs on all campuses. Audio, video, and video conferencing equipment and support are provided for use in the instructional program, both credit and non-credit, for special campus events, and for use by campus organizations. Production services are also provided to capture events for archiving and streaming, and to develop presentations.

TLC (Technology Learning Center)

The mission of the Technology Learning Centers (TLC) is to provide assistance to students, faculty and staff in their use of technology tools. The Technology Learning Centers are committed to the College community’s success with the use of technology on all campuses. For more information call 215-497-8754 or visit www.bucks.edu/tlc. Support is also provided to students, faculty and staff via Helpdesk, at “8191” for on-campus callers, and at 215-968-8191 for outside callers.

The Technology Learning Centers provide (1) one-on-one technology assistance, (2) just-in-time training, (3) targeted workshops, and (4) assistance with basic computer skills. Users can expect assistance in the following areas:

• Microsoft Operating Systems
• Microsoft Office Suite
• Logins and passwords
• Internet browsers
• MyBucks College Portal
• College’s WebMail system
• Canvas for online learning
• WebAdvisor to find courses, register for classes, and check grades

Tutoring Center
In order to support student learning, the College provides a Tutoring Center where students can obtain free and user-friendly tutorial assistance. The Tutoring Center offers tutoring in writing, reading, study skills, American English as a Second Language (AESL), select foreign languages, music, math, accounting, computer science, science, economics, and nursing. Online tutoring is available for math and writing, reading, study skills, and AESL. Telephone tutoring is available for math and accounting. Weekly workshops and AESL Conversation Groups are also offered.

The Tutoring Center is located in Library 210 at the Newtown Campus. Tutoring is also available at the Lower Bucks and Upper Bucks Campuses. Call 215-968-8044, or visit www.bucks.edu/tutor for information, including hours, subjects tutored, and online resources. Professional tutors, faculty tutors, instructional assistants, and qualified student tutors are available to help both day and evening students at all Campuses. Additionally, the Center houses many resources, including subject-specific handouts, at each location and online.

Please note: All tutoring is supplemental to the classroom and should not take the place of class attendance.

Accounting: Tutoring is available for the majority of the accounting courses. Call 215-968-8044 for accounting tutor hours, or visit the Center’s website.

Computer Science: Tutoring is available for certain computer science courses. Call 215-968-8044 or visit the Center’s website for additional information.

Economics: Tutoring is available for microeconomics and macroeconomics. Call 215-968-8044, or visit the Center’s website for additional information.

Foreign Language: Tutoring is available for the majority of the Spanish classes. Call 215-968-8044, or visit the Center’s website for additional information. Additional languages may be available based upon requests.

Mathematics: Tutoring is available for all levels of math, both face-to-face and online. Call 215-968-8044 for additional information, or visit the Center’s website.

Music: Tutoring is available for certain music classes. Call 215-968-8044, or visit the Center’s website for additional information.

Science: Tutoring is available for biology, chemistry, physics, astronomy, and engineering for most courses. Call 215-968-8044 for additional information, or visit the Center’s website. Please note that additional assistance is available in the Science Learning Center in Founders Hall, Room 231A.

Writing, Reading, Study Skills, and American English as a Second Language: Tutoring is available for students in any course (except those preparing for standardized tests). Students who wish to improve their skills, can receive assistance in areas, such as writing paragraphs or essays, test-taking or note-taking strategies, research and documentation, reading comprehension, grammar, and AESL conversation skills. Call 215-968-8044 for additional information, or visit the Center’s website.

Bookstore
The College Bookstore, located on the second floor next to the library, is a self-service operation for service to students, faculty, and staff. In addition to the required materials for all classes, the Bookstore carries stationery supplies, clothing, gift items, and greeting cards.

Bookstore hours the first week of a semester are 8:30 a.m. to 9:00 p.m. Monday through Thursday; 8:30 a.m. to 4:00 p.m. Friday, and 10:00 a.m. to 2:00 p.m. Saturday. The second week store hours are 8:30 a.m. to 7:00 p.m. Monday through Thursday; Friday and Saturday are the same as the week before. The remainder of the semester store hours are 8:30 a.m. to 7:00 p.m. Monday through Thursday and 8:30 a.m. to 4:00 p.m. Friday; closed Saturday.

Refunds, under certain conditions, are allowed. See policy posted in Bookstore and KEEP YOUR RECEIPT.

The Bookstore conducts a used book buy-back at the end of each semester. Watch for dates in The Centurion, posted on bulletin boards throughout campus, or advertised on Visual Information Services (VIS) television monitors.

KEYS Program (Keystone Education Yields Success)
KEYS is a grant funded program of the PA Department of Public Welfare (DPW). It has been designed to provide the opportunity for PA TANF (Temporary Assistance for Needy Families) cash recipients to enroll in Pennsylvania’s community colleges. KEYS students may be enrolled on either a part-time or full-time basis. DPW and PA’s community colleges provide a KEYS Facilitator to work with TANF students to help them get the services and support they need to be successful in college and achieve their career goals.

Bucks County Community College KEYS staff will provide career counseling, tutoring and academic support including help with financial aid, and discuss other supportive services available through the County Assistance Office, as well as assist in connecting the student to other community agencies and College resources.

How to enroll in KEYS: If you are currently enrolled at any of the Bucks County Community College campuses and are receiving TANF cash benefits, or if you are receiving TANF cash benefits and are not currently enrolled at BCCC, but would like to learn more about the program, contact the BCCC KEYS Facilitator, or your case worker at the County Assistance Office.

Bucks County Community College KEYS contact information: Newtown Campus, Charles E. Rolls Center, Room 16, 215-504-8621.

Adult Student Services
The Adult Student Services office provides information to potential students on initial steps towards enrollment, registration, and on becoming a successful adult student at Bucks. Referrals are made to other College departments and programs for further information and counseling, as appropriate.

The Adult and Multicultural Student Services office is located in Pemberton Hall West and is open from 8:30 a.m. - 4:30 p.m., Monday through Friday. Appointments may be made for evening hours, if required. For assistance or information, call 215-968-8107/8137.

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

Services provided through PASS include both direct and indirect supports such as purchasing and upgrading computer and technical equipment; technology oriented instructional support and supplies; new program development and implementation; direct tutoring, 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. Rolls Center. All students enrolled in occupational majors are encouraged to visit the office, call 215-968-8140, or go to www.bucks.edu/pass.

American English as a Second Language Program
T The American English as a Second Language (AESL) Program offers quality courses and services to residents and employers in Bucks County. The program provides students with multi-level AESL courses in grammar, reading, writing, listening, and speaking skills, and with services in advising, assessment, and placement. Credit courses in AESL are listed in the catalog. Non-credit AESL courses are listed in the Continuing Education brochure. For further information about credit AESL courses, please call the AESL coordinator at 215-968-8018. For further information about non-credit AESL courses, please go to http://www.bucks.edu/academics/coned/alcourseofferings/pro-coned/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.

Career Services
Career Services provides career and job planning services and occupational information resources for students who are undecided about choosing a major, setting occupational goals, planning their career, or searching for a job. Several services are offered:

• Individual counseling and group workshops on career exploration and job search.
• Print and digital resources for occupational research, job search, and career exploration.
• Interest and personality assessments, as appropriate.

Job Search Assistance
Students can view and apply for jobs, internships and volunteer opportunities through the Bucks Online Job Board at www.bucks.edu/careerservices.

• Employers post job openings and review student resumes.
• Students can post their resumes (optional) and access full-time, part-time and seasonal job openings plus internships and Bucks work study openings online.
• Students registered on the Online Job Board can receive updates and announcements from Career Services about upcoming workshops and recruiting events like job fairs and information tables.
• Career Services hosts general job fairs throughout the semester at the three Bucks campuses plus two large scale profession specific job fairs each year at Newtown. Employers are encouraged to schedule visits to BCCC campuses to recruit students for available job opportunities or internships.

Career Services are available at all three campuses. Hours may vary when classes are not in session. Please call 215-968-8195 or visit www.bucks.edu/careerservices.

Child Care
The Early Learning Center provides a program for the education and care of the young children of BCCC students, staff, and faculty. The center is accredited by the National Association for the Education of Young Children, and participates in the voluntary Pennsylvania Keystone Stars early childhood quality assurance system. Current registration dates are available on the web at http://www.bucks.edu/life/child-care/

For information, call the Early Learning Center at 215-968-8082.

disAbility Services
Students with disabilities who may be eligible for reasonable accommodations should request them through this office. Services can include interpreters, note takers, access to alternative texts, liaison with faculty, adaptive technology and testing modifications. Specialized tutoring may be available to those with learning disabilities. Students are strongly urged to contact this office for information prior to registration by calling 215-968-8182, or 8463 or by contacting leiggim@bucks.edu

Students who need accessible parking should contact The Office of Security and Safety, 215-968-8394.

Evening Services
Tstudent Services provides information to students and faculty during the evening and weekend instructional periods (currently Saturdays in the a.m. during fall and spring semesters.) Evening Services is located at the Newtown Campus, Rollins 1st Floor, Student Services Suite. 215-504-8562.

Below is an example of some of the areas we can assist with:

• Advising and Counseling
• Career and Transfer Planning Support
• Job Search resources
• Room Reservation Conflicts
• Tuition Payments
• Classroom support after 4:30 p.m. for various room conflict, media usage or student assistance matters.

Security and Safety
This department is staffed by trained officers who patrol the Newtown campus buildings and grounds on a 24-hour daily basis, the LBC and UBC campuses all hours those campuses are open, and provide security and safety to the College community. Security and Safety officers render services that include motor vehicle registration and assistance, traffic control, routine campus-wide safety checks, crime prevention services, emergency assistance and also act as sources for directional and general information. The Office of Security and Safety is located in Cottage 4.

Emergencies
Report ALL emergencies, medical or otherwise to Security and Safety at 215-968-8395. Officers are trained in CPR/AED, First Aid, and are equipped to handle emergencies of all types.

Campus Crime Information

A daily log of reported complaints, statistical data and the Security Information Report are also published on the College’s website at www.bucks.edu/security.

Parking Lot Emergency Assistance
Each major campus parking area is equipped with an emergency two way communication system that allows immediate access to a staff member of the Office of Security and Safety. These emergency radio/phones are housed in white boxes identified by blue lights and large signs. Campus buildings and grounds are staffed 24 hours a day by a trained staff of officers.

Testing Office
This office provides testing services for BCCC students and community members at the Newtown, Bristol and Perkasie campuses. The main office is located in Rollins 100, Newtown campus. Most testing is done on a walk-in basis and services include:

• Placement testing in reading, writing, math, AESL, chemistry, and foreign language.
• Administration of the CLEP, DSST, GED, Praxis, and various job training and certification examinations through ACT.
• Course testing for On-Line Learning and Hybrid classes and Make-Up Testing for on-campus classes.
• Exam proctoring for Distance Learning students from other colleges.

Testing schedules can be viewed at on-line at www.bucks.edu/testing. This testing schedule can also be accessed by phone at 215-968-8460. Testing Services staff can be reached by e-mail through testing@bucks.edu or at 215-968-8466.
Transfer Services
Transfer Services staff members assist with transfer planning for students interested in pursuing a bachelor’s degree. Counseling is available at the Student Services area of each of our three campuses. Students planning to transfer should visit www.bucks.edu/transfer or contact 215-968-8031 or transfer@bucks.edu for further information.

Veterans Services
The Certifying Official for veterans’ education benefits under the GI Bill is within the Office of Admissions. Each semester, veteran-students must submit the required documents to the Certifying Official in order to receive their available benefits.

To register for benefits:
1. Apply to the Veterans Administration for approval using the online application found at www.gibill.va.gov.
2. Consult the VA for determining which benefit is best for you.
3. Register for classes and complete the Veterans Certification and Deferment forms and submit these to the Certifying Official. Both forms are required each semester for which you register.

Tuition Deferments are available for all veterans receiving benefits, who have no outstanding financial obligation to the College. The deferment is effective until the end of the semester; however you are responsible for tuition and fees, if you are denied benefits.

The “Stars & Stripes” Lounge, located in the Rollins Center, provides a welcoming space for our veterans to study, relax, or network.

Information

Technology Services
Information Technology (ITS), is located in Pemberton Hall, and provides the technical planning, installation and support for the College’s technology infrastructure, including enterprise and web systems, instructional and administrative desktop and notebook computers, telecommunications equipment and voicemail systems, instructional support equipment, and network equipment and systems.

ITS supports multiple servers, primarily HP Unix and Microsoft Windows which host the College’s web page, email, student and administrative systems, web registration and related services, student files and programs, intranet, document imaging, library and other instructional and administrative support systems. The servers are connected to the campus-wide Ethernet-based network, running multiple network protocols. ITS also supports the Internet connections to the College’s Internet Service Provider and to the Public Safety Training Center, Lower Bucks Campus and Upper County Campus, including providing Internet2 services to the College and county school districts.

ITS provides primary desktop support to instructional labs and offices throughout the College. This support includes assistance with the selection, procurement and deployment of desktop and notebook computers, printers and instructional/ audiovisual and video conferencing equipment.

The Enterprise Systems group in ITS is primarily responsible for development, support and training for the College’s administrative systems, including student records, applications, registration, assessment test scoring, tuition and billing, grading, schedules, transcripts, degree audits, financial aid, budget, general accounting, accounts payable, accounts receivable, human resources and payroll, and the foundation office’s gift and pledge processing. ITS also supports web-based registration, and other online services such as student records, degree audit, test scores, grades, transcripts, class rosters, and schedules, as well as the College web services which include the website and intranet.

Food Service
The campus food service operation is under the direction of a private contractor, Culinart Inc. Located at the Newtown campus in the Charles E. Rollins Center, the Cafeteria has a seating capacity of 1,000. A variety of hot and cold food is available. The food service is open, except on holidays, from 7:30 a.m. to 8:45 p.m. Monday through Thursday; from 7:30 a.m. to 1:30 p.m. on Friday and 7:30 a.m. to 1:00 p.m. on Saturday. When College is not in session, and on holidays, hours are variable and posted in advance. Vending machines for candy, pastries, hot and cold beverages, and sandwiches are available at all times outside of the cafeteria area, Founders Hall and scattered throughout campus. Culinart Inc. supplies the Upper Bucks Campus with a modified menu selection and a variety of vending machines. Upper Bucks Campus food service hours are posted on location. The Lower Bucks Campus has a variety of service choices located in designated areas.

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.

Free tutoring services are available to ensure college success.
Student Life Programs

Getting Involved in student activities can lead to success in many areas of life both during and after one’s term as a student.

Getting Involved in your College brings the obvious benefits of peer contact, productivity, and meaningful leisure time. But in addition to that, students participating in activities, clubs, or organizations also gain the opportunity for practical application of their classroom skills to a working project and the experience that can round out their resumés.

Getting Involved in activities, clubs, or organizations is of proven interest to employers. The personal contacts one makes when active in student life programs may serve as the foundation for lifetime friendships and networking sources.

Getting Involved in student leadership opportunities will enable you to discover your leadership potential, build your confidence, and develop and/or sharpen skills you will use throughout your life. Student Life opportunities and programs are on every Bucks campus. The Office of Student Life Programs assists students in supplementing academic experiences with experience in service, social, and recreational pursuits. This Office not only helps students in programming extracurricular activities, those viewed primarily as active, fun, or social. It also helps in programming co-curricular activities, those which are related to academic pursuits at the College and which help improve skills in communication, organization, and leadership and demonstrate acceptance of responsibility.

The Office of Student Life Programs is located in the Rollins Student Center, second floor and can be reached at 215-968-8257. Please visit us on the web at www.bucks.edu/life.

Student Life Information Window

The Student Life Information Window is a centralized clearinghouse of information, keeping abreast of what is happening on campus and disseminating this information to students, staff, and the general public. The Student Life Information Center is the place to purchase tickets to College events, purchase SEPTA tokens, sign up for a student organization, and pick up the latest issue of the College newspaper, The Centurion.
Serving our community is what we do best! The Student Life Information Center assists students in finding service opportunities to fit into their busy school or work schedule. Community service is rewarding and is sure to enhance your College experience. We hope this will serve as the foundation for lifelong friendships and networking resources.

The Student Life Information Center is located in the Rollins Student Center, second floor or can be reached at 215-968-8261. Please visit us on the web at www.bucks.edu/life/slic.php.

Student Judicial Process

Bucks County Community College is committed to the integrity and personal growth of each individual. Choosing to join the College community obligates members to make positive contributions to the community and be accountable for their own behavior. As adults and members of the community, students are expected to conduct their lives in a manner that is consistent with good citizenship. The Office of Student Life Programs holds all Bucks students accountable to the College Code of Conduct which is found under Student Records, Rights & Responsibilities portion of the college catalog, in the Student Planner, and online at www.bucks.edu/catalog. The staff in the Office of Student Life Programs will respond promptly and fairly to all behavioral problems in a confidential and neutral manner.

Student Government Association

The Student Government Association (SGA) is the elected representative student structure of the College. The functions of this organization include the representation of student interests, the coordination of campus activities for clubs and organizations, and the planning of social activities through the administration of the College Activity Fee.

The Student Government Association is composed of several standing committees. The Student Government consists of four officer and five councilor positions.

Elections are conducted each spring semester by the Student Government Association through the Election Committee. Elections are conducted for officers and representatives positions.

The Director of Student Life Programs is the advisor for Student Government Association.

The Student Government Association office is located in the Rollins Student Center of the Newtown campus, Room 111-2. Contact the Student Government Association at 215-968-8375 or on the web at www.bucks.edu/life/sga

Student Programming Groups

Bucks has three student programming groups, one at each campus, that are dedicated to planning and providing educational, cultural, social, and recreational activities for the students of Bucks County Community College. These groups are entirely run by Bucks students. Whether it be coffee house music performer, free food day, or welcome week festivities, the student programming groups strive to maintain a variety of programs for the student body. Contact Student Life Programs at 215-968-8257 for more information on joining.

Student Programming Board (SPB) Newtown Campus

Students Programming Activities (SPA) Upper Bucks Campus

Lower Bucks Programming Council Lower Bucks Campus

Leadership Development

Anyone can learn to be a student leader at Bucks! Though collaboration with academic departments, community agencies and the campus community, the Student Life Office provides many opportunities to develop responsible leadership in holistic lifelong learning. There is a diversity of leadership development programs that exist on campus.

This has enabled students to grow and succeed in many aspects of their lives. Contact the Student Life Office at 215-968-8257 or cipriano@bucks.edu for more information.

Civic Engagement/ Volunteering/ Community Service

Looking to do some volunteering or community service? When you volunteer in the community, you gain new friends, life experience and resume building skills. Student Life Programs has a database of community agencies, contact information, programs, and events that will fit any student’s needs. Contact the Student Life Programs Office at 215-968-8257 or 215-968-8261.

Educational Enrichment Programs

The sole mission of Educational Enrichment Programs (EEP) is to introduce subject matter considered to have educational value to the students of Bucks County Community College. The mode will be through speakers, performances, discussions, and multimedia. Our goal is to graduate well rounded students who are exposed to a variety of ideas and opinions that will assist them in creating their own educated decisions and opinions. Contact 215-968-8015 or riced@bucks.edu for more information.

Bulletin Boards

Policies and procedures on the use of Student Life bulletin boards must be obtained from the Office of Student Life Programs in the Charles E. Rollins Center, Room 112. In order to prevent damage to painted and finished surfaces, only bulletin boards may be used to post notices. All postings must be approved and stamped by the Student Life Information Center (SLIC) prior to being posted. Posting approvals at the Upper Bucks and Lower Bucks campuses will be handled by the Executive Director of each campus. Materials should be delivered to the reception desk.

New Student Orientation

All new Bucks students are expected to attend New Student Orientation. Orientation is designed to help students successfully make the transition into college life at Bucks. Whether one has just graduated from high school, is transferring in from another college, or is a returning student, the New Student Orientation experience will assist all new students in learning about the college services, policies and procedures, and what they should expect in a college atmosphere.

Athletics

The College offers intramural and club sports along with intercollegiate athletics. It is a member of the Eastern Pennsylvania Collegiate Conference and also a member of the NJCAA Region XIX in the sport of golf.

Varsity Fall Sports

Men’s Basketball, Women’s Basketball, Coed Golf, Coed Soccer, Women’s Volleyball, Equestrian (Hunt Seat & Western)

Varsity Winter Sports

Men’s Basketball

Varsity Spring Sports

Coed Golf, Coed Tennis, Men’s Baseball, Equestrian (Hunt Seat & Western)

Athletic Director: Dr. Priscilla Rice ricpe@bucks.edu, 215-504-8537

The College also provides an intramural program for the student body. There are no formal practices held by the College. Individuals as well as teams or groups may sign up for the activities. There are leagues and various activities held in the afternoons. A partial list of the events held during the year follows. It should be noted that not all the events are held each year and that different activities may be added as student interests change.

The Intramural Program runs from 12:30-1:30 p.m. every Tuesday and Thursday. Some or all of the following activities are offered: flag football, volleyball, basketball, softball, and tennis. Students are encouraged to submit their ideas for future events to the Intramural Office 102 in the Gym Lobby.

The tennis courts are available to students when no classes are in session. The Gym is available during intramural and open gym hours that are posted outside of Office 102 in the Gym. There is open swimming during posted hours.

Physical education facilities include tennis courts, and fields for archery, soccer, baseball and softball. The physical education building features a swimming pool and a gymnasium.
Wellness Center
The Bucks County Community College Wellness Center offers a new model for health. This model addresses itself to enriching life, preventing illness and encouraging individuals to accept a greater degree of responsibility for their own life and well-being. This commitment to the positive is at the heart of a wellness lifestyle.

The Wellness Center programs include Physical Fitness Assessments and Personal Fitness Training through the Health Enhancement System, Sport-Specific Conditioning programs, individualized and group Weight Management Counseling through the Healthy Choices Program and various health and wellness-related programs and events. The Wellness Center, located outside the gymnasium, contains state-of-the-art testing and exercise equipment. Individuals can receive comprehensive fitness tests and personalized fitness programs designed specifically to suit their needs.

The wellness Center has a variety of aerobic training equipment inclusive of treadmills, elliptical trainers, rowers, versa-climbers and exercise bikes. The center also provides a large selection of resistance training modalities inclusive of two comprehensive resistance training stations, two Selectorized cable stations and an extensive free weight area.

The Wellness Center is open for use to all current students and staff of the College. Identification cards are required of all members of the Wellness Center. Each member is required to complete a signed Agreement and Waiver of Liability form, as well as a Physical Activity Readiness Questionnaire prior to beginning exercise within the Wellness Center. For more information call 215-968-8447.

College Committees
Participation in the college’s committees includes faculty, students, and administrators, as determined by the President.

Administrators are appointed to College committees by the President of the College. Faculty representatives for committees are nominated by the faculty through their representative organization. These nominations are submitted to the President of the College for appointment.

Students are nominated to serve on committees by the Student Council. The nominations are submitted to the President of the College for appointment.

Students are appointed to those College committees which annually request student representatives.

Music
For students interested in musical performing activities, the College offers a variety of organizations sponsored by the Department of the Arts. Some College-owned instruments are available for use by students in instrumental ensembles. It is possible to receive College academic credit for participation in some of these organizations.

College-wide participation is encouraged. Students should contact the Department of the Arts Office, 215-968-8425, concerning meeting times and details of the following:

Musical organizations open to non-music majors: BC3 Music Society, Concert Choir, Jazz Orchestra, Contemporary Singers, Madrigal Singers, BCCC Symphonic Orchestra.

Ensembles are opened to students who meet the stated prerequisites. Brass, Guitar, Piano, Sax, Percussion, Bass, and Woodwind.

Alumni Association
Since 1983, the Bucks County Community College Alumni Association has provided leadership and means for the College’s alumni to unite in their efforts to support and strengthen the institution. Its mission is to keep the alumni well informed about the College and the Association and to support the College community by raising funds that will directly benefit students and student services. The Alumni Completion Scholarship, which is annually awarded at the College’s Honors Convocation in May, the “Leave a Legacy” program, and a variety of other events and awards all promote and recognize Bucks’ growing student and alumni population.

The College encourages the more than 200,000 individuals who have enrolled in courses to remain active in supporting Bucks County Community College through its alumni programs. The Alumni Association also offers those who graduate with an associate’s degree, complete a certificate program, or accumulate a minimum of 30 credits at Bucks the opportunity to apply for a “Key to the College” Alumni Card. This complimentary membership card allows graduates to take full advantage of the many benefits Bucks offers its alumni.

For more information about the Alumni Association or to update an Alumni file, call 215-968-8224, email alumni@bucks.edu or visit www.bucks.edu/alumni.

Use of College Facilities
Requests for use of College facilities should be directed to the Office of the Dean of Administration. For guidelines and information please call 215-968-8301.

Types of requests include, but are not limited to, training programs, state and local conferences, social affairs of non-profit community groups and local schools, shows, exhibits, and festivals.

As a rule, facilities will be limited to single event scheduling. Groups wishing to use the facilities for regular meetings must do so on a month-by-month basis. Fees may be involved.

Requests for permission to solicit funds on the campus by off-campus organizations will not be considered.
All students are urged to participate in any student organization. There are few restrictions involved in forming student clubs. There are no limitations to club size and any number of individuals may form an organization after obtaining a faculty or staff advisor and completing necessary paperwork. An organization must be officially recognized by the Student Government Association and the College prior to requesting and utilizing College facilities for activity purposes. The College will establish priority for use of its facilities.

Here is a sample of some of our outstanding clubs and organizations. Further information about forming clubs/organizations or participating in activities is available from the Office of Student Life, located on the upper level of the Charles E. Rollins Center, 215-968-8257.

**Educational:**
- Active Philosophy Society (N)
- American Sudies (N)
- Future Teachers Organization (N&U)
- Italian Club (N)
- Marketing Club (N)
- Nursing Club (N)
- Social Science Club (N)
- Socratic Society/Active Philosophy Society (N)

**Arts & Media:**
- Bucks 3D Sculpture Club (N)
- Bucks County Printing Society (N)
- Bucks Music Society (N)
- Bucks Photo Club (N)
- Centurion Newspaper (N)
- Clay Club (N)
- Drama Club (N)
- Glass Art Society (N)
- Heritage Painting (N)
- Improv (N)
- Marketing (N)
- Radio BUX (N)
- Student Update/BCTV Club (N)
- Tyler Literary Society (N)

**Honors Organizations/Societies:**
- Kappa Beta Delta (N)
- Phi Theta Kappa (N & U)

**Leadership/Programming:**
- Lower Bucks Programming Council (L)
- Students in Free Enterprise aka S.L.E.E (N)
- Student Government Association aka SGA (N)
- Student Planning Activities aka SPA (U)
- Student Programming Board aka SPB (N)

**Recreation:**
- Athletics (N)
- Dance Squad (N)
- Digital Games (N)
- Martial Arts (N)
- Ultimate Frisbee (N)

**Service/Causes:**
- Eating Issues (N)
- Bucks Eco-Club (N)
- Faith, Hope & Charity (N)
- Habitat for Humanity (N)
- Student Philanthropy (N)
- Veteran’s Club (N)

**Diversity:**
- Gay-Straight Alliance (U)
- Open Door Club (N)
- Women’s Studies Club (N)

**Social/Networking:**
- Night Owls (U)

**Active Clubs (Students/Advisors Needed):**
- Adelante (Spanish)
- American Red Cross
- Anime
- Black Student Union
- Caving, Camping, Climbing, Conservation
- Cheerleading
- Chess Club
- Comedy Club
- Conflict Resolution
- Creative Artist
- Cultural Diversity Club
- Dance Dance Dance (D3)
- Free Spirit
- Game Playing Club
- Gamma Sigma Sigma
- Healthy Living Club
- Hillel
- Hotel/Motel Management
- Human Rights Club
- International Unity
- Labor Management Relations
- Lacrosse
- La Tertulla (Spanish)
- Law Society
- MHASS (N)
- Ski Club
- STAND (Anti-Genocide)
- Upper Bucks Campus (UBC)
- Environmental Club
Drug and Alcohol Policy
The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, or illicit drugs is prohibited on the campus of Bucks County Community College. Any student or employee of the College discovered to be violating these rules is subject to immediate suspension or dismissal. Such action will be taken independently of any criminal action that may arise from a violation of civil law governing these areas.

Sexual Assault Policy
The Bucks County Community College Sexual Assault Policy has been developed to ensure that a consistent procedure and coordination of College and community resources is followed in the unfortunate event of having to investigate a sexual assault. Sexual assault is a fundamental violation of an individual. It threatens the person’s safety, well-being, educational experience, and career. Our policy is intended to meet the medical, legal, safety, and psychological needs of the victim and to maintain confidentiality. This policy is applicable to both on- and off-campus students and College employees.

The policy also provides for measures and structures that will deal with the prevention of sexual assault through educational programming as well as a continuing institutional dialogue to assess services for victims. Sexual assault violates the standards of conduct expected of every member of the College community and is strictly prohibited.

Sexual Harassment Policy
Bucks County Community College is committed to providing a place of work and study free of intimidation, exploitation, or discrimination. It is expected that students, faculty and staff will treat one another with respect.

Sexual harassment violates the College’s long-standing policy, established at its founding, prohibiting discrimination on the basis of sex. Further, sexual harassment is a violation of state and federal law, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. It will not be tolerated at Bucks County Community College. This Harassment Policy applies to all persons who are enrolled, employed, or serve in any official capacity at the College while they are on College property or are participating in any College-sponsored activity off-campus. Individuals who violate this policy are subject to the full range of internal institutional disciplinary actions from reprimand up to and including separation from the College.

The College is also committed to broad dissemination of information to raise the level of understanding concerning the nature of harassment.

Harassment is a prohibited act of sexual discrimination and is unlawful. It is the creation of an environment in which verbal or physical conduct, due to its persistence and/or severity, interferes with the performance of students or employees. The two presently recognized elements of harassment are:

Quid Pro Quo Harassment
*Quid pro quo* ("something for something") harassment is sexual coercion perpetrated by someone who is in a College position of influence over the individual being harassed. It exists where sexual advances or requests are made under circumstances implying the submission or refusal might affect academic or employment decisions. For example, a supervisor who suggests that a subordinate employee could get a promotion or a professor who suggests that a student could get a higher grade by submitting to sexual advances is making a sexually discriminatory quid pro quo offer and is engaging in sexual harassment.

Hostile Environment Sexual Harassment
Sexual harassment exists where unwelcome sexual conduct is sufficiently severe or pervasive that it creates a hostile or abusive atmosphere. A discriminatorily abusive work or educational environment can and often will detract from employees’ or students’ performance, discourage them from remaining at the College, or keep them from advancing in their careers. When the workplace or academic environment is permeated with discriminatory intimidation, ridicule, and insult that is sufficiently severe or pervasive to alter the conditions of the victim’s employment or education and create an abusive working or educational environment, federal law and College policy are violated.

Sexual harassment can be verbal, visual, physical or communicated in writing or electronically. Continuous incidents of unwelcome sexual harassment such as sexual comments, gestures, sexual advances or touching constitute sexual harassment when they result in a pattern of behavior that creates a hostile environment which impairs an individual’s ability to work, learn, or participate in any College function.

Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the College’s standards of conduct. Whether an environment is “hostile” or “abusive” can be determined only by looking at all circumstances. These may include the frequency of the discriminatory conduct; its severity; whether it is physically threatening or humiliating, or a mere offensive utterance; and whether it unreasonably interferes with an employee’s or student’s performance.

A single egregious sexual incident such as coerced sexual intercourse or other physical assault is sufficient to constitute harassment.

Any member of the College community who believes that he or she has been the victim of sexual harassment is encouraged to take action by obtaining further information or initiating either informal or formal procedures to resolve a complaint by one or more of the following means:

1. All College counselors are available to provide information and counseling, on a confidential basis, concerning incidents of sexual harassment.
2. A concern or complaint that a College employee engaged in sexual harassment may be reported to the alleged offender’s administrative supervisor.

3. Employees working under a collective bargaining agreement may contact the appropriate union officer in regard to resolving a concern or complaint of violations of the nondiscrimination provision of their contract.

4. A concern or complaint about a student may be reported to the Director for Student Life Programs.

5. Information or assistance in filing a complaint is available from the Director of Human Resources, who is the BCCC Equal Employment Opportunity (EEO) Officer and College Coordinator for Sexual Harassment Policy compliance efforts (Room 130, Tyler Hall, 215-968-8090).

Weapons
Firearms and other weapons are prohibited on all Bucks Campuses.

Animals on Campus
This College does not permit students, faculty, staff or visitors to bring pets or animals to campus. This includes all parking lots, buildings, classrooms, dining areas, walkways and grassy areas.

Guide dogs are the exception. All requests for additional exceptions should be directed to the Office of Security and Safety.

Buildings and Grounds
Skateboarding, rollerblading, ice skating, skiing, sledding and snowmobiling are prohibited on the grounds and in the buildings of all campuses.

Buildings - Hours of Use
College buildings are closed from midnight to 6:00 a.m. Exceptions will be considered for special events. All requests for exceptions should be directed to the Office of Security and Safety at least three days in advance.

Children/Visitors
All children under the age of sixteen must be accompanied by a student, faculty, or staff member, who will stay with them, in order to utilize College facilities. Children are not permitted to attend class with a parent or guardian.

Community members or visitors will be asked to register with the Office of Security and Safety. Should these persons exhibit disruptive behavior, they will be asked to leave. If it becomes necessary, Security will be called.

Emergency Calls
Emergency telephone calls to students should be made only to the Office of Admissions, Records, and Registration, 215-968-8100. That office will try to contact students in their scheduled classes or, if possible, elsewhere on campus. The content of the emergency message will be given to students for their decision on any further action. Non-emergency calls are discouraged and may be refused by Admissions, Records, and Registration.

Lost and Found
If you have lost something, please notify the Office of Security and Safety immediately. A lost and found drop is located at the Student Life Information Center in the Charles E. Rollins Student Center or the Office of Security and Safety, Cottage 4 (Newtown Campus).

Medical Insurance
Since the college does not provide insurance, students who do not have medical coverage/insurance are encouraged to purchase insurance through a medical provider identified by the college. For more information, contact the Student Life Programs Office at 215-968-8257. International students are required to have medical coverage while pursuing their studies at the college and must contact Adult and Multicultural Student Services at 215-968-8107.

Smoking on Campus
Bucks County Community College is a smoke-free environment. Smoking is prohibited in all campus buildings.

Telephones
Office telephones are for official use only. Students should not encourage friends and relatives to call them at the College except in case of emergency. Public telephones are not available.

For emergencies, call boxes are located in parking lots A, C, C, D-E, K, between Penn and Founders Halls, and the Accessible lot. These telephones are free of charge and give a direct line to the Security and Safety office.

Motor Vehicle Regulations
The College's Motor Vehicle Regulations were developed in order to increase safety on campus and to provide an orderly process for the operation of motor vehicles. It is the responsibility of all students, faculty and staff to register their vehicle and obey these regulations.

Every vehicle parked on the campuses of Bucks County Community College is required to display a valid parking permit. Student and employees must apply online for their permit by visiting Bucks.edu/parking. There is no charge for student or employee parking permits. Students and employees may obtain permits for multiple vehicles if needed but each vehicle must be registered separately. Transferring permits from one vehicle to another is not permitted. Visitors to campus may obtain a temporary parking permit by visiting the Security & Safety office in Cottage 4.

College motor vehicle regulations are enforced at all times on all campuses.

Operation
1. All vehicles parked on campus require a parking permit and must be registered with the Office of Security and Safety.
2. BCCC parking permits are free and must be visible at all times.
3. You may register as many vehicles as needed. However, permits may not be transferred from one vehicle to another.
4. Please adhere or hang parking permits behind the interior rear view mirror of the vehicle so they are visible through the front windshield. Apply sticker on the rear view mirror so that it is visible through the front windshield
5. Temporary parking permits must be obtained by students and employees who use a leased, rented or borrowed vehicle. Please obtain a temporary permit from the Office of Security and Safety before parking your vehicle.
6. Student parking is permitted in lots A, B, C, D, and E.
7. Parking in the Visitors Lot by either employees or students is prohibited at all times and will result in a citation and fine.
8. Permits are valid for the period prior to the expiration date printed on the front of the permit.
9. Bicycles and mopeds may be parked in the racks provided throughout campus.
10. College staff and faculty must park in the specific areas designated for employees.
11. Student workers and part-time college employees carrying more than six (6) credits at Bucks County Community College are considered students for parking purposes and must obtain student parking permits and utilize student parking lots only.
12. All visitors should park in the Visitors area adjacent to Parking Lot B. (See Section III for detailed information.)
13. Unauthorized parking in HP or infirmary spaces will result in a citation and fine.

Violations
The following are violations of the College's Motor Vehicle Code:
1. Parking without a valid permit or improper placement of permit.
   A. Permit must be displayed on the back of the rear view mirror, inside the vehicle, and must be visible at all times.
   B. Any alteration or transfer of a parking permit or handicapped permit renders it invalid.
2. Parking or driving on grassy area.
3. Employee or student parking in visitor’s area, student in employee area, or employee in student area.
4. Parking on roadways, or on shoulders.
5. Unauthorized parking in any designated area.
7. Parking on crosswalk or within
For assistance, there are 16 emergency call boxes on the Newtown Campus, providing direct contact with the Office of Security and Safety.

**Evening Student Shuttle Service**

The College operates a shuttle service Monday through Thursday nights between 6:00 p.m. and 11:00 p.m.

Students will be picked up in the parking lots and dropped off between Penn Hall and Founder’s Hall. After class, students will be picked up between Penn Hall and Founder’s Hall and dropped off near their vehicles.

20 feet of fire hydrants.
8. Parking over the white line and/or obstructing two spaces.
9. Failure to obey official traffic control signs or directions.
11. Reckless driving.
12. Unauthorized parking in a designated handicap/reserved infirmity area.

**Sanctions and Fines**

A. Fines
1. Monetary fines are listed on all violations notices.
2. There are additional charges for towing and/or immobilizing vehicles.
3. Unauthorized parking in handicapped/infirmity spaces - $100
4. Immobilization Boot - $100
5. Parking in Fire Lanes, reckless driving - $50
6. Parking without a valid Bucks County Community College permit and most other violations - $15
7. Parking with expired BCCC permit - $10
8. Valid BCCC permit but not properly displayed - $5

B. Payment

All parking fines payments are due within 14 calendar days of the date of the violation. Payment can be made in any of the following ways:

1. Students and Employees:
   a. Payments are accepted at the Student Accounts Office located at The Hub (located below the Linksz Pavilion from 8:30 a.m. to 4:00 p.m.
   b. Students may also make online payments through their student account.
   c. Payments may be mailed to Student Accounts at the following address:
      BCCC Student Accounts Office
      275 Swamp Road
      Newtown, PA 18940
2. Anyone – Those who are unable or choose not to make payments via Student Accounts may pay online at.
   A convenience fee of $1.00 plus 5% of the amount of the fine will be added to such payments to cover the cost of credit card processing. For example, paying the typical $15 fine would cost $16.75 with the convenience fee included. Students and employees who wish to avoid the convenience fee should pay through Student Accounts.

C. Unpaid Parking & Traffic Violation Fines
1. Unpaid parking and traffic violation fines are considered financial obligations to the College and will result in withholding of student records, grades, transcripts, registration, or other official records.
2. Employee fines not paid within 45 days or by the end of the semester, whichever occurs first, will result in suspension of parking privileges. Once suspended, the vehicle is subject to immobilization or towing at the owner’s expense.
3. The College reserves the right to seek judgment in the Court of the District Justice against any person who fails to satisfy any outstanding obligations levied according to these Motor Vehicle Regulations.

**Towing/Immobilization Policy**

1. Towing: The College reserves the right to tow or immobilize the vehicle resulting from towing or immobilization. The owner will be responsible for the costs involved in removing, impounding and storing the offending vehicle. All fees must be paid before the vehicle will be released. The College is not responsible for damage to a vehicle resulting from towing or immobilization.

2. Immobilization (Booting): When a vehicle is determined to have three (3) or more parking violation notices charged against it, whether paid or unpaid, a boot device may be used to immobilize the vehicle. The College will not authorize removal of the boot until a boot removal payment of $100 is made and all outstanding fines have been satisfied. In addition, any vehicle subject to towing under these regulations may be immobilized instead of the College’s discretion. Flagrant violations of these motor vehicle regulations may result in the loss of parking and vehicle operating privileges on campus.

Notice of the placement of a wheel boot shall be posted prominently on the vehicle. Placement of the notice shall depend upon the type of vehicle. The College is not responsible for damage to a vehicle resulting from towing or immobilizing the vehicle. Only members of the Office of Security and Safety staff may place and/or remove wheel boots. Attempts to remove boots by unauthorized personnel may result in criminal charges for damage to the device. Vehicles immobilized for longer than 36 hours may be moved to a storage facility. The owner/custodian of the vehicle shall be responsible for immobilization and removal fee as well as any storage fees.

**Procedures**

A. Appeals of parking and/or traffic citations
1. Violation Notices may be appealed to a special Traffic Appeals Panel.
2. Appeals must be filed online at (URL) within 14 days of the issuance of the citation.
3. An employee whose parking privileges have been suspended may appeal the suspension to the Traffic Appeals Panel. The employee must file an appeal with the Human Resources Department no later than five (5) working days after the notice of the suspension of parking privileges has been received.

4. Decisions made by the Traffic Appeals Panel are final.

B. Visitors: College departments expecting visitors should notify the Office of Security and Safety and secure visitor permits, which can be mailed to the visitor along with parking instructions.

1. Visitors to campus must park in the Visitors Area. If this area is full, visitors are requested to report to the Office of Security and Safety, located in Cottage 4, for issuance of a permit and instructions on where to park.
2. Visitors are subject to all Campus Motor Vehicle Regulations.

C. Special Parking

Arrangements for all special, temporary and visitor parking permits are coordinated through the Office of Security and Safety. Issuance of a permit does not guarantee a parking space. Lack of space is not considered a valid excuse for violation of regulations

1. A “30 Minute” parking space is located in Employee Lot K for Admissions visits only.
2. “Short-Term” (30 minute) parking spaces are located in front of the Cottages and may be used by anyone who requires only a few minutes to transact college business.
3. Temporary permits for “Loading and Unloading” are issued yearly to all college departments and budget areas by the Office of Security and Safety. These permits may be used for a maximum of 30 minutes.
4. Parking in the areas outlined above will be timed and strictly enforced. Citations will be issued to violators.

D. Handicapped Parking/Temporary Mobility Impairments

1. Individuals with permanent mobility impairments must have an official Pennsylvania Bureau of Motor Vehicles handicapped license plate or placard displayed on their vehicle in order to park in any of the designated handicapped spaces on campus. Students and employees must also possess valid campus parking permits.
2. Parking arrangements are available to individuals with temporary mobility impairments. Applications for these “Infirmary” spaces are available from the Office of Security and Safety. Temporary permits are issued per semester.
   a. All reserved infirmary spaces are clearly marked and posted.
   b. Reserved infirmary parking is available on a first-come, first-served basis.
3. Individuals with infirmary permits may not park in handicapped spaces.
4. If all reserved infirmary spaces on campus are full, drivers must park in a regular lot.
5. Disabled Vehicles
   All disabled vehicles should be reported to the Office of Security and Safety (215-968-8395). A reasonable period of time will be granted for the removal of a disabled vehicle, but must be coordinated with the Office of Security and Safety.
6. Overnight Parking
   Parking on campus between the hours of midnight and 5:00 a.m. is prohibited, except with prior approval from the Office of Security and Safety. Permission will be granted for disabled vehicles and vehicles belonging to those participating in college sponsored trips. In all cases, the owner/operator should contact the Office of Security and Safety.
7. E. Miscellaneous
   1. Motorists are advised that all Pennsylvania laws and regulations pertaining to the use of motor vehicles apply to all drivers and vehicles on the campus of Bucks County Community College.
   2. Any driver coming on campus to discharge or pick up passengers may do so in the area of Linden Lane designated for that purpose.
   3. Parking near the baseball field is at your own risk due to foul balls, etc.
   4. The college is not responsible for the safety of vehicles or their contents.
8. Bucks County Community College Motor Vehicle Regulations are in effect at all times.
   Additional information concerning parking and the operation of motor vehicles on campus is available at www.bucks.edu/security

Handicap Access

Elevators:
- Allied Health Building
- Founders Hall (right side)
- Gateway Center (left side, rear of building)
- Pemberton Hall (rear of Admissions)
- Penn Hall (left side)
- Charles E. Rollins Center - outside rear entrance connecting with the Fireside Lounge and Library
- Ramps:
  - Charles E. Rollins Center - Fireside Lounge
  - Founders Hall
  - Hicks Art Center - main entrance and rear hallway
  - Cooper Homestead - main entrance
  - Penn Hall - right side and rear entrances
  - Portable Classrooms - each entrance
  - Tyler Hall - front entrance and inside first floor
  - TDD - Telecommunication Devices for the Deaf

Evening Student Shuttle Service

The College operates a shuttle service Monday through Thursday nights between 6:00 p.m. and 11:00 p.m. Students are picked up in the parking lots and dropped off behind Penn Hall and Founders Hall. After class, students are picked up behind Penn and Founders Halls and dropped off near their vehicles.

Emergency Closings

Snow, ice or other types of emergency conditions may force the college to cancel or delay the start of classes. Announcements are made on the college main telephone number (215) 968-8000 and website, www.bucks.edu, as well as the following area radio stations: KYW RADIO 1060 AM (Philadelphia), WBCB RADIO 1490 AM (Levittown) WNWPV RADIO 1440 AM (Lansdale), WHWH RADIO 1350 AM (Trenton), WPST RADIO 97.5 FM (Princeton) and television stations CHANNEL 3-KYW, 10 NBCW-CAU, FOX-29 and WFMZ-69. All stations announce the name of the school, except for KYW which uses code numbers to provide the status of classes at the college.

Closing codes are as follows:
- 760 - Code number for Newtown/Bristol day classes, including Saturday and Sunday
- 759 - Code number for Perkasie day classes including Saturday and Sunday.
- 2760 - Code number for Newtown/Bristol evening classes.
- 2759 - Code number for Perkasie evening classes.

It is important for everyone to remember the following information when a delayed opening is announced:

One (1) hour delay - all classes ending prior to 10:00 AM are cancelled. Classes starting prior to 10:00 AM, but ending after 10:00 AM, would be held from 10:00 AM until regular class ending time. To aid Physical Plant in clearing roads/sidewalks, the gates to campus will not be opened until 9:30 AM. Employees and students are not to arrive at the campus prior to 9:30 AM.

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.
Student Privacy
Buckley Amendment

This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Education Rights and Privacy Act (FERPA) Office concerning alleged failures by the College to comply with the act.

Local policy explains in detail the procedures to be used by the College for compliance with the provisions of the act. Copies of the policy can be obtained in the Office of Admissions, Records, and Registration in Pemberton Hall and at www.bucks.edu. An appendix to the policy contains a Directory of Records which lists all education records maintained in regard to students by the College.

Questions concerning FERPA may be directed to the Office of Admissions, Records, and Registration. The College has designated the following student information as public or Directory Information. Such information may be disclosed by the College for any purpose.

- Name
- Address
- Telephone number
- Major field of study
- Dates of attendance
- Degrees and awards received
- Previous institution(s) attended
- Full-time/part-time status
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams

Such information may be disclosed at the discretion of the College to individuals, agencies, and institutions for purposes relating to activities approved by and associated with Bucks County Community College. Examples of these activities are student elections; recognition of degrees and awards by publishing in newspapers, commencement programs, etc.; recognition of participation in College sports and activities by publishing in newspapers, programs, etc.; and, student insurance plans that are approved by the Board of Trustees of the College. Directory Information will not be disclosed for purposes unrelated to activities approved by and associated with Bucks County Community College. Examples of these unrelated activities are: developing mailing lists to engage in a commercial enterprise; dissemination of political information; solicitation of funds by individuals, agencies, and institutions; and notification of opportunities to attend meetings of, engage in a contract with, participate in, order goods or services from, or join an organization, institution, agency, or individual that is not approved by and associated with Bucks County Community College. A student directory is not published by the College because of the expense incurred in such an undertaking and the potential for invasion of students’ privacy.

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, written notification must be received by the Office of Admissions, Records, and Registration prior to three weeks after the first day of classes for the semester in which the withholding of Directory Information is to take effect.

The College assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.
Clearance Letters
When a student wishes to transfer, the transfer institution often requests a Letter of Clearance. This letter is sent to the college of the student’s choice explaining whether he or she was involved in any disciplinary actions, his/her dates of attendance and general standing at Bucks County Community College. A Letter of Clearance is not a transcript.

Forms to have a Letter of Clearance issued are available in the Office of Student Life Programs, located on the lower level of the Charles E. Rollins Center. If the transfer institution issues its own form, that is mailed with the Letter of Clearance.

Transcripts
Bucks students receive their grades online through WebAdvisor instead of in the mail. However, students who would like grades mailed to their home can request a grade report from the Office of Admissions, Records, and Registration. Students may request the mailing of a transcript to another college or to an employer through the Office of Admissions, Records and Registration. Students may submit their request in person, by mail, or by emailing the Office of Admissions, Records, and Registration from their Bucks Student email account (requests submitted from personal email accounts will not be honored). During evening or Saturday hours, students may submit their request, in person, in the Student Services Office, Rollins Center, 1st floor. There is a two-dollar fee for each transcript.

Equal Employment Opportunity Statement
Bucks County Community College does not discriminate against any employee, applicant for employment, student or applicant for admission because of race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual’s actual or perceived disability, genetic information or veteran status.

Accordingly, all recruiting, hiring, and promoting for all job classifications will be made without regard to race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual’s actual or perceived disability, genetic information or veteran status.

All recruiting and admissions of students will be made without regard to race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual’s actual or perceived disability, genetic information or veteran status. located in Room 130, Tyler Hall.

Equal Opportunity in Education
Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity sponsored by the College. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any educational program or activity sponsored by the College, and Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race in any educational program or activity sponsored by the College.

It should be further noted that in addition to the above laws and regulations, the College is committed to the premise that all students and applicants for admission are entitled to an equal opportunity to acquire training, education, and skills at Bucks County Community College regardless of their sex, race, national origin, religion, color, sexual orientation, age, or handicapped condition.

The College will not tolerate any behavior by staff or students which constitutes sexual harassment of a student.

If a student feels that his/her rights under the aforementioned laws and regulations have been violated, contact the College Equal Opportunity Employment Officer, 215-968-8090.

Student Consumer Information Services
As required by the Student Consumer Information Regulations, established under Title I of the Educational Amendment of 1976, the College provides information to current and prospective students concerning the academic programs offered by the College and the financial assistance programs available to students.

The College participates in all major federal and state financial aid programs. This Catalog includes a section on the College’s Financial Aid Programs, including descriptions of the various programs, application procedures, eligibility requirements, criteria for selecting recipients, criteria for determining award amounts, and a statement of the rights and responsibilities for students receiving financial assistance.

In addition to this information, the Financial Aid Office has prepared a Financial Aid Brochure which summarizes the aid programs available for current and prospective students. Requests for information and application materials should be directed to:
Financial Aid Office, Bucks County Community College, Newtown, PA 18940.

This Catalog includes a section outlining tuition and fee charges for full and part-time students, as well as estimates for books and supplies, off-campus housing, transportation, and personal expenses. It is important to understand that this information is based upon typical expenses for the “average” student, and may vary greatly from student to student, depending upon housing plans, transportation arrangements, and other personal factors.

The College’s Refund Policy is outlined in the Expenses section of this Catalog. It is the responsibility of the student to be aware of this refund policy, and to notify the College in writing of intent to withdraw from courses or the College.

The Office of Institutional Research maintains information on student retention rates by academic programs and also information on the number of students completing majors. In addition, this office conducts an annual follow-up study on post-graduate activities. This study includes information on numbers of students transferring to other colleges and universities and locating full and part-time jobs.

Additional information on retention rates, number of students completing majors, and similar types of information should be requested from: Office of Institutional Research, Bucks County Community College, Newtown, PA 18940.

The College’s contact person for Student Consumer Information Services is the Director of Financial Aid. Questions and requests for information should be directed to: Director of Financial Aid, Bucks County Community College, Newtown, PA 18940.
As a result of the Higher Education Amendments of 1998, the following list and brief descriptions are being made available so that students and parents will know what office(s) to contact for required disclosures:

- Rights Under Family Education Rights and Privacy Act - This Act was written to protect the privacy of education records. Questions may be addressed to the Office of Admissions, Records and Registration.
- Completion/Graduation Rates - This will show completion or graduation rate of cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program of study within 150% of the normal time for graduation or completion. Questions may be addressed to the Office of Institutional Research.
- Report on Athletic Program Participation Rates and Financial Support Data - Includes disclosures regarding institutional revenues and expenses attributable to intercollegiate athletic activities as well as disclosures regarding athletic participation. Questions may be addressed to the Department of Health, Physical Education and Nursing.

**Student Right-to-Know Act**
In response to the Right-to-Know and Campus Security Act, Public Law 101-342 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 beginning with the fall of 2000 is approximately 16.0 percent. This rate is based on a 4-year average of the actual graduation rates of full-time students entering the College beginning with the fall of 2000 through the fall of 2003 and who completed an Associate Degree major within three years or who completed a certificate major within one and one-half years. It should be noted that these rates do not reflect the many students who successfully transfer to other educational institutions without earning a degree at Bucks County Community College or those who are still attending. These rates also do not reflect those students who have met their individual educational goals without earning a degree or certificate.

**Resolution of Student Concerns**
As a comprehensive educational community, BCCC promotes an active and challenging learning environment. Varying viewpoints and differences of opinion in such an environment are natural and expected. Students enjoy a host of rights and responsibilities in addressing issues and concerns. Student concerns are generally best resolved at the level at which the concern developed. Communication is the key to resolution. Students are encouraged to communicate concerns with specific matters to the office/area or individual most directly involved or responsible. A variety of mechanisms exist to assist students in processing such concerns. Faculty members, administrators, and College staff are receptive to discussion and welcome interaction with students. The Dean of Student Affairs serves as an ombudsman for students and can assist in directing students to the most appropriate area or person to resolve concerns. Counseling services, Assistant Academic Dean, and area administrators can also provide assistance in this area. Students are encouraged to address concerns in an appropriate and timely manner and to utilize resources available to best assist in the process.

**Procedure**
1. Students should discuss their concern/issue with faculty, or at point of origin.
2. If the issue is not resolved, student should consult with the appropriate dean or department head.
3. If the issue is still unresolved, the student should consult with the Provost/Dean, Academic Affairs.
4. If a student thinks he is not getting a fair hearing or feels the need for an ombudsman, the student should contact the Dean, Student Affairs.

**Student Body Bill of Rights and Responsibilities**
Rallies, Free Speech, and Communication
1. The College affirms the right of its students to hold rallies, speeches, and demonstrations after students observe the routine procedures designated by orderly scheduling of facilities and activities. In order to permit the normal and uninterrupted use of buildings, picketing shall be confined to out-of-doors in such a manner as to permit normal and orderly egress and ingress.
2. The placing of signs, posters, and banners shall be in conformity with the regulations set forth in this Catalog.

**Rights**
1. Freedom of expression in the classroom.
2. Protection against improper academic evaluation.
3. Protection against improper disclosure on the basis of class- room expressions.
4. Confidentiality of student records.
5. Freedom of association.
7. Freedom of responsible expression in student publications.
8. Freedom to exercise citizenship rights.

**Responsibilities**
1. Compliance with and support of duly constituted civil authority.
2. Respect for the rights of others and cooperation to ensure that such rights are guaranteed.
3. Cooperation to ensure that the will of the majority is implemented after due consideration has been given to contrary points of view.
4. The exercise of dissent in an orderly manner and within a framework compatible with the orderly resolution of differences.
5. Active support of College regulations established through the joint efforts of students and faculty leaders.
Discipline: College Code of Conduct

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.

Student Responsibilities

It is the expectation of the faculty and administration of the College that students will act maturely and develop the ability to lead and govern themselves.

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 within the classroom, laboratories, library, and other College facilities and on College sponsored trips.

Students are expected to:

a. report to class on time and remain for the duration of the class.
b. be responsible for all material covered and announcements made within class, even when absent from class.
c. come to class prepared (completed homework and readings).
d. refrain from conversations whenever the instructor or another student is speaking.
e. maintain an atmosphere conducive to the teaching/learning process.
f. silence all electronic devices during class.
g. abide by the College’s Guide for Responsible Use of Electronic Communication and not abuse the privileges of access to electronic information and communication.
h. adhere to classroom policies set by their instructors in the class format/syllabus.
i. turn in assignments on time (in the proper format), participate in class discussions, and prepare for tests.
j. adhere to the College’s Academic Integrity Policy.
k. abide by college policies related to children on campus.
l. refrain from tobacco use in unauthorized areas.
m. abide by the Student Code of Conduct contained within this document.
n. abide by all college policies.

I. Infractions/Violations

The following student actions are Code of Conduct Violations and may result in sanctions:

a. Plagiarism or academic cheating.
b. Forgery or alteration of the College identification card or records.
c. Destruction of, damage to, malicious misuse of, or abuse of College property, personal property on campus.
d. Assault upon another person or the threat thereof while on campus.
e. Theft of College property or personal property on campus.
f. Lewd or indecent conduct on campus.
g. Possession, use, or sale of unauthorized narcotics or illegal substances on campus.
h. Unauthorized use, possession, or sale of firearms or other dangerous weapons on campus.
i. Drunk and/or disorderly conduct on campus.
j. Possession of alcoholic beverages on campus property except where expressly authorized by the President.
k. Sexual harassment
l. Violation of other College rules and regulations after publication, distribution, or posting thereof in such a manner to ensure fair notice to the student.
m. Willful destruction of the passageway, or exit or entrance to the College campus, of a College building or facility, or any portion thereof.
n. Failure to provide proper identification of oneself when requested by a College official including security officers, faculty, and staff members.
o. Failure to respond to official correspondence and communication from the College.
p. Gambling on College property.
q. Smoking in unauthorized locations.
r. Disruptive behavior or conduct.
s. Misrepresentation of proper identification of oneself in the transaction of College business and dealings with College officials and representatives.
t. Unauthorized possession of animals on College premises.	u. Abuse of privileges of access to electronic information and communication.

II. Sanctions

If a student is found guilty of a violation(s) one or more of the following sanctions may be imposed:

a. Expulsion: permanent separation of the student from the College. Notification will appear on the student’s transcript and the official disciplinary file in the Office of Student Life Programs. The individual will also be barred from College premises.
b. Suspension: separation of the student from the College for a specified period of time. Notification may appear on the student’s transcript. Notification will appear in the official disciplinary file. The individual shall not participate in any College sponsored activity and may be barred from College premises.
c. Temporary Suspension: the College reserves the right to temporarily suspend any individual charged under the Code with any violation which is a serious threat to the physical well being of any individual(s) or property. In the event of such temporary suspension, a hearing must be held before the appropriate College official within seven (7) calendar days of the date of the incident or discovery thereof.
d. Monetary Fines: not to exceed $125. Notification will appear on the student’s financial records and in the official disciplinary file.
e. Restitution: the student is required to make payment to the College or other persons, groups, or organizations for damages incurred as a result of commission of a Code violation.
f. Other Sanctions: to include disciplinary probation consisting of written letters of reprimand, restrictions upon participation in College activities, requirement of formal apologies, 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.

III. 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.

A. Violations

All Code of Conduct violations must be filed in writing within seven (7) calendar days of their occurrence:

a. Non-academic (non-classroom) violations must be filed with the Director, Student Life Programs in the Office of Student Life Programs.
b. Academic violations regarding plagiarism and cheating must be filed with the Provost/Dean of Academic Affairs.
c. Academic violations regarding classroom offenses must be filed with the appropriate Assistant Academic Dean in the Academic Affairs Division. Academic violations regarding classroom offenses in integration of Knowledge (INTG) classes must be filed with the INTG Coordinator.

I. Non-classroom oriented violations are filed with the Director, Student Life Programs in the Office of Student Life Programs.

The following procedure will take place after a non-classroom Code of Conduct violation:

1. When a Code of Conduct violation is filed, the Director, Student Life Programs 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.

There are two options for a hearing in a non-classroom oriented violation:

a. Option #1 for disciplinary hearing:

The alleged code violator(s) may choose to have the hearing with the Director, Student Life Programs. The Director, Student Life Programs will meet with the alleged code violator(s) in a one-on-one
setting. Once all evidence has been reviewed, the Director, Student Life Programs has the option of deciding any sanctions at that time. The Director, Student Life Programs 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.

b. Option #2 for disciplinary hearing:
The alleged code violator(s) may choose to have the hearing with the Student Judiciary. 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.

What is the role of the role of the Student Judiciary?
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.


3. Academic violations regarding classroom offenses:
Disruptive classroom behavior and other classroom offenses will be filed with the Assistant Academic Dean in the department where the violation occurred, or with the INTG Coordinator for such offenses in INTG classes. Faculty make primary decisions regarding student discipline in the classroom. These decisions are subject to review by the appropriate Assistant Academic Dean responsible for the department, or by the INTG Coordinator for those classes.

The following procedure will take place after a classroom Code of Conduct violation:
Faculty member will ask the student to cease the disruptive or code violating behavior.

a. If student does not cease the behavior, the faculty member may ask the student to leave the class.

b. 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.

c. 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 Assistant Academic Dean or the INTG Coordinator responsible for that department or class for a disciplinary hearing.

d. The Assistant Academic Dean or the INTG Coordinator will give the alleged code violator(s) written notice of what they are accused within seven (7) calendar days of the most recent violation, including the date and time of their hearing.

e. A disciplinary hearing will be conducted by the Assistant Academic Dean or INTG Coordinator who will determine the sanctions, if any.

f. The Assistant Academic Dean or the INTG Coordinator will inform the alleged code violator(s) in writing of the official College ruling no later than seven (7) calendar days following the disciplinary hearing.

B. Appeals

- Appeals to all rulings may be made in writing within fourteen (14) calendar days of the disciplinary hearing date.
- All academic oriented appeals will be filed with the Provost/Dean of Academic Affairs
- Non-classroom oriented appeals will be filed with the Dean, Student Affairs.
- A subsequent appeal may be made in writing within fourteen (14) calendar days of the Dean level appeal hearing date to the College President. The decision of the College President shall be final.

C. 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.
IV. Enforcement
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.
- 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/Dean, Academic Affairs.
- Chief responsibility for the enforcement of non-academic oriented violations rests with the Vice President/Dean, 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.

College Policy Regarding Cheating and Plagiarism
The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors. This assumes that all work will be done by the person who purports to do the work without unauthorized aids. In addition, when making use of language and some idea not his or her own, whether quoting them directly or paraphrasing them into his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a footnote.

Individual instructors are responsible for completing the Plagiarism/Cheating Incident Report within fourteen (14) days of the discovery of an offense. The instructor should maintain copies and forward originals of the Report and supporting documentation to the Office of the Dean of Academic Affairs. The Dean of Academic Affairs will notify the instructor’s Assistant Academic Dean, the student’s Assistant Academic Dean, and the Dean of Students.

Instructors should include in their course formats an explanation of the Cheating and Plagiarism Policy and its penalties. The Office of the Dean of Academic Affairs will maintain a central record and monitor all policy violations.

Penalties for Cheating and Plagiarism
First Recorded Offense
When an instructor charges a student with cheating or plagiarism, the instructor must complete a Plagiarism/Cheating Incident Report within fourteen (14) days of the incident’s discovery. The instructor must take one of the following two actions:

Level 1—Issue a warning with the requirement that the offending portions of the work be revised.

-OR-

Level 2—Issue an automatic failing grade (F) for the work in question, e.g., quiz, essay, examination.

Second Recorded Offense
When the Office of the Dean of Academic Affairs receives a Plagiarism/Cheating Incident Report, a review of the central record file will be made to determine if any previous incidents have been reported on the same student. If one previous offense has been recorded, the instructor filing the Incident Report will be contacted and must resubmit the Incident Report taking one of the following two actions:

Level 3—Issue an automatic withdrawal grade (W) for the course. (This action must be taken within the normal course withdrawal period).

-OR-

Level 4—Issue an automatic failing grade (F) for the course.

NOTE: Instructors should always complete the Incident Report as a First Recorded Offense unless contacted by the Office of the Dean of Academic Affairs to resubmit the Incident Report as a second offense.

Third Recorded Offense
If the Office of the Dean of Academic Affairs receives a third recorded offense on the same student, it will notify the instructor and the College will take the following action:

Level 5—Three year suspension from the College.

- Any incident or penalty, except Level 5, shall be levied by the instructor in writing and recorded in the Office of the Dean of Academic Affairs.

- No information pertaining to the offense shall be disclosed to external entities such as colleges, employers, or agencies.

Cheating and Plagiarism Appeals
Normal appeal routes shall be followed with normal time allocation for the student to seek counsel, should he or she desire to appeal the instructor’s actions.

- Appeals pertaining to Levels One and Two should be directed to the Assistant Academic Dean. If resolution is not achieved at that level, the final step in the appeal process is the Dean of Academic Affairs.

- Appeals pertaining to Levels Three and Four should be directed to the Committee on Academic Performance.

- Appeals pertaining to Level Five should be directed to the Dean of Students.

Responsible Use of Electronic Communications
The Policy Manual of Bucks County Community College contains language that applies to student use of electronic resources. References to “policy” refer to Information Technology Policy 6.0.

Access to the electronic resources of Bucks County Community College is a privilege granted to students, faculty, and staff of the College. The College strives to provide the best possible information systems, services and equipment to members of the campus community. The aim of this policy is to define the responsibilities of all authorized users and providers of electronic information systems and services. All users with system access, either temporary or permanent, are bound by this policy.

This policy applies to all electronic information systems and services provided by Bucks County Community College. Included are all forms of electronically stored information: documents, files, emails, text messages, instant messages, blogs and all other forms of internet based communication. The policy also applies to all equipment including, but not limited to, college owned personal computers, cellular or desktop telephones, fax machines, copiers, printers, cameras, system user accounts, and other network access devices and services.

Appropriate Use
Electronic means of information creation, access, storage, and exchange are to be used only for the purposes for which they are assigned. Appropriate uses fall within the College priorities on instruction, research, and other educationally and business related communication. The College recognizes that there may be occasions for incidental personal use; however, these instances should be limited and infrequent.

Frequent personal use of College computer equipment may have tax implications for the user. Following are the expectations for appropriate use and examples of inappropriate use.

Appropriate Use
- Use resources for College instructional, research, and business purposes only.

- Safeguard password and physical system access to prevent unauthorized use.

- Change password frequently incorporating unique character combinations.

- Share password with ITS staff for trouble-shooting or support purposes.

- Communicate using professional and personal courtesy.

- Protect the integrity and confidentiality of College information data.

- Practice good stewardship of College equipment.

- Adhere to copyright and file sharing laws.

Examples of Inappropriate Use
- Use resources for personal activities on a regular or frequent basis.

- Unauthorized use of the password of another user.

- Gain unauthorized access to resources or data or attempt to do so.

- Circumvent or disable system/network security measures or at-
tempt to do so.

• Engage in any activity potentially damaging to the College network.
• Use, download, share, transfer or store any unauthorized software, copyrighted or entertainment material.
• Download or store media resulting in excessive consumption of network resources.
• Install unauthorized software on a College computer.
• Use computer programs to decode passwords or access control information.
• Use the network for unlawful, commercial or for-profit purposes, product advertisement or political lobbying.
• Use or display pornographic images in violation of existing law or College policy.
• Duplicate software or related documentation.

Monitoring and Confidentiality

Pursuant to the Electronic Communications Privacy Act of 1986, notice is given to users that no guarantee of privacy or confidentiality is provided when utilizing the electronic systems and services provided by Bucks County Community College. The College complies with state and federal law regarding certain legally protected confidential information, but makes no representation that any other uses of this system will be private or confidential.

The College has the right and responsibility to monitor activity on its systems, including but not limited to all email and network traffic, as well as Internet access obtained through use of College resources. System administrators have access to all user history and will conduct routine audits and monitoring of system activity. User desk top audits will be conducted with the participation of Internal Audit staff. Users should also be aware that backup copies of messages and documents may exist, despite end-user deletion. The goal of backup and archiving procedures is to ensure system reliability and prevent business data loss.

If Bucks County Community College determines that activities are ongoing which do not comply with applicable laws or this policy, electronic records may be retrieved and used to document the activity. Triggers for record review may include, but are not limited to, investigation of a confidential complaint, investigation of unusual network or server activity, or legal subpoena.

In legal matters which involve electronically stored information, the College will follow appropriate federal and state guidelines.

Account Activation/Termination

Student account activation is based on credit course enrollment at the College, as well as enrollment in certain non-credit courses and programs, and through the online application and registration process. Access to student email service and campus computer facilities will terminate during periods of non-enrollment, or may occur as a result of inappropriate use as outlined in College procedures. During periods of non-enrollment students have continued access to online registration systems.

Plagiarism

Plagiarism and other forms of academic cheating are unacceptable and are considered as major infractions of the Student Code of Conduct and College Policy. The College policy regarding cheating and plagiarism applies to electronic forms of information and communication as well as to more traditional formats. Penalties for cheating and plagiarism, along with the College policy, are published in the College Catalog.

Reporting Misuse

Student users should report misuse or abuse to the Director, Information Technology Security at 215-968-8418.

Consequences of Failure to Comply with Guidelines for Responsible Use

Abuse of access privileges to electronic information and communication by students is subject to disciplinary action as specified in the Student Code of Conduct, published in the College Catalog, and according to College Policy.

Disclaimer

Bucks County Community College assumes no liability for direct and/or indirect damages arising from the use of its electronic communication systems by authorized users. Users are solely responsible for the content they disseminate. Bucks County Community College is not responsible for any third-party claim, demand, or damages arising out of use of the Bucks County Community College’s electronic communication systems or services. Bucks County Community College will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-deliveries, or service interruptions caused by College negligence or user errors or omissions. Use of any information obtained is at the risk of the user.

The College reserves the right to discard incoming mass mailings without notifying the sender or intended recipient and to block all internet communications from sites that are involved in extensive spamming or other disruptive practices, even though this may leave users of the College network unable to communicate with those sites. The College makes no warranties, expressed or implied, with respect to the content of any advice or information received by a user or cost/charges associated with such information and any cost, liability or damages caused by the way the user chooses to utilize network access.

Email User Responsibilities

Your BucksMail account is the official communication channel for the College. This means that we will use this account to communicate essential enrollment and academic information. The following procedures apply to your student email account provided by Bucks County Community College. These procedures support the College’s policies related to Electronic Communication. Failure to adhere to the following procedures may put your systems at risk.

Procedures for Appropriate College Email Account Management

1. Check BucksMail frequently.
2. Your email account is for your use only.
3. Use a secure password and do not share it.
4. If you use a mobile device, keep your communications private by using a password lock.
5. Use email for lawful purposes only.

For tutorials and assistance in completing the above procedures, view the TLC website: http://bucks.libguides.com/TLCStudents
# Academic Degrees and Credit Courses

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