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# Section 6 - Index

Application Form

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**College Calendar**

Bucks County Community College's academic calendar is available each year in printed form in semester schedules and on the college website: [www.bucks.edu](http://www.bucks.edu) (from the Bucks home page search “Calendars”).

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

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

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A Message from the President

We welcome you. At Bucks County Community College your success is our primary objective.

We prepare you. Whether your goal is a degree prior to moving to another college, or obtaining the skills needed for immediate entry into a profession, or simply to improve your skills as a citizen or in your chosen occupation, you will find Bucks people dedicated to helping you achieve your objectives.

We care about your education. Our faculty is committed to learning through effective teaching. Their innovations in use of teaching methods reach all of our students in the classroom, on the internet, and in hybrid courses. Our students appreciate small classes with state-of-the art technology and co-curricular activities that enhance learning. Our graduates regularly return to thank faculty for the outstanding learning experiences they had at Bucks.

We care about your success. The faculty are supported in their efforts by dedicated staff who seek to guide, inform, and support you throughout the Bucks experience. And, all of us share the beautiful surroundings of this very special campus nestled into Tyler State Park.

Bucks has established traditions of excellence that continue to this day. For more than 40 years the College has provided quality programs and services to the entire community. Bucks graduates have succeeded wherever they have gone – to other universities, in business or government, in public service, and in health care. We expect you to be part of that success story that is written one student at a time.

Best wishes in your studies!

Dr. James J. Linksz
President
Bucks County Community College offers a wide range of academic programs, services and facilities right in your neighborhood. Classes are held at our beautiful 200-acre campus 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. What’s more, Online Learning allows you to take courses over the internet, while evening classes are also held at a number of community sites. Noncredit continuing education opportunities, including business and industry training, are available as well. With all these convenient and affordable options, it’s clear that Bucks is “where to learn, where to return.”

Newtown Campus
275 Swamp Road ■ 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 Business Administration, Criminal Justice and Education, 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 Drive ■ Perkasie, PA ■ 215-258-7752
- Students can complete associate degree programs in Business Administration, Education, Liberal Arts-General Emphasis, Communication-Studies; plus Practical Nursing, certificate programs, continuing education and business and industry training
- Facilities include Fickes Art Center, Penn Color Library and computer labs in a 33,000 square-foot building. Plans for expansion are underway at the time of catalog publication
- Located on 14 acres in East Rockhill Township, convenient to Quakertown and Doylestown

Online Learning
www.bucks.edu/online ■ 215-968-8052
- More than 120 eLearning and hybrid credit courses offered each semester
- Hundreds of noncredit courses available through Continuing Education
- Provides scheduling flexibility for the highly motivated learner (See page 138)

Off-Campus Locations
Pennswood Village
1382 Newtown-Langhorne Road
Newtown, PA 18940
Accreditations and Approvals
Bucks County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. 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. Nursing is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the State Board of Nursing, and by the Commission on Accreditation of Allied Health Education Programs. In addition, the Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Practical Nursing is approved by the Pennsylvania Board of Nursing.

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's Student Services Center is accredited by the International Association of Counseling Services.

The College is recognized by the American Association of Collegiate Registrars and Admissions Officers.

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 open-mindedness.
- Diversity and an understanding of world cultures.
- Collaboration with co-workers, individuals, business, the community and other learning institutions.
- Responsible stewardship of resources.
- Excellence in service to our students, the community and each other.

Institutional Goals
The goals of Bucks County Community College are to:

- Prepare students to transfer to four-year institutions.
- Prepare students to enter the workforce.
- Enhance students' performance in the workplace.
- Provide support and services to help students reach academic success.
- Develop the social and ethical responsibility of our students.
- Enrich the cultural, recreational, and intellectual life of the community.
- Continue to improve our teaching, learning, service, and technical proficiencies.
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 glass-blowing programs.

The Early Learning Center, a child-care 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. A new home for the Wellness Center, adjacent to the gym, was added in 2002.

A new 11,900-square-foot building to house the College's Practical Nursing, Radiography, and Allied Health programs, scheduled to open in 2006, is adjacent to the Music and Multimedia Center.

To better serve the needs of the entire county, the College opened a new free-standing 55,000-square-foot Lower Bucks Campus in 2007, complete with science labs, classrooms, and meeting rooms. The new facility replaces the Bristol Center, which opened in 1989 in a nearby office park. Meanwhile, the Upper Bucks Campus in East Rockhill Township near Perkasie continues to thrive since its opening in 1999, with further expansion scheduled for 2009.

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.
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)
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.</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, 2017 must follow the degree requirements effective for the 2017 - 2018 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 [www.bucks.edu/catalog/degreedeadlines.html](http://www.bucks.edu/catalog/degreedeadlines.html)

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 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 before 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 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/inactivemajors.html](http://www.bucks.edu/catalog/inactivemajors.html)

For a list of obsolete majors, please visit [www.bucks.edu/catalog/obsolete.html](http://www.bucks.edu/catalog/obsolete.html)
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 no fewer than thirty semester credit hours at Bucks County Community College
• 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
• fulfillment of all financial and other obligations to the College.

Bucks County Community College is authorized to award 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 Categories I and II on page 9

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

Category III: Specialized Skills
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.

Specialized Skills and 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.

Students Not Seeking the Associate of Arts Degree
For those students who only want to complete the major, the degree requirements do not have to be met. The official transcript will bear the legend, "Major Requirements Satisfied."

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.

www.bucks.edu
Certificate Programs
A certificate of completion is awarded to students who successfully complete a prescribed major. Credits earned in a certificate program may be applied toward an associate 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.

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."

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.
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 and is open Monday through Friday from 8 a.m. to 4:30 p.m. 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 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. All students enrolled in occupational majors and/or certificate programs 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, 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
- Bookkeeping
- Chemistry
- 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

www.bucks.edu
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, graphic design and fine woodworking.

Although occupational programs are designed for students seeking employment immediately after completion, many of the courses in these programs will transfer to four-year colleges and universities. Transfer of 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), and, in the Department of the Arts, accreditation by the National Association of Schools of Art and Design (NASAD) and the National Association of Schools of Music (NASC). Consult with the Transfer and Job Placement Office 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 baccalaureate 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 from 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 Transfer Services.

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 four-year 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. The responsibility for the selection of courses is the student’s, the advice and help of an academic advisor is based upon knowledge and experience and can aid the student in making wise and constructive major and course decisions.

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

A Touchstone for the Curriculum at Bucks County Community College

A Definition of an Educated Person

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

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

<table>
<thead>
<tr>
<th>Degree/Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>3D Animation</td>
</tr>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>Accounting &amp; Taxation</td>
</tr>
<tr>
<td>Biology</td>
</tr>
<tr>
<td>Bookkeeping</td>
</tr>
<tr>
<td>Business Administration</td>
</tr>
<tr>
<td>Chef Apprenticeship: Food</td>
</tr>
<tr>
<td>Chef Apprenticeship: Pastry</td>
</tr>
<tr>
<td>Chemistry</td>
</tr>
<tr>
<td>CIS: Computer Science Emphasis</td>
</tr>
<tr>
<td>Information Science and Technology</td>
</tr>
<tr>
<td>Communication Studies</td>
</tr>
<tr>
<td>Cinema/Video Production</td>
</tr>
<tr>
<td>Communication: Performance</td>
</tr>
<tr>
<td>Computer Forensics</td>
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<tr>
<td>Computer Hardware Installation and Maintenance</td>
</tr>
<tr>
<td>Computer Network Technology</td>
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<tr>
<td>Correctional Administration</td>
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<tr>
<td>Culinary/Pastry Catering Arts</td>
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<tr>
<td>Digital Game and Simulation Design</td>
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<tr>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>Education</td>
</tr>
<tr>
<td>Emergency Management and Public Safety</td>
</tr>
<tr>
<td>Engineering</td>
</tr>
<tr>
<td>Environmental Science</td>
</tr>
<tr>
<td>Fine Arts</td>
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<tr>
<td>Fine Woodworking</td>
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<tr>
<td>Fire Investigation</td>
</tr>
<tr>
<td>Fire Science</td>
</tr>
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<td>Fire Science</td>
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<tr>
<td>Graphic Design: Occupational</td>
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<td>Graphic Design: Transfer</td>
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<tr>
<td>Health/Physical Education</td>
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<tr>
<td>Historic Preservation</td>
</tr>
<tr>
<td>Hospitality and Tourism: Foodservice Management Emphasis</td>
</tr>
<tr>
<td>Hospitality and Tourism: Management Emphasis</td>
</tr>
<tr>
<td>Hotel/Restaurant/Institutional Supervision</td>
</tr>
<tr>
<td>Individual Transfer Studies</td>
</tr>
<tr>
<td>Information Technology Studies</td>
</tr>
<tr>
<td>Journalism</td>
</tr>
<tr>
<td>Liberal Arts: American Studies</td>
</tr>
<tr>
<td>Liberal Arts: General Emphasis</td>
</tr>
<tr>
<td>Liberal Arts: Humanities</td>
</tr>
<tr>
<td>Liberal Arts: Psychology - Interpersonal Emphasis</td>
</tr>
<tr>
<td>Liberal Arts: Psychology</td>
</tr>
<tr>
<td>Pre-Professional Emphasis</td>
</tr>
<tr>
<td>Liberal Arts: Social Science Emphasis</td>
</tr>
<tr>
<td>Liberal Arts: Women's Studies</td>
</tr>
<tr>
<td>Management</td>
</tr>
<tr>
<td>Management/Marketing: General Emphasis</td>
</tr>
<tr>
<td>Management/Marketing: Small Business Management Emphasis</td>
</tr>
<tr>
<td>Management/Marketing: -Retail Management Emphasis</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Medical Assistant: Administrative</td>
</tr>
<tr>
<td>Medical Assistant: Clinical</td>
</tr>
<tr>
<td>Medical Coding/Billing</td>
</tr>
<tr>
<td>Medical Transcription</td>
</tr>
<tr>
<td>Multimedia</td>
</tr>
<tr>
<td>Music</td>
</tr>
<tr>
<td>Nanofabrication</td>
</tr>
<tr>
<td>Nanofabrication Technology</td>
</tr>
<tr>
<td>Network Administrator</td>
</tr>
<tr>
<td>Networking Technology</td>
</tr>
<tr>
<td>Nursing</td>
</tr>
<tr>
<td>Occupational Studies</td>
</tr>
<tr>
<td>Office Administration and Systems Technology</td>
</tr>
<tr>
<td>Office Skills - Accelerated</td>
</tr>
<tr>
<td>Paralegal</td>
</tr>
<tr>
<td>Paraprofessional Instructional Assistant</td>
</tr>
<tr>
<td>Phlebotomy</td>
</tr>
<tr>
<td>Police Administration</td>
</tr>
<tr>
<td>Pre Allied Health</td>
</tr>
<tr>
<td>Retail Management</td>
</tr>
<tr>
<td>Science</td>
</tr>
<tr>
<td>Secondary Education: Biology</td>
</tr>
<tr>
<td>Secondary Education: Chemistry</td>
</tr>
<tr>
<td>Secondary-Education: History</td>
</tr>
<tr>
<td>Secondary-Education: Mathematics</td>
</tr>
<tr>
<td>Small Business Management</td>
</tr>
<tr>
<td>Social Services</td>
</tr>
<tr>
<td>Sport Management</td>
</tr>
<tr>
<td>Supervision</td>
</tr>
<tr>
<td>Travel and Event Planning: Certificate</td>
</tr>
<tr>
<td>Travel and Event Planning: Degree</td>
</tr>
<tr>
<td>Web Designer &amp; Multimedia</td>
</tr>
</tbody>
</table>

“**STEVE CAPUS** is the Emmy-award winning president of NBC News. He started at Bucks in 1981 before transferring to Temple University. He started his career in television news at KYW-TV before moving to the network level as a producer for the *Today* show, NBC *Nightside* and MSNBC's *The News with Brian Williams*.

“The education that I received underscores what people can do. *Bucks County Community College really works.*”
### Degrees and Certificates: Listing by Department

#### Arts

**Associate Degree Programs**
- **Transfer**
  - 1181 Cinema/Video Production
  - 1120 Communication Studies
  - 1121 Communication: Performance
  - 1001 Fine Arts
  - 1110 Graphic Design
  - 1019 Music
  - 1175 Multimedia

**Occupational**
- 2092 Fine Woodworking
- 2111 Graphic Design

**Certificate Programs**
- 3152 3-D Animation
- 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†
- 2022 Hospitality Tourism Management
- 2101 Food Service Management
- 2015 Management/Marketing
- 2131 Medical Assistant
- 2068 Occupational Studies
- 2150 Office Administration & Systems Technology
- 2128 Paralegal Studies
- 2017 Retail Management
- 2054 Small Business Management
- 2171 Travel and Event Planning

**Certificate Programs**
- 3176 Accounting & Taxation
- 3145 Bookkeeping
- 3154 Culinary; Pastry/Catering
- 3073 HMRI Supervision
- 3156 Management
- 3148 Medical Assistant: Administrative
- 3149 Medical Assistant: Clinical
- 3174 Medical Coding/Billing
- 3114 Medical Transcription
- 3173 Office Skills - Accelerated
- 3129 Paralegal
- 3166 Phlebotomy
- 3155 Supervision
- 3172 Travel and Event Planning

#### Language & Literature

**Associate Degree Programs**
- **Transfer**
  - 1045 Journalism
  - 1002 Liberal Arts: General
  - 1058 Liberal Arts: Humanities
  - 1160 Liberal Arts: Women's Studies

**Certificate Programs**
- 3161 Women's Studies

#### Mathematics, Science & Technology

**Associate Degree Programs**
- **Transfer**
  - 1003 Biology
  - 1004 Chemistry
  - 1103 CIS: Computer Science Emphasis
  - 1028 Engineering
  - 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
  - 2182 Digital Game and Simulation Design

**Occupational**
- 2164 Information Technology Studies
- 2136 Networking Technology
- 2159 Environmental Science
- 2167 Nanofabrication Technology

**Certificate Programs**
- 3133 Computer Networking Technology
- 3162 Computer Hardware Installation and Maintenance
- 3130 Network Administrator
- 3168 Nanofabrication
- 3181 Computer Forensics

#### Social & Behavioral Sciences

**Associate Degree Programs**
- **Transfer**
  - 1021 Correctional Administration
  - 1061 Education
  - 1059 Liberal Arts: Social Science
  - 1107 Liberal Arts: American Studies
  - 1067 Liberal Arts: Psychology - Interpersonal Emphasis
  - 1060 Liberal Arts: Psychology Pre-Professional Emphasis
  - 1020 Police Administration
  - 1130 Social Services
  - 1180 Secondary Education: History

**Occupational**
- 2026 Early Childhood Education
- 2178 Emergency Management & Public Safety
- 2158 Fire Science
- 2034 Paraprofessional Instructional Assistant

**Certificate Programs**
- 3179 Emergency Management and Public Safety
- 3144 Fire Investigation
- 3143 Fire Science
- 3127 Historic Preservation

#### Health, Physical Education & Nursing

**Associate Degree Programs**
- **Transfer**
  - 1031 Health/Physical Education
  - 1154 Sports Management

**Occupational**
- 2035 Nursing

#### Special Non-Degree Programs

- 0090 High School Enrichment Program
- 0091 Early Admission Program
- 0099 Special Admissions

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MEGHAN DOWNEY, says Bucks allowed her to grow by exploring different professions. The chemistry major credits the college’s “incredible professors” for guiding her ambitions.

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

Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
**3D Animation (formerly Digital Animation)**

**CERTIFICATE PROGRAM**

Curriculum Code No. 3152

Department of the Arts: Communications Office
Hicks Art Center • Phone (215) 968-8423

This program provides the student with hands-on knowledge in digital illustration, 3-D modeling, and 3-D animation via the computer. The student will explore different methods of modeling and animation and how computers work in this process. The student will also explore how digital animation relates to the video and cinema industries. Employment opportunities would be in entry-level positions such as game developer and 3-D animator for video or web.

Graduates of this program are able to:

- Construct and animate 3-D models and incorporate them in video, print, and multimedia products;
- Use software tools and visual design concepts to create animated sequences;
- Successfully use 3-D animation software; and
- Apply color theory, 3-D design, and artwork-development techniques appropriate to 3-D animation.

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

Note: Software costs can be high. Students may plan extra time to use campus computing labs to complete course projects.

**Certificate Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAMM100 Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>VAMM120 Interface Design</td>
<td>3</td>
</tr>
<tr>
<td>VAMM130 3-D Modeling Concepts</td>
<td>3</td>
</tr>
<tr>
<td>VAMM209 Multimedia Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>VAMM230 3-D Digital Animation</td>
<td>3</td>
</tr>
<tr>
<td>VAGD102 Illustration: Drawing and Digital</td>
<td>3</td>
</tr>
<tr>
<td>Multimedia Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>24</td>
</tr>
</tbody>
</table>

Multimedia Electives (select 2 courses):

- CISC113 Visual Basic Programming I
- CISC115 Computer Science I
- VACV130 Media Scriptwriting
- VACV135 Video Studio Production I
- VACV137 Audio Production
- MUSC124 Electronic Music Synthesis I
- VFAA100 Drawing Fundamentals
- VFAA110 Digital Photography Fundamentals
- VAMM110 Web and Interactive Design
- VAMM210 Multimedia Concepts II

A Course requires prerequisite.

a 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.

**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 to assist them 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 paraprofessionals, junior accountants and full-charg bookkeepers. Students should work closely with their academic advisors in the selection of courses.

- Graduates of this program are able to
- Prepare journal entries and complete the accounting cycle;
- Prepare financial statements on a GAAP Basis;
- Understand financial accounting pronouncements and relate them to financial reporting and disclosure;
- Prepare audit working papers and financial information;
- Utilize computers and software in accounting; research and analyze tax problems;
- Prepare tax returns;
- Analyze and use financial statements to make economic decisions and communicate results to decision makers;
- Utilize cost accounting systems; and
- Understand and utilize managerial accounting concepts.

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT105 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT106 Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT130 Accounting Applications for the Computer</td>
<td>3</td>
</tr>
<tr>
<td>ACCT280 Cooperative Education</td>
<td>3</td>
</tr>
<tr>
<td>COMM110 Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CISC110 Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MKTG100 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>INTG285 Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMT130 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>or MKTG100 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>College level Writing</td>
<td>6</td>
</tr>
<tr>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>College level Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Personal Health</td>
<td>3</td>
</tr>
<tr>
<td>Accounting Electives</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>62</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 program 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>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT105 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>MGMT100 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>College level Writing</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
</tr>
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</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT106 Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>CISC110 Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGMT130 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>or MKTG100 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>College level Writing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT130 Accounting Applications for the Computer</td>
<td>3</td>
</tr>
<tr>
<td>Accounting Electives</td>
<td>3</td>
</tr>
<tr>
<td>Personal Health</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEP110 Cooperative Education-Business</td>
<td>3</td>
</tr>
<tr>
<td>INTG285 Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>Accounting Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

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 & Taxation

CERTIFICATE MAJOR
Curriculum Code No. 3176

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

Students who successfully complete the Accounting & Taxation Certificate Program will have highly developed accounting competencies and an understanding of tax accounting. Students in this program will be qualified to work as full-charge bookkeepers, accounting clerks, auditing clerks, junior accountants and in other positions in which a strong background in accounting is required.

Graduates of this program are able to
- communicate effectively in both oral and written forms.
- collect and analyze information, and make sound conclusions; and
- demonstrate the use of computer software designed for accounting processes.
- research and analyze tax problems;
- prepare tax returns;
- analyze and use financial statements to make economic decisions and communicate results to decision makers; and
- articulate and utilize managerial accounting concepts.

Certificate Requirements

ACCT103 Introductory Accounting 3
ACCT105 Principles of Accounting I b 4
ACCT106 Principles of Accounting II b 4
ACCT130 Accounting Applications for the Commuter b 3
ACCT240 Federal and States Taxes I b 3
ACCT241 Federal and State Taxes II b 3
ACCT200 Intermediate Accounting I b 3
ACCT201 Intermediate Accounting II b 3
ACCT250 Auditing b 3
OADM110 Business Communication a,b 3
MGMT120 Business Mathematics a,b 3

Recommended Semester Sequence

First Semester
ACCT103 Introductory Accounting
OADM110 Business Communication a,b

Second Semester
ACCT105 Principles of Accounting I b
MGMT120 Business Mathematics a,b

Summer Semester
ACCT106 Principles of Accounting II b
ACCT130 Accounting Applications for the Commuter b

Third Semester
ACCT200 Intermediate Accounting I b
ACCT240 Federal and State Taxes I b

Fourth Semester
ACCT201 Intermediate Accounting II b
ACCT241 Federal and State Taxes II b
ACCT250 Auditing a,b

b Placement testing required.

Summer Semester
ACCT106 Principles of Accounting II b
ACCT130 Accounting Applications for the Commuter b

Third Semester
ACCT200 Intermediate Accounting I b
ACCT240 Federal and State Taxes I b

Fourth Semester
ACCT201 Intermediate Accounting II b
ACCT241 Federal and State Taxes II b
ACCT250 Auditing a,b

b Placement testing required.

Biology

TRANSFER MAJOR
Curriculum Code No. 1003

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

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 b 4
BIOL122 Biological Principles II b 4
CHEM121 Chemistry I a,b,c 4
CHEM122 Chemistry II b 4
CHEM221 Organic Chemistry I b 5
CHEM222 Organic Chemistry II b 5
COMP110 English Composition I a,b,c 3
COMP111 English Composition II a,b 3
MATH122 Trigonometry and Analytic Geometry a,b,c 3
MATH125 Pre-Calculus a,b,c 4
COMM110 Effective Speaking 3
MATH125 Pre-Calculus a,b,c 4
OADM110 Business Communication a,b 3
MGMT120 Business Mathematics a,b 3

Social Perspectives a,b,c 3

Program of study requirements and other catalog contents are subject to change.
Please visit www.bucks.edu for current requirements.
JOHN COLLINS attended Bucks for two years, then transferred in 1997 to Drexel University, where he triple-majored in International Business, Finance, and Economics. He’s currently regional vice president for Global Bank in Panama, where he also owns a Philly Cheese Steak restaurant and exports coffee to the U.S. John’s favorite teacher was Professor Joan Weiss, long-time advisor to Students in Free Enterprise.

“My fondest memory of Bucks is being part of the SIFE National Championship team of 1997 and working in the Wellness Center.”

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

According to the US Department of Labor, employment in this group is projected to increase by 15% by 2009. The services industry is expected to add the most marketing and sales jobs, followed by the transportation and public utilities industry.

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 credits hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester
- BIOI121 Biological Principles I 4
- CHEM121 Chemistry I D 4
- COMP110 English Composition I A,L,A 3
- MATH122 Trigonometry and Analytical Geometry A,L,A 2

Second Semester
- CHEM122 Chemistry II F 4
- COMP111 English Composition II 3
- BIOI122 Biological Principles I A,L 4
- Social Perspectives D 3

Third Semester
- CHEM221 Organic Chemistry I 5
- MATH125 Pre calculus C,L,F 4
- Biology Elective E 4
- Social Perspectives D 3

Fourth Semester
- CHEM222 Organic Chemistry II F 5
- Biology Elective E 4
- COMM110 Effective Speaking 3
- INTG285 Integration of Knowledge C,F 3

Electives G 6

- Mathematics A,D 3
- Personal Health D 3
- Electives G 3
- PSYC125 Stress Management 3

Certificate Requirements
- ACCT103 Introductory Accounting A 3
- ACCT105 Principles of Accounting I A 4
- ACCT120 Payroll Records and Accounting B 3
- ACCT130 Accounting Applications for the Computer B 3
- ACCT280 Cooperative Education - Accounting A 3
- CISC110 Introduction to Information Systems A 3
- MGMT120 Business Mathematics F 3
- OADM105 Administrative Office Procedures B 3
- OADM110 Business Communication B 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.

*Must be enrolled in sections using microcomputers
A Placement Testing Required
B Course requires prerequisite
C Placement testing required.
D MATH140 may be substituted.
E COMP110, COMP111, three credits in cultural perspectives, six credits in social perspectives, two credits in personal health, and three credits in integration of knowledge. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Business Administration
TRANSFER MAJOR
Curriculum Code No. 1009

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

Degree Course Requirements

ACCT105 Principles of Accounting I H 4
ACCT106 Principles of Accounting II H 4
COMP110 English Composition I A,L,A 3
COMP111 English Composition II D,L 3
COMM110 Effective Speaking A-B 3
CISC110 Introduction to Information Systems H or
CISC115 Computer Science I H 4
ECON111 Principles of Economics: Macro H 3
ECON112 Principles of Economics: Micro 3
MGMT100 Introduction to Business 3
MGMT130 Business Law 3
or
MGMT180 Legal Environment of Business A 3
MGMT230 Principles of Management H 3
MKTG100 Principles of Marketing H 3
Cultural Perspectives H 6
College level Mathematics A 3
Science C 3
Mathematics D,B 3
Personal Health C 3
Electives G 6
INTG285 Integration of Knowledge D,F,1 3

Penn 401 • Phone (215) 968-8227

This 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
- demonstrate competency in accounting skills using the microcomputer;
- develop business communication skills.
- exhibit knowledge of accounting software applications that are typically found in the office environment;
- prepare and modify spreadsheets under varied conditions using standard program functions; and
- exhibit knowledge of accounting software applications that are typically found in the office environment;
**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>ACCT105</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>COMP110</td>
<td>English Composition I</td>
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<tr>
<td></td>
<td>Mathematics</td>
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</tr>
<tr>
<td>CISC110</td>
<td>Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
<td>4</td>
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</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT106</td>
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<td>4</td>
</tr>
<tr>
<td>MKTG110</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ECON110</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
</tr>
<tr>
<td>COMM111</td>
<td>Effective Speaking</td>
<td>3</td>
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<tr>
<td>MGMT230</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Cultural Perspectives</td>
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</tr>
<tr>
<td>ECON112</td>
<td>Principles of Economics: Micro</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Personal Health</td>
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<tr>
<td></td>
<td>Elective G</td>
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<td>Integration of Knowledge EHL</td>
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**Third Semester**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>MGMT1130</td>
<td>Business Law</td>
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<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT1180</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON111</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
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<tr>
<td>COMMIT1</td>
<td>Effective Speaking</td>
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<tr>
<td>MGMT230</td>
<td>Principles of Management</td>
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<td>Cultural Perspectives</td>
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**Fourth Semester**

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<td>CISC110</td>
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<td>Elective G</td>
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**Fifth Semester**

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<td></td>
<td></td>
</tr>
<tr>
<td>MGMT1180</td>
<td>Legal Environment of Business</td>
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</tr>
<tr>
<td>ECON111</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
</tr>
<tr>
<td>COMMIT1</td>
<td>Effective Speaking</td>
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<td>MGMT230</td>
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<td>3</td>
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<tr>
<td></td>
<td>Cultural Perspectives</td>
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</tbody>
</table>

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**Chef Apprenticeship**

**OCCUPATIONAL MAJOR**

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

**Foods Emphasis**

**Pastry Emphasis**

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

Upon successful completion of the major requirements, apprentices will be awarded an Associate of Arts Degree from the College and Journeymen Cooks papers from the United States Department of Labor. Major requirements include 6,000 hours of supervised and documented on-the-job training and educational courses that support and enhance the work experience.

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

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

Graduates of this program are able to:

- work and communicate effectively with others through oral, written or graphic means to demonstrate interpersonal skills, attitudes and work habits that comprise acceptable professional behavior;
- distinguish among moral and ethical aspects as applied to foodservice occupations;
- utilize principles of effective management in the supervision of employees;
- plan, develop, and produce appropriate foods and menus which meet the criteria of restaurants and/or institutions;
- organize and produce foods or bakery commodities in a variety of settings;
- exhibit a knowledge of foodservice, culinary, and baking industry terminology;
- exhibit a knowledge of basic nutrition;
- be certified in Applied Foodservice Sanitation; and
- be certified by the United States Department of Labor, Bureau of Apprenticeship and Training.

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

**Please visit www.bucks.edu for current requirements.**
Chef Apprenticeship: Foods Emphasis
Curriculum Code No. 2056

Degree Course Requirements
COMM110 Effective Speaking \(^*\) 3
COMP110 English Composition I \(^{A,B,1}\) 3
HIST152 U.S. History II \(^1\) 3
HITH120 Nutrition \(^7\) 3
HRIM100 Introduction to Tourism and Hospitality \(^3\) 3
HRIM105 Safety and Sanitation Certification Course \(^3\) 3
HRIM120 Basic Food Preparation and Management \(^6\) 3
HRIM121 Advanced Food Preparation and Management \(^6,7\) 3
HRIM130 Baking and Decorating -- Techniques and Procedures \(^8\) 3
HRIM131 Buffet Planning and Preparation/Basic \(^7\) 3
HRIM132 Buffet Planning and Preparation/Advanced \(^6\) 3
HRIM140 Culinary Arts Practicum \(^n\) 2
HRIM141 Culinary Arts Practicum \(^n,3\) 2
HRIM142 Culinary Arts Practicum \(^n\) 2
HRIM143 Culinary Arts Practicum \(^n\) 2
HRIM144 Culinary Arts Practicum \(^n\) 2
HRIM145 Culinary Arts Practicum \(^n\) 2
HRIM202 Food Purchasing/Techniques and Procedures \(^n\) 3
HRIM203 Menu Planning/Costing/Design \(^n\) 3
MGMT100 Introduction to Business \(^1\) 3
MGMT110 Business Mathematics \(^{A,B}\) 3
OADM110 Business Communication \(^{A,1}\) 3

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

First Semester
HRIM100 Introduction to Tourism and Hospitality \(^3\) 3
HRIM105 Safety and Sanitation Certification Course \(^3\) 3
HRIM140 Culinary Arts Practicum \(^n\) 2

Second Semester
HRIM120 Basic Food Preparation and Management \(^6\) 3
HRIM130 Baking and Decorating -- Techniques and Procedures \(^8\) 3
HRIM141 Culinary Arts Practicum \(^n,3\) 2

Summer Session
COMP110 English Composition I \(^{A,B,1}\) 3
MGMT100 Introduction to Business \(^1\) 3

Third Semester
HRIM121 Advanced Food Preparation and Management \(^6,7\) 3
HRIM131 Buffet Planning and Preparation/Basic \(^7\) 3
HRIM142 Culinary Arts Practicum \(^n\) 2

Fourth Semester
HRIM202 Food Purchasing/Techniques and Procedures \(^n\) 3
MGMT120 Business Mathematics \(^{A,B}\) 3
HRIM143 Culinary Arts Practicum \(^n,3\) 2

Summer Session
COMM110 Effective Speaking \(^*\) 3
HIST152 U.S. History II \(^1\) 3

Fifth Semester
HITH120 Nutrition \(^1\) 3
HRIM144 Culinary Arts Practicum \(^n\) 2
HRIM203 Menu Planning/Costing/Design \(^n\) 3

Sixth Semester
HRIM132 Buffet Planning and Preparation/Advanced \(^6\) 3
HRIM145 Culinary Arts Practicum \(^n\) 2
OADM110 Business Communication \(^{A,1}\) 3

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

BRETT DIAKON ('00), a national sales director for an educational software company, led the Centurions Golf Team to the 1999 National Junior College Athletic Association National Championship. He won a golf scholarship to Elon University in Burlington, N.C., building on his AA in communication from Bucks to earn a BA in the same major.

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

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

Chef Apprenticeship: Pastry Emphasis
Curriculum Code No. 2098

Degree Course Requirements
COMM110 Effective Speaking \(^*\) 3
COMP110 English Composition I \(^{A,B,1}\) 3
HITH120 Nutrition \(^1\) 3
HIST152 U.S. History II \(^4\) 3
HRIM100 Introduction to Tourism and Hospitality \(^3\) 3
HRIM105 Safety and Sanitation Certification Course \(^3\) 3
HRIM120 Basic Food Preparation and Management \(^8\) 3
HRIM130 Baking and Decorating -- Techniques and Procedures \(^8\) 3
HRIM140 Culinary Arts Practicum \(^n\) 2
HRIM141 Culinary Arts Practicum \(^n,3\) 2
HRIM142 Culinary Arts Practicum \(^n\) 2
HRIM143 Culinary Arts Practicum \(^n\) 2
HRIM144 Culinary Arts Practicum \(^n\) 2
HRIM145 Culinary Arts Practicum \(^n\) 2
HRIM202 Food Purchasing/Techniques and Procedures \(^n\) 3
HRIM203 Menu Planning/Costing/Design \(^n\) 3
MGMT100 Introduction to Business \(^1\) 3
MGMT110 Business Mathematics \(^{A,B}\) 3
OADM110 Business Communication \(^{A,1}\) 3

Recommended Semester Sequence
The recommended course sequence is designed for part-time students who average 8 credit hours per semester including summer sessions. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.
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 oceanography. Students planning to enter medical school could also enter this major and select additional courses in biology.

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

### Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Type</th>
<th>Credits</th>
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<tr>
<td>CHEM122</td>
<td>Chemistry II</td>
<td>E</td>
<td>4</td>
</tr>
<tr>
<td>CHEM221</td>
<td>Organic Chemistry I</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>CHEM222</td>
<td>Organic Chemistry II</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>A,B,1</td>
<td>3</td>
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<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>E,2</td>
<td>3</td>
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<tr>
<td>MATH140</td>
<td>Calculus I</td>
<td>A,E,5</td>
<td>4</td>
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<tr>
<td>MATH141</td>
<td>Calculus II</td>
<td>E</td>
<td>4</td>
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<tr>
<td>PHYS121</td>
<td>Physics I</td>
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<td>4</td>
</tr>
<tr>
<td>PHYS122</td>
<td>Physics II</td>
<td>E</td>
<td>4</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>D,E,5</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.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
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<tbody>
<tr>
<td>First Semester</td>
<td>CHEM121, CHEM122, COMP110, MATH140</td>
</tr>
<tr>
<td>Second Semester</td>
<td>CHEM221, PHYS121, PHYS122, INTG285</td>
</tr>
<tr>
<td>Third Semester</td>
<td>CHEM222, PHYS121, PHYS122, INTG285</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td>CHEM222, PHYS121, PHYS122, INTG285</td>
</tr>
</tbody>
</table>

**Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.**
Students who do not seek the Associate of Arts Degree may earn the legend, ‘Major Requirements Satisfied’, on their transcripts by successfully completing all the courses listed in the major except COMP110, COMP111, three credits in cultural perspectives, three credits in social perspectives, two credits in personal health and three credits of integration of knowledge.

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

**Cinema/Video Production**

**TRANSFER MAJOR**

Curriculum Code No. 1181

**Department of the Arts**

**Hicks Art Center 125 • Phone (215) 968-8425**

The Cinema/Video Production transfer major combines film and video production. It permits students to explore video and film production media, journalistic media and educational media as both communication and art forms. The program includes a variety of electives that allow students to tailor the program to their needs and interests.

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

Graduates of this program are able to

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

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

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

### Degree Course Requirements

- **COMM105** Interpersonal Communications
- **COMM111** Media and Society
- **COMP110** English Composition I
- **COMP111** English Composition II
- **INTG285** Integration of Knowledge
- **VACV130** Media Scriptwriting
- **VACV135** Video Studio Production I
- **VACV137** Audio Production
- **VACV140** Digital Editing

VACV141 The Art of Independent Cinema
- VACV142 The Art of Theatrical Cinema
- VACV145 Film Production I
- VACV231 Video Field Production
- VACV246 Film Production II
- VACV250 Cinema/Video Portfolio Seminar
- VAFAM201 Introduction to Photography
- VAFAM213 History of Modern Art
- VACV220 College Level Mathematics
- VACV222 History of Modern Art

- **MUSC124** Electronic Music Synthesis I
- **MUSC129** Digital Audio Technology
- **VACV141** The Art of Independent Cinema
- **VACV142** The Art of Theatrical Cinema
- **VACV232** Cable TV Production I
- **VACV235** Video Studio Production II
- **VACV242** Cable TV Production II
- **VACV247** Film Production III
- **VACV250** Cinema/Video Portfolio Seminar
- **VACV140** Digital Editing
- **VACV130** Media Scriptwriting

### Recommended Semester Sequence

#### First Semester

- **COMP110** English Composition I
- **VACV135** Video Studio Production I
- **VACV137** Audio Production
- **VACV140** Digital Editing
- **VACV130** Media Scriptwriting

#### Second Semester

- **COMP111** Media and Society
- **COMP111** English Composition II
- **VACV145** Film Production I
- **VACV231** Video Field Production
- **VAFAM201** Introduction to Photography

#### Third Semester

- **COMM105** Interpersonal Communications
- **VACV141** The Art of Independent Cinema
- **VACV246** Film Production II
- **VACV247** Film Production III
- **VACV250** Cinema/Video Portfolio Seminar
- **VAFAM201** Introduction to Photography

#### Fourth Semester

- **INTG285** Integration of Knowledge
- **VACV250** Cinema/Video Portfolio Seminar
- **VAFAM201** History of Modern Art
- **VACV246** Film Production II
- **VACV250** Cinema/Video Portfolio Seminar

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1. Satisfies College Writing Level I.
2. Satisfies College Writing Level II.
3. Satisfies College Writing Mathematics or Science.
4. Satisfies Creative Expression.
5. Satisfies Writing Intensive requirement.

A Placement testing required.
B Consult the list of courses approved for this subcategory here of the catalog. Any course may be chosen.
C Course requires prerequisite.
1. Satisfies College Writing Level I.
2. Satisfies College Writing Level II.
3. Satisfies Creative Expression.
4. Satisfies Writing Intensive requirement.
5. Satisfies Personal Health.
7. Satisfies Cultural Perspective.

Note: Studio courses can be expensive. Lab fees may be required.
CISC: Computer Science Emphasis

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.

Mathematics, Science & Technology Department

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 select the area of concentration best suited to their interests and aptitudes.

Students pursuing the information science emphasis develop an understanding of the business environment and its information processing needs. Students pursuing the computer science emphasis develop an understanding of the structure, design and use of computer software systems, and their application in a broad range of disciplines. Computer and Information Science:

Degree Course Requirements

CISC110 Intro to Information Systems G,3 3
CISC115 Computer Science I G,4 4
CISC122 Computer Science II G,4 4
CISC215 Database Design & Application Development G,5 3
COMM110 Effective Speaking G 3
COMPI10 English Composition I A,G,1 3
COMPI11 English Composition II A,G,2 3
MATH140 Calculus I A,G,4 4
MATH141 Calculus II G,6 4
Computer Science Electives D 6
Electives E 12
Cultural Perspectives G 3
Personal Health G 2
Mathematics Elective G 3
Social Perspectives G 3
Integration of Knowledge G,6 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
CISC110 Intro to Information Systems G,3 3
CISC115 Computer Science I G,4 4
COMPI10 English Composition I A,G,1 3
MATH140 Calculus I A,G,4 4
Personal Health G 2

Second Semester
CISC122 Computer Science II G,4 4
CISC215 Database Design & Application Development G,6 3
COMPI11 English Composition II A,G,2 3
MATH141 Calculus II G,6 4
Social Perspectives G 3

Third Semester
Computer Science Elective G 3
Cultural Perspectives G 3
Electives G 3
Integration of Knowledge G,6 3
Mathematics Elective G 3

Fourth Semester
Computer Science Elective D 6
COMM110 Effective Speaking G 3
Electives G 6

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Choose MATH232, MATH250, or MATH260.
D Choose any CISC course except CISC100.
E Any INTG course may be chosen.
F Pre-college level courses do not meet this requirement.
G Course requires prerequisite.

Department of the Arts: Communication Office

Hicks 125 • Phone (215) 968-8085

The Communication Performance major stresses awareness of the nature, purposes, problems, and effects of human communication. Seven of the nine required courses in this major focus on participatory classes involving mixed media and requiring some aspect of performance on the part of the student. The emphases vary among individual, group, and mass communication.

This major develops the student interested in the performing arts, but also in other careers in communication fields such as public relations, mass communication, advertising and marketing, intra- and interpersonal communication, to name just a few.

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;
• demonstrate basic, individual and ensemble acting skills;
• read about, write about, and analyze theater history and literature using basic research, critically thinking theory and awareness of the responsibilities associated with communication in a free society;
• participate in the planning, production, directing, and evaluation of a theatrical performance or oral interpretation or video studio techniques.

Degree Course Requirements

COMM111 Media and Society 3
COMM230 Oral Interpretation G 3
COMPI10 English Composition I A,G,1 3
COMPI11 English Composition II A,G,2 3
COMT101 Introduction to the Theatre G 3
COMT103 Intro to Acting G 3
COMT203 Acting I G 3
COMT150 Theatre Production G 1
COMT209 Acting for the Camera G 3
Acting Elective G 3
College level Mathematics A or Science G 6
Cultural Perspectives G 6
Social Perspectives G 6
Mathematics Elective G 6

INTG285 Integration of Knowledge G,6 2
Personal Health G 3
Social Perspectives G 6
Speaking Elective G 3

After graduating from Bucks, BILL MCLAUGHLIN (’76), studied improvisational comedy with Del Close at Chicago’s Second City then performed with and directed comedy and theatre companies in New York City and Europe, including stints on BBC radio, Nickelodeon TV, Fox TV, A&E Network and ESPN. After 27 years he returned to Bucks County where he produces corporate entertainment and teaches Improvisational Performance at Bucks.

“When I discovered acting at Bucks, I felt like a kid in a candy shop. Once I became inspired, I really lit up. This college is the doorway. If you’re not quite sure what you want to do, start at Bucks and then take off.”

Interested in developing computer applications or software?

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

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

Then consider a career in computer and information sciences.

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

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<tr>
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<tr>
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<tr>
<td>COMPI10</td>
<td>English Composition I *</td>
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<tr>
<td>COMTI03</td>
<td>Acting I *</td>
<td>3</td>
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<tr>
<td>COMTI50</td>
<td>Theatre Production I</td>
<td>1</td>
</tr>
<tr>
<td>Social Perspectives *</td>
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<tr>
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<tr>
<td>COMPI11</td>
<td>English Composition II *</td>
<td>3</td>
</tr>
<tr>
<td>COMT203</td>
<td>Acting II *</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Perspectives *</td>
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<td>Elective *</td>
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Third Semester

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<tbody>
<tr>
<td>COMTI01</td>
<td>Introduction to Theatre *</td>
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<tr>
<td>COMT209</td>
<td>Acting for the Camera *</td>
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</tr>
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<td>College Level Mathematics *</td>
<td>or Science *</td>
<td>3</td>
</tr>
<tr>
<td>Elective *</td>
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</tr>
<tr>
<td>Speaking Elective *</td>
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Fourth Semester

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
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<td>College Level Mathematics *</td>
<td>or Science *</td>
<td>3</td>
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<tr>
<td>Cultural Perspective *</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge * * *</td>
<td>3</td>
</tr>
<tr>
<td>Social Perspectives *</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen except COMTI01.
C Consult the list of courses approved for this subcategory. Any course may be chosen.
D Choose from PHED106, PHED126, PHED129, PHED130, PHED175.
E Choose from COMM105, COMM110, Comm120, COMM150.
F Choose from COMT209, COMT210, COMT211.
G Any INTG course may be chosen.
H Pre-college level courses do not meet this requirement.
I Course requires prerequisite.
J Satisfies College Writing Level I.
K Satisfies College Writing Level II.
L Satisfies Creative Expression.
M Satisfies Cultural Perspectives.
N Satisfies Writing Intensive requirement.

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

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: Communication Office

Hicks 125 • Phone (215) 968-8085

The Communication Studies major is designed to serve the needs and interests of students who want to explore various subject areas in the communication field without committing themselves immediately to any one area of concentration. Students in this major, through the required courses and the recommended elective list, have the opportunity to explore such diverse areas as speech communication, theatre, video-production, journalism, public relations, mass communication, advertising and marketing, and film within the context of a well-balanced liberal arts curriculum. Students who plan to transfer into a Communication major at a four-year college will find this program well suited to their individual needs.

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;
- acquire skills in analyzing their own communication and the communication of other individuals and groups; and
- demonstrate skills in a specific area within the communication field.

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMI05</td>
<td>Interpersonal Communication *</td>
<td>3</td>
</tr>
<tr>
<td>COMMI10</td>
<td>Effective Speaking *</td>
<td>3</td>
</tr>
<tr>
<td>COMMI11</td>
<td>Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>COMM230</td>
<td>Oral Interpretation *</td>
<td>3</td>
</tr>
<tr>
<td>COMPI10</td>
<td>English Composition I *</td>
<td>3</td>
</tr>
<tr>
<td>COMPI11</td>
<td>English Composition II *</td>
<td>3</td>
</tr>
<tr>
<td>COMTI01</td>
<td>Introduction to Theatre *</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge * * *</td>
<td>3</td>
</tr>
<tr>
<td>cinematic Elective *</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>College Level Mathematics *</td>
<td>or Science *</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Perspectives *</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Electives *</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Foreign Language and/or Literature *</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>College Level Science *</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Program Electives (choose from list)</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>60</strong></td>
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</table>

Program Electives (Select at least 15 credits):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMTI03</td>
<td>Introduction to Acting</td>
<td>3</td>
</tr>
<tr>
<td>COMTI06</td>
<td>Introduction to Improvisational Performance</td>
<td>3</td>
</tr>
<tr>
<td>COMTI08</td>
<td>Acting II *</td>
<td>3</td>
</tr>
<tr>
<td>COMTI09</td>
<td>Improvisational Performance II *</td>
<td>3</td>
</tr>
<tr>
<td>JOUR155</td>
<td>Advertising Copywriting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR175</td>
<td>News Reporting and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG200</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>PHED126</td>
<td>Modern Dance</td>
<td>2</td>
</tr>
<tr>
<td>PHED130</td>
<td>Yoga</td>
<td>2</td>
</tr>
<tr>
<td>VACV130</td>
<td>Media Scriptwriting</td>
<td>3</td>
</tr>
<tr>
<td>VACV135</td>
<td>Video Studio Production I</td>
<td>3</td>
</tr>
<tr>
<td>VACV137</td>
<td>Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>VACV145</td>
<td>Film Production I</td>
<td>3</td>
</tr>
<tr>
<td>VACV110</td>
<td>Digital Photography Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VAGD200</td>
<td>Visual Literacy</td>
<td>3</td>
</tr>
<tr>
<td>VAMM100</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>VAMM120</td>
<td>Interface Design</td>
<td>3</td>
</tr>
<tr>
<td>VAMM209</td>
<td>Multimedia Concepts I *</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.

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

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

COMM105  Interpersonal Communication 3
COMM111  Media and Society 3
COMPI10  English Composition I 3
COMPT10  College level Mathematics 3
CULTP20  Cultural Perspectives 2

Second Semester

COMMI10  Effective Speaking 3
COMPI11  English Composition II 3
COMPTI1  Introduction to Theatre 3
Program Electives  6
Film Elective 3

Third Semester

College Level Science  3
Foreign Language and/or Literature 3
Program Electives  6
Elective 1

Fourth Semester

COMM230  Oral Interpretation 3
INTG285  Integration of Knowledge 3
Program Electives  6
Elective 2

Certificate Course Requirements

CISC105  Windows/DOS Concepts 4
CISC128  Comparative Operating Systems 4
CISC113  Visual Basic Programming 4
or CISC115  Computer Science I 3/4
or CISC114  Visual Basic Programming II 4
or CISC122  Computer Science II 3/4
CISC215  Database Design and Application Development 3
CISF102  Cybercrime 3
CISF110  Computer Forensics I 3
CISF210  Computer Forensics II 3
CRIJ120  Criminal Evidence 3
CRIJ140  Criminal Procedure 2

A Course requires prerequisite.

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

Computer Hardware Installation and Maintenance

CERTIFICATE MAJOR
Curriculum Code No. 3162

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

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

Graduates of this program are able to:
- sit for the A+ Certification and Network + Certification examination;
- install Software and Hardware;
- support users in a PC environment; and
- troubleshoot Hardware and Software Problems.

Certificate Course Requirements

CISC105  Windows/DOS Concepts 4
CISC128  Comparative Operating Systems 4
CISC143  Essentials of Networking 4
CISC201  Managing and Maintaining the PC 4
COMPT10  Interpersonal Communication 3

A Course requires prerequisite.

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

Computer Networking Technology

OCCUPATIONAL MAJOR
Curriculum Code No. 2136

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

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

Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
Graduates of this program are able to
• install, maintain, and troubleshoot modern network hardware and software;
• design, implement and administer the user’s network environment - including file sharing and printing; and
• devise a network security plan using modern Network Operating Systems, technologies and protocols.

Degree Course Requirements*

<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>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COMMT105</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>CISC105</td>
<td>Windows/DOS Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CISC143</td>
<td>Essentials of Networking</td>
<td>4</td>
</tr>
<tr>
<td>CISC144</td>
<td>Introduction to MS Windows Professional</td>
<td>4</td>
</tr>
<tr>
<td>CISC201</td>
<td>Managing &amp; Maintaining the PC</td>
<td>4</td>
</tr>
<tr>
<td>CISC202</td>
<td>Network Administration</td>
<td>4</td>
</tr>
<tr>
<td>CISC203</td>
<td>Advanced Network Administration</td>
<td>4</td>
</tr>
<tr>
<td>CISC244</td>
<td>Intro to MS Windows Server</td>
<td>4</td>
</tr>
<tr>
<td>CISC234</td>
<td>Topics in Networking</td>
<td>3</td>
</tr>
<tr>
<td>CISC235</td>
<td>Network Devices (CISCO)</td>
<td>4</td>
</tr>
<tr>
<td>CISC245</td>
<td>Network Troubleshooting</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 to complete some 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>CISC105</td>
<td>Windows/DOS Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CISC143</td>
<td>Essentials of Networking</td>
<td>4</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>College Level Writing</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC144</td>
<td>Introduction to MS Windows Professional</td>
<td>4</td>
</tr>
<tr>
<td>CISC201</td>
<td>Managing &amp; Maintaining the PC</td>
<td>4</td>
</tr>
<tr>
<td>CISC202</td>
<td>Network Administration</td>
<td>4</td>
</tr>
<tr>
<td>College Level Writing</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC203</td>
<td>Advanced Network Administration</td>
<td>4</td>
</tr>
<tr>
<td>CISC244</td>
<td>MS Windows Server</td>
<td>4</td>
</tr>
<tr>
<td>CISC235</td>
<td>Network Devices (CISCO)</td>
<td>4</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Perspectives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Computing Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></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>CISC234</td>
<td>Topics in Networking</td>
<td>3</td>
</tr>
<tr>
<td>CISC245</td>
<td>Network Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>COMMT105</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

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

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

Correction Administration

TRANSFER MAJOR
Curriculum Code No. 1021

Department of Social & Behavioral Science
Founders 210A • Phone (215) 968-8060 or 8061

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.

Transfer majors are offered in the following concentrations: Police Administration and Correctional Administration.

The transfer majors have the following objectives
• to provide students with a solid foundation in Criminal Justice (Police Administration or Correctional Administration) as an academic field of study in preparation for transfer to a four-year institution; and
• to educate students seeking to acquire an understanding of the processes in the administration of justice as a cultural part of their higher education.

Students in the Correctional Administration Major are expected to know and develop expertise in
• the functioning of the criminal justice system’s major components - police, courts, and corrections;
• the psychological tools and ethical standards required to function and interface effectively with the various levels of the justice matrix both on an interpersonal and agency level;
• techniques for interviewing and counseling inmates effectively;
• classification, procedures, and administrative hearings on discipline and release;
• prison objectives, types of institutions, internal administrative structure, and levels of security; and
• sentencing and the various agreements governing the disposition of offenders.

Students in the Police Administration Major are expected to know and develop expertise in
• the functioning of the criminal justice system’s major components - police, courts, and corrections;
• the psychological tools and ethical standards required to function and interface effectively with the various levels of the justice matrix both on an interpersonal and agency level;
• the purposes, scope, and sources of criminal law;
• investigative and evidentiary procedures employed throughout the United States and in its federal courts; and
• the constitutional rights afforded to citizens of the United States.

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>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CRJ100</td>
<td>Introduction to the Administration of Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ120</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRJ140</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
</tbody>
</table>
CRIJ160 Juvenile Delinquency and Laws Pertaining to Children 3
CRIJ260 Probation and Parole 3
CRIJ275 Introduction to Correctional Administration 3
BIOL101 Biological Science I 4
HHTH110 Responding to Emergencies 3
PSYC110 Introduction to Psychology 4
SOCII10 Introduction to Sociology 3
SOCII50 Criminology 3
Criminal Justice Elective 3
Cultural Perspectives 6
Electives D 5
INTG285 Integration of Knowledge C,E,5 3

Recommended Semester Sequence
The recommended course sequence is designed for fulltime 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,E,2 3
CRIJ100 Introduction to the Administration of Criminal Justice 3
HHTH110 Responding to Emergencies 3
PSYC110 Introduction to Psychology 4

Second Semester
COMP111 English Composition II E,3 3
CRIJ120 Criminal Evidence 3
CRIJ160 Juvenile Delinquency and Laws Pertaining to Children 3
SOCII10 Introduction to Sociology 4
Cultural Perspectives 6

Third Semester
BIOL101 Biological Science I 4
COMM110 Effective Speaking 4
CRIJ140 Criminal Procedure 3
SOCII50 Criminology 3

Fourth Semester
CRIJ260 Probation and Parole 3
CRIJ275 Introduction to Correctional Administration 3
Electives D 5

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, foodservice production assistant, shift supervisor, cook or baker.

Upon completion of this program, graduates will
• understand the various segments/divisions within the hospitality, tourism, foodservice and catering industries;
• plan, develop and produce appropriate foods and menus that meet the criteria of hotels, restaurants, institutions and/or catering outlets;
• be certified in applied foodservice sanitation;
• work and communicate with others;
• understand the terminology of the industry; and
• distinguish among moral and ethical considerations as applied to foodservice/catering occupations.

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 Buffer Planning and Preparation/Basic 3
HRIM132 Buffer Planning and Preparation/Advanced 3
HRIM202 Food Purchasing/Techniques and Procedures 3
HRIM203 Menu Planning/Costing/Design 3

ARLENE DITZLER ('91) fulfilled her lifelong dream to go to college at age 39. Course by course, credit by credit, she earned an associate degree while raising four children, graduating 11 years later. She now owns two successful home-based businesses, including Your Life Stories Workshops, through which she helps children and adults document the stories and experiences of their lives.

“I owe any success I’ve had to the outstanding teachers who encouraged and motivated me. I’m forever grateful to those many people at BCCC who helped me make my dreams of earning a college degree and owning my own business come true.”

Digital Game and Simulation Design
OCCUPATIONAL MAJOR
Curriculum Code 2182
Please see www.bucks.edu for program details.

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.

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

Please visit www.bucks.edu for current requirements.
A two-year course of study leading to the Associate of Arts Degree, this major meets Pennsylvania certification requirements for assistant teachers in private kindergartens, nursery schools, and child day-care centers. Certified Assistant Teachers who wish to earn credits toward certification as a teacher in private kindergartens, nursery schools, and child day-care centers, may earn these credits at the College, provided they have not previously received credit for the course(s).

Graduates are prepared to work with young children and to create and maintain healthy and safe facilities; provide an educational component conducive to intellectual and emotional development; facilitate wholesome social interactions; give adequate custodial care; establish two-way communication with the home; cooperate with their co-workers; keep required records, and behave as a role model.

Graduates of this program are able
- plan and implement developmentally appropriate programs for their student in coordination with the head teacher;
- maintain a healthy and safe environment for their students; and
- work cooperatively with families and co-workers.

### Degree Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL101</td>
<td>Biological Science 1 **</td>
<td>4</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>
<td>3</td>
</tr>
<tr>
<td>EDUC100</td>
<td>Foundations of Education</td>
<td>3</td>
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<tr>
<td>EDUC105</td>
<td>Early Childhood Education: Its History,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organization and Management</td>
<td></td>
</tr>
<tr>
<td>EDUC115</td>
<td>Observing and Recording the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Behavior of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EDUC150</td>
<td>Science and Math Experiences</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>for Young Children</td>
<td></td>
</tr>
<tr>
<td>EDUC170</td>
<td>Language Development</td>
<td>3</td>
</tr>
<tr>
<td>EDUC200</td>
<td>Art Experiences for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EDUC220</td>
<td>Practicum in Education D</td>
<td>6</td>
</tr>
<tr>
<td>HLTH120</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>LITR246</td>
<td>Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUSC230</td>
<td>Music for Early Childhood</td>
<td>2</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>SOCI160</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>63</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>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>EDUC100</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<td></td>
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#### Second Semester

<table>
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<tbody>
<tr>
<td>BIOL101</td>
<td>Biological Science 1 **</td>
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<tr>
<td>COMP111</td>
<td>English Composition II</td>
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<tr>
<td>EDUC105</td>
<td>Early Childhood Education: Its History,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organization and Management</td>
<td></td>
</tr>
<tr>
<td>EDUC115</td>
<td>Observing and Recording the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Behavior of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>PSYC180</td>
<td>Human Growth and Development</td>
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#### Third Semester

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<th>Course</th>
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<tbody>
<tr>
<td>EDUC150</td>
<td>Science and Math Experiences</td>
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<td>EDUC200</td>
<td>Art Experiences for Young Children</td>
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<td>HLTH120</td>
<td>Nutrition</td>
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<tr>
<td>MUSC230</td>
<td>Music for Early Childhood</td>
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<td>PSYC190</td>
<td>Educational Psychology</td>
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<tr>
<td>SOCI160</td>
<td>Marriage and the Family</td>
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<td>INTG285</td>
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### Fourth Semester

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<td>EDUC220</td>
<td>Practicum in Education D</td>
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<tr>
<td>LITR246</td>
<td>Children's Literature</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
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---

**Notes:**
- Placement testing required.
- Consult the list of courses approved for this subcategory. Any course may be chosen.
- Any INTG course may be chosen.
- Course requires prerequisite.
- Satisfies College level Mathematics or Science.
- Satisfies College Writing Level I.
- Satisfies College Writing Level II.
- Satisfies Creative Expression.
- Satisfies Personal Health.
- Satisfies Social Perspectives.
- Satisfies Writing Intensive requirement.

Students who do not seek the Associate of Arts Degree may earn the legend, “Majors Requirements Satisfied,” on their transcripts by successfully completing all the courses listed in the major except LITR246, MUSC230, COMM110, BIOL101, SOCI160, EDUC150, and INTG. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

### Education

**TRANSFER MAJOR**

Curriculum Code No. 1061

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

### Department of Social & Behavioral Science

Founders 210A • Phone (215) 968-8060

A two-year concentration leading to the Associate of Arts degree, this major serves as a foundation for further study toward a baccalaureate degree in early childhood, elementary, and special education and is a partial fulfillment of certification requirements for public school teachers.

Students planning a career in education should, as a rule, follow a basic major during the first two years of collegiate work. However, each major should be planned in cooperation with an academic advisor and should be coordinated with the major at the four-year institution to which the student plans to transfer.

---

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 to 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](http://www.bucks.edu) for current requirements.
Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL101</td>
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<tr>
<td>BIOL102</td>
<td>Biological Science II</td>
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<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
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<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>EDUC100</td>
<td>Foundations of Education</td>
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</tr>
<tr>
<td>HLTH110</td>
<td>Responding to Emergencies</td>
<td>3</td>
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<tr>
<td>MATH101</td>
<td>Mathematical Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>MATH102</td>
<td>Mathematical Concepts II</td>
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<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
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<tr>
<td>PSYC180</td>
<td>Human Growth and Development</td>
<td>3</td>
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<tr>
<td>PSYC190</td>
<td>Educational Psychology</td>
<td>3</td>
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<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>
<th>Course Title</th>
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<td>English Composition I</td>
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<tr>
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<tr>
<td>HLTH110</td>
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<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<td></td>
<td>Cultural Perspectives</td>
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Second Semester

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>COMM110</td>
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<tr>
<td>COMP111</td>
<td>English Composition II</td>
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<tr>
<td>PSYC180</td>
<td>Human Growth and Development</td>
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<td></td>
<td>Elective</td>
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<td>Music Elective</td>
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Third Semester

<table>
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<td>BIOL101</td>
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</tr>
<tr>
<td>MATH101</td>
<td>Mathematical Concepts I</td>
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<td>PSYC190</td>
<td>Educational Psychology</td>
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<tr>
<td></td>
<td>Elective</td>
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<td>Literature Elective</td>
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Fourth Semester

<table>
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<tr>
<td>MATH102</td>
<td>Mathematical Concepts II</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
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<td>Literature Elective</td>
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Degree Course Requirements

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMM105</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>Effective Speaking</td>
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</tr>
<tr>
<td>COMP114</td>
<td>Technical Writing</td>
<td>3</td>
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<tr>
<td>CHEM101</td>
<td>Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MATH110</td>
<td>Mathematics for Technology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPAN110</td>
<td>Elementary Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>PUBS101</td>
<td>Introduction to Emergency Management/Public Safety</td>
<td>3</td>
</tr>
<tr>
<td>PUBS102</td>
<td>Hazardous Materials Management and Environmental Protection</td>
<td>3</td>
</tr>
<tr>
<td>PUBS103</td>
<td>Emergency Services Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>PUBS104</td>
<td>Crisis Management and Critical Incident Stress</td>
<td>3</td>
</tr>
<tr>
<td>PUBS105</td>
<td>Emergency Services</td>
<td>3</td>
</tr>
<tr>
<td>PUBS106</td>
<td>Collateral Hazard Planning</td>
<td>3</td>
</tr>
<tr>
<td>PUBS107</td>
<td>Emergency Management Exercise/Design and Disaster Recovery</td>
<td>3</td>
</tr>
<tr>
<td>PUBS108</td>
<td>Leadership and Influence</td>
<td>3</td>
</tr>
<tr>
<td>PUBS109</td>
<td>Seminar in Emergency</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.
RONALD A. MAGRO, JR. (*77) is a senior designer at Congoleum Corp. “I design patterns for tiles and sheet vinyl flooring products...you’ve probably unintentionally walked all over my work!” Magro earned an AA in fine arts from Bucks, a BA in advertising design at the College of New Jersey, and an MFA in painting and drawing from Marywood University.

“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.”

Program of study requirements and other catalog contents are subject to change.
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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 4  3
PUBS101  Introduction to Emergency Management/Public Safety 3
COMP110  English Composition I 3,4  3
CHEM101  Chemistry 4  4
PSYC110  Introduction to Psychology 5  3

Second Semester
COMP114  Technical Writing 2,4  3
MATH110  Mathematics for Technology 3,4  3
PUBS102  Hazardous Materials Management and Environmental Protection 3
PUBS103  Emergency Services Human Resources Management 3
SPAN110  Elementary Spanish I 4  3

Third Semester
PUBS104  Crisis Management and Critical Incident Stress 0  3
PUBS105  Emergency Services Fiscal Administration 0  3
PUBS106  Collateral Hazard Planning and Hazard Vulnerability Assessment 0  3
Elective C 3  12

Fourth Semester
INTG285  Integration of Knowledge 3,5,8  3
COMM105  Interpersonal Communication 3
PUBS107  Emergency Management Exercise/Design and Disaster Recovery 0  3
PUBS108  Leadership and Influence in Emergency Response 0  3
PUBS109  Seminar in Emergency Management and Public Safety 3
Personal Health 6,7  2  17

A Course requires prerequisite.
8 Any Personal Health Course May Be Taken
6 Any of the following may be chosen: FRSC 102, FRSC 104, FRSC 106, CRJ 100, CRJ 275
9 Course requires prerequisite.
3 Satisfies College Writing Level I
2 Satisfies College Writing Level II
3 Satisfies College Level Mathematics or Science
4 Satisfies Creative Expression
5 Satisfies Social Perspectives
6 Satisfies Cultural Perspectives
7 Satisfies Personal Health
8 Satisfies Integration of Knowledge
9 Satisfies Writing Intensive Course

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

Emergency Management and Public Safety
CERTIFICATE MAJOR
Curriculum Code No. 3179
Department of Social and Behavioral Science
Penn 301 • Phone (215) 968-8270
The certificate program provides the opportunity for an individual to pursue a career in Emergency Management or Public Safety and/or provide professional development for those already employed.
Graduates of this program are able to
• perform technically;
• interpret, analyze, and solve problems related to disasters;
• work effectively as a team member;
• adapt to changes in technology and regulations;
• identify modern concepts of emergency management; and
• seek professional certification in Emergency Management.

Certificate Requirements
PUBS101  Introduction to Emergency Management/Public Safety 3
PUBS102  Hazardous Materials Management and Environmental Protection 3
PUBS104  Crisis Management and Critical Incident Stress 3
PUBS106  Collateral Hazard Planning and Hazard Vulnerability Assessment 3
PUBS107  Emergency Management Exercise/Design and Disaster Recovery 3
PUBS108  Leadership and Influence in Emergency Response 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.

Engineering
TRANSFER MAJOR
Curriculum Code No. 1028
Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

Mathematics, Science & Technology Department
Founders 112 • Phone (215) 968-8305
The academic major for the first two years of engineering is similar for all branches of the discipline. It is designed for students ready to enroll in any engineering major--civil, ME, EE, metallurgical, aeronautical, or others. Consequently, this major provides a foundation for all phases of engineering as well as for physics and prepares students to continue their education at a four-year institution or to enter industry as paraprofessional employees.

Graduates of this program are able to
• Demonstrate understanding of basic science (biology, chemistry, physics);
• Communicate effectively in both oral and written forms;
• Compute with proficiency and confidence, in both symbolic & numerical modes; and
• Apply Science, Math, and Environmental responsibility to the solution of Engineering Problems.
Prospective students with inadequate academic preparation should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be strictly followed.

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>CHEM122</td>
<td>Chemistry II $^{C}$</td>
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<tr>
<td>COMP110</td>
<td>Effective Speaking $^{1}$</td>
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<tr>
<td>COMP111</td>
<td>English Composition I $^{A}$, $^{L}$</td>
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<td>English Composition II $^{E}$</td>
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<td>Calculus II $^{F}$</td>
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<td>PHYS112</td>
<td>Engineering Graphics $^{H}$</td>
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<tr>
<td>PHYS121</td>
<td>Physics I $^{H}$</td>
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</tr>
<tr>
<td>PHYS122</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge $^{G}$, $^{I}$</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 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM121</td>
<td>Chemistry I $^{A}$, $^{B}$</td>
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<tr>
<td>COMP110</td>
<td>English Composition I $^{A}$, $^{L}$</td>
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<td>MATH140</td>
<td>Calculus I $^{A}$, $^{E}$</td>
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Second Semester

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<th>Course Title</th>
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<td>MATH141</td>
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<td>PHYS121</td>
<td>Physics I $^{H}$</td>
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Third Semester

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>PHYS122</td>
<td>Physics II $^{H}$</td>
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<td>Engineering Elective $^{1}$</td>
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<td></td>
<td>Computer Programming $^{E}$</td>
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<td>Cultural Perspectives $^{G}$</td>
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Fourth Semester

<table>
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<th>Course Title</th>
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<tr>
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<td>COMP111</td>
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<td>INTG285</td>
<td>Integration of Knowledge $^{G}$, $^{I}$</td>
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<tr>
<td></td>
<td>Social Perspectives $^{C}$</td>
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Degree Requirements

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<th>Course Title</th>
<th>Credits</th>
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<td>BIOL102</td>
<td>Biological Science II $^{I}$</td>
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<td>BIOL110</td>
<td>Field Biology $^{I}$</td>
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<tr>
<td>BIOL280</td>
<td>Cooperative Education-Environmental Science</td>
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<tr>
<td>CHEM101</td>
<td>Chemistry $^{A}$, $^{C}$</td>
<td>4</td>
</tr>
<tr>
<td>CHEM102</td>
<td>Chemistry $^{B}$</td>
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<td>CHEM104</td>
<td>Environmental Chemistry</td>
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<tr>
<td>SCIE103</td>
<td>Earth Science $^{I}$</td>
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<td>SCIE105</td>
<td>Conservation Ecology</td>
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<tr>
<td>SCIE106</td>
<td>GIS for Land Use Planning and Environmental Tech.</td>
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<tr>
<td>SCIE107</td>
<td>Intro. To Environmental Monitoring and Sampling</td>
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<tr>
<td>COMP110</td>
<td>English Composition I $^{A}$</td>
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<td>COMP114</td>
<td>Technical Writing $^{A}$, $^{C}$</td>
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<td>MATH115</td>
<td>Elementary Statistics $^{A}$, $^{G}$</td>
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<td>Creative Expression $^{E}$</td>
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<td>Cultural Perspectives $^{G}$</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge $^{C}$, $^{I}$</td>
<td>3</td>
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<td>Personal Health $^{G}$</td>
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<td></td>
<td>Social Perspectives $^{G}$</td>
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</tbody>
</table>

$^{A}$ Placement testing required.
$^{B}$ Choose from HIST11, HIST12, HIST151, HIST152, VAFA193, HUMN111, HUMN210.
$^{C}$ Choose from ECON111, GEOG111, PSYC110, SOC110.
$^{D}$ Choose from HLTH103, HLTH120, HLTH130, PSYC125.
$^{E}$ Choose from CSCI103, CSCI115, CSCI210.
$^{F}$ Electives to be chosen from the following: PHYS222, PHYS223, DRFT232, MATH242, MATH250, MATH260.
$^{G}$ Any INTG course may be chosen.
$^{H}$ Course requires prerequisite.
$^{I}$ Satisfies College Writing Level I.
$^{L}$ Satisfies College Writing Level II.
$^{E}$ Satisfies Creative Expression.
$^{G}$ Satisfies College level Mathematics or Science.
$^{I}$ Satisfies Writing Intensive requirement.

Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except COMP110, COMP111, three credits of cultural perspectives, three credits of social perspectives, two credits of personal health and three credits in integration of knowledge. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Environmental Science

OCCUPATIONAL MAJOR

Curriculum Code No. 2159

Mathematics, Science & Technology Department

Founders 112 • Phone (215) 968-8305

Students planning to transfer into a four year program should meet with an advisor in the Science Department at the beginning of their program.

A graduate of this program can expect to find entry-level employment as an environmental analyst, field service technician, geologist technician, wastewater operator, installation technician, survey technician, remediation technician, and instrument technician.

Graduates of this program are able to

- Assess environmental impact of proposed development projects;
- Inventory, evaluate, and assist in development of resource management strategies for sites and areas with unique scenic, recreational, historic, cultural, paleontological, and other resource values;
- Assist in habitat restoration;
- Conduct environmental education programs;
- Sample and analyze the biological and physical components of ecosystems;
- Utilize geographical information systems (GIS) software to generate project maps;
- Generate geographically-referenced digital information spatially in map format and in tabular, descriptive format using computers; and
- Follow and apply local, state, and federal environmental regulations.

Environmental Science

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

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.”

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

**First Semester**
- BIOL101 Biological Science I  
- CHEM101 Chemistry  
- COMP110 English Composition I  
- SCIE105 Conservation Ecology

**Second Semester**
- BIOL102 Biological Science II  
- CHEM102 Chemistry  
- COMP114 Technical Writing  
- MATH115 Elementary Statistics

**Third Semester**
- BIOL110 Field Biology  
- CHEM104 Environmental Chemistry  
- SCIE107 Intro To Environmental Monitoring and Sampling  
- COMM110 Effective Speaking

**Fourth Semester**
- BIOL280 Cooperative Education - Environmental Science  
- SCIE103 Earth Science  
- SCIE106 GIS for Land Use Planning and Environmental Tech.  
- INTG285 Integration of Knowledge

**Total** 62

A Placement testing required
B Consult the list of courses approved for this subcategory here of the College Catalog. Any course may be chosen.
C Course requires prerequisite.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies College level Mathematics or Science
4 Satisfies Writing intensive requirement
5 Satisfies Creative Expression

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. These art courses offer a chance for general college students to experience a variety of fine arts media and an opportunity to explore their own artistic potential. In addition to studio art courses, art history courses are available for the general college student.

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.

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

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

Degree Course Requirements
- VFA100 Drawing Fundamentals  
- VFA101 2-D Design Fundamentals  
- VFA102 3-D Design Fundamentals  
- VFA103 Drawing Composition  
- VFA104 2-D Design Color  
- VFA105 3-D Design Materials/Modeling  
- VFA200 Drawing Anatomy  
- VFA201 Portfolio Seminar  
- VFA202 Figure Drawing  
- COMP110 English Composition I  
- COMP111 English Composition II  
- SOCI110 Intro. to Sociology  
- VFA104 Art History  
- INTG285 College Level Math or Science  
- INTG285 Integration of Knowledge

**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**
- VFA100 Drawing Fundamentals  
- VFA101 2-D Design Fundamentals  
- VFA102 3-D Design Fundamentals  
- COMP110 English Composition I

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

Please visit www.bucks.edu for current requirements.
Graduates of this program are able to

- develop a logical procedure of steps in which a concept becomes a drawing, which in turn becomes a three-dimensional finished product that meets structural and functional requirements and works within the physical properties of the selected media;
- use different materials, finishes, techniques, and forms to begin to explore and express their own creative voice;
- read about, write about, and analyze art, art history, and furniture 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 an entry-level position in woodworking; and use and safely operate the many hand tools and machinery in the woodshop, and handle materials such as solvents, stains, and finishes in a safe manner.

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

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

Degree Course Requirements

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAFW101</td>
<td>Fine Woodworking I</td>
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<tr>
<td>VAFW102</td>
<td>Design in Woodworking I</td>
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</tr>
<tr>
<td>VAFW190</td>
<td>History of American Furniture</td>
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</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge ABC</td>
<td>3</td>
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Second Semester

<table>
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<tr>
<th>Course Code</th>
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<td>VAFW104</td>
<td>Design in Woodworking II</td>
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<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge ABC</td>
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</table>

Third Semester

<table>
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<td>SCIE103</td>
<td>Earth Science</td>
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</tr>
<tr>
<td>VAFW191</td>
<td>History of Modern Art</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.

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>VFA201</td>
<td>Portfolio Seminar * 3</td>
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<tr>
<td>VFA207</td>
<td>Creative Expression * 2</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge 1,6 3</td>
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</tbody>
</table>

A Placement testing required.
B Consult the list of course approved for this subcategory.
C Any course may be chosen.
D Any two of the following may be chosen (with the proper prerequisites): OADM110, COMP110, COMP111, COMP114.
E Any of the following may be chosen: VAFW191, VAFW192, VAFW193.
F Any INGT course may be chosen.
G Any selected from this list (with proper prerequisites): VAFW100, VAFW133, VAFW134, VAFW135, VAFW136, VAFW137, VAFW138, VAFW139, VAFW145, VAFW180, VAFW181, VAFW280.
H Course requires prerequisite.
I Satisfies Cultural Perspectives.
J Satisfies Social Perspectives.
K Satisfies College Level Mathematics or Science.
L 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 cultural perspectives, two credits of personal health, three credits in social perspectives, and six credits of writing. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Prerequisites: For VAFW115, VAFW116, VAFW137, VAFW139; either VAFW100 or VAFW101. For VAFW145; either VAFW100, VAFW101 or VAFW102. For VAFW181: VAFW180. VAFW138 is recommended for VAFW137. For VAFW280, VAFW103.

Fire Investigation
CERTIFICATE PROGRAM
Curriculum Code No. 3144

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

This certificate program provides the opportunity for an individual to pursue a career in the Fire Science, Fire Investigation, Risk Management, Building Inspection or for professional development for those employed.

Graduates of this program are able to
• provide services to the community in fire investigations, building inspections, fire inspections and fire protection systems;
• engage in risk analysis;
• perform fire equipment inspection and testing;
• develop strategies for effective first scene management;
• assess building construction and its effect on fire development and suppression; and
• assess building for compliance with international codes and eliminate potential fire hazards.

Certificate Course Requirements
FRSC102 Hazardous Materials 3
FRSC103 Building Construction for the Fire Service 3
FRSC104 International Fire Prevention and Building Codes 3
FRSC106 Fire Investigation 3
FRSC107 Pre-Emergency Planning and Computer Assisted Design 3

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

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

Fire Science
OCCUPATIONAL MAJOR
Curriculum Code No. 2158

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

Department of Social & Behavioral Science
Founders 210A • Phone (215) 968-8060

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. These careers include working in fire investigation, code inspection, insurance investigation, fire equipment inspection, risk analysis and pre-emergency planning. In addition this program provides individuals already working in the Fire Service, or in a related field, the opportunity to prepare for promotion while at the same time earning an Associate Degree.

Degree Course Requirements
COMP110 English Composition I A,5,6 3
COMP114 Technical Writing 6 3
CHEM101 Chemistry A,5,6 4
MATH110 Mathematics for Technology A 3
COMM110 Effective Speaking C 3
COMM110 Social Perspective * 3
COMM110 Cultural Perspective * 3
COMM110 Personal Health B 2
COMM110 Elective D 3
INTG285 Integration of Knowledge C,4 3
FRSC101 Firefighting Strategy and Tactics 3
FRSC102 Hazardous Materials 3
FRSC103 Building Construction for the Fire Service 3
FRSC104 The International Fire Prevention and Building Code 3
FRSC105 Fire Protection Systems 3
FRSC106 Fire Investigation 3
FRSC107 Pre-emergency Planning and Computer Assisted Design 3
FRSC108 Organization and Management of Emergency Services 3
FRSC109 Fire Service Occupational Safety and Health 3
FRSC110 Fire Prevention and Fire Safety Education 3

Recommended Semester Sequence
First semester
COMP110 English Composition I A,5,6 3
FRSC103 Building Construction for the Fire Service. 3
FRSC104 The International Fire Prevention and Building Code 3
MATH110 Mathematics for Technology E 3
COMM110 Effective Speaking C 2
Second Semester
FRSC108 Organization and Management of Emergency Services 3
FRSC109 Fire Service Occupational Safety & Health 3
FRSC110 Fire Prevention and Fire Safety Education 3
COMP114 Technical Writing 1,2 3
CHEM101 Chemistry 1,2,4 4 16

Third Semester
FRSC101 Firefighting Strategy and Tactics 3
FRSC102 Hazardous Materials 3
FRSC105 Fire Protection Systems 3
Social Perspective b 3
Cultural Perspectives b 3 15

Fourth Semester
FRSC106 Fire Investigation 3
FRSC107 Pre-emergency Planning and Computer Assisted Design 3
Personal Health b 2
Elective e 3
Integration of Knowledge e 2 14

A Placement testing required
B Consult approved list.
C Satisfies Creative Expression
D Pre-college level courses do not meet this requirement.
E Course requires prerequisite.
F Satisfies College Writing, Level I
G Satisfies College Writing, Level II
H Satisfies College Level Math or Science
I Satisfies Writing Intensive Requirement

Fire Science
CERTIFICATE PROGRAM
Curriculum Code No. 3143
Department of Social and Behavioral Science
Penn 301 • Phone (215) 968-8270

This certificate program provides the opportunity for an individual to pursue a career in Fire Science or for professional development for those employed.

Graduates of this program are able to
• provide services to the community in fire investigations, building inspections, fire inspections and fire protection systems;
• engage in risk analysis;
• perform fire equipment inspection and testing;
• develop strategies for effective first scene management;
• assess building construction and its effect on fire development and suppression; and
• assess building for compliance with ICC International Codes and eliminate potential fire hazards.

Certificate Course Requirements
FRSC101 Strategies and Tactics 3
FRSC103 Building Construction for the Fire Service 3
FRSC104 International Fire Prevention and Building Codes 3
FRSC105 Fire Protection Systems 3
FRSC106 Fire Investigation 3 15

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
OCCUPATIONAL MAJOR
Curriculum Code No. 2111

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

The Graphic Design Program provides students with essential skills needed as a professional graphic designer. Before entering the Graphic Design Program all students are required to meet with a Graphic Design instructor to receive advising, to review required entry skill levels, and to review the student’s portfolio of current work (if available). Completion of this program of study will provide opportunities for securing an entry level position as graphic artist, designer, assistant art director, layout production artist, computer graphic artist, or desktop publishing artist and for continuing educational experiences in graphic design.

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 drawing and two-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 an entry-level position in graphic design; and
• demonstrate the ability to develop concepts, apply skills, and provide creative visual solutions to graphic design and illustration problems.

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

Degree Course Requirements*
VFAA100 Drawing Fundamentals 3 3
VFAA101 2-D Design Fundamentals 3
VFAA104 2-D Design Color 3
VFA201 Portfolio Seminar 2 3
VAGD100 Introduction to Desktop Publishing 3
VAGD101 Layout & Typography 3
VAGD102 Illustration: Drawing & Digital Design 3
VAGD200 Visual Literacy 3
VAGD201 Graphic Design 3
VAGD202 Digital Prepress & Production Output 3
VAMM100 Digital Imaging 3
VAMM209 Multimedia Concepts I 3
COMP110 English Composition I 3,4 3
COMP111 English Composition II 3,4 3
Social Perspective e 3
Art History c 3
College Level Math or Science c, d 3
INTG285 Integration of Knowledge a, d 3
Personal Health b 2
Digital Elective or Co-op e 6 62

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

* Program of study requirements and other catalog contents are subject to change.
Please visit www.bucks.edu for current requirements.
DENISE OSHINSKY (’07) returned to college in 2003 to pursue her dream of becoming a teacher. A wife, mother of three teenage sons, and caregiver for her father, the Langhorne resident still found time to become active with the Future Teachers Organization and Phi Theta Kappa, the national honors society for two-year schools. Her commitment to the College and community earned the 2007 President’s Cup and a spot on the 2007 All-Pennsylvania Academic Team.

“[Joining the FTO] was the best thing that ever happened to me. Being involved in a club at Bucks opens doors for you. It exposes you to different situations and is a continuation of training outside the classroom. It’s just really a good experience, plus you get involved in the community. It gave me a lot more confidence than I ever would have had.”

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

First Semester
- VAFA100 Drawing Fundamentals 3
- VAFA101 2-D Design Fundamentals 3
- VAMM100 Digital Imaging 3
- VAGD100 Introduction to Desktop Publishing 3
- COMP110 English Composition I 2

Second Semester
- VAFA104 2-D Design Color 3
- VAGD101 Typography 3
- VAGD102 Illustration: Drawing & Digital 3
- COMP111 English Composition II 3
- Art History 2

Third Semester
- VAGD200 Visual Literacy 3
- VAGD202 Digital Prepress and Output 3
- VAMM209 Multimedia Concepts 3
- Digital/Drawing Elective 3
- Social Perspectives 3
- Personal Health 2

Fourth Semester
- VAGD201 Graphic Design 3
- VAFA201 Portfolio Seminar 3
- Math/Science 3
- INTG285 Integration of Knowledge 3
- Digital Elective or Co-op 2

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 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;
- 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 the ability to develop concepts, apply skills, and provide creative visual solutions to graphic design and illustration problems.

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

Degree Course Requirements

- VAFA100 Drawing Fundamentals 3
- VAFA101 2-D Design Fundamentals 3
- VAFA102 3-D Design Fundamentals 3
- VAFA103 Drawing Composition 3
- VAFA104 2-D Design Color 3
- VAFA201 Portfolio Seminar 3
- VAGD100 Introduction to Desktop Publishing 3
- VAGD101 Layout and Typography 3
- VAGD102 Illustration: Drawing and Digital 3
- VAGD200 Visual Literacy 3
- VAGD201 Graphic Design 3
- VAMM100 Digital Imaging 3
- COMP110 English Composition I 3
- COMP111 English Composition II 3
- Social Perspective 3
- Art History 2
- College Level Math or Science 3
- INTG285 Integration of Knowledge 2
- Personal Health 2
- Digital or Studio 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 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 3
- VAMM100 Digital Imaging 3
- VAGD100 Introduction to Desktop Publishing 3
- COMP110 English Composition I 3

Second Semester
- VAFA103 Drawing Composition 3
- VAFA104 2-D Design Color 3
- VAGD101 Layout and Typography 3
- COMP111 English Composition II 3
- Art History 2

Third Semester
- VAFA102 3-D Design Fundamentals 3
- VAGD102 Illustration: Drawing and Digital 3
- VAGD200 Visual Literacy 3
- Social Perspectives 3
- Art History 2
- Personal Health 2

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 Year experience and then offers specific course work needed to develop a portfolio of advertising and illustration work for successful transfer as a Graphic Design Major. Graphic Designers work for advertising agencies, publishing companies, television stations, packaging companies, magazines, and other firms in the business of communicating information visually.

Students seeking to transfer to professional art schools and complete a baccalaureate degree with a major in Graphic Design should select this major.

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.

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: VAFA191, VAFA192, VAFA193.
D Any INTG course may be chosen.
F Course requires prerequisite.
G Satisfies College Level Writing Level I.
H Satisfies College Level Writing Level II.
I Satisfies Creative Expression.
J Satisfies Cultural Perspectives.
K Satisfies Writing Intensive requirement.
L MGMT100 is recommended.
M 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.
### 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 coursework. Students should plan their major to parallel that of the transfer college.

#### Degree Course Requirements

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<thead>
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<th>Course Code</th>
<th>Course Title</th>
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<td>COMM110</td>
<td>Effective Speaking</td>
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<tr>
<td>COMP110</td>
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<td>COMP111</td>
<td>English Composition II</td>
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<td>HTH103</td>
<td>Life and Health</td>
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<tr>
<td>HTH110</td>
<td>Responding to Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>HTH120</td>
<td>Nutrition</td>
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<tr>
<td>HTH130</td>
<td>Principles and Applications of Diet and Fitness</td>
<td>3</td>
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<td>PHED180</td>
<td>Foundations of Physical Education</td>
<td>3</td>
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<td>PHED183</td>
<td>Movement and Physical Education for Early Childhood</td>
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<td>PSYC110</td>
<td>Introduction to Psychology</td>
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<td>SOCI110</td>
<td>Introduction to Sociology</td>
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<td>INTG285</td>
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<td>Mathematics A or/and Science</td>
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<td>Physical Education Skills Courses</td>
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#### 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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<td>English Composition I</td>
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<td>Life and Health</td>
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<td>PHED180</td>
<td>Foundations of Physical Education</td>
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<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
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**Second Semester**

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<td>COMP111</td>
<td>English Composition II</td>
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<td>HTH110</td>
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<td>PHED183</td>
<td>Movement and Physical Education for Early Childhood</td>
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**Third Semester**

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<td>HTH110</td>
<td>Principles and Applications of Diet and Fitness</td>
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<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
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<tr>
<td>SOCI110</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics A or/and Science</td>
<td>3</td>
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**Fourth Semester**

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<td>SOCI110</td>
<td>Introduction to Sociology</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.
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
HIST197 History and Theory of Historic Preservation 3
HIST198 History of American Architecture 3
HIST199 Methodology and Documentation 3
HIST201 Building Conservation 3
HIST203 Internship for Historic Preservation 2
Electives: (9 credits required)
HIST195 Introduction to Historical Archaeology 3
HIST200 Material Culture in Historic Preservation 3
HIST202 Law, Taxes and Zoning for Historic Preservation 3
HIST204 Oral History in Preservation 3
HIST205 Restoration Workshop I 3
HIST206 Restoration Workshop II 3
HIST207 HABS Workshop 3
HIST208 History, Society & Architecture in the Delaware Valley 3
HIST209 Bucks County Architecture and Architects 1
HIST210 Preservation Field Studies 3
HIST213 Architecture and History of Newtown 2
HIST214 Preservation Lab 3
HIST216 Historic Garden Preservation 3
HIST217 Historic Gardens of Early 20th century 1
HIST218 Fundamentals of Drawing for HABS Workshop 1
HIST219 Management of Historic Sites 3
HIST220 Teaching Historic Places & Preservation in the Classroom
INDP290 Independent Study: Historic Preservation 3
VAFW190 History of American Furniture 2

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

A Course requires prerequisite.

Hospitality & Tourism: Management Emphasis
OCCUPATIONAL MAJOR
Curriculum Code No. 2022

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

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

The Tourism and Hospitality Management major offers a variety of options for the student interested in gaining employment in the hospitality industry at an entry level or as a management trainee. The student may choose to follow either the Tourism and Hospitality Management Emphasis or the Food Service Management Emphasis. (See options below and consult with an advisor.)

Program requirements can be completed in a two-year period of full-time study (including one summer employment internship).

This Associate Degree program prepares graduates to compete for various entry-level management careers in the hospitality management, commercial and non-commercial foodservice and tourism/lodging industries, depending upon which emphasis is selected.

Upon successful completion of major requirements, an Associate of Arts Degree will be granted by the College.

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

Graduates of this program are able to

• work and communicate effectively with others through oral, written or graphic means to demonstrate interpersonal skills and professional attitudes and work habits;
• distinguish among moral, ethical and legal aspects of business law as applied to hospitality industry occupations;
• utilize principles of effective personnel management in the supervision of employees;
• plan and develop appropriate and nutritious menus that meet the requirements of hotels, restaurants and non-commercial operations;
• develop cost control and asset management techniques in various operations;
• organize and direct food production and service in a variety of settings, supervise employees in the front desk operation of a hotel or motel;
• exhibit knowledge of the terminology of the tourism, foodservice, and lodging industry; and
• be certified in Applied Foodservice Sanitation.

Degree Course Requirements*
ACCT103 Introductory Accounting 3
or
ACCT105 Principles of Accounting I 3/4
CISC100 Introduction to Computers 3
or
CISC110 Introduction to Information Systems 3
COMM110 Effective Speaking 2
COMP110 English Composition I 3
HLTH120 Nutrition 3
HRIM100 Introduction to Tourism and Hospitality 3
HRIM105 Safety and Sanitation (Certification Course) 3
HRIM110 Financial Management in Tourism & Hospitality E 3
HRIM120 Basic Food Preparation and Management E 3
HRIM121 Advanced Food Preparation and Management E 3
HRIM200 Hotel & Lodging Operations Management E 3
HRIM210 HRIM Internship E 3
HRIM220 HRIM Seminar E,6 3
HRIM280 Cooperative Education - HRI B,E 3
MGMT130 Business Law 3
MGMT140 Business Elective 3
OADM110 Introduction to Business 4 3
MGMT120 Business Mathematics A,E,5 3
MKTG100 Principles of Marketing E 3
OADM110 Business Communication A,E,1 3
Cultural 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
HRIM100 Introduction to Tourism and Hospitality 3
HRIM105 Safety and Sanitation (Certification Course) 3
MGMT100 Introduction to Business 4 3
OADM110 Business Communication A,E,1 3
Cultural Perspectives C 2

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

Summer Session
HRIM210 HRIM Internship E 3

Third Semester
ACCT103 Introductory Accounting 3
ACCT105 Principles of Accounting I 3/4
COMM110 Effective Speaking 2 3
HRIM110 Financial Management in Tourism & Hospitality E 3
HRIM121 Advanced Food Preparation and Management E 3
MGMT130 Business Law 3

Fourth Semester
CISC100 Introduction to Computers 3
CISC110 Introduction to Information Systems E 3
HLTH120 Nutrition 3
HRIM220 HRIM Seminar E,6 3
HRIM280 Cooperative Education-HRI B,E 3
Business Elective D 3

A Placement testing required.
B All academically qualified students must enroll in HRIM280 in their 3rd or 4th semester.
C Consult the list of courses approved for this subcategory. Any course may be chosen.
D Any course with a prefix of ACCT, HRIM, MGMT, MKTG, or OFAD may be chosen. See advisor before making selection.
E Course requires prerequisite.
1 Satisfies College Writing requirement.
2 Satisfies Creative Expression.
3 Satisfies Personal Health.
4 Satisfies Social Perspectives.
5 Satisfies College Level Mathematics or Science.
6 Satisfies Integration of Knowledge

Hospitality and Tourism: Food Service Management Emphasis
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.

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

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

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

Hospitality and Tourism majors advance to occupations as hotel and restaurant managers.
Graduates of this program are able to
- work and communicate effectively with others through oral, written or graphic means to demonstrate interpersonal skills and professional attitudes and work habits;
- distinguish among moral, ethical and legal aspects of business law as applied to hospitality industry occupations;
- utilize principles of effective personnel management in the supervision of employees;
- plan and develop appropriate and nutritious menus that meet the requirements of hotels, restaurants and non-commercial operations;
- develop cost control and asset management techniques in various operations;
- organize and direct food production and service in a variety of settings. supervise employees in the front desk operation of a hotel or motel;
- exhibit knowledge of the terminology of the tourism, foodservice, and lodging industry;
- be certified in Applied Foodservice Sanitation;
- Supervise employees in foodservice management operations; and
- Based on specific interests, concentrate on a particular aspect of business for particular attention.

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM110</td>
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<tr>
<td>COMP110</td>
<td>English Composition I</td>
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<tr>
<td>HLTH120</td>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>HRIM100</td>
<td>Introduction to Tourism and Hospitality</td>
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</tr>
<tr>
<td>HRIM105</td>
<td>Safety and Sanitation (Certification Course)</td>
<td>3</td>
</tr>
<tr>
<td>HRIM110</td>
<td>Financial Management in Tourism &amp; Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRIM120</td>
<td>Basic Food Preparation and Management</td>
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<td>HRIM121</td>
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<td>HRIM200</td>
<td>Hotel &amp; Lodging Operations Management</td>
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<td>HRIM Internship</td>
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<td>HRIM Seminar</td>
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<tr>
<td></td>
<td>Cultural Perspectives</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**

- HRIM100: Introduction to Tourism and Hospitality
- HRIM105: Safety and Sanitation
- MGMT100: Introduction to Business
- OADM110: Business Communication and Cultural Perspectives

**Second Semester**

<table>
<thead>
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<td>MKTG100</td>
<td>Principles of Management</td>
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</table>

**Summer Session**

- HRIM210: HRIM Internship

**Third Semester**

- COMM110: Effective Speaking
- HRIM110: Financial Management in Tourism & Hospitality
- HRIM121: Advanced Food Preparation and Management
- MGMT130: Business Law
- MGMT140: Supervision

**Fourth Semester**

- HLTH120: Nutrition
- HRIM220: HRIM Seminar
- HRIM280: Cooperative Education-HRIM
- Business Electives
- Cultural Perspectives

**Hotel/Restaurant/Institution 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:
- utilize principles of effective and organizational personnel management in the supervision of employees;
- develop cost control and asset management techniques in various operations;
- be certified in Applied Foodservice Sanitation;
- work and communicate effectively with others through oral, written and graphic means to demonstrate interpersonal skills and professional attitudes and work habits;
- be knowledgeable about the various segments and divisions within the hospitality, foodservice and lodging industries; and
- exhibit knowledge of the terminology of these industries.
Certificate Requirements

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<th>Course Name</th>
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<td>Introduction to Tourism and Hospitality</td>
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<td>HRIM105</td>
<td>Safety and Sanitation (Certification Course)</td>
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<td>HRIM110</td>
<td>Financial Management in Tourism and Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRIM200</td>
<td>Hotel and Lodging Operations Management</td>
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<tr>
<td>HRIM120</td>
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<td>OADM110</td>
<td>Business Communication</td>
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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.

Mathematics, Science & Technology 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.

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 chairperson 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

<table>
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<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>COMP110</td>
<td>English Composition I A,B,C</td>
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<td>COMP111</td>
<td>English Composition II A,B</td>
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<td>Social Perspectives</td>
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<td>or Science</td>
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<td>INTG285</td>
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Information Science and 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.

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 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 select the area of concentration best suited to their interests and aptitudes.

Students pursuing the information science emphasis develop an understanding of the business environment and its information processing needs. Students pursuing the computer science emphasis develop an understanding of the structure, design and use of computer software systems, and their application in a broad range of disciplines.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tr>
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<td>Social Perspectives</td>
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<tr>
<td>or Science</td>
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<tr>
<td>Transferable Electives D,E</td>
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Second Semester

<table>
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<th>Course Code</th>
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<td>COMP111</td>
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Third Semester

<table>
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<th>Course Code</th>
<th>Course Name</th>
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<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
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Fourth Semester

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<td>INTG285</td>
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<tr>
<td>Transferable Electives D,E</td>
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</table>
KEITH A. HARVEY ('04) is a software engineer for IBM who credits Bucks for his successful career change. After losing his job, Keith enrolled at Bucks in a special program that provided tuition for laid-off workers. He earned an associate degree in networking technology, transferred to Drexel University and earned a bachelor’s degree in computing technology, and was immediately hired by IBM.

“I had no experience in the IT field and my knowledge of computers was limited when I came to BCCC. I feel that my educational experiences at Bucks prepared me for Drexel and put me in a better position to succeed.”

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

Degree Course Requirements*  
CISC105 Windows/DOS Concepts  4  
CISC110 Introduction to Information Systems G  3  
CISC113 Visual Basic Programming I G  3  
CISC115 Computer Science I (Java) G  4  
CISC122 Computer Science II (Java) G  4  
CISC213 Computer Science III (Java) G  4  
CISC143 Essentials of Networking G  4  
CISC215 Database Design and Application Development G  3  
VMM110 Web and Interactive Design G  3  
COMM110 Effective Speaking G  3  
COMP110 English Composition I A, C  3  
COMP111 English Composition II A  3  
MGMT100 Introduction to Business A  3  
INTG285 Integration of Knowledge A, C, G  3  
Education Electives A, C, D  6  
Personal Health G  2  
Elective A  3  
61

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

First Semester
CISC110 Introduction to Information Systems G  3  
COMP110 English Composition I A, C  3  
CISC115 Computer Science I (Java) G  4  
MGMT100 Introduction to Business G  3  
Cultural Perspectives C  3  
Electives A, C, D  6  
Personal Health G  2  
Elective A  3  
16

Second Semester
CISC105 Windows/DOS Concepts  4  
CISC113 Visual Basic Programming I G  3  
CISC111 English Composition II G  3  
CISC122 Computer Science II (Java) G  4  
Mathematics A, C, G  3  
Cultural Perspectives C  3  
Electives A, C, D  6  
17

Third Semester
VMM110 Web and Interactive Design G  3  
CISC143 Essentials of Networking G  4  
CISC213 Computer Science III (Java) G  4  
Personal Health G  2  
Mathematics A, C, G  3  
16

Fourth Semester
COMM110 Effective Speaking G  3  
CISC215 Database Design and Development G  3  
INTG285 Integration of Knowledge F, G  3  
Elective C  3  
12

A Placement testing required.
B Consult the list of courses approved for this subcategory here. Any course may be chosen.
C Choose either MATH117 and 118 or MATH140 and 141.
D Choose MATH115, MATH260, or any CISC course except CISC100.
E Any INTG course may be chosen.
F Pre-college level courses do not meet this requirement.
G Course requires prerequisite.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Social Perspectives.
5 Satisfies College Level Mathematics or Science.
6 Satisfies Writing Intensive requirement.

Information Technology Studies

OCCUPATIONAL MAJOR - AAS
Curriculum Code No. 2164

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

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

This major is for students whose educational and occupational goals are not met by the Mathematics, Science and Technology 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 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.

Degree Course Requirements*
COMM110 Effective Speaking  3  
MGMT100 Introduction to Business  3  
Computing Electives C  37  
College Level Writing A, B  6  
Cultural Perspectives C  3  
Personal Health C  2  
College Level Mathematics Electives D, G  3  
INTG285 Integration of Knowledge F, G  3  
60
Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. 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>
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<tbody>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>2</td>
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<tr>
<td></td>
<td>College Level Writing A,B</td>
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<td></td>
<td>Computing Electives</td>
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### Second Semester

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<thead>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td></td>
<td>College Level Writing A,B</td>
<td>3</td>
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<tr>
<td></td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Personal Health</td>
<td>2</td>
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<tr>
<td></td>
<td>Computing Electives</td>
<td>6</td>
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<td></td>
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### Third Semester

<table>
<thead>
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<th>Course Code</th>
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<tbody>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
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<tr>
<td></td>
<td>College Level Mathematics Elective</td>
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</tr>
<tr>
<td></td>
<td>Computing Electives</td>
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### Fourth Semester

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computing Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

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**A Placement testing required.**

**B Select any two of the following (with proper prerequisites):**

- ADM110, COMP110, COMP111, COMP114.

**C Consult the list of courses approved for this category here. Any course may be chosen.**

**D Consult an advisor. At least one course must be chosen from the following: MATH 110, MATH115, MATH117, MATH120, MATH122, MATH125, or MATH140.**

**E Computing Electives are courses which contribute directly to the fulfillment of the students’ occupational and employment goals; they are selected by the students in consultation with an academic advisor, and require the approval of the advisor. An Occupational Education Plan (OEP) must be completed in consultation with the academic advisor and with written approval of the Chairperson of Mathematics, Computer and Information Science.**

**F Any INTG course may be chosen.**

**G Course requires prerequisite.**

1. Satisfies Creative Expression.

2. Satisfies Social Perspectives.

3. Satisfies College Level Mathematics or Science.

4. Satisfies Writing Intensive Requirement.

Guidelines: No more than nineteen credits of the Computer Science courses may be gained by transfer, credit by examination, LLEAP, or other sources.

### Journalism

**TRANSFER MAJOR**

Curriculum Code No. 1045

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

**Department of Language & Literature**

Penn105 • Phone (215) 968-8150

The Journalism major prepares students for news reporting, writing, copy editing, and page layout in both traditional print media and electronic publishing. The courses parallel the offerings in the first two years of most four-year institutions. The weekly campus newspaper, The Centurion, 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.

Graduates of this program are able to

- transfer to four-year colleges in a journalism/communication major;
- gain employment in entry-level news reporting or editing; and
- use QuarkXPress layout software in publishing or newspaper position.

### 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>COMM111</td>
<td>Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I A,K</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition II B,K</td>
<td>3</td>
</tr>
<tr>
<td>HIST151</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST152</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>JOUR175</td>
<td>News Reporting and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>JOUR277</td>
<td>Public Affairs Reporting</td>
<td>3</td>
</tr>
<tr>
<td>LITR232</td>
<td>American Literature from 1865</td>
<td>3</td>
</tr>
<tr>
<td>LITR277</td>
<td>Introduction to Short Fiction</td>
<td>3</td>
</tr>
<tr>
<td>POLI120</td>
<td>American State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Level Mathematics A</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Creative Expression</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Journalism Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Personal Health</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Perspectives</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

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

TRANSFER MAJOR

Curriculum Code No. 1107

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

Department of Social & Behavioral Science

Penn 301 • Phone (215) 968-8270, 8070

This major offers students a view of the American experience from different, though interrelated, perspectives in the social sciences, arts, and humanities. Through the study of history, sociology, geography, economics, and political science, students explore how these independent disciplines define American culture in its social, intellectual, and physical environments.

American Studies offers a well-rounded educational background and encourages a greater awareness of the historical and contemporary cultural patterns that characterize national life. The major serves those contemplating careers in areas such as government and public administration, historic preservation and archaeological investigation, library science, museum and archival work, media and communications, research and teaching, journalism and publishing, urban and regional planning, public relations, and foreign service.

Degree Course Requirements

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST151</td>
<td>U.S. History I</td>
</tr>
<tr>
<td>HIST152</td>
<td>U.S. History II 3</td>
</tr>
<tr>
<td>College Level Mathematics A or Science B 3</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge G,K,4 3</td>
</tr>
<tr>
<td>Journalism Electives</td>
<td>3</td>
</tr>
<tr>
<td>Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.</td>
<td></td>
</tr>
</tbody>
</table>

**A** Placement testing required.
**B** Choose from COMP115, COMP116, VAF191.
**C** Choose from GEOG110, POLI111, PSYC110, SOCI110, FMST110.
**D** Consult the list of courses approved for this subcategory on page 9.
**E** Any course may be chosen.
**F** Any INTG course may be chosen.
**G** Consult the list of courses approved for this subcategory. Any course may be chosen except PHED129, HLTH110, COMM105, or any course may be chosen except COMM110.
**H** Placement testing required.
**I** Prerequisite: JOUR175.
**J** Pre-college level courses do not meet this requirement.
**K** Course requires prerequisite.
**L** Satisfies College Writing Level I.
**M** Satisfies College Writing Level II.
**N** Satisfies Cultural Perspectives.
**O** Satisfies Writing Intensive requirement.

**Students who do not seek the Associate of Arts Degree may earn the legend, “Major Requirements Satisfied”, on their transcripts by successfully completing all the courses listed in the major except three credits in mathematics or science, six credits in U.S. History, 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.**

Recommended Semester Sequence

The recommended 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 511 | 3 |
| HIST151 | U.S. History I 4 | 3 |
| POLI111 | American National Government 3 |
| SOCI110 | Introduction to Sociology or |
| SOCI140 | Peoples of America 3 |

**Second Semester**

| VAF194 | American Art History 3 |
| COMP111 | English Composition II H,2 3 |
| GEOG105 | Geography of the U.S./Canada 3 |
| HIST152 | U.S. History II 4 |
| COMM110 | Effective Speaking 3 |

**Third Semester**

| ECON111 | Principles of Economics: Macro 3 |
| LITR231 | American Literature to 1865 3 |
| POLI112 | American Political Issues or |
| POLI120 | American State and Local Government 3 |

**Fourth Semester**

| HIST100 | American Studies Seminar 3 |
| LITR232 | American Literature from 1865 4 |

**A** Prerequisites are two courses in U.S. History.
**B** Placement testing required.
**C** Consult the list of courses approved for this subcategory. Any course may be chosen except COMM110.
**D** Consult the list of courses approved for this subcategory. Any course may be chosen except MATH110 and MGMT120.
**E** Consult the list of courses approved for this subcategory. Any course may be chosen except PHED129, HLTH110, COMM105, and PSYC100.
**F** Consult the list of courses approved for this subcategory. Any INTG course may be chosen.
**G** Pre-college level courses do not meet this requirement.
**H** Course requires prerequisite.
**I** Satisfies College Writing Level I.
**J** Satisfies College Writing Level II.
**K** Satisfies Social Perspectives.
**L** Satisfies Cultural Perspectives. The following additional American content courses are recommended: GEOG115, HIST160, HUMN125, MUSC105.
**M** Satisfies Writing Intensive requirement.

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

Please visit www.bucks.edu for current requirements.
## Liberal Arts: General Emphasis

### TRANSFER MAJOR

Curriculum Code No. 1002

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

Department of Language & Literature

Penn 105 • Phone (215) 968-8150

This major is designed for the student who seeks a general education while broadly exploring the liberal arts course areas in the social and behavioral sciences, humanities, and/or science, and mathematics prior to commitment to a specific major. The program will provide a strong training in written and oral expression and an introduction to mathematics and science.

It is for students who

• intend to transfer to four-year colleges in the liberal arts;
• need pre-major work in law, medicine, journalism, and business;
• want to minimize assessment of transfer deficiencies in general education by four year colleges; and
• need or want more time for deciding upon a major.

Students in the liberal arts customarily prepare for transfer to bachelor degree majors which may lead to careers in government, education, business, industry, public relations, or journalism.

NOTE: Many transfer institutions require some knowledge of a foreign language, either for admission or to complete a degree. This requirement varies from one semester to two years of study at the college level (or equivalent). Students planning to transfer should be aware of any foreign language requirements that may affect their acceptance into certain colleges or programs.

NOTE: Only some colleges will accept American Sign Language to satisfy the foreign language requirement.

### 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>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PHIL125</td>
<td>Basic Problems in Philosophy</td>
<td>3</td>
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</tbody>
</table>

**PHIL125**

Basic Problems in Philosophy

**Language to satisfy the foreign language requirement.**

**Electives K**

Foreign Language or Humanities (HUMN111, HUMN112, HUMN113, HUMN114, HUMN120) 3

**History (any HIST course)** 3

**Integration of Knowledge**

**Elective K**

**Science C**

**Social/Behavioral Science**

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>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
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<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>College Level Mathematics</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
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**Second Semester

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMP111</td>
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<td>Electives K</td>
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<td>Literature</td>
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**Social Perspectives**

**Third Semester

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>PHIL125</td>
<td>Basic Problems in Philosophy</td>
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<td>Literature</td>
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**Social Perspectives**

**Fourth Semester

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Elective K</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
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</table>

**History (any HIST course)** 3

**Placements testing required.**

**Consult the list of courses approved for this subcategory. Any course may be chosen except MATH090, MATH095, MATH103, MATH105, MATH110 or MGMT100.**

**Any science course may be chosen except CHEM090 or EDUC105.**

**Any of the following may be chosen: FCUL110, HIST111, HIST112, HIST113, HIST114, HIST115.**

**Any LITR course may be chosen except LITR262, LITR193, LITR264.**

**Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.**

**Any of the following may be chosen: VADA191, VADA192, VADA193, VADA194, VADA195, VADA196.**

**Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.**

**Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.**

**Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.**

**Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.**

**Any ECON, GEOG, POLI, PSYC or SOCI course may be chosen.**

**Any INTG course may be chosen.**

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

**Satisfies College Writing Level I.**

**Satisfies College Writing Level II.**

**Satisfies Creative Expression.**

**Satisfies Writing Intensive Requirement.**

Completion of non-degree major is not available in this program. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

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

Please visit [www.bucks.edu](http://www.bucks.edu) for current requirements.
Liberal Arts Humanities Emphasis
TRANSFER MAJOR
Curriculum Code No. 1058

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

Department of Language & Literature
Penn 105 • Phone (215) 968-8150

A major for the student seeking general education in Western values with emphasis on training in clear and accurate written and oral expression.

Graduates of this program are able to

• expect to major in English, history, philosophy, religion, foreign languages, or speech at a four-year college; or
• wish to undertake pre-law, pre-medicine or pre-journalism course work; or
• want to minimize assessment of transfer deficiencies in general education by four year colleges.

It is also for students who seek career employment in journalism, public relations, government, business, industry, or in the humanities area of education.

Degree Course Requirements
COMM110 Effective Speaking 3 3
COMP110 English Composition I A,M,1 3
COMP111 English Composition II M,2 3
Arts 3 3
College Level Mathematics A or Science 3 3
Cultural Perspectives 3 3
Electives 3 7
Foreign Language 6
History (any HIST course) 6
INTG285 Integration of Knowledge K,M,4 3
Literature H 6
Mathematics A (College level) or Science 3 3
Personal Health J 2
Philosophy or Humanities 3 3
Social/Behavioral Science or Social Perspectives 3 3
60

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

First Semester
COMM110 Effective Speaking 3 3
COMP110 English Composition I A,M,1 3
College level Mathematics A or Science 3 3
Elective 3 3
Foreign Language 3
15

Second Semester
COMP111 English Composition II M,2 3
Electives 4 4
Foreign Language 3
Mathematics A (College level) or Science 3 3
Personal Health 3 2
15

Third Semester
Arts 1 3
Cultural Perspectives 2 3
History (any HIST course) 3
Literature 3 3
Social Perspectives 3 2
15

Fourth Semester
INTG285 Integration of Knowledge K,M,4 3
Literature 3 3
Philosophy or Humanities 3 3
Social and Behavioral Sciences 3 3

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen except MATH090, MATH093, MATH103, MATH110 or MGMT120.
C Any science course may be chosen except CHEM090 or EDUC50.
D Any LITR course may be chosen except LITR246, LITR262, LITR193.
E Any of the following may be chosen: FCUL110, HUMN111, HUMN112, HUMN113, HUMN114, HUMN120.
F Any PHIL course may be chosen or HUMN111, HUMN112, HUMN113, HUMN14,HUMN120.
G Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.
H Any ECON, GEOG, POLI, PSYC, or SOCI course may be chosen.
I Any of the following may be chosen: VAFI191, VAFI192, VAFI194, VAFI193, VACV141, VACV142, MUSC101, MUSC205, COMP101.
J Consult the list of courses approved for this subcategory. Any course may be chosen.
K Any INTG course may be chosen.
L Pre-college level courses do not meet this requirement.
M Course requires prerequisite.
N Satisfies Course Writing Level I.
O Satisfies College Writing Level II.
P Satisfies Creative Expression.
Q Satisfies Writing Intensive requirement.
R Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Liberal Arts: Psychology - Interpersonal Emphasis
TRANSFER MAJOR
Curriculum Code No. 1067

Department of Social & Behavioral Science
Founders 210 • Phone (215) 968-8060, 8061

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-socinor 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.

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

COMM105 Interpersonal Communications 3
COMM110 Effective Speaking 3
COMP110 English Composition I 3
COMP111 English Composition II 3
INTG285 Integration of Knowledge 3
PSYC100 Psychology of Personal Awareness 3
PSYC105 Introduction to Group Dynamics 3
PSYC110 Introduction to Psychology 3

Social Perspectives 6

Cultural Perspectives 6
College Level Mathematics 6
Science 6

Elective 10 2

Second Semester

COMP111 English Composition II 3
COMM110 Effective Speaking 3
PSYC105 Introduction to Group Dynamics 3

Cultural Perspectives 6
College Level Mathematics 6

Elective 2 15

Third Semester

PSYC100 Psychology of Personal Awareness 3

Psychology Elective 3
Science 4
Social Science 3

Elective 2 16

Fourth Semester

INTG285 Integration of Knowledge 3

Psychology Elective 3
Science 4
Elective 6 16

A Placement testing required.
B Consult the list of courses approved for inclusion within this subcategory. Any course may be chosen.
C Select any of the following: MATH101, MATH115, MATH117, MATH118, MATH120.
D Select any PSYC course.
E Select any of the following: BIOL101, BIOL102, BIOL181, 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.

Students who do not seek the Associate of Arts Degree may earn the ‘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 core requirements.

Liberal Arts: Psychology Pre-Professional Emphasis

TRANSFER MAJOR
Curriculum Code No. 1060

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

Department of Social & Behavioral Science
Founders 210 • Phone (215) 968-8060, 8061

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

BIOL101 Biological Science I 4
BIOL102 Biological Science II 4
COMM110 Effective Speaking 3
COMP110 English Composition I 3
COMP111 English Composition II 3
MATH115 Elementary Statistics 3
PSYC110 Introduction to Psychology 4
PSYC180 Human Growth and Development 4
or
PSYC181 Developmental Psychology; Lifespan 3
PSYC215 Introductory Psychological Statistics 4
PSYC270 Experimental Psychology 4
PSYC200 Social Psychology 4
or
PSYC280 Psychology of Abnormal Behavior 3
Cultural Perspectives 6
Electives 9
INTG285 Integration of Knowledge 3
Personal Health 2
Social Science D 3

Recommended Semester Sequence

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

First Semester

BIOL101 Biological Science I 4
COMP110 English Composition I 3
PSYC110 Introduction to Psychology 4

Social Perspectives 3
Cultural Perspectives 3
Personal Health 2

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."

Looking to become a psychologist?

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

Program of study requirements and other catalog contents are subject to change.
Please visit www.bucks.edu for current requirements.
STEPHANIE BUNNER balanced life as a single mom with studies at Bucks and volunteer work as a mentor with Big Brothers/Big Sisters.

"I made the Dean’s honor list, and I really relate it to becoming involved in clubs and organizations at Bucks. The clubs offer and all these life skills – communication skills, social skills, time management – all these things helped me academically as well."

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

**Second Semester**
- BIOL102 Biological Science II \(^f\) 4
- ENGL101 English Composition II \(^{A,K,L}\) 3
- MATH115 Elementary Statistics \(^{A,L}\) 3
- PSYC180 Human Growth and Development \(^f\) or
- PSYC211 Developmental Psychology: Lifespan \(^{f}\) 3
- Social Perspectives \(^c\) 2

**Third Semester**
- PSYC215 Introductory Psychological Statistics \(^f\) 4
- PSYC220 Social Psychology \(^f\) or
- PSYC280 Psychology of Abnormal Behavior \(^f\) 3
- Electives \(^f\) 6
- Social Science \(^d\) 3

**Fourth Semester**
- PSYC270 Experimental Psychology \(^{E,L}\) 4
- COMM110 Effective Speaking\(^g\) 3
- Electives \(^f\) 3
- INTG285 Integration of Knowledge \(^{E,L}\) 3

\(^{A}\) Placement testing required.
\(^{B}\) Consult the list of courses approved for this subcategory. Any course may be chosen except PSYC100 AND PSYC125.
\(^{C}\) Consult the list of courses approved for this subcategory. Any course may be chosen.
\(^{D}\) Select any GEOG, POLI, SOCI, or ECON course.
\(^{E}\) Pre-college level courses do not meet this requirement.
\(^{F}\) Course requires prerequisite.
\(^{G}\) Satisfies College level Mathematics or Science.
\(^{H}\) Satisfies College Writing Level I.
\(^{I}\) Satisfies College Writing Level II.
\(^{J}\) Satisfies Social Perspectives.
\(^{K}\) Satisfies Writing Intensive requirement.
\(^{L}\) Satisfies Creative Expression requirement.

**Degree Course Requirements**
- COMP110 English Composition I \(^{A,K,L}\) 3
- COMP311 English Composition II \(^{A,K}\) 3
- College Level Mathematics \(^A\) or Science \(^B\) 6
- Creative Expression \(^f\) 2
- Social Perspectives \(^c\) 3
- Electives \(^f\) 12
- History Electives 9
- INTG285 Integration of Knowledge \(^{K,L}\) 3
- Literature Elective \(^H\) 3
- Personal Health \(^E\) 2
- Social Perspectives \(^c\) 3
- Social Science Electives \(^G\) 9
- COMM110 Effective Speaking 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**
- COMP110 English Composition I \(^{A,K,L}\) 3
- Cultural Perspectives \(^c\) 3
- History 3
- Personal Health \(^E\) 2
- Social Perspectives \(^c\) 3

**Second Semester**
- COMP111 English Composition II \(^{A,K}\) 3
- History 3
- Social Science Electives \(^G\) 6
- COMM110 Effective Speaking 3

**Third Semester**
- College Level Mathematics \(^A\) or Science \(^B\) 3
- Electives \(^f\) 6
- History 3
- Social Science Elective \(^G\) 3

**Fourth Semester**
- College Level Mathematics \(^A\) or Science \(^B\) 3
- Creative Expression \(^f\) 2
- Electives \(^f\) 6
- INTG285 Integration of Knowledge \(^{K,L}\) 3
- Literature Elective \(^H\) 3

\(^{A}\) Placement testing required.
\(^{B}\) Any of the following may be chosen: HUMN111, HUMN112, HUMN113, HUMN114, HUMN120.
\(^{C}\) Any of the following may be chosen: ECON111, GEOG110, POLI111, SOCI110.
\(^{D}\) Choose among BIOL101, CHEM101, SCIE101 or any MATH course except MATH110.
\(^{E}\) Select the list of courses approved for this subcategory. Any course may be chosen.
\(^{F}\) Any of the following may be chosen: VAFA100, VAFA181, COMP115, COMM110, COMM220, COMT103, PHED126.
\(^{G}\) Satisfies Social Perspectives.
\(^{H}\) Any LITR course except LITR246.

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.
Liberal Arts: Women’s Studies

TRANSFER MAJOR

Curriculum code No. 1160

Department of Language and Literature

Penn 105 • Phone (215) 968-8150

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

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.

Degree Course Requirements

VACV141 The Art of Independent Cinema
or
VACV142 The Art of Theatrical Cinema 3

COMM110 Effective Speaking J 3

COMP110 English Composition I A,1 3

COMP111 English Composition II A,1 3

HLTH200 Intro. to Women’s Health Issues 3

SOCII30 Contemporary Social Problems 3

WMST110 Introduction to Women’s Studies B,1 3

Total Academic Hours: 30

Recommended Semester Sequence

First Semester

COMM110 Effective Speaking J 3

COMP110 English Composition I A,1 3

WMST110 Introduction to Women’s Studies B,1 3

Elective B,1 3

Total Academic Hours: 12

Second Semester

COMP111 English Composition II A,2 3

HLTH200 Intro. to Women’s Health Issues 3

College-Level Mathematics A 3

Elective B,2 3

Total Academic Hours: 15

Third Semester

VACV141 Introduction to Theatrical Cinema
or
VACV142 Introduction to Independent Cinema 3

SOCH30 Contemporary Social Problems 3

Elective B,2 3

Literature J 3

Psychology G 2

Total Academic Hours: 15

Fourth Semester

Cultural Perspectives C 3

Elective D,3 3

INTG285 Integration of Knowledge A,4 3

Literature J 3

Science H 3

Total Academic Hours: 15

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

Please visit www.bucks.edu for current requirements.

Management/Marketing

OCCUPATIONAL MAJOR

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

Department of Business Studies

Penn 401 • Phone (215) 968-8227

General Emphasis

Curriculum Code No. 2015

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

• utilize accounting information as a management tool in planning and controlling business operations;

• demonstrate knowledge of how to market a product, service or idea;

• relate a basic understanding of business law to various business situations that are encountered;

• 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;

• develop written reports on job-related problems; and

• depending upon business electives, display specific skills in such areas as supervision and advertising.

The structure of this program permits students to emphasize accounting, management, or marketing in the third and fourth semesters. Students should work closely with their academic advisors in the selection of courses. 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.
**Management**

**CERTIFICATE PROGRAM**

Curriculum Code No. 3156

**Department of Business Studies**

Penn 401 • Phone: 215-968-8227

This program is designed to prepare students for entry level management and management-trainee positions. Students will understand the principles of managing people in an organizational setting. Successful completion of this program will allow students to combine specific knowledge with management skills and earn positions such as construction manager, human resource and training manager, purchasing manager, food service manager, or transportation company manager. For more information: [www.bucks.edu/catalog/3156.html](http://www.bucks.edu/catalog/3156.html)

**Retail Management Emphasis**

Curriculum Code No. 2017

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

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT105</td>
<td>Principles of Accounting I</td>
<td>3/4</td>
</tr>
<tr>
<td>CISC110</td>
<td>Introduction to Information Systems</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>MKTG100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG200</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSYC125</td>
<td>Stress Management</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 program requirements based on placement testing. This additional time will entail some adjustments to the recommended sequence.

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT105</td>
<td>Principles of Accounting I</td>
<td>3/4</td>
</tr>
<tr>
<td>CISC110</td>
<td>Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MKTG100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG200</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSYC125</td>
<td>Stress Management</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
</tbody>
</table>

15/16

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MKTG100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG200</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MKTG120</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH117</td>
<td>Quantitative Methods</td>
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</tbody>
</table>

15/16

**Third Semester**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC125</td>
<td>Stress Management</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MKTG200</td>
<td>Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

15

**Fourth Semester**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MKTG130</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MKTG180</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
</tbody>
</table>

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**Program of Study Requirements**

Other catalog contents are subject to change.

Please visit [www.bucks.edu](http://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 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 A,F,3 3
MGMT120 Business Mathematics A,F,4 3
or MATH117 Quantitative Methods I A,F,4 3

Second Semester
MGMT280 Accounting Elective 3
CISC110 Introduction to Information Systems 3
MKTG100 Principles of Marketing 3
MKTG140 Retail Merchandising 3
COMP110 English Composition I A,F,1 3

Summer Session
MGMT280 Cooperation Education C 3
or MKTG280 Cooperative Education-Marketing C 3

Third Semester
MGMT200 Organizational Behavior 3
MKTG110 Selling 3
CIS110 Cultural Perspectives C 3
or Business Elective C 3

Fourth Semester
PSYC125 Stress Management 3
COMM110 Effective Speaking 3
MKTG200 Advertising 3
MGMT130 Business Law 3
or MKTG180 Legal Environment of Business F 3
MGMT180 Small Business Management 3
INTG285 Integration of Knowledge E,F,6 3

Small Business Management Emphasis
Curriculum Code No. 2054
Students who complete this program will be able to understand the managerial responsibilities necessary in a small business enterprise. Students will be able to understand and perform markup, display, bookkeeping, banking and day-to-day operations for a small business. The program will familiarize students with the broad entrepreneurial areas of marketing, choosing the proper legal organization, purchasing an existing business, insurance, franchising, self analysis, layout, advertising and financial responsibility. Emphasis is placed on starting one’s own business and practical applications, across a broad range of common considerations, of the operational responsibilities of a small scale venture.

Degree Course Requirements
ACCT103 Introductory Accounting or
ACCT105 Principles of Accounting I F 3/4
CISC110 Introduction to Information Systems 3
COMM110 Effective Speaking 3
COMP110 English Composition I A,F,3 3
MGMT100 Introduction to Business 3
MGMT110 Small Business Management 3
MGMT111 Current Problems in Small Business Mgt 3
MGMT112 Current Problems in Small Business Mgt 3
MGMT113 Current Problems in Small Business Mgt 3
MGMT120 Business Mathematics A,F,4 3
or MATH117 Quantitative Methods I A,F,4 3
MGMT130 Business Law or
MGMT180 Legal Environment of Business 3
MKTG100 Principles of Marketing 3
MKTG110 Selling 3
MKTG200 Advertising 3
OADM110 Business Communication A,F,4 3
PSYC125 Stress Management F 3/4
Accounting Electives B 3
Cultural Perspectives C 3
Business Electives D 9
INTG285 Integration of Knowledge E,F,6 3
or

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

First Semester
ACCT103 Introductory Accounting or
ACCT105 Principles of Accounting I F 3/4
OADM110 Business Communication A,F,4 3
MGMT110 Small Business Management 3
CISC110 Introduction to Information Systems 3
Cultural Perspectives C 3

Second Semester
MGMT100 Introduction to Business 3
PSYC125 Stress Management 3
COMM110 English Composition I A,F,3 3
MGMT120 Business Mathematics A,F,4 3
or MATH117 Quantitative Methods I A,F,4 3

Please visit www.bucks.edu for current requirements.
Graduates of this program are able to:

- develop modes and computational skills in areas of application of math, engineering, physics, and finance.
- Students completing this degree, although typically transferring to complete a Bachelor’s degree may be employed as Science technicians or teacher assistants.

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
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<tr>
<td>CHEM121</td>
<td>Chemistry I or</td>
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<tr>
<td>PHYS121</td>
<td>Physics I</td>
<td>4</td>
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<tr>
<td>COMP110</td>
<td>English Composition I</td>
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<tr>
<td>COMP111</td>
<td>English Composition II</td>
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<td>COMM110</td>
<td>Effective Speaking</td>
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<td>MATH140</td>
<td>Calculus I</td>
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<td>MATH141</td>
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<td>MATH242</td>
<td>Calculus III</td>
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<tr>
<td>MATH260</td>
<td>Linear Algebra</td>
<td>3</td>
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<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
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<tr>
<td>INTG285</td>
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<td>3</td>
</tr>
<tr>
<td>15</td>
<td>Electives</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 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
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<td>Computer Science I</td>
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<tr>
<td>COMP110</td>
<td>Effective Speaking</td>
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<tr>
<td>COMP111</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH140</td>
<td>Calculus I</td>
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<tr>
<td>PERSONAL</td>
<td>Personal Health</td>
<td>2</td>
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<tr>
<td>16</td>
<td>Electives</td>
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Second Semester

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<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MATH141</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM121</td>
<td>Chemistry I or</td>
<td>1</td>
</tr>
<tr>
<td>PHYS121</td>
<td>Physics I</td>
<td>4</td>
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<tr>
<td>SOCIAL</td>
<td>Social Perspectives</td>
<td>3</td>
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<tr>
<td>14</td>
<td>Electives</td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH242</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MATH260</td>
<td>Linear Algebra</td>
<td>3</td>
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<tr>
<td>SOCIAL</td>
<td>Social Perspectives</td>
<td>3</td>
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<tr>
<td>ELECTIVES</td>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>16</td>
<td>Electives</td>
<td>12</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>MATH260</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>15</td>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>
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 takes 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
• function as an assistant to the physician in medical and/or other clinical settings;
• demonstrate an understanding of the anatomical structure and physiological functioning of the human body and of medical terms descriptive of the body systems;
• identify the business/administrative and clinical duties of the medical assistant;
• describe the ethical and legal responsibilities of the medical assistant in the health care delivery system;
• apply selected principles of biophysical and psychosocial sciences in providing assistance to the physician;
• maintain business and patient health records; and
• prepare for entry-level employment in physicians’ offices or in those capacities in which medical secretarial and/or basic clinical and laboratory training are required.

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BIOL115</td>
<td>Basic Human Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Responding to Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>MEDA205</td>
<td>Medical Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MEDA220</td>
<td>Medical Assistant Externship</td>
<td>3</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>OADM105</td>
<td>Administrative Office 2000</td>
<td>3</td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>MEDA216</td>
<td>Medical Insurance, Billing &amp; Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>MEDA220</td>
<td>Clinical Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>MEDA221</td>
<td>Laboratory Procedures D</td>
<td>3</td>
</tr>
<tr>
<td>MEDA225</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>MEDA297</td>
<td>Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MGMT120</td>
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</tr>
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<td>MEDA225</td>
<td>Medical Transcription I</td>
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<td>Medical Coding</td>
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<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
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<tr>
<td>ACCT103</td>
<td>Introductory Accounting</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>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL115</td>
<td>Basic Human Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>OADM105</td>
<td>Administrative Office 2000</td>
<td>3</td>
</tr>
<tr>
<td>MEDA120</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>MEDA205</td>
<td>Medical Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MEDA216</td>
<td>Medical Assistant Externship</td>
<td>3</td>
</tr>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</td>
<td>3</td>
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Second Semester

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>MEDA215</td>
<td>Medical Administrative Procedures</td>
<td>3</td>
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<tr>
<td>COMP110</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MEDA275</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
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<td>3</td>
</tr>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</td>
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Third Semester

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<td>MEDA203</td>
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<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>MEDA216</td>
<td>Medical Insurance, Billing &amp; Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>MEDA201</td>
<td>Clinical Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Responding to Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</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>MEDA220</td>
<td>Medical Assistant Externship</td>
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<tr>
<td>MEDA297</td>
<td>Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge C,D</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

All students are required to pass OADM140 either by taking the course at Bucks County Community College or by passing the appropriate challenge test given by the Office Administration Area at the College. A competency of 35 w.p.m. with a 5-error maximum on a timed writing is required. OADM140 may be used as an elective course

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

BROOKE LEIBOWITZ ('06)
matured into a leader during her two years at Bucks. She served as a new Student orientation leader, Bucks ambassador, Student Government Association secretary and treasurer, Union Program Board director, and Hillel vice president. The liberal arts major is transferring to Temple University, preparing for a career in public relations or sports management.

“Bucks has done a complete 180 for me. It’s really helped me bring out my leadership qualities. In high school, I could never be myself. It was a second chance to start over.”

Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
Medical Assistant: Administrative
CERTIFICATE PROGRAM
Curriculum Code No. 3148
Department of Business Studies
Penn 401 • Phone: (215) 968-8227

Medical Assistant Certificate programs offer complete training for students to receive a certificate with specialization in clinical medical assisting or administrative medical assisting.

Administrative medical assistants complete office paperwork, schedule patients, and handle insurance billing in physicians' offices, clinics, or insurance companies. They may work as admitting clerks, billing agents, or medical transcriptionists in hospital outpatient areas.

Graduates of this program are able to
• function as an assistant to the physician in medical and/or other clinical setting;
• demonstrate an understanding of the anatomical structure and physiological functioning of the human body and of medical terms descriptive of the body systems;
• identify the administrative duties of the medical assistant;
• describe the ethical and legal responsibilities of the medical assistant in the health care delivery system;
• maintain business and patient health records;
• prepare for entry-level employment in physicians' offices or in those capacities in which medical/secretarial training is required;
• follow ICD-9-CM rules and regulations and code accurately;
• relate the appropriate code to documented patient encounter; and
• apply modifiers to Evaluation and Management codes.

Certificate Requirements
OADM140 Keyboarding/Typewriting I 3
MEDA120 Medical Terminology 3
MEDA215 Medical Administrative Procedures 3
MEDA216 Medical Insurance, Billing, & Reimbursement 3
MEDA275 Medical Transcription I 3
MEDA297 Medical Coding 3
MEDA205 Medical Law and Ethics 3
MEDA220 Medical Assisting Externship 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.

Medical Assistant: Clinical
CERTIFICATE PROGRAM
Curriculum Code No. 3149
Department of Business Studies
Penn 401 • Phone: (215) 968-8227

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

Certificate Requirements
BIOL115 Basic Human Anatomy 3
MEDA120 Medical Terminology 3
MEDA200 Clinical Procedures I 3
MEDA201 Clinical Procedures II 3
MEDA203 Laboratory Procedures 3
MEDA205 Medical Law and Ethics 3
MEDA220 Medical Assisting Externship 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.

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;
• facilitate research; and
• design system controls to monitor patient information security.
Certificate Requirements

OADM140 Keyboarding/Typewriting I 3
MEDA120 Medical Terminology 3
MEDA190 Intro to Health Information Management 3
MEDA205 Medical Law and Ethics 3
MEDA215 Medical Administrative Procedures A 3
MEDA216 Medical Insurance, Billing & Reimbursement A 3
MEDA240 Medical Coding/Billing Externship A 3
MEDA297 Medical Coding A 3
MEDA298 Advanced Procedural Coding A 3
MEDA299 Advanced Diagnostic Coding A 3

A Course requires prerequisite.
B Open to Credit By Examination.

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 Transcription

CERTIFICATE PROGRAM

Curriculum Code No. 3114

Department of Business Studies

Penn 401 • Phone (215) 968-8227

This program provides graduates with knowledge and skills needed for a career in the transcription field.

Graduates must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Certificate Requirements

BIOL115 Basic Human Anatomy 3
MEDA120 Medical Terminology 3
OADM140 Keyboarding/Typewriting I 3
OADM225 MS Word-Beginning A 3
OADM260 Keyboarding/Typewriting II A 3
OADM275 Medical Transcription I 3
OADM279 Medical Transcription II 3
OADM289 Medical Transcription: Surgical A 3

Some courses may require prerequisites and are subject to change.

Multimedia

TRANSFER MAJOR

Curriculum code No. 1175

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 images, 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 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 required for placement purposes. An art advisor will help select the appropriate sequence of courses.

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

Degree Course Requirements*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</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>VAF201</td>
<td>Portfolio Seminar</td>
<td>3</td>
</tr>
<tr>
<td>VAM110</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>VAM1110</td>
<td>Web and Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>VAM1120</td>
<td>Interface Design</td>
<td>3</td>
</tr>
<tr>
<td>VAM130</td>
<td>3D Modeling Concepts</td>
<td>3</td>
</tr>
<tr>
<td>VAM209</td>
<td>Multimedia Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>VAM210</td>
<td>Multimedia Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>VAGD102</td>
<td>Illustration: Drawing and Digital</td>
<td>3</td>
</tr>
<tr>
<td>COM110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COM111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SOC1110</td>
<td>Intro. to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

* Course requirements and other catalog contents are subject to change.

Please visit www.bucks.edu for current requirements.

JAMIE GELB (’07) says Bucks transformed her from an “average” student in high school to one with a 3.5 GPA, thanks to small class sizes, accessible professors, and a great tutoring center. Now, she has her sights set on transferring to NYU, UCLA, or Syracuse.

“Before attending BCCC I felt anxious about my future, but now I feel ready for whatever life has to offer me. Attending Bucks was a great experience and a life-changing time that I will never forget.”
Bucks is an accredited member of the National Association of Schools of Music. We maintain programs based on the same standards as the best professional and university music schools in the country.

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

Music

TRANSFER MAJOR
Curriculum Code No. 1019

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 125 • Phone (215) 968-8088

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 musical forms, styles, genres, and compositional techniques inherent in representative Common Practice repertoire;
• analyze and construct diatonic and chromatic harmonies using techniques of Roman Numerical 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 college methodologies.

Students entering as Music majors 1) must successfully pass the Music Fundamentals Test to qualify for entrance into the standard Music Theory course sequence, 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 (215-968-8088) 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 MUSA and MUSC prefixes are open to all students who have satisfied any published prerequisite.

Students must own or purchase an instrument (a one-time expense of $300-$5000) and buy music as required for study (up to $100 per semester).

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 3
COMP111 English Composition II 1,2,3 3
MUSC101 Introduction to Music 1
or
MUSC105 American Music 1,2,3 3
MUSC106 History of Jazz 1
or
MUSC201 Musical Styles and Literature I 1,2
MUSC211 Music Theory I 1,2 3
MUSC212 Music Theory II 1,2,3 2
MUSC213 Ear Training I 1,2 2

Art History 4,6 6
College Level Math or Science 2,3 3
INTG285 Integration of Knowledge 4,5,6 3
Personal Health 2 2
Digital Elective 3 3
Studio Electives 6 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
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<tr>
<td>VAF100</td>
<td>Drawing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VAF101</td>
<td>2-D Design Fundamentals</td>
<td>or</td>
</tr>
<tr>
<td>VAF102</td>
<td>3-D Design Fundamentals</td>
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<tr>
<td>VAM110</td>
<td>Digital Imaging</td>
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<tr>
<td>COMP110</td>
<td>English Composition I 1,3</td>
<td>3</td>
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<tr>
<td></td>
<td>Art History 4,6</td>
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Second Semester

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>VAM120</td>
<td>Web and Interactive Design</td>
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<tr>
<td>VAG102</td>
<td>Illustration: Drawing and Digital Design</td>
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</tr>
<tr>
<td>COMP111</td>
<td>English Composition II 1,2,3</td>
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<td>Art History 4,6</td>
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Third Semester

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<tr>
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<tbody>
<tr>
<td>VAM130</td>
<td>3D Modeling Concepts</td>
<td>3</td>
</tr>
<tr>
<td>VAM209</td>
<td>Multimedia Concepts I 1,2</td>
<td>3</td>
</tr>
<tr>
<td>SOCI110</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td></td>
<td>Math/Science 2</td>
<td>3</td>
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<td>Elective 6</td>
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Fourth Semester

<table>
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<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>VAF201</td>
<td>Portfolio Seminar</td>
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</tr>
<tr>
<td>VAM210</td>
<td>Multimedia Concepts II 1,2</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge 4,5,6</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives 6</td>
<td></td>
</tr>
</tbody>
</table>

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Any of the following may be chosen: VAF191, VAF192, VAF193.
D Any INTG course may be chosen.
E Suggested Electives: VACV130, VACV135, VACV137, MUSC124, COMM111, VAF101, VAF102, VAF110, VAM230, VAGD200, CIS113, CIS118, CIS224, EBUS100, JOUR135.
F Course requires prerequisite.
1 Satisfies College Level Writing Level I.
2 Satisfies College Level Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Cultural Perspectives.
5 Satisfies Writing Intensive requirement.
6 Satisfies Social Perspective.

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

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

#### OCCUPATIONAL MAJOR
Curriculum Code No. 2167

#### Mathematics, Science & Technology Department

**Founders 112 • Phone (215) 968-8305**

Nanofabrication manufacturing technology relates to the creation of microscopic structures. This technology is the basis of such diverse areas as computer chip manufacturing, flat panel displays and large scale solar power arrays used in space exploration, biological implants, medicine and pharmaceuticals. Rapid growth in these industries has created a strong demand for technicians with training in the intricacies of nanofabrication techniques and clean room procedures.

#### Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL101</td>
<td>Biological Science I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM101</td>
<td>Chemistry A</td>
<td>4</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I ADI</td>
<td>3</td>
</tr>
<tr>
<td>COMP114</td>
<td>Technical Writing ADH</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking ADH</td>
<td>3</td>
</tr>
<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MATH110</td>
<td>Math for Technology I AD</td>
<td>3</td>
</tr>
<tr>
<td>MATH111</td>
<td>Math for Technology II AD</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>PHYS106</td>
<td>Physics AD</td>
<td>4</td>
</tr>
<tr>
<td>PHYS107</td>
<td>Physics BD</td>
<td>4</td>
</tr>
<tr>
<td>PHYS201</td>
<td>Solid State Electronic Devices BD</td>
<td>3</td>
</tr>
<tr>
<td>PHYS202</td>
<td>Nanofabrication Statistics and Tech. Seminar</td>
<td>2</td>
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<tr>
<td>PSYH201</td>
<td>Psychological Perspectives C,D</td>
<td>3</td>
</tr>
<tr>
<td>PSYH202</td>
<td>Integration of Knowledge C,D</td>
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<tr>
<td>PSYH203</td>
<td>Personal Health C</td>
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</table>

**Total Credits on BCCC Campus**: 51

#### Nanofabrication Capstone Semester Courses
to be taken at Penn State

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NANO211</td>
<td>Material Safety and Equipment Overview D</td>
<td>3</td>
</tr>
<tr>
<td>NANO212</td>
<td>Basic Nanofabrication Processes D</td>
<td>3</td>
</tr>
<tr>
<td>NANO213</td>
<td>Thin Films in Nanofabrication D</td>
<td>3</td>
</tr>
<tr>
<td>NANO214</td>
<td>Lithography for Nanofabrication D</td>
<td>3</td>
</tr>
<tr>
<td>NANO215</td>
<td>Material Modification in Nanofabrication D</td>
<td>3</td>
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<tr>
<td>NANO216</td>
<td>Characterization, Packaging and Testing of Nanofabricated Structures D</td>
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<td></td>
<td>BCCC Credits taken at Penn State Campus</td>
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**Total Credits**: 69

#### Recommended Semester Sequence

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CHEM101</td>
<td>Chemistry A AD</td>
<td>4</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I ADI</td>
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</tr>
<tr>
<td>MATH110</td>
<td>Math for Technology I AD</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits**: 16

---

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

“**I had a great time at Bucks. The teachers there were amazing. Bucks turned out to be a super-cool place where I met supercool people.**"
Second Semester
- COMP114 Technical Writing 3 3
- MATH111 Math for Technology II 3 3
- PHYS106 Physics A 4 4
- CISC100 Introduction to Computers 3 3
  Cultural Perspectives 3 3
  Total Credits 16

Third Semester
- BIOL101 Biological Science I 4 4
- COMM110 Effective Speaking 3 3
- PHYS107 Physics B 4 4
- PHYS201 Solid State Electronic Devices 3 3
- PHYS202 Nanofabrication Statistics & Tech. 2 2
- INTG285 Integration of Knowledge 3 3
  Total Credits on BCCC Campus 19
  Total Credits at Penn State Campus 18
  Total Credits 69

Fourth Semester-Nanofab Capstone Semester Courses
(To be taken at Penn State)
- NANO211 Material Safety & Equipment Overview 3 3
- NANO212 Basic Nanofabrication Processes 3 3
- NANO213 Thin Films in Nanofabrication 3 3
- NANO214 Lithography for Nanofabrication 3 3
- NANO215 Material Modification in Nanofabrication 3 3
- NANO216 Characterization, Packaging & Testing of Nanofabricated Structures 3 3
  Total Credits 51

Nanofabrication
CERTIFICATE PROGRAM
Curriculum Code No. 3168

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

Certificate Requirements
- BIOL101 Biological Science I 4 4
- CHEM101 Chemistry A 4 4
- COMPI10 English Composition I 3 3
- CISC100 Introduction to Computers 3 3
- MATH110 Math for Technology I 3 3
- PHYS106 Physics A 4 4
- PHYS107 Physics B 4 4
- PHYS201 Solid State Electronic Devices 3 3
- PHYS202 Nanofabrication Statistics & Tech. 2 2
- Total Credits on BCCC Campus 33
- Total Credits at Penn State Campus 18
- Total Credits 69

Network Administrator
CERTIFICATE PROGRAM
Curriculum Code No. 3130

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

Certificate Requirements
- BIOL101 Biological Science I 4 4
- CHEM101 Chemistry A 4 4
- COMPI10 English Composition I 3 3
- CISC100 Introduction to Computers 3 3
- MATH110 Math for Technology I 3 3
- PHYS106 Physics A 4 4
- PHYS107 Physics B 4 4
- PHYS201 Solid State Electronic Devices 3 3
- PHYS202 Nanofabrication Statistics & Tech. 2 2
- Total Credits on BCCC Campus 33
- Total Credits at Penn State Campus 18
- Total Credits 69

Recommended Semester Sequence
First Semester
- CHEM101 Chemistry A 4 4
- COMPI10 English Composition I 3 3
- MATH110 Math for Technology I 3 3
- CISC100 Introduction to Computers 3 3
- Total Credits 13

Second Semester
- MATH111 Math for Technology II 4 4
- BIOL101 Biological Science I 4 4
- PHYS106 Physics A 4 4
- Total Credits 11

Third Semester
- PHYS107 Physics B 4 4
- PHYS201 Solid State Electronic Devices 3 3
- PHYS202 Nanofabrication Statistics & Tech. 2 2
- Total Credits 9

Fourth Semester
- CAPSTONE SEMESTER (To be taken at Penn State)
- NANO211 Material Safety & Equipment Overview 3 3
- NANO212 Basic Nanofabrication Processes 3 3
- NANO213 Thin Films in Nanofabrication 3 3
- NANO214 Lithography for Nanofabrication 3 3
- NANO215 Material Modification in Nanofabrication 3 3
- NANO216 Characterization, Packaging & Testing of Nanofabricated Structures 3 3
- Total Credits 18
- Total Credits 69

For more information regarding the capstone semester please visit the Penn State program at the following link: www.cnecn.psu.edu

A Math-placement testing required
B Higher-level courses in Math, Chem and Phys may be substituted
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 Social Perspectives
H Satisfies College Level Writing Intensive

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

NOTE: Computer classes may be expensive. Purchase of equipment may be required.
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 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, 61 Broadway, 33rd floor, NY, NY 10006 (1-800-669-1656, ext 153).

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:
     
     To satisfy the English requirement, a student must take the Writing Assessment Test and score a six (6) or complete COMP107 Introduction to Rhetorical Skills with a grade of “C” or better. (NOTE: Prerequisite courses, as determined by the College Assessment Tests, need to be taken prior to enrollment in this course.)

1. 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 2005-06 College Catalog).

2. To satisfy the Science Requirement, a student must complete BIOL181, Human Anatomy & Physiology I, for a deficiency in Biology; CHEM101, Chemistry A for a chemistry deficiency. It is recommended that the student enroll in Biological Science 101 or 102 if seven years have lapsed since their last high school science course.

3. To satisfy the Mathematics requirements a student must take the assessment test in order to determine the appropriate placement. The student needs to complete MATH095 OR receive a score on the Math Assessment Test of 5.

   - Students who completed high school work in a foreign country must either:
     1. Have a course-to-course evaluation performed by one of the College-approved transcript evaluating agencies (information available in the Office of Admissions, in the Multicultural Student Services Office, and on the College's website).
     2. Earn a “C” or better in all of the above College courses to meet high school requirements.

ADMISSION REQUIREMENTS for conditional acceptance into the clinical component of Nursing
1. Currently enrolled in the College, and have taken the three assessment tests
2. Met high school requirements
3. Curriculum Code of 2035 (Nursing)
4. Have a grade of C or better in ALL courses required in the Nursing Program of Study, taken before applying for admission into the Clinical component of Nursing. All required courses, with a grade of less than C, taken prior to entry into the clinical component of the Nursing Program MUST be repeated before acceptance into the clinical component.
5. Have a minimum cumulative grade point average (GPA) of 2.5 at BCCC. If additional seats are available a sliding scale will be used to accept students with a GPA of minimally 2.0.
6. SAT of 900 or above, OR ACT of 20 or above OR, NLN-RN Pre nursing exam of 50th percentile or above.
7. Students who are Bucks County residents and have completed the highest number of credits in the Nursing Program of Study at BCCC with a final grade of C or better will be considered first, after meeting all of the above criteria.

After notification of conditional acceptance to the clinical component of the nursing program the student is required to submit the following documents to the director for full acceptance into the clinical component of the Nursing Program:
1. Current CPR certification (BCLS course)
2. Current Health examination
3. Current Immunizations record
4. Current State Police criminal check and/or FBI check that shows the applicant is felony, for ten (10) years. This requirement is related to the Nurse Practice Act (Act No. 185-109) of Pennsylvania which states "... The Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of a felony related to a controlled substance, Drug Device and Cosmetic Act", or convicted of a felony related to a controlled substance in a court of law of the United States or any other state, territory or country, unless: at least ten years have elapsed from the date of conviction..." In addition, applicants must be free of Prohibitive Offenses (which includes certain drug and substance abuse violations) as found in the Pennsylvania Older Adult Protective Services Act 169 of 1996 and as amended by Act 13 of 1997, within their lifetime.
5. Current Child Abuse Clearance that demonstrates child abuse free in lifetime.

Prior to starting the 2nd year, students must re-submit the following to the Director of Nursing:
1. Current CPR certification
2. Current State Police criminal check and/or FBI check demonstrating the above.
3. Current PPD test results
4. Current Negative Drug and alcohol screening
5. Other requirements that may be dictated by current clinical affiliations.

PROGRESSION THROUGH AND COMPLETION OF THE NURSING PROGRAM REQUIREMENTS:
1. A grade of C or better in all required nursing courses, which also includes a grade of satisfactory laboratory and clinical performance and attendance. Be able to demonstrate increasing proficiency on all drug calculations exams included in the nursing courses that start at a minimum grade of 80%.
2. A grade of C or better in all required non-nursing courses
3. A minimum cumulative GPA of 2.0.
4. Students failing to meet the above criteria will be dismissed from the Program.
5. Nursing students must comply with the rules and policies as presented in the Nursing Student Handbook, in addition to those listed in the catalog.
6. A student who is unsuccessful in any required nursing course may repeat that course only one time, and must reapply for admission and is on a space available basis. Students, who meet criteria for readmission into the program, must comply with the Nursing Student Handbook that is in place for the class to which they have been readmitted.
ADVANCED PLACEMENT for Licensed Practical Nurses or applicants who have attended other accredited RN programs

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

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

Additional Admission Criteria:
1. LPN’s must provide proof of 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, Drug Calculations and 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
4. Completion of:
   • CHEM 101 Chemistry A
   • BIOL 181 Human Anatomy and Physiology I
   • COMP 110 English Composition I
5. Criteria for Challenge of Nursing II/Nursing 102
   • Satisfactory completion of above required courses, AND satisfactory completion of Nursing 101 Challenge exam
   • Completion of:
     • BIOL 182 Human Anatomy and Physiology II
     • BIOL 228 Microbiology
     • HLTH 120 Nutrition
     • NURS 120 Drug Calculations
     • NURS 220 Nursing Health Assessment
6. Courses to be taken with or before Nursing III/Nursing 201
   • PSYCH 110 Introduction to Psychology
   • SOCI 110 Introduction to Sociology
   • COMP 111 English Composition II
7. Courses to be taken with or before Nursing IV/Nursing 202
   • COMM 110 Effective Speaking
   • One cultural perspective course

Degree Course Requirements
BIOL181 Human Anatomy and Physiology I \(^{SF}\) 4
BIOL182 Human Anatomy and Physiology II \(^{SF}\) 4
BIOL228 Microbiology \(^{SF}\) 4
CHEM101 Chemistry A \(^{SF,1}\) 4
COMP110 English Composition I \(^{CB,2}\) 3
COMP111 English Composition II \(^{A,DF}\) 3
HLTH120 Nutrition \(^{SF}\) 3
NURS101 Nursing I \(^{KG}\) 6
NURS102 Nursing II \(^{KG}\) 6
NURS201 Nursing III \(^{KG}\) 9
NURS202 Nursing IV \(^{KG,7,8}\) 9
PSYC110 Introduction to Psychology \(^{A,DF}\) 3
SOCI110 Introduction to Sociology \(^{A,DF}\) 3

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

First Semester
BIOL181 Human Anatomy and Physiology I \(^{SF}\) 4
CHEM101 Chemistry A \(^{SF,1}\) 4
COMP110 English Composition I \(^{CB,2}\) 3
NURS101 Nursing I \(^{KG}\) 6

Second Semester
BIOL182 Human Anatomy and Physiology II \(^{SF}\) 4
BIOL228 Microbiology \(^{SF}\) 4
HLTH120 Nutrition \(^{SF}\) 3
NURS102 Nursing II \(^{KG}\) 6

Third Semester
COMP111 English Composition II \(^{A,DF}\) 3
NURS201 Nursing III \(^{KG}\) 9
PSYC110 Introduction to Psychology \(^{A,DF}\) 3
SOCI110 Introduction to Sociology \(^{A,DF}\) 3

Fourth Semester
COMP110 English Composition II \(^{A,DF}\) 3
NURS202 Nursing IV \(^{KG,7,8}\) 9

A Must be taken before or with NURS102.
B Must be taken before or with NURS101.
C Placement testing required.
D Must be taken before or with NURS201.
E Must be taken before or with NURS202.
F Course requires prerequisite.
G Must be approved for the middle by NURS101.
H Must be approved for this subcategory. Any course may be chosen.
1 Satisfies College Level Mathematics or Science.
2 Satisfies College Writing Level 1.
3 Satisfies College Writing Level 2.
4 Satisfies Creative Expression.
5 Satisfies Personal Health.
6 Satisfies Social Perspectives.
7 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.

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

OCCUPATIONAL MAJOR
Curriculum Code No. 2068

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

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

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

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

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

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

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
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</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>6</td>
</tr>
<tr>
<td>or OADM110</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</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>Occupational Electives</td>
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<td>33</td>
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<tr>
<td>Personal Health</td>
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<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>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
<td>3</td>
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<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>or COMP114</td>
<td>Technical Writing</td>
<td>3</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>Elective</td>
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Second Semester

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<tr>
<td>COMP110</td>
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<td>MGMT120</td>
<td>Business Mathematics</td>
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<tr>
<td></td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Occupational Electives</td>
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Third Semester

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<td>COMM110</td>
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<td>3</td>
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<td>Occupational Electives</td>
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Fourth Semester

<table>
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<td></td>
<td>Occupational Electives</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Occupational electives are courses which contribute directly to the fulfillment of students’ occupational and employment goals; they are selected by students in consultation with an academic advisor, and require the approval of the advisor.
D An Occupational Education Plan (EDP) must be completed in consultation with the academic advisor and with written approval of the Chairperson of Business Studies. (Credits may be earned through work and/or life experience [CLLE] such as: trade proprietary education, military training, registered apprenticeship training, and licenser training.)
E Any INTG course may be chosen.
F Pre-college level courses do not meet this requirement.
G Course requires prerequisite.

1 Satisfies College Writing requirement.
2 Satisfies Creative Expression.
3 Satisfies Social Perspectives.
4 Satisfies College level Mathematics or Science.
5 Satisfies Writing Intensive requirement.

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

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."
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 program of study is designed to prepare students for a wide variety of administrative support staff positions such as: executive secretary, office manager, receptionist, and administrative assistant. The program was developed and is regularly revised by the professional staff of the College with the advice of a community advisory group to ensure that the content, expectations, examples and standards reflect the learning skills required by employers.

A planned sequence of courses is illustrated in the recommended semester sequence listing. This sequence is designed to provide incremental skill development from semester to semester that will enable students to progress toward the achievement of the stated objectives of the program and to find employment as administrators or supervisors in an automated office. The courses in this program provide students with an understanding of the impact of technology on office routines and procedures. In addition, the skills necessary to work with people and automated equipment will be developed.

Graduates of this program are able to

- produce on a computer business letters, memorandums, and other documents in correct English, at a high level of speed and accuracy, and in updated formats, proofread and edit typed/keyed copy with a high degree of accuracy and correctness;
- 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;
- re-engineer the work flow in an office environment;
- use computers in an office environment and apply software applications;
- analyze problem situations, implement courses of action and develop human relations skills in the office environment;
- use standard office procedures in the areas of public relations, records information management, telephone communications, incoming and outgoing mail, and financial matters;
- identify the knowledge and skills needed for effective office supervision and human relations in order to encourage the development of attitudes and work habits that comprise acceptable professional behavior; and
- work independently with others or in self-directed work teams to demonstrate effective interpersonal and problem-solving skills, attitudes, and work habits that contribute to organizational goals.

Degree Course Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</td>
<td></td>
</tr>
<tr>
<td>OADM105</td>
<td>Administrative Office 2000</td>
<td></td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td></td>
</tr>
<tr>
<td>OADM140</td>
<td>Keyboarding/Typewriting</td>
<td></td>
</tr>
<tr>
<td>OADM150</td>
<td>Office Technology Concepts</td>
<td></td>
</tr>
<tr>
<td>OADM205</td>
<td>Advanced Administrative Office 2000</td>
<td></td>
</tr>
<tr>
<td>OADM225</td>
<td>MS Word for Windows - Beginning</td>
<td></td>
</tr>
<tr>
<td>OADM226</td>
<td>MS Word for Windows - Advanced</td>
<td></td>
</tr>
<tr>
<td>OADM230</td>
<td>MS Word for Windows - Integrated</td>
<td></td>
</tr>
<tr>
<td>OADM240</td>
<td>Cultural Perspectives</td>
<td></td>
</tr>
<tr>
<td>OADM290</td>
<td>Office Administration Electives</td>
<td></td>
</tr>
<tr>
<td>OADM295</td>
<td>Integration of Knowledge</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Beginning A,G 3</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Office Administration Electives C</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Creative Expression D</td>
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</tr>
<tr>
<td>INTG285</td>
<td>Personal Health D</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Elective C</td>
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<td>INTG285</td>
<td>Elective G</td>
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</tbody>
</table>

Required 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>Code</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
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<tr>
<td>OADM105</td>
<td>Administrative Office 2000</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>OADM120</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>OADM205</td>
<td>Advanced Administrative Office 2000</td>
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</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>OADM225</td>
<td>MS Word for Windows - Beginning</td>
<td></td>
</tr>
<tr>
<td>OADM150</td>
<td>Office Technology Concepts</td>
<td></td>
</tr>
<tr>
<td>OADM205</td>
<td>Advanced Administrative Office 2000</td>
<td></td>
</tr>
<tr>
<td>OADM290</td>
<td>Office Administration Electives</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td></td>
</tr>
<tr>
<td>OADM295</td>
<td>Beginning A,G 3</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Office Administration Electives C</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Creative Expression D</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Personal Health D</td>
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</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</td>
<td></td>
</tr>
<tr>
<td>OADM105</td>
<td>Administrative Office 2000</td>
<td></td>
</tr>
<tr>
<td>OADM226</td>
<td>MS Word for Windows - Advanced</td>
<td></td>
</tr>
<tr>
<td>OADM290</td>
<td>Office Administration Electives</td>
<td></td>
</tr>
<tr>
<td>OADM295</td>
<td>Integration of Knowledge</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Beginning A,G 3</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Office Administration Electives C</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Creative Expression D</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Personal Health D</td>
<td></td>
</tr>
</tbody>
</table>

Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
Interested in the law? Learn the legal system, legal concepts, and substantive and procedural law in Paralegal Studies.

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 certificate offers career-specific software training for the individual wishing to complete the program in one semester.

Coursework will include operation of state-of-the-art equipment and application software to gain marketable skills required to work accurately and productively in an office environment.

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

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

Program of study requirements

Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT140</td>
<td>Supervision</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT210</td>
<td>Office Management</td>
<td>3</td>
</tr>
<tr>
<td>OADM230</td>
<td>MS Word for Windows - Integrated</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Perspectives</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>2</td>
</tr>
</tbody>
</table>

A Open to Credit by Examination.
B Placement testing required.
C OA electives may be any OADM or MEDA course.
D Consult the list of courses approved for this subcategory. Any course may be chosen.
E Any INTG course may be chosen.
F Pre-college level courses do not meet this requirement.
G Course requires prerequisite.
1 Satisfies College Writing requirement.
2 Satisfies Social Perspectives.
3 Satisfies College level Mathematics or Science.
4 Satisfies Writing Intensive requirement.

Certificate Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>OADM101</td>
<td>Electronic Keyboarding plus</td>
<td>1</td>
</tr>
<tr>
<td>OADM104</td>
<td>Formatting with Word</td>
<td>2</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OADM140</td>
<td>Keyboarding/Typewriting</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 PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>OADM147</td>
<td>Learning Microsoft Windows</td>
<td>1</td>
</tr>
<tr>
<td>OADM153</td>
<td>Searching the Web</td>
<td>1</td>
</tr>
</tbody>
</table>

A Open for credit exam.
B Course requires prerequisite.

Paralegal Studies

OCCUPATIONAL MAJOR
Curriculum Code No. 2128

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

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

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

• understand the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law;

• work competently as a paralegal in the public and private sector or in a position relating to the practice of law; and

• understand the ethical obligations and legal limitations of the paralegal in the public and private sectors.

Program study requirements and other catalog contents are subject to change.
Please visit www.bucks.edu for current requirements.
Degree Course Requirements *
CISC100 Introduction to Computers 3
COMM110 Effective Speaking 3
COMP110 English Composition 3
HIST152 U.S. History II 3
LAWS100 Introduction to Paralegal Studies or
LAWS110 Introduction to Nurse
Paralegal Studies 1 3
MGMT130 Business Law 3
LAWS140 Civil Practice/Litigation
Procedures E 3
LAWS220 Legal Research and Writing E 3
MGMT100 Introduction to Business 4
College Math A or Science D,E,F 3
OADM110 Business Communication A,C,E,F 3
POLI111 American National Government 3
POLI120 American State and Local Government 3
PSYC125 Stress Management 6 3
INTG285 Integration of Knowledge A,C,E,F 3

Paralegal Electives C 9
Paralegal Electives C 3
Paralegal Electives C 18

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

First Semester
LAWS100 Introduction to Paralegal Studies or
LAWS110 Introduction to Nurse
Paralegal Studies 1 3
MGMT100 Introduction to Business 4
College Math A or Science D,E,F 3
OADM110 Business Communication A,C,E,F 3
POLI111 American National Government 3

Second Semester
CISC100 Introduction to Computers 3
COMP110 English Composition I A,B,C 3
LAWS140 Civil Practice/Litigation Procedures B 3
MGMT130 Business Law 3
Paralegal Elective 3

Third Semester
COMM110 Effective Speaking 3
LAWS220 Legal Research and Writing E 3
POLI120 American State and Local Government 3
Paralegal Electives C 6

Fourth Semester
HIST152 U.S. History II 3
PSYC125 Stress Management 6 3
INTG285 Integration of Knowledge A,C,E,F 3
Paralegal Electives C 9

Certificate Requirements
LAWS100 Introduction to Paralegal Studies or
LAWS110 Introduction to Nurse
Paralegal Studies 1 3
MGMT130 Business Law 3
LAWS140 Civil Practice/Litigation Procedures B 3
LAWS220 Legal Research and Writing E 3
LAWS240 Negligence and Personal Injury 3
Paralegal Electives A 15

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 Placement testing required.
B Course requires prerequisite.
C Any LAWS course except 100, 110 may be chosen.
D Any INTG course may be chosen.
E Any LAWS course except 100, 110 or MGMT 130 may be chosen.
F Consult the list of courses approved for subcategories.
G Course requires prerequisite.

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

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

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; and
- 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

- understand the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law;
- work competently as a paralegal in the public and private sector or in a position relating to the practice of law; and
- understand the ethical obligations and legal limitations of the paralegal in the public and private sectors.

MARK LESZCZYNski (’05)
earned an associate degree in networking technology at Bucks, then enrolled in the college’s IT Academy and became a Microsoft Certified Systems Engineer. What’s more, he earned a perfect score on his final MCSE certification test, which was administered at the college’s Pearson VUE testing center.

“My associate degree prepared me to enter a new career, and thanks to the IT Academy, Bucks has given me the credentials to pursue a high-paying job as an MCSE.”

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

OCCUPATIONAL MAJOR
Curriculum Code No. 2034

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

Department of Social & Behavioral Science
Founders 210A • Phone (215) 968-8060

Leading to the Associate of Arts degree and a certificate of competency, this major prepares students to work effectively as instructional assistants in public and private schools in Pennsylvania.

Graduates are prepared to assist teachers and to secure teaching materials and equipment, check workbooks and homework, prepare profiles of student progress and record teacher-assigned grades, monitor testing situations, and perform instructional services when delegated.

Graduates of this program are able to:

• assist teachers in instructional activities;
• work with students individually or in small groups as designated by the teacher;
• assist teachers with record-keeping and curricular planning; and
• work cooperatively with co-workers.

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>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>EDUC100</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC115</td>
<td>Observing and Recording the Behavior of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EDUC160</td>
<td>Introduction to Exceptionalities</td>
<td>3</td>
</tr>
<tr>
<td>EDUC210</td>
<td>Computers, Media and the Teacher</td>
<td>3</td>
</tr>
<tr>
<td>EDUC220</td>
<td>Practicum in Education</td>
<td>6</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Responding to Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>LITR246</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH102</td>
<td>Mathematical Concepts II</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>PSYC190</td>
<td>Educational Psychology</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>
<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>EDUC100</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Responding to Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
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</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>EDUC115</td>
<td>Observing and Recording the Behavior of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>MATH102</td>
<td>Mathematical Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC180</td>
<td>Human Growth and Development</td>
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Third Semester

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDUC160</td>
<td>Introduction to Exceptionalities</td>
<td>3</td>
</tr>
<tr>
<td>EDUC210</td>
<td>Computers, Media and the Teacher</td>
<td>3</td>
</tr>
<tr>
<td>LITR246</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>PSYC190</td>
<td>Educational Psychology</td>
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Fourth Semester

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC220</td>
<td>Practicum in Education</td>
<td>6</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</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.
C Any INTG course may be chosen.
D Pre-college level courses do not meet this requirement.
E Course requires prerequisite.
F Satisfies College Writing Level I.
G Satisfies College Writing Level II.
H Satisfies Creative Expression.
I Satisfies Personal Health.
J Satisfies College level Mathematics or Science.
K Satisfies Social Perspectives.
L Satisfies Writing Intensive requirement.

Students who do not seek the Associate of Arts Degree may earn the legend, “Major Requirements Satisfied”, on their transcripts by successfully completing all the courses listed in the major except LITR246, PSYC105, three credits in art or music, and six credits of electives. Credits exceeding the required minimum cannot be used to satisfy 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.
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:

- explain the health care delivery system and recognize medical terminology;
- discuss infection control and safety;
- outline the anatomy and physiology of body systems;
- categorize the major areas/departments of the clinical;
- laboratory with the laboratory tests ordered to evaluate a patient's pathologic condition/illness;
- relate the importance of specimen collection in the overall patient care system;
- identify collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents;
- perform the proper techniques to perform venipuncture and capillary puncture;
- identify procedures for requisitioning, specimen transport, and specimen processing;
- apply quality assurance in phlebotomy; and
- employ the basic concepts of communication, personal and patient interaction, stress management, professional behavior, and legal implications of the work environment.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td>BIOL115</td>
<td>Basic Human Anatomy and Physiology</td>
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<tr>
<td>MEDA120</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>MEDA204</td>
<td>Phlebotomy Procedures &amp; Techniques A</td>
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<td>MEDA205</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>MEDA230</td>
<td>Phlebotomy Externship A</td>
<td>4</td>
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</table>

A Course requires prerequisite.

Police Administration
TRANSFER MAJOR
Curriculum Code No. 1020

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

Department of Social & Behavioral Science
Founders 210A • Phone (215) 968-8060 or 8061

Transfer majors are offered in the following concentrations: Police Administration and Correctional Administration.

The transfer majors have the following objectives:

- to provide students with a solid foundation in Criminal Justice (Police Administration or Correctional Administration) as an academic field of study in preparation for transfer to a four-year institution; and
- to educate students seeking to acquire an understanding of the processes in the administration of justice as a cultural part of their higher education.

Students in the Correctional Administration Major are expected to know and develop expertise in:

- the functioning of the criminal justice system’s major components - police, courts, and corrections;
- the psychological tools and ethical standards required to function and interface effectively with the various levels of the justice matrix both on an interpersonal and agency level;
- techniques for interviewing and counseling inmates effectively;
- classification, procedures, and administrative hearings on discipline and release;
- prison objectives, types of institutions, internal administrative structure, and levels of security; and
- sentencing and the various agreements governing the disposition of offenders.

Students in the Police Administration Major are expected to know and develop expertise in:

- the functioning of the criminal justice system’s major components - police, courts, and corrections;
- the psychological tools and ethical standards required to function and interface effectively with the various levels of the justice matrix both on an interpersonal and agency level;
- the purposes, scope, and sources of criminal law;
- investigative and evidentiary procedures employed throughout the United States and in its federal courts; and
- the constitutional rights afforded to citizens of the United States.
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
- CRIJ100 Introduction to the Administration of Criminal Justice 3
- HLT110 Responding to Emergencies 3
- PSYC110 Introduction to Psychology 3

Second Semester
- COMP111 English Composition II 3
- CRIJ110 Criminal Evidence 3
- CRIJ160 Juvenile Delinquency and Laws Pertaining to Children 3
- SOCI110 Introduction to Sociology 3

Third Semester
- CRIJ110 Criminal Procedure 3
- BIOL101 Biological Science I 4
- COMM110 Effective Speaking 6
- POLI120 American State and Local Government 3
- SOCI150 Criminology 3

Fourth Semester
- CRIJ250 Police Organization and Administration 3
- CRIJ310 Criminal Investigation/Forensics 3
- Electives D 5
- INTG285 Integration of Knowledge C,E 2

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.

Mathematics, Science & Technology 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 they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be followed.

Recommended Semester Sequence

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

First Semester
- COMP110 English Composition I A,E 3
- CRIJ100 Introduction to the Administration of Criminal Justice 3
- HLT110 Responding to Emergencies 3
- PSYC110 Introduction to Psychology 3

Second Semester
- COMP111 English Composition II 3
- CRIJ110 Criminal Evidence 3
- CRIJ160 Juvenile Delinquency and Laws Pertaining to Children 3
- SOCI110 Introduction to Sociology 3

Third Semester
- CRIJ110 Criminal Procedure 3
- BIOL101 Biological Science I 4
- CHEM112 Chemistry II 4
- PSYC110 Introduction to Psychology 4
- SOCI110 Introduction to Sociology 3

Fourth Semester
- CRIJ250 Police Organization and Administration 3
- CRIJ310 Criminal Investigation/Forensics 3
- Electives D 5
- INTG285 Integration of Knowledge C,E 2

A Placement testing required.
B Any of the following may be chosen: HIST111, HIST112, HUMN111, HUMN112, HUMN113, HUMN114, HIST151, HIST152, PHIL125.
C Any INTG course may be chosen.
D Pre-college level courses do not meet this requirement.
E Course requires prerequisite.

Program of study requirements
and other catalog contents
are subject to change.
Please visit www.bucks.edu
for current requirements.
Fourth Semester
BIOL22 Biological Principles II ℃ 4
SOCH10 Introduction to Sociology ℃ 3
COMM110 Creative Expression ℃ 3
INTG285 Integration of Knowledge 5G,5 3
Pre-Allied Health Electives ℃ 3
16

A Placement testing required.
B MATH122, MATH125, or MATH140 may be substituted.
C MATH141 may be substituted.
D Consult the list of courses approved for this subcategory. Any course may be chosen.
E Depending on career choice and transfer institution, BIOL228, COMM103, COMM110, CHEM21, CHEM221, CHEM242, BIOL181, BIOL182, MATH115, PHYS106, PHYS107, PSYC180, SOCH120, or courses in mathematics, cultural perspectives, or social perspectives.
F Course requires prerequisite.
G Any INTG course may be chosen.
H Pre-college level courses do not meet this requirement.
I Course requires prerequisite.
J Satisfies College Writing Level I.
K Satisfies College Writing Level II.
L Satisfies Social Perspectives.
M Satisfies Writing Intensive requirement.
N Satisfies Creative Expression

Completion of non-degree major is not available in this program. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

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.

Mathematics, Science & Technology 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.

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.

First Semester
COMP110 English Composition I ℄ 3
Chemistry Elective ℄ 4
Literature or Foreign Language ℄ 3
Mathematics Elective 5G,5 4
Personal Health ℄ 2
16

Second Semester
COMP111 English Composition II ℄ 3
Cultural Perspectives ℄ 3
Mathematics Elective 5G,5 4
Science Elective 5G,5 4
Social Perspectives ℄ 3
17

Third Semester
Biology Elective ℄ 4
Mathematics Elective 5G,5 4
Mathematics ℄ or
Science Elective 5G,5 4
Physics Elective ℄ 4
16

Fourth Semester
COMM110 Effective Speaking ℄ 3
INTG285 Integration of Knowledge 5G,5 3
Science Elective 5G,5 4
13

A Placement testing required.
B Except BIOL115.
C Except CHEM090. CHEM121 recommended.
D Except SCIE101.
E Any MATH courses may be chosen.
F Consult the list of courses approved for this subcategory. Any course may be chosen.
G Any INTG course may be chosen.
H Pre-college level courses do not meet this requirement.
I Course requires prerequisite.
J Satisfies College Writing Level I.
K Satisfies College Writing Level II.
L Satisfies College level Mathematics or Science.
M Satisfies Social Perspectives.
N Satisfies Writing Intensive requirement.

Completion of a non-degree major is not available in this program. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

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
Chemistry Elective ℄ 4
Literature or Foreign Language ℄ 3
Mathematics Elective 5G,5 4
Personal Health ℄ 2
16

Second Semester
COMP111 English Composition II ℄ 3
Cultural Perspectives ℄ 3
Mathematics Elective 5G,5 4
Science Elective 5G,5 4
Social Perspectives ℄ 3
17

Third Semester
Biology Elective ℄ 4
Mathematics Elective 5G,5 4
Mathematics ℄ or
Science Elective 5G,5 4
Physics Elective ℄ 4
16

Fourth Semester
COMM110 Effective Speaking ℄ 3
INTG285 Integration of Knowledge 5G,5 3
Science Elective 5G,5 4
13

A Placement testing required.
B Except BIOL115.
C Except CHEM090. CHEM121 recommended.
D Except SCIE101.
E Any MATH courses may be chosen.
F Consult the list of courses approved for this subcategory. Any course may be chosen.
G Any INTG course may be chosen.
H Pre-college level courses do not meet this requirement.
I Course requires prerequisite.
J Satisfies College Writing Level I.
K Satisfies College Writing Level II.
L Satisfies College level Mathematics or Science.
M Satisfies Social Perspectives.
N Satisfies Writing Intensive requirement.

Completion of a non-degree major is not available in this program. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

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

DR. RICHARD RATHGEBER
(‘68), an emergency room physician at Doylestown hospital, says for him it all began at Bucks. “The two years I spent at Bucks were some of my most productive. In my work with patients in the emergency department, I feel I am repaying the county and its citizens for the opportunity and motivation given me to pursue higher education.”
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.

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:
- Relate the importance of science in daily life;
- Design and implement an engaging lesson plan;
- Demonstrate understanding of basic biology concepts;
- Communicate effectively in both oral and written forms; and
- Collaborate with others.

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>Title</th>
<th>Credits</th>
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<td>COMP110</td>
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<td>English Composition II</td>
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<tr>
<td>PSYC190</td>
<td>Educational Psychology</td>
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<td>BIOL121</td>
<td>Biological Principles I</td>
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<td>BIOL228</td>
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<td>CHEM221</td>
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Recommended Semester Sequence

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<td>Second</td>
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<td>CHEM122 Chemistry II</td>
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<td>BIOL228 Microbiology</td>
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<td>PHYS106 Physics A</td>
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Fourth Semester

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<td>2</td>
</tr>
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</table>

A Placement testing required; Chem. 121 requires taking and passing the Chem. Placement Exam and Math120 or a score of 9 on the Math Assessment test.

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.

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.

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>Title</th>
<th>Credits</th>
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<tr>
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<td>English Composition II</td>
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<td>PSYC190</td>
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<tr>
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Recommended Semester Sequence

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<td>PSYC110 Introduction to Psychology</td>
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<td>MATH141 Calculus I</td>
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<td>PHYS106 Physics A</td>
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<tr>
<td></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.
Fourth Semester

<table>
<thead>
<tr>
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<th>Course Title</th>
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<td>PHYS122</td>
<td>Physics II c</td>
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<td>PSYC190</td>
<td>Educational Psychology c</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge c</td>
<td>2</td>
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</table>

A Placement testing required; Chem 121 requires taking and passing the Chem Placement Exam and Math120 or a score of 9 on the Math Assessment test

B Consult list Category 1

C Course requires prerequisite.

1 Satisfies College Writing Level I

2 Satisfies College Writing Level II

3 Satisfies College Level Mathematics or Science

4 Satisfies Writing Intensive requirement

5 Satisfies Creative Expression requirement

**Secondary Education: History**

**TRANSFER MAJOR**

Curriculum Code No. 1180

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

**Department of Social & Behavioral Sciences**

Penn 301 • Phone (215) 968-8070

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
- Demonstrate understanding of historical research involving primary, secondary, and fictional sources.

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>COMP110</td>
<td>English Composition I A,G,1</td>
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<td>English Composition II G,2</td>
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<td>COMM110</td>
<td>Effective Speaking g</td>
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<td>PSYC110</td>
<td>Introduction to Psychology</td>
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<td>PSYC190</td>
<td>Educational Psychology c</td>
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<td>HIST111</td>
<td>History of Western Civilization I</td>
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<td>HIST112</td>
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<td>HIST151</td>
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**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**

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</table>

A Placement testing required.

B Consult the list of courses approved for this subcategory.

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

D Choose from MATH101, MATH102, MATH115, MATH117, MATH120, MATH122, MATH215 and MATH140.

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

F Any INTG285 course may be chosen.

G Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies Writing Intensive Requirement.
Secondary Education: Mathematics
TRANSFER MAJOR
Curriculum Code No. 1177

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

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

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

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

Graduates of this program are able to
• accurately translate descriptive problems into mathematical formulas;
• communicate competently in mathematical language;
• develop skills to solve problems quantitatively;
• interpret a pictorial representation of numeric data;
• develop an enlightened awareness of the mathematical aspects of the natural sciences;
• combine knowledge from multiple sources to create new quantitative knowledge;
• demonstrate understanding of basic concepts of functions, limits, differentiation and integration;
• demonstrate an acquaintance with the history, current problems and future trends in education; and
• integrate knowledge of education and psychology and apply them to learning and classroom management.

Students completing this degree, although typically transferring to complete a Bachelor’s degree may be employed as Science technicians or teacher assistants.

Degree Course Requirements

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<thead>
<tr>
<th>Course</th>
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<td>Linear Algebra</td>
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<td>Introduction to Psychology</td>
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<td>PSYC190</td>
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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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<td>CISC115</td>
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<td>COMM110</td>
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<td>Electives</td>
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</table>

A Placement testing required
B Any course from approved list
C Any of the following may be chosen, MATH101, MATH115, MATH 120, MATH 122, MATH125, MATH250
D Any theme may be chosen
E Pre-college level courses do not meet this requirement.
F Course requires prerequisite.
1 Satisfies College Level Writing I
2 Satisfies College Level Writing II
3 Satisfies Creative Expression
4 Satisfies College Level Mathematics or Science
5 Satisfies Social Perspectives
6 Satisfies Writing Intensive Requirement

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) 968-8060, 8061

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; and
- 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.

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

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### 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.

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#### Third Semester

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**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 course work. Students planning to transfer to a four-year institution as a sport management major should plan a major parallel to that of the transfer college.

### Degree Course Requirements

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<tr>
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### Program of Study Requirements

- **Fourth Semester**

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<tbody>
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<td>INTG285</td>
<td>Integration of Knowledge</td>
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</tr>
<tr>
<td>PSYC110</td>
<td>Psychology Elective</td>
<td>3</td>
</tr>
</tbody>
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85 Satisfies Writing Intensive Requirement.

15/16
Michael Trenwith ('07), who works in the Management Information Systems department at Grand View Hospital in Sellersville, is a professional writer at Penn State Abington with the goal of becoming a technical writer in the medical field. He says Bucks played a vital role in his guiding his career choice because of the close ties forged with counselors and faculty.

“My enrollment at BCCC changed my whole perspective. There is no doubt in my mind that the transition [from high school] may have been more difficult at another college, for I believe the intimacy I experienced here would be difficult to parallel anywhere else.”

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

First Semester
- COMP110 English Composition I A,G,1 3
- Life and Health 1 3
- Intro to Sport Management 3
- Physical Education Elective 3
- Math and/or Science C 2

Second Semester
- CISC115 Computer Science I 1,2 4
- COMP111 English Composition II 2 3
- HLTH110 Responding to Emergencies 3
- SPMT203 History & Philosophy of Sport Humanities Elective 3 3

Third Semester
- SPMT202 Facility Mgt/Event Planning 3
- ECON111 Prin. of Economics: Macro 3
- SOCI110 Intro to Sociology 3
- SPMT201 Sport Marketing 3

Fourth Semester
- COMM110 Effective Speaking 3
- INTG285 Integration of Knowledge 3
- SPMT280 Sport Management Internship 3
- Physical Education Electives 3

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

Supervision
CERTIFICATE MAJOR
Curriculum Code No. 3155
Department of Business Studies
Penn 401 • Phone (215) 968-8227

This program is designed to prepare students for positions in supervision. The program is appropriate for practicing supervisors as well as those who are interested in entering such positions. Students will learn fundamental business concepts with a particular view to their use in supervisory activities. Successful completion of the program will allow students to find employment in such positions as office and clerical supervisor, bank head teller, laboratory supervisor, production line supervisor or transportation company supervisor.

Upon completion of this program, students will
- be knowledgeable about computer hardware and software, the use of the Internet and the design of management information systems;
- be familiar with the psychological basis of motivation and leadership;
- understand the relationship between human behavior and organizational performance and;
- be aware of the methods of adjusting to individual and organizational stresses.

Certificate Course Requirements
- CISC110 Introduction to Information Systems 3
- MGMT100 Introduction to Business
- MGMT120 Business Mathematics 3
- MGMT140 Supervision
- MGMT200 Organizational Behavior 3
- PSYC100 Psychology of Personal Awareness 3

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:

- demonstrate the skills necessary to work as a travel agent.
- complete the Travel Agent Proficiency examination.
- 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 and marketing management skills.
- develop business presentation skills for group and convention presentations.
- use the Internet to market and improve convention, corporate and business meetings.
- use computer reservations systems to develop travel itineraries for individuals, corporate clients and meeting attendees.
- facilitate the communication process for successful transfer of information.

Degree Course Requirements

- **CISC100** Introduction to Computers
- **CISC110** Introduction to Information Systems
- **COMM110** Effective Speaking
- **COMP110** English Composition I
- **HRIM101** Introduction to The Travel Services Industry
- **HRIM110** Financial Management in Tourism & Hospitality
- **HRIM111** Conference and Business Meeting Planning
- **HRIM115** HRIM Internship
- **HRIM200** Hotel & Lodging Operations Management
- **HRIM210** HRIM Internship
- **HRIM220** HRIM Seminar
- **HRIM220** HRIM Seminar
- **HRM100** Principles of Marketing
- **HRM130** Business Mathematics
- **MKTG100** Principles of Marketing
- **MKTG110** Selling
- **MKTG220** Marketing on the Internet
- **INTG285** Integration of Knowledge

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>
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<tbody>
<tr>
<td>HRIM101</td>
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<td>CISC100 or CISC110</td>
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<td>CISC110</td>
<td>3</td>
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<tr>
<td>COMP110</td>
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<tr>
<td>HRIM110</td>
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<tr>
<td>HRIM111</td>
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<td>HRIM200</td>
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<td>MGMT100</td>
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<tr>
<td>MGMT120</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HRM115</td>
<td>3</td>
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<tr>
<td>HRM200</td>
<td>3</td>
</tr>
<tr>
<td>MGMT120</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 60

Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
Certificate Requirements
CISC100 Introduction to Computers or
CISC110 Introduction to Information Systems a 3
HRIM101 Introduction to The Travel Services Industry 3
HRIM111 Conference and Meeting Planning 3
HRIM115 Computer Reservations and Travel Information a 3
HRIM210 HRIM Internship b 3
MKTG110 Selling 3
OADM110 Business Communication 2, p 3

A Placement testing required.
B Course requires prerequisite.

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

Web Designer and Multimedia (formerly Web Designer)

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.

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

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

Certificate Course Requirements*
VAMM100 Digital Imaging 3
VAMM110 Web and Interactive Design a 3
VAMM120 Interface Design 3
VAMM130 3-D Modeling Concepts a 3
VAMM209 Multimedia Concepts I a 3
VAGD102 Illustration: Drawing & Digital a 3
Multimedia Electives (select 2 courses):
CISC113 Visual Basic Programming I a 3
CISC118 Media Authoring a 3
CISC224 Web Databases a 3
VACV130 Media Scriptwriting 3
VACV135 Video Studio Production I 3
VACV137 Audio Production 3
EBUS100 Introduction to E-business 3
MUSC124 Electronic Music Synthesis I 3
VAF110 Digital Photography Fundamentals 3
VAGD200 Visual Literacy 4 3
VAMM210 Multimedia Concepts II a 3
VAMM230 3-D Digital Animation a 3

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.

Women's Studies

CERTIFICATE MAJOR
Curriculum Code No. 3161

Department of Language and Literature
Penn 105 • Phone (215) 968-8150

This certificate program provides the opportunity for students to study women's issues in contemporary society, in the area of health, and in the workplace. The student who successfully completes this certificate shall have college-level writing skills as well as an exposure to both the literature and science fields. This certificate allows students to advance in many fields with a keener understanding of the historical and societal problems facing women today and with specific insights into the rapidly growing and ever-changing working world of women.

Certificate Course Requirements
COMP110 English Composition I a, b, c, d 3
HLTH1200 Intro. to Women’s Health Issues 3
SOCI130 Contemporary Social Problems 3
WMST110 Introduction to Women’s Studies d 3
WMST280 Cooperative Education - Women's Studies 3
Literature e 3
Science f 3

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A Placement testing required.
B Choose from the following courses: LITR234, LITR235, LITR237, LITR238.
C Any SCIE course may be chosen.
D Course requires prerequisite.
E Satisfies College Writing Level 1.

Program of study requirements and other catalog contents are subject to change.
Please visit www.bucks.edu for current requirements.
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<td>Biology</td>
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<td>Chemistry</td>
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<td>Mathematics</td>
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<td>Medical Assisting</td>
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<td>Nursing</td>
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<td>Art History</td>
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<td>Glassblowing and Stained Glass</td>
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<td>Graphic Design and Illustration</td>
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<td>Jewelry</td>
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<td>Painting</td>
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<td>Photography</td>
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<td>Sculpture</td>
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<td>Web Design &amp; Multimedia</td>
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<td>Woodworking</td>
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<tr>
<td>Women’s Studies</td>
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The College catalog posted at [www.bucks.edu](http://www.bucks.edu) is the official version and contains the most current catalog information.
Accounting

**ACCT103**
**Introductory Accounting**
(Formerly ACCT090)
An introduction to the fundamental principles and concepts of financial accounting. Focuses on the procedures through the accounting cycle, including special journals of service and merchandising firms. Assumes no previous knowledge of accounting. 3 credits

**ACCT105**
**Principles of Accounting I**
(Formerly ACCT100)
An introduction to the objectives, principles, assumptions and concepts of financial accounting. Focus on procedures and practices from the accounting cycle through financial statement presentation with an emphasis on valuing, reporting, and disclosing assets and liabilities. Assumes no previous knowledge of accounting. 4 credits
*Prerequisite: Reading Placement Test score Level 3 or ACCT103 (C or better)*

**ACCT106**
**Principles of Accounting II**
(Formerly ACCT101)
The course is a continuation of ACCT105 that focuses on partnerships, corporations, and the use of financial accounting data. In addition, managerial accounting topics are introduced, including terms and reports used in manufacturing, cost concepts and procedures, and operational budgeting and control. 4 credits
*Prerequisite: ACCT105 (C or better)*

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

**ACCT110**
**Personal Financial Planning**
Designed for the student with little or no experience in personal money management. Analyzes the interrelationships of budgeting, banking, credit, taxation, investments, insurance, and estate planning as they apply to consumer decision-making consumers. 3 credits

**ACCT120**
**Payroll Records and Accounting**
A study of the Fair Labor Standards Act, Social Security Act, Federal Income Tax law, and other legislation relating to the payment of wages and salaries. Manual payroll accounting systems are described and procedures are presented for computing wages and salaries in small, medium-size, and large firms. 3 credits
*Prerequisite: ACCT103 (C or better) or ACCT105 (C or better)*

**ACCT130**
**Accounting Applications on the Microcomputer**
A survey of the automated accounting function, including basic accounting procedures through the accounting cycle and application functions to merchandising operations; all accomplished by students designing the various applications via spreadsheet software. 3 credits
*Prerequisite: ACCT103 (C or better) or ACCT105 (C or better)*

**ACCT200**
**Intermediate Accounting I**
This course is an intensive study of financial accounting theory and generally accepted accounting principles. The areas emphasized are income measurement, valuation of current and noncurrent assets, and the proper financial statement presentation and disclosure. 3 credits
*Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies*

**ACCT201**
**Intermediate Accounting II**
Is an intensive study of financial accounting theory and generally accepted accounting principles. The areas emphasized are income determination and related topics, pensions, leases, corporate equity section, earnings per share, accounting for income taxes, the statement of cash flows, and the proper financial statement disclosure, and presentation. 3 credits
*Prerequisite: ACCT200 (C or better) or permission of the Department of Business Studies*

**ACCT210**
**Cost Accounting I**
A background course emphasizing cost accounting systems and procedures. Major topics discussed are job order, process costing, standard cost accounting, and budgeting. 3 credits
*Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies*

**ACCT220**
**Auditing**
A practical presentation of current audit practices, utilizing a "hands-on" approach. A practice case is completed to emphasize audit procedures, techniques, and working paper preparation. 3 credits
*Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies*

**ACCT230**
**Advanced Accounting**
**EXPERIMENTAL**
This course provides basic coverage of business combinations and consolidated financial statements, comprehensive coverage of accounting and financial reporting of state and local governments, and in-depth study of partnerships and fiduciary accounting. This course is recommended for students who will take the Uniform CPA examination. 3 credits
*Prerequisite: ACCT200 (C or better) or permission of the Department of Business Studies*
ACCT280  Cooperative Education - Accounting
Includes on-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College coordinator and student are held to review actual experience and observation in the light of Theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of Business Studies

American English as a Second Language
AESL081  Writing Fundamentals for International Students
This course is designed for international students who need to learn the fundamentals of writing. Students will develop the proper use of American English grammar, syntax, and skill in writing sentences and basic developmental paragraphs. 6 credits
Prerequisite: Placement by the Department of Language and Literature only

AESL083  Reading Fundamentals for International Students
AESL 083 is a reading course designed for international students who need to learn the fundamentals of reading. It focuses on reading comprehension skills: vocabulary development, including word definitions, word families, common American idioms, and familiarity with American cultural influences. 3 credits
Prerequisite: Placement by the Department of Language and Literature only

AESL085  Oral Communication Skills for International Students
AESL 085 is a required course for advanced international students that improves their conversation and speaking/listening skills. Group and individual work will build American English vocabulary and further the understanding and usage of idiomatic expression. Oral skills will be reinforced through reading and writing assignments. 3 credits
Prerequisite: Placement by the Department of Language and Literature only

Biology

In addition to tuition and fees, students within certain programs within the Department of Science & Technology may have incidental expenses for laboratory items.

BIOL101  Biological Science I
This course is an introduction to the processes common to all living organisms. Science and the scientific method are described. Additional topics include: cell structure, energy transfer in plants and animals, aspects related to genetics, and evolution. This course does not meet the curriculum requirements for biology majors. Lectures and Laboratory. 4 credits

BIOL122  Biological Principles II
This course is a continuation of BIOL121 and focuses on comparative studies of plant and animal systems within an evolutionary framework. Additional topics include evolutionary theory, and mechanisms of evolution, speciation, population genetics, macro and microevolution, the evolutionary history of biological diversity, and classification and ecology. Lecture and laboratory. 4 credits
Prerequisite: BIOL121 (C or better)

BIOL141  Genetics
This is an introductory course in genetics. Topics include simple Mendelian genetics, non-Mendelian genetics, gene structure, genetic code, gene expression, DNA fingerprinting, and gene cloning. 3 credits
Prerequisite: BIOL101 (C or better) or BIOL121 (C or better) or BIOL181 (C or Better)

BIOL181  Human Anatomy and Physiology I
This course introduces the study of the human body and the basic structure of cells, tissues, and organs. The functioning of the integumentary, skeletal, muscular, and reproductive systems are also examined. 4 credits
Prerequisite: CHEM101 or CHEM121 or recent High School Chemistry (C or better)

BIOL182  Human Anatomy and Physiology II
This course (a continuation of Human Anatomy and Physiology I) is concerned with the structure and function of the nervous, endocrine, respiratory, digestive, excretory, and cardiovascular systems. 4 credits
Prerequisite: BIOL181 (C or better)

BIOL210  Introduction to Biotechnology
This course is a general introduction to the nature and scope of biotechnology. Topics include immunology, genetic engineering, plant biotechnology, transgenic animals. Also reviewed are laboratory techniques, industrial production of macromolecules, employment opportunities, and the literature of this emerging technology. Field trips are included. 2 credits
Prerequisite: BIOL121 (C or better) or BIOL228 (C or better) or permission of the Department of Mathematics, Science and Technology

BIOL228  Microbiology
This course includes a detailed study of microorganisms, including the protozoa, algae, and fungi with special emphasis on bacteria. Laboratories incorporate culture preparation, aseptic laboratory techniques and staining and biochemical activity for identification of organisms. The relationship of microbes to health and disease will also be studied. Lectures and laboratory, 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 fields.
Library research skills are emphasized. 
Prerequisite: BIOL121 (C or better) or BIOL228 (C or better) or permission of the Department of Mathematics, Science and Technology. 3 credits

BIOL250
Principles of Immunology
This course is designed to introduce the student to general principles of Immunology including cellular and humoral immunity, immune system regulation, autoimmunity, transplantation, and immunodeficiency. Laboratories include the basic techniques of immunology. 4 credits
Prerequisite: BIOL121 (C or better) or BIOL228 (C or better) or permission of the Department of Mathematics, Science and Technology.

BIOL270
Molecular Genetics
This course will involve the study of the principles and mechanisms involved in recombinant DNA technology. Students learn the theoretical basis and utility of this new field of study. Laboratories are designed to give students experience in the basic laboratory techniques for manipulation of DNA and recombinant microbes. 4 credits
Prerequisite: BIOL228 (C or better)

Chef Apprenticeship

HRIM100
Introduction to Tourism and Hospitality
A discussion of the economics and nature of the industry, its problems and opportunities; growth trends; technological changes; planning, including location, design, selection of materials, equipment, supplies, financing, essential forms, and procedures. 3 credits

HRIM105
Sanitation and Safety (Certification Course)
Governmental standards of Food Safety and Sanitation with emerging issues are reviewed. Students who complete the course successfully receive an industry recognized food safety certificate. 3 credits

HRIM120
Basic Food Preparation and Management
After completing this course, the student should be able to demonstrate knowledge of basic food preparation and management techniques used in commercial and institutional food operations. The areas of study will cover safety and sanitation, food preparation techniques, terminology, use and care of equipment, food costing, and standardized recipes. 3 credits
Prerequisite: HRIM105 or permission of the Department of Business Studies, or Corequisite: HRIM105

HRIM121
Advanced Food Preparation and Management
After completing this course, the student should be able to demonstrate a knowledge of advanced food preparation and management techniques used for commercial and institutional food operations. The course covers cost implementation, meat and seafood fabrication, and group dynamic quantity food preparation techniques. 3 credits
Prerequisite: HRIM120 or permission of the Department of Business Studies

HRIM130
Baking and Decorating - Techniques and Procedures
This course includes cake and dessert decorating and baking, involving the preparation of yeast rolls, breads, pies, cakes, cookies, tarts, doughnuts, holiday specialties, and tortes. Students are taught the care of equipment and safety and sanitation in conformance with health laws. The skills can also be used at home. 3 credits
Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM131
Buffet Planning and Preparation Basic
After completing this course, the student should be able to demonstrate a knowledge of basic Garde Manger. Topics will be charcuterie techniques, aspics, galantines, pates, mousses, and terrines, buffet preparation, and food arrangement will be demonstrated with group projects. Buffet arrangement, organization, and planning will also be covered. 3 credits
Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM132
Buffet Planning and Preparation/Advanced
This course covers advanced Garde 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 EXPERIMENTAL
This course builds on Baking and Decorating-Techniques and Procedures, and is a companion course to Baking II-Advanced Techniques. Students will learn techniques to create European style cakes and pastries. Hands on instruction in the creation of Danish, Italian, French, and other international desserts and pastries. Introduces skills for home or bakeries. 3 credits
Prerequisite: HRIM105 and HRIM130; or permission of the Department of Business Studies

HRIM134
Ice Cream and Frozen Desserts EXPERIMENTAL
This course covers the preparation of frozen desserts. Students will learn the techniques used in the production of ice cream, sorbet, and frozen desserts, including frozen mousses, bombes, and frozen soufflés. 1 credit
Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM135
Baking II - Advanced Techniques EXPERIMENTAL
This course continues HRIM130, covering advanced techniques in pastry, baking, and dessert presentation, including plated desserts, wedding cakes, puff pastry, custards, mousses, and garnishes, with safe and sanitary handling of equipment and supplies. Emphasizes production of high quality, handcrafted desserts for retail, and commercial bakeries and personal baking. 3 credits
Prerequisite: HRIM105 and HRIM130; or permission of the Department of Business Studies
HRIM136
Modern Plated Desserts
EXPERIMENTAL
Students will develop the ability to combine tastes, textures, and shapes to produce modern plated desserts. Students will gain knowledge of techniques and equipment needed to produce desserts, sauces and garnishes, and to use these components to create finished plated desserts that are both delicious and visually striking. 1 credit
Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM137
Wedding Cake Assembly and Decoration
EXPERIMENTAL
A course in the basic and advanced techniques of wedding cake designs, assembly, and construction. The areas of study include stacked and tiered cakes, decorating with butter cream, fresh flowers, and rolled fondant. 1 credit
Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM140
Culinary Arts Practicum
On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits
Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM141
Culinary Arts Practicum
On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits
Prerequisite: Must be Chef/Pastry Apprenticeship Student

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 Apprenticeship Student
Corequisite: MATH103 (C or better)

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 Apprenticeship 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 Apprenticeship 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 Apprenticeship Student

HRIM150
Bread Fabrication - Basic
EXPERIMENTAL
Students will develop the knowledge and ability to produce handcrafted yeast raised breads. This course emphasizes the production of sour-dough, lean, sponge-style and other specialty breads. These skills can also be used at home. 2 credits
Prerequisite: HRIM130 or permission of the Department of Business Studies

Chemistry

CHEM100
Preparatory Chemistry
(formerly CHEM090)
An introduction to some of the basics of chemistry for students with inadequate preparation for Chemistry I (CHEM121). The course emphasizes the development of skills for solving quantitative (numerical) problems. Topics include measurement and the nomenclature of simple ionic and covalent compounds. Lecture and Laboratory. 4 credits
Prerequisite: CHEM101 (C or better)

CHEM101
Chemistry A
A study of the basic principles of general and organic chemistry. Topics include: a basic study of matter, atomic structure, bonding, the properties of gases, liquids and solids, solutions, chemical reactions, acids and bases, uniqueness of carbon, hydrocarbons, functional groups and nomenclature. Treatment of these topics is essentially qualitative; however, simple quantitative methods are used when appropriate. Lecture and laboratory. 4 credits
Prerequisite: MATH103 (C or better) or High School Algebra (C or better) or Math Placement Test score of 5 or better

CHEM102
Chemistry B
In this course the chemical principles covered in Chemistry A in a qualitative manner, are reviewed quantitatively. In addition, the study of Organic and Biological Chemistry is amplified. Polymer Chemistry and Industrial Syntheses are introduced. The laboratory enhances the lecture topics and increases the experience of the student with common laboratory procedures. 4 credits
Prerequisite: CHEM101 (C or better) or CHEM121 (C or better)

CHEM103
Introduction to Chemical Technology
An orientation course to aid students in gaining perspective for the chemical field and to provide 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
An introduction to the study of environmental science from a chemistry perspective. Environmental pollution of soil, water and air, and methods for abating this pollution will be studied. The course will include travel in and around Bucks County to obtain and test water, soil and air samples; and to visit waste management facilities and pollution measurement sites. 3 credits
Prerequisite: CHEM101 (C or better)

CHEM121
Chemistry I
For science and engineering majors. A study of the fundamental theories and principles of chemistry. Topics emphasized include stoichiometry, atomic and molecular structure, bonding, properties of gases, liquids, and solids, as well as changes of state and solutions. Quantitative study of each area is stressed. Students are advised that a strong background in chemistry and mathematics is required. Lecture and laboratory. 4 credits
Prerequisite: MATH120 (C or better) and Placement Exam

CHEM122
Chemistry II
A continuation of CHEM 121. Topics emphasized include chemical reactions, properties of liquids and solids and changes of state, solutions, reaction kinetics, chemical equilibria, thermodynamics, and electrochemistry. Equilibria topics include gaseous reactions as well as the ionization of weak acids and bases, hydrolysis of salts, buffers, slightly soluble salts, and complex ion formation. Lecture and laboratory. 4 credits
Prerequisite: CHEM121 (C or better)

CHEM144
Chemical Reactions, Separations and Identifications
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. Lectures and laboratory. 4 credits
Prerequisite: CHEM101 (B or better) or CHEM121 (C or better) or a grade of C or better in both CHEM101 and CHEM102.
CHEM220
Survey of Organic Chemistry
A one semester survey of organic chemistry covering the structure, synthesis, and reactivities of mono- and poly-functional carbon containing compounds. Laboratory will stress one-step synthesis requiring various organic laboratory techniques. Lectures and laboratory. 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
A study of the preparation, properties and reactions of the more important classes of carbon compounds. Emphasis is on reaction mechanisms, stereochemistry, and functional group characteristics. Stress in the laboratory is on synthetic methods and techniques. Analysis of compounds is by classical and instrumental methods. Lectures and laboratory. 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
A continuation of Chemistry 221 with an emphasis on aromatic and carbonyl chemistry. Spectroscopy and chromatography are integrated into the lecture and laboratory. Analysis of compounds is by classical and instrumental methods. 5 credits
Prerequisite: CHEM221 (C or better)

CHEM230
Quantitative Analysis
This course reviews the principles and applications of gravimetric and volumetric analysis. The theory underlying the choice of methods and the detection of end points is discussed. Separation techniques used include precipitation, extraction and complexation. Sources of error, data handling and error analysis are discussed. The emphasis is on the solution of numerical problems. Lectures and laboratory. 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
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 will be developed. 3 credits
Prerequisite: CHEM122 (C or better) or CHEM220 (C or better); or a grade of C or better in both CHEM121 and BIOL121 plus CHEM122 as a corequisite.

CHEM244
Chemistry III - Analytical Chemistry
This course considers applications of 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. Laboratory techniques include: volumetric, gravimetric, and spectrophotometric analysis; electroanalysis, chromatographic analysis, and statistical error analysis. Lectures and laboratory. 5 credits
Prerequisite: CHEM122 (C or better)

CHEM245
Instrumental Analysis
An introduction to the principles and methods of analysis of industrial materials using appropriate instrumentation. Lectures include theory and criteria for choosing different instrumentation. The laboratory emphasizes sample preparation, chemical separations, hands-on experience with spectrophotometers, chromatographs, fluorometer, atomic absorption spectrometer, as well as some electrochemical instruments and software of interest to an analytical chemist. 4 credits
Prerequisite: CHEM230 (C or better)

CHEM280
Cooperative Education: Chemistry
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 (formerly COMV130)
Students will write scripts for radio, television, and film. Newscasts, commercials, corporate/training scripts, documentaries and dramatic screenplays are examined and written. Students write, research, edit and pitch original and adapted material. 3 credits

VACV135
Video Studio Production I (formerly COMV135)
This course provides an introduction to the equipment and techniques of video studio production from planning through scripting to videotaping. A series of exercises and individual projects provides a foundation for personal expression in various video formats. 3 credits

VACV137
Audio Production (formerly COMV137)
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 (formerly COMC141)
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

CARA SCHOLLENBERGER, teaches courses in film and video production. “I like to get students to think differently...and bring out their innate creativity. Students learn how to become scriptwriters, videographers, lighting designers, producers and directors. They work with the latest digital technology and create their own productions... For me, teaching is about guiding people through the learning process rather than simply imparting information.”
VACV142
The Art of Theatrical Cinema
(formerly COMC142)
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 so that the student will understand the most important developments that have occurred in world cinema. 3 credits

VACV145
Film Production I
(formerly COMV145)
This studio course introduces the equipment, techniques, and the art of filmmaking. Through a series of film exercises and projects, students explore the basic processes of motion picture production from planning and filming to editing and incorporation of sound. Students create original black and white track films. 3 credits

VACV231
Video Field Production
(formerly COMV231)
This is a companion course to the television studio and audio production courses. Students will practice single-camera, on-location, digital video-tape recording, and post-production, nonlinear video editing. Students will plan the location of shoots, practice storyboarding and scripting, and operate digital video cameras, microphones, lights, and tripods. 3 credits

VACV232
Cable TV Production I
(formerly COMV232)
Students will produce two twenty-eight minute cablecast news and information programs. These programs may be aired on local cable systems. Students will participate in each of the following activities: studio and field production, video editing, 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
(formerly COMV136)
Students will 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: VACV135 (C or better)

VACV242
Cable TV Production II
(formerly COMV242)
Students will actively participate in advanced digital video editing techniques and production of two twenty-eight minute cable television news shows ready for cablecast. Students will also learn the process of creating, writing, and editing PSA's and will further their skills in studio and field production, computer graphics, and program assembly. 3 credits
Prerequisite: VACV232 (C or better)

VACV246
Film Production II
(formerly COMC146)
This course involves a detailed examination of the equipment and techniques of filmmaking, including special equipment, synchronous sound, and laboratory processes. Through individual projects, students work on the development of skills and techniques. Students will produce a 7.5 minute original film. 3 credits
Prerequisite: VACV145 (C or better)

VACV247
Film Production III
(formerly COMC245)
Students will shoot 16mm film and then transfer and edit digitally. Students will experiment with sync sound, color film, and various forms of digital editing techniques. Students will apply previously attained skills and methods in the development of their own creative work. 3 credits
Prerequisite: VACV246 (C or better)

VACV250
Cinema/Video Portfolio Seminar
(formerly COMV250)
Students will learn how to move from the role of the student to that of the professional in cinema/video (broadcast and industrial). Students will develop their portfolio and present their work. They will explore career opportunities and understand the standards of work expected by 4-year and 5-year transfer institutions. 3 credits
Prerequisite: This is the capstone course for the Cinema/Video transfer major and requires completion of 30 credits in Cinema/Video coursework at BCCC or if credits were completed at another institution, student will need permission from the Department of the Arts. Ideally, students will enroll in this course in their final semester.

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 2.3 earned in courses offered by the Department of the Arts

COMM105
Interpersonal Communication
(formerly COMG105)
This introductory communication skills course helps students develop competencies in social and professional communication. Students engage in activities and assignments that focus on interactions in the workplace as well as in other social contexts. 3 credits

COMM110
Effective Speaking
(formerly COMG110)
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

COMM111
Media and Society
(formerly COMG111)
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. 5 credits

COMM230
Oral Interpretation
(formerly COMG230)
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

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.

COMP090
Basic Writing
By writing sentences and paragraphs, students improve sentence structure, spelling, punctuation, grammar, and paragraph development and organization. Students read appropriate models for both content and organization. Students also learn appropriate study skills. COMP090 provides students the opportunity to learn skills that must be mastered in order for them to move into higher levels of composition. 3 credits
Prerequisite: Writing Placement Test score of 2 or permission of the Department of Language and Literature
“Our offerings in Computer Science reflect the latest in technology. We stress hands-on experience in the classroom.”

Lisa Angelo, Assistant Academic Dean, Mathematics, Science and Technology

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 conferences, instructors will guide student use of evidence to support topic sentences and theses. Transferability of this course is determined transfer institution. A final grade of C or higher in this course is necessary for registration in COMP110. 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

Computer/Information Science

CISC100
Introduction to Computers
A hands-on course for non-majors dealing with personal computers in a wide variety of settings. Topics include: basic computer concepts, operating systems, the Internet, email, and the use of computer applications, including word processors, spreadsheets, graphics, and the impact of computers on society. 3 credits
Prerequisite: CISC113 (C or better)

CISC105
Windows/DOS 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
Prerequisite: Math Placement Test score of 7 or MATH110 (C or better) or MATH103 (C or better)

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: Required: Reading Placement Test 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. Students will be introduced to object-oriented programming. 3 credits
Prerequisite: Students need a working knowledge of Windows.

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)

CISC115
Computer Science I (Java)
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 (C or 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 addresses what drives the interface in media development and scripting languages. Students will study the concepts of languages both scripted and compiled in a survey environment designed to meet the needs of a non-programming major working in web or multimedia development. 3 credits
Prerequisite: VAMM110 (C or better) or permission of the Department of Mathematics, Science and Technology

CISC122
Computer Science II (Java)
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 (C or better)

CISC127
Spreadsheet Concepts and Applications
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 S or better or MATH095 (C or better)

CISC128
Comparative Operating Systems
This course will focus on Microsoft Windows Professional as the preferred corporate desktop operating system. It will explore the Windows networking family and the salient functions and features of installing, configuring, and maintaining Windows Professional as a client operating system. 4 credits
Prerequisite: CISC143 (C or better)

CISC131
Introduction to Unix
The course introduces the student to the components of an operating system (and their associated functions): such as file manager, memory managers, device managers, and processing managers. Systems software is discussed and used, such as: editors, language processors, absolute and linking loaders, debug, and utilities. 3 credits
Prerequisite: CISC115 (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 using 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: CISC115 (C or better)

CISC144
Introduction to MS Windows Professional
This course will focus on Microsoft Windows Professional as the preferred corporate desktop operating system. It will explore the Windows networking family and the salient functions and features of installing, configuring, and maintaining Windows Professional as a client operating system. 4 credits
Prerequisite: CISC143 (C or better)

CISC201
Managing and Maintaining the PC
The course covers the installation, configuration, upgrading, troubleshooting and repair of desktop computers. The hands-on opportunity to build a 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: CISC105 (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 NOVELL network. 4 credits
Prerequisite: CISC105 (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 Novell 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 Mathematics, Science and Technology
Corequisite: CISC105

CISC211
Object Oriented C++
Topics include bid operations, dynamic memory, allocations, use of macros, code optimization, and real time I/O. 4 credits
Prerequisite: CISC210 (C or better) or 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 (Using Access)
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. The various types of database techniques will be examined with emphasis on relational designs. Students will design and implement solutions to business-related problems. 3 credits
Prerequisite: CISC113 (C or better) or CISC115 (C or better) or CISC127 (C or better)

CISC218
SQL Programming I
EXPERIMENTAL
Extensive introduction to data server technology. Covers both relational and object relational databases, as well as SQL and PL/SQL Programming languages. 3 credits
Prerequisite: CISC215 (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 CISC31. It concentrates on systems programming, maintenance, and control of the UNIX system. 3 credits
Prerequisite: CISC31 (C or better)
ROBERT PORCHE teaches computer information science, including the latest technology in game design and simulation.

“I’m so pleased with the high level of technology that my students and I work with here at Bucks... I always encourage students to enhance their working knowledge of computers through participation in hands-on lab experiences... The opportunities in this field are limitless.”

CISC234
Topics in Network Technology
This is a capstone course for Networking Majors. This seminar course covers the latest developments and enhancements to WAN 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 MS Windows Server
This course will focus on MS Windows Server as an alternative to Novell Netware. The course will review the installation, setup, and management techniques of Server. Classes are presented in lecture/lab format, with students configuring Windows Server during extensive hands-on lab assignments. 4 credits
Prerequisite: CISC202 (C or better) or CISC143 (C or better)

CISC245
Network Troubleshooting
This course is a practical approach to the installation, maintenance, and troubleshooting of a network, with particular emphasis on the local area network. Extensive laboratory work is provided. Topics include client/server installation, information resources, monitoring methods, maintenance functions, problem recognition, and solution. 4 credits
Prerequisite: CISC143 (C or better) and CISC244 (C or better)

CISC280
Cooperative Education - Computer
This course uses on-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: 24 college credits, a GPA of 2.5 earned in courses in the Computer & Information Science area

CISG102
Introduction to Game Design and Simulation
This course introduces basic techniques, concepts, and vocabulary of electronic game and simulation development. Students design and develop electronic games and simulations, learn about various aspects of the game industry and analyze a popular game. Storyboarding, character creation, scorekeeping, and the psychology of game development will be discussed. 3 credits
Prerequisite: Students need a working knowledge of Windows

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 that simulate to develop an original game which will undergo peer and instructor evaluation. 3 credits
Prerequisite: CISG102 (C or better), CISC115 (C or better), VAMM100 (C or better)

CISF102
Cyber Crime
This course explores computer related crime in cyber space now and in the past. Ethical and criminal infractions in personal and work related situations are studied. Methods of investigation by computer forensic professionals are considered and techniques for security and safety researched. 3 credits

CISF110
Computer Forensics I
This course is an introduction to the science of computer forensics. Topics include how data is stored, where it is located and how to recover data using commercial and open source software utilities to conduct computer investigations. Students will gain hands-on experience in the laboratory. 3 credits
Prerequisite: CISCI05 (C or better)

CISF210
Computer Forensics II
This course is a continuation of Computer Forensics I. Topics include the fundamentals of digital computer acquisition, preservation, and analysis. Classroom concepts will be applied in a laboratory setting where students will employ basic rules of evidence, standard operating procedures for computer forensics. 3 credits
Prerequisite: CISF110 (C or better)

CHEM280
Cooperative Education: Chemistry
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. Student must have a GPA of at least 2.5 earned in the chemistry courses.

CISI280
Cooperative Education - Computer
This course uses on-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: 24 college credits, a GPA of 2.5 earned in courses in the Computer & Information Science area

CRIJ280
Cooperative Education - Criminal Justice
On-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skill learned academically. 3 credits
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

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: Permission of the Department of Business Studies

CRIJ100 Introduction to the Administration of Criminal Justice
An introductory survey of the evolution, principles, concepts, and practice of the theory and nature of the law enforcement and correctional processes, as well as the following: Probation and parole, criminal procedure, crimes and offenses, and preventive criminology. 3 credits

CRIJ110 Crimes and Offenses
Substantive law of crimes is thoroughly considered through an examination of the Pennsylvania Penal Code in relation to general principles of common law and constitutional rights. 3 credits

CRIJ115 Outlaw Gangs and Organized Crime
A survey of the most current legal strategies and law enforcement tools for detecting organized crime. The origins, key leaders, and the reasons for its longevity are considered. 3 credits

CRIJ116 Crimes in U.S. Business
An exploration white collar crime in America now and in the past. Criminal infractions in small and large business corporations are studied. Methods of investigation by criminal justice agencies are essayed and evaluated. 3 credits

CRIJ120 Criminal Evidence
Study of the laws of evidence at the operational level of law enforcement officers. Arrest, force, search and seizure, and other aspects of the fields are studied. Sample cases are heard and discussed. 3 credits

CRIJ130 Police Crime Lab
Introduction to the fundamentals of criminal investigation, rules of evidence, sources of information, observations, descriptions, and identifications. Introduced are techniques used in the collection, preservation, and processing of physical evidence, records, reports, and statements. Case preparation, surveillance, and undercover techniques, modus operandi, and raids are studied and discussed. 3 credits

CRIJ140 Criminal Procedure
Arrest, initial appearance, hearing, grand jury, proceedings, arraignment, bail procedures, motions to suppress evidence, trial and appellate steps, and the attaining of search and seizure warrants are studied. 3 credits
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.”

**CRIJ160  Juvenile Delinquency and Laws Pertaining to Children**
A study of laws affecting minors and juvenile offenders vis-a-vis police probation, and parole officers, teachers, school counselors, and parents. Juvenile, family, school, marriage, traffic laws, recent parent responsibility legislation and the rights of minors are examined. 3 credits

**CRIJ220  Psychology for Law Enforcement Officers**
Course content includes understanding the fundamental principles of psychology applied to modern practice in dealing with crowds, criminals, delinquents, and the public; human behavior and improving social relations. 3 credits

**CRIJ230  Correctional Counseling in Criminal Institutions**
Structured to acquaint counselors with the role of treatment within a correctional setting, the course emphasizes the concepts of normal personality development and psychopathology, with particular emphasis on character disorders. A classification scheme is offered which then leads into precepts of counseling. This deals with the structure of interviews from non-directive to didactic and directive. 3 credits

**CRIJ250  Police Organization and Administration**
An examination of past and present police administration practices to provide a guide toward formulating better administrative knowledge and techniques. The organizational structures of both large and small departments are studied for their effect on operational procedures. Administrative problems and principles of governmental and business administration are analyzed and reviewed. 3 credits

**CRIJ260  Probation and Parole**
Considers the history, fundamental concepts, theory, and nature of probation and parole with emphasis on the organizations, policies, and practices of federal, state, and county systems. 3 credits

**CRIJ270  Institutional Treatment of the Offender**
Introduction to the principles and practices of treatment for offenders in correctional institutions. Development of a frame of reference for scientific approach to treatment of offenders. Techniques of diagnosis, analysis of institutional climate, personnel, structure, and methods. 3 credits

**CRIJ275  Introduction to Correctional Administration**
Examines the evolution of American philosophy of correction and prison administration. Field trips and talks by leaders in the field of correction. 3 credits

**CRIJ280  Cooperative Education - Criminal Justice**
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skill learned academically. 3 credits

**CRIJ285  Constitutional Law for the Law Enforcement Officer**
This course deals with the guarantees of personal liberties in the Federal Constitution, with emphasis on their relation to procedural safeguards (such as the jury trial, assistance of counsel, privilege v. self-incrimination); designed to assure fair play to persons involved in the criminal process. 3 credits

**SOCI150  Criminology**
The sociological relationships involved in the causes and prevention of crime and juvenile delinquency and in the treatment of criminal offenders. 3 credits

**E-Business**

**EBUS100  Introduction to E-Business**
This course highlights management principles appropriate for e-commerce companies. The course reviews the differences among the emerging technologies and related matters. An understanding of the company for on-going administration, customer service, tele-marketing and order filling will be developed. Technology of e-law and ethics will be explored. 3 credits

**EBUS180  Knowledge Management for E-Business Managers**
This course will provide an introduction to the methodology required to develop strategy and determine the technology necessary to implement and evaluate Knowledge-Enabled and Customer Relationship Management (CRM) practices in an organization. 3 credits

**EBUS260  Current Issues in E-Business**
This course will analyze the e-business environment to determine strategy and performance necessary in organizational and marketing efforts. Cases for analysis will include both industry leaders and .com failures to determine the critical success factors that drive the industry. 3 credits

**Economics**

**ECON111  Principles of Economics - Macro**
An introduction to the basic principles of economics, with emphasis upon macroeconomic theory and analysis. Among topics considered are the scope and nature of economics, ideology and structure of the American economy, national income and employment theory, business fluctuations, money and banking, fiscal and monetary policies, and economic growth. 3 credits

**ECON112  Principles of Economics - Micro**
The study of basic economic principles with particular emphasis upon microeconomic theory and 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  Structure of the American Economy**
Among topics considered are the scope of economics, with emphasis upon microeconomic analysis and comparative economic systems. 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
EDUC105 Early Childhood Education - Its History, Organization and Management
The underlying principles of child care development are examined. Current practice, selection of equipment and materials, and the role of the teacher and others concerned with the care of young children are explored. 3 credits

EDUC115 Observing and Recording the Behavior of Young Children
Course content is based on the development of skills in observing, recording, assessing, and evaluating the behavior of young children. Field experiences are required to acquaint students with a genuine teaching learning environment. 3 credits

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

EDUC160 Introduction to Exceptionalities
This course provides an overview of the different categories of exceptional learners. Issues in the education of individuals with mental retardation, learning disabilities, emotional disturbance, and physical handicaps are emphasized. 3 credits

EDUC170 Language Development
An exploration of language development in young children from infancy to eight years of age. Planning and presentation of appropriate activities are emphasized in areas of experiencing, listening, speaking, reading, and writing. Primarily for initial and/or permanent certification in Early Childhood Education, but also of value as an elective in a variety of programs. 3 credits

EDUC200 Art Experiences for Young Children
Understanding the approach to art for the young child. Selection of suitable materials, direct experience with various art media, developing creative expression, and directly experiencing art with young children are components of this course. 3 credits

EDUC205 Fieldwork in Education
This course provides a hands-on experience working with children with autism spectrum disorder in a classroom setting. Students will spend approximately five hours a week in the classroom. A weekly seminar will accompany the course and focus on the application of applied behavior analysis when working with this population of children. 3 credits

EDUC210 Computers, Media, and the Teacher
This course is intended primarily for all educators and future educators. Through an exploration of multimedia usage, the focus is upon computers, interactive media, and the expansion of thinking and creating using technology. 3 credits

EDUC220 Practicum in Education
A “hands-on” experience in a local school, or childcare placement; contact hours = 15 hours weekly on site, frequent supervisory visitations, and weekly conference. The seminar included clarifies the: school, or childcare organization, staff responsibilities, an orientation of professional ethics, and develops an appreciation of the profession. 6 credits
Prerequisite: Current enrollment in Early Childhood, Childcare, or Instructional Assistant program; academic qualification, and permission of the Department of Social & Behavioral Science, EDUC105 (C or better), EDUC115 (C or better); Instructional Assistant: EDUC100 (C or better), PSYC180 (C or better); Childhood Certificate: EDUC115 (C or better), EDUC142 (C or better)

EDUC290 Applied Behavior Analysis for Teachers EXPERIMENTAL
Applied Behavior Analysis for Teachers is an introductory course in behavior analysis which will focus on motivation and behavior management in classrooms. Topics will include reinforcement, task analysis, prompting, shaping, increasing appropriate behaviors and the reduction of problem behaviors. 3 credits
Prerequisite: PSYC110 (C or better)

Engineering

PHYS112 Engineering Graphics
For engineering majors. Emphasizes the ability to develop, read, and interpret engineering drawings, sketches, and graphs, and to solve engineering problems by graphical means. Exercises in drafting techniques and skills are included, but primary objective is development of effective communication through graphical means. 3 credits
Prerequisite: Math Placement Test score of 7 or better, or MATH120 (C or better)

PHYS222 Mechanics I (Statics)
Develops vector algebra for application to problems involving force systems, equilibrium, and structures in two and three dimensions. Applies methods of calculus to problems involving centroids, fluid statics, cables, beams (external and internal effects), friction, and virtual work. 3 credits
Prerequisite: PHYS121 (C or better) and MATH141 (C or better)

FRSC101 Firefighting Strategy and Tactics
This course introduces the fire science student to the complexities of safely and effectively fighting a structural fire. In class the students will work in small groups to decide on the appropriate strategy, tactics, and action plan for simulated structural fires. 3 credits

FRSC102 Hazardous Materials
This course introduces the student to the chemical characteristics, physical characteristics, hazards, and combustion characteristics of the most commonly encountered hazardous materials. The course provides the student with an understanding of how hazardous materials can influence fire development and spread, as well as hazardous material incident scene management. 3 credits

FRSC103 Building Construction for the Fire Service
This course introduces students to the classifications of commonly encountered buildings according to construction materials and techniques. In this course the instructor covers in depth the effect of building construction design on fire development, fire suppression and firefighter safety. 3 credits

FRSC104 ICC Fire Prevention and Building Code
This course introduces the Fire Science student to the ICC Fire Prevention and Building Codes. The course prepares the student to conduct basic buildings inspections for ICC code compliance, in terms of fire protection equipment and building code requirements, and the identification and elimination of common fire hazards. 3 credits

FRSC105 Fire Protection Systems
This course introduces the Fire Science student to the fundamentals of the inspection, maintenance, and operation of fire suppression and detection systems. New fire suppression agents and the important characteristics of these agents will be covered in this course. 3 credits
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

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German

GRMN110 Elementary German I
In this course the student learns the basics of understanding, speaking, reading, and writing German. Oral proficiency, correct pronunciation, listening comprehension, and grammatical accuracy are all stressed, as well as the cultural and historical backgrounds of the German-speaking countries. 3 credits

Prerequisite: GRMN110 (C or better) or equivalent

GRMN201 Intermediate German II
This course combines review with new and more complex language usage. Continued emphasis is placed on speaking, listening comprehension, idiomatic usage, and practice in writing. Cultural readings begin in the first semester, with more intense study of the culture and history of Germany stressed in the second. 3 credits

Prerequisite: GRMN111 (C or better) or equivalent

GRMN251 Advanced German II
This course emphasizes a greater mastery of spoken and written German, acquired through study of more complex language structure, reading and discussing current newspaper and magazine articles, listening to German radio broadcasts, reading more advanced literary texts, and deeper study of the culture and history of the German-speaking countries. Texts will change every year. 3 credits

Prerequisite: GRMN202 (C or better) or equivalent

International Cultures

FCLU110 Communication between Cultures
This course will define intercultural communication, explore some of the factors which influence it, such as concepts of time and space, and examine their impact on the messages sent from one culture to another. International, as well as American co-cultures will be included and students will examine case studies to learn how misunderstandings arise, and how to minimize them. 3 credits

Prerequisite: GRMN110 (C or better) or equivalent

Italian

ITAL101 Elementary Italian I
This course helps students acquire a working knowledge of basic Italian. Proficiency-oriented study of vocabulary, reading, writing, pronunciation, and conversation is emphasized. Cultural and historical backgrounds are introduced in conjunction with vocabulary study. 3 credits

Prerequisite: ITAL110 (C or better) or equivalent

ITAL111 Elementary Italian II
This course helps students acquire a working knowledge of basic Italian. Proficiency-oriented study of vocabulary, reading, writing, pronunciation, and conversation is emphasized. Cultural and historical backgrounds are introduced in conjunction with vocabulary study. 3 credits

Prerequisite: ITAL110 (C or better) or equivalent

Japanese

JPNS101 Elementary Japanese I
This course introduces students to Japanese using daily expressions and sentence patterns. It stresses communication with Japanese people. An introduction to the phonetic HIRAGANA writing system will be included. The use of video and audio tapes enriches the understanding of the Japanese language, culture, and way of thinking. Open to students with no previous knowledge of the language. 3 credits

JPNS102 Elementary Japanese II
JPNS102 is the continuation of JPNS 101. This course is designed to review JPNS 101 and then build upon the previously learned skills while expanding into new areas of expressions and grammar. The second of the phonetic syllabaries, KATAKANA, will be introduced. 3 credits

Prerequisite: JPNS101 (C or better) or equivalent

Spanish

SPAN110 Elementary Spanish I
This is an interactive course in which students acquire a basic knowledge of understanding, speaking, reading, and writing Spanish. Oral proficiency, listening, comprehension, and grammatical accuracy are all stressed. Cultural background accompanies each chapter. 3 credits

Prerequisite: SPAN201 (C or better) or equivalent

SPAN201 Intermediate Spanish I
This course reviews all the basic essentials of vocabulary and grammatical constructions and provides material for a solid foundation in conversation and composition. Emphasis will continue to be placed on knowledge and appreciation of the culture of Spanish-speaking countries. 3 credits

Prerequisite: SPAN110 (C or better) or equivalent

SPAN202 Intermediate Spanish II
This course reviews all the basic essentials of vocabulary and grammatical constructions and provides material for a solid foundation in conversation and composition. Emphasis will continue to be placed on knowledge and appreciation of the culture of Spanish-speaking countries. 3 credits

Prerequisite: SPAN201 (C or better) or equivalent

SPAN250 Advanced Spanish I
This course will focus on discussion of selected literary readings; newspaper and magazine articles, etc., in order to acquire a greater mastery of spoken and written Spanish. This course will also address advanced language skills and a deeper understanding of the Spanish speaking countries. Texts will change every year. 3 credits

Prerequisite: SPAN202 (C or better) or equivalent

SPAN251 Advanced Spanish II
This course will focus on discussion of selected literary readings; newspaper and magazine articles, etc., in order to acquire a greater mastery of spoken and written Spanish. This course will also address advanced language skills and a deeper understanding of the Spanish speaking countries. Texts will change every year. 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 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 life-style diseases. 3 credits

HLTH140
Cardiopulmonary Resuscitation
An investigation of the knowledge and skills of cardiopulmonary resuscitation. The course emphasizes the principles and skill application of basic life support, external cardiac compression, and the emergency medical systems. Successful completion satisfies the certification requirements of the American Red Cross and the American Heart Association. 1 credit

HLTH200
Introduction to Women's Health Issues
This course is an introduction to the personal and social concerns of women's past and present health trends. Emphasis will be placed on the historical perspective of women's health, as well as exploration of physiological and spiritual barriers to women's health. As in all health classes, the holistic model of wellness will be examined to ascertain the future of women's health. 3 credits

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

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 Chuan
Tai chi chuan is an introductory Chinese Martial Art course that is performed slowly, in a relaxed fashion with fluid graceful motions. It is based on traditional Chinese philosophies and is useful for body and mind. It increases balance, range of motion, and helps to relieve stress. Basic concepts and principles of nutritional and physiological fitness are included in the course. 2 credits

PHED145
Bowling and Golf
This course teaches fundamental skills, techniques, and rule interpretations of golf and bowling as leisure time activities. Attention will focus on the selection and care of equipment, safety, and rules for tournament play, practice competition, and etiquette. Basic principles of the exercise physiology and proper nutrition will be presented. 2 credits

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 will be 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 300 yards, retrieve an object from under 10 feet of water and tread water for 2 minutes, no bands

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 Lifeguard Training Course or American Red Cross Lifeguard Trainer 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 of Physical Education majors. It covers fundamental skills, NCAA rules, history, selection and care of equipment, and strategy needed to play, teach, officiate, and coach soccer and wrestling. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 credits

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

PHED185
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 surveys recreational activities, facilities, of a model community, and agencies that administer recreational programs. It examines trends and philosophies for leisure, outdoor and indoor recreation, and camping. A 5-day overnight camping experience is required. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 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

PHED193
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
SPMT200
Introduction to Sport Management
This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course introduces the student to sport management career opportunities in the sport industry and to sport principles as they apply to management, leadership style, communication, and motivation. 3 credits

SPMT201
Sport Marketing
This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course will introduce students to the sport management career opportunities in the sport industry and to sport principles as they apply to management, marketing, leadership style, communication, and motivation. 3 credits

SPMT202
Facility Management and Event Planning
This course analyzes effective management strategies and knowledge associated with pursuing a career in sport management. It will introduce students to the sport management career opportunities in the sport industry and to sport principles as they apply to facility management and event planning, leadership style, communication, and motivation. 3 credits

SPMT203
History and Philosophy of Sport Management
This course is a survey of the philosophy and historical development of sport. The course will examine the major philosophical and historical schools of thought in sport and trace the development of competitive sport from ancient civilizations to the present. 3 credits

SPMT280
Sport Management Co-op
The student is required to perform 180 hours of internship at an affiliated training site. An attempt is made to match sites to the intern's professional interests and career goals. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation. 3 credits

Prerequisite: Permission of the Assistant Academic Dean of the HPEN Department. Must have completed all sport management core courses with a 2.5 GPA in those courses.

History
HIST100
American Studies Seminar
Students explore American society and culture through readings, discussion, and field work. Methods and concepts from the social sciences, arts, and humanities are synthesized to create a better understanding and deeper appreciation of the nation's past and present. 3 credits

HIST101
History of Bucks County
A history of the County from colonial times to the present. 3 credits

HIST111
History of Western Civilization I
This course is a survey of western human history. The History of Western Civilization I will explore the social, political, religious, intellectual, and artistic achievements from the earliest human civilizations to the Age of Reason. 3 credits

HIST112
History of Western Civilization II
The course will explore aspects, political, economic, social, religious, intellectual, environmental and artistic of western civilization from about 1500 to the present. 3 credits

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)
A survey and analysis of achievements and institutions from the disintegration of the Roman Empire through the Renaissance and Reformation in the West. 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
Twentieth Century World (c.1900 - Present)
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 homefronts 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

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 I
A survey of the United States from the background of independence until the end of the Reconstruction Era. The social, cultural, economic, and political dynamics of America's agrarian age are explored. 3 credits

HIST152
U.S. History II
A survey of the Industrial Age until the end of the Vietnam War and beyond. The social, cultural, economic, and political dynamics of America's industrial development and position as a world power are explored. 3 credits

HIST155
The Peoples of Russia and Eastern Europe
A survey of the historical development of the Slavic peoples and nations of Eastern Europe, emphasizing their roots, national consciousness, and cultural outlook. Included will be the modernization of Russia and Eastern Europe through the various phases of revolution, industrialization, East/West relations, and human rights. 3 credits
HIST 159
The American Civil War
An in-depth study of the conflict that defined the United States. Beginning with the Compromise of 1850 and ending with the Presidential election of 1876, students will study the various reasons for the war, the combat, the reasons for the outcome, and the Reconstruction Period. 3 credits

HIST 160
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

HIST 170
Colonial American History
A survey of the American experience from the age of discovery to the revolutionary convulsions of the late 18th century. European antecedents and the dynamic's of America's social, cultural, economic, and political life during these early years are explored. 3 credits

HIST 172
20th Century America
A survey of the American experience from pre-World War I to the present. The dynamics of America's social, cultural, economic, and political life are explored as the United States reaches maturity as a world power. 3 credits

HIST 173
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

HIST 174
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

HIST 175
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

HIST 176
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

HIST 177
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

HIST 178
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

HIST 180
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

HIST 190
Afro-American History
A study of the history of Black Americans from their origins in Africa to the present. Lectures, class discussion, guest speakers, projects designed to give the student an awareness and appreciation of the Black American's contributions to the development of America. 3 credits

HIST 195
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

HIST 196
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

HIST 197
The History and Theory of Historic Preservation
EXPERIMENTAL
This course will survey the historical antecedents of the historic preservation movement in America and introduce students to its theoretical foundations. 3 credits

HIST 198
History of American Architecture
A survey of American architectural styles with emphasis on Bucks County's role in this development. 3 credits

HIST 199
Methodology and Documentation in Historic Preservation
The methodology of documenting historic sites will be studied and applied to local buildings and structures. 3 credits

HIST 200
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

HIST 201
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

HIST 202
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 in the decision-making process. 3 credits

HIST 203
Internship for Historic Preservation
EXPERIMENTAL
Students will apply historic preservation skills to a major project and work under the supervision of a professional in the field. The final report, written and oral, will include an approved research design and complete documentation. Required for Certificate. 3 credits

HIST 204
Oral History in Preservation
EXPERIMENTAL
A study of oral history procedures used by local historians and preservationists in the documentation of the built environment. Extensive field experience is included. 3 credits

HIST 205
Restoration Workshop I
The course is a hands-on approach to the conservation and preservation of buildings. Building techniques are stressed. 3 credits

HIST 206
Restoration Workshop II
The course is a hands-on approach to the conservation and preservation of buildings. Advanced building techniques are stressed. 3 credits

HIST 207
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

HIST 208
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

HIST 209
Bucks County Architecture and Architects
EXPERIMENTAL
Students will study the role architects played in designing the built environment of Bucks County. Research and documentation skills will be applied to select projects. 1 credit

HIST 210
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

HIST 213
Architecture and History of Newtown
EXPERIMENTAL
The architectural history of Newtown will be explored and researched with particular attention given to architectural styles from the colonial era to the twentieth century. Field work off-campus will be required. 2 credits
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST214</td>
<td>Preservation Lab EXPERIMENTAL</td>
<td>Students will participate in various topics offered from time-to-time. This will allow students to explore areas of interest in historic preservation that are not usually covered in required course work. Extensive fieldwork experience is required. 3 credits</td>
</tr>
<tr>
<td>HIST216</td>
<td>Historic Garden Preservation</td>
<td>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</td>
</tr>
<tr>
<td>HIST217</td>
<td>Historic Gardens of Early 20th Century</td>
<td>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</td>
</tr>
<tr>
<td>HIST218</td>
<td>The Fundamentals of drawing for HABS Workshop</td>
<td>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</td>
</tr>
<tr>
<td>HIST219</td>
<td>Management of Historic Sites EXPERIMENTAL</td>
<td>Students will examine how a successfully run historic site operates. Topics include: mission statement, management style, personnel and financial management, fund-raising and programming. 3 credits</td>
</tr>
<tr>
<td>HIST220</td>
<td>Teaching Historic Preservation in the Classroom EXPERIMENTAL</td>
<td>This course will introduce students to the field of preservation education by focusing on ways to integrate the built environment into existing curricula. Lesson plans will be developed with hands-on activities for various disciplines. Drawing, model-building, field trips, neighborhood walks, and community outreach opportunities will be emphasized. 2 credits</td>
</tr>
<tr>
<td>HIST222</td>
<td>Archeology Topics EXPERIMENTAL</td>
<td>Students will study how archeologists work in the Delaware Valley region. Special emphasis will be placed on actual excavations in New Jersey and Pennsylvania. 1 credit</td>
</tr>
<tr>
<td>HIST239</td>
<td>American Pop Culture</td>
<td>This course will focus on American popular culture through the lens of rock-n-roll music. We will focus on rock's roots, influences, and impact on popular culture. Furthermore, students will experience the subtleties, power, and excitement of the music itself. 3 credits</td>
</tr>
<tr>
<td>HIST245</td>
<td>Teaching Historic Places and Preservation in Schools EXPERIMENTAL</td>
<td>An introduction to the techniques and methodology used in teaching the built environment in the classroom. It is a practical course integrating lesson plans with drawing, model-building, field trips, and community outreach activities. 3 credits</td>
</tr>
<tr>
<td>HIST281</td>
<td>Ancient Egypt EXPERIMENTAL</td>
<td>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</td>
</tr>
<tr>
<td>HIST288</td>
<td>The Islamic World</td>
<td>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</td>
</tr>
</tbody>
</table>

**Hospitality and Tourism Management**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>HRIM100</td>
<td>Introduction to Tourism and Hospitality</td>
<td>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</td>
</tr>
<tr>
<td>HRIM101</td>
<td>Introduction to Travel and Tourism</td>
<td>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</td>
</tr>
<tr>
<td>HRIM105</td>
<td>Sanitation and Safety (Certification Course)</td>
<td>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</td>
</tr>
<tr>
<td>HRIM110</td>
<td>Financial Management in Tourism and Hospitality</td>
<td>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</td>
</tr>
<tr>
<td>HRIM111</td>
<td>Conference and Business Meeting Planning</td>
<td>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</td>
</tr>
<tr>
<td>HRIM115</td>
<td>Computer Reservations and Travel Information Systems</td>
<td>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</td>
</tr>
</tbody>
</table>

**Prerequisites:** CISC100 or Corequisite: CISC100
HRIM210
Basic Food Preparation and Management
After completing this course, the student should be able to demonstrate a 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: HRIM100 or permission of the Department of Business Studies

HRM105
HRM 220
HRM seminar
This course surveys problems and solutions in the hospitality industry. It discusses the student's responsibility and relationships as employee, employer, and manager in the HRM industry. The student will develop a foodservice equipment and layout design. The student will focus on and review ethical decision-making. 3 credits
Prerequisite: HRM210 or HRM280 or Permission of the Department of Business Studies

HRM280
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.

Humans

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 archaeological remains left by the Ancient Greek Civilization. 3 credits
Prerequisite: HRM100 or permission of the Department of Business Studies

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
Comparative World Mythology EXPERIMENTAL
A broad survey of the major mythological traditions that emerged over the millennia by examining and synthesizing the Eastern and Western panoply of stories, folktales, heroes and creation myths that helped shape various societies as much as societies shaped them. 3 credits

HUMN111
Humanities I
This course is an interdisciplinary study of the complex human record of artistic and intellectual achievement in history, visual art, architecture, literature, music, drama, and philosophy of Ancient Cultures, (c.25,000 B.C.E. - 300 C.E.). Students will examine the progressive development and influences of art in history. Western Cultures have imparted a myriad of historical and cultural factors from the Origins of Humanity to the Fall of the Roman Empire. Museum tours and visits are incorporated into the Humanities I curriculum. 3 credits

HUMN112
Humanities II
This course will focus on the history, literature, music, social politics, theater, and the visual arts developed between 300-1650 C.E. The goal of this course is to explore the artistic expressions found throughout this period of history. Humanities II strives to balance historical, cultural, artistic achievements, and critical commentary of both men and women from the Fall of the Roman Empire to the Late Renaissance period. Museum tours and cultural events are incorporated into the Humanities II curriculum. 3 credits

HUMN113
Humanities III
This course is an interdisciplinary study of human activity covering Northern Humanism (c.1600 C.E.), Religious Reformation, the Age of Baroque, the European/American Enlightenment, Romanticism, and the Age of Nationalism (c.1880 C.E.). Humanities III will study the artistic developments, musical expression, theatrical performance, literary, and critical materials produced between 1650-1880 C.E. This course is a study of social/scientific experimentation, revolution, reaction, and cultural response framed within an early Modern World. 3 credits

HUMN114
Humanities IV
This course is an interdisciplinary study of human creativity from the Age of Nationalism (c.1870 C.E.) to the present. Students will study cultural trends, inventions, visual arts, music, dance, theater, and literary contributions from multi-cultural global perspectives. Humanities IV will focus upon aesthetic trends and social upheavals found in the early and contemporary modern world. (c1870- present) 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 (Daoism, Confucianism, and Shintoism), and the Near East (Zoroastrianism, Judaism, Christianity, and Islam). 3 credits

HUMN121
Christianity
A survey of Christianity from its origins to the present stressing its history, teachings, and institutions. 3 credits
Prerequisite: HUMN120 (C or better) or permission of the Department of Social and Behavioral Science

HUMN122
Buddhism - An Introduction
A study of the essential beliefs of Buddhism presented in historical context. 3 credits

HUMN125
Religion in America
The contemporary scene in American religious life. Emphasis on major religions and on the rise of cults, their origins and practices, and the consequent reactions and repercussions. Major historical trends and phenomena are stressed. 3 credits

HUMN127
Sprituality - 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
Islam, Judaism, Christianity
An examination of the origins of and the relationships among the three major Western religions. Focus is on how the religions influenced and continue to influence one another, their concepts of God and faith, their attitudes about Holy War, and their attitudes towards one another. 3 credits

HRM210
HRM Internship
Students receive on-the-job training in supervised internships in hotels, motels, restaurants, and institutions. Industry principals and the Program Coordinator interview candidates to assist in their placement and provide follow-up assessment. 3 credits
Prerequisite: HRM100 and HRM105; or permission of the Department of Business Studies

HRM220
HRM Seminar
This course surveys problems and solutions in the hospitality industry. It discusses the student's responsibility and relationships as employee, employer, and manager in the HRM 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: HRM210 or HRM280 or Permission of the Department of Business Studies

HRM280
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

HRM200
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: HRM100 or permission of the Department of Business Studies

HRM202
Food Purchasing/Techniques and Procedures
A study of the principles and practices concerned with the purchase of foods, beverages, supplies, and equipment for hotels, motels, and restaurant operations. Testing and evaluation techniques and storerooms controls are emphasized. 3 credits
Prerequisite: HRM100 or permission of the Department of Business Studies

HRM203
Menu Planning/Costing/Design (N.R.A. Certification Course)
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: HRM100 or permission of the Department of Business Studies
HUMN129  Eastern Religions  EXPERIMENTAL
An introduction to Eastern Religions. Attention is given to the historical development of the religions, as well as their cultural background in the countries where they developed. Emphasis is on Hinduism, Buddhism, Confucianism, Taoism, Shintoism, and Shamanism. 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 affect an educationally meaningful outcome. No more than six credits per year or three credits in a semester are granted under independent study. A maximum of fifteen credits may be earned under this method. Procedures for enrolling in an independent study course are available in the Office of the Dean of Academic Affairs and in division offices. Because of the requirements accompanying this course, students are cautioned to begin the procedure well in advance of registration.

Integration of Knowledge
These courses share the following characteristics:
- They are them-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.

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 24 credits and a College Level I writing course.

CURRENT THEMES INCLUDE:

Affluence
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.

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.

Culture of 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.

Food & Culture
This course explores the complex interrelationships among people, culture, society, and their food. Students will examine food and culture from many perspectives including historical, societal, and scientific.

Genocide
Students examine the nature and impact of genocide on society. By examining different genocides, students gain an understanding of the historical, economic, cultural, religious, scientific, and technological forces that make the near extermination of a particular people possible.

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, sociological 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.

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.

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.
Spirituallity 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.

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, volunteering, 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

JOUR276 Feature Writing for Newspapers and Magazines
A workshop course devoted to the preparation of feature material for newspapers, magazines, and radio-television, with some attention to the ethics of freelancing, problems of policy and editing in the periodical field, using roundtable discussions, supplemented by reading programs designed for the individual student. 3 credits Prerequisite: JOUR175 (C or better)

JOUR277 Public Affairs Reporting
An introduction to public affairs reporting, including coverage of local government, public schools, courts, crime, and social services. Students will cover town government and school board meetings, trials and the police beat. Emphasis is on students producing stories suitable for publication in the Centurion or other local papers. 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 focuses on the development of English Literature from Anglo-Saxon times to the beginning of the romantic period. Readings include Chaucer, Shakespeare, Milton, Pope, and other selected writers. 3 credits

LITR206 English Literature in the 19th and 20th Century
This course continues the study of the development of English literature from the Romantic period to the present. Among writers covered are Blake, Wordsworth, Keats, Dickens, Yeats, Lawrence, and Eliot. 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 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 its oral folk tale beginnings through nursery rhymes, literary folk tales, modern fantasy, realistic fiction, and informational books. Students learn about poetry, prose, illustrations, elements of fiction, and literary genres. Students study the dynamics of reading aloud and explore creative techniques for presenting literature to children. 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 approximately 1650 to the present. 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 variety 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
A review of considerations faced by an individual planning to establish and manage a small business venture. Includes legal forms of ownership, financial planning and resources, and basic considerations in operations and control. 3 credits

MGMT111
Current Problems in Small Business Management
Current problems of general interest in small business are analyzed by students under the guidance of the instructor. The courses are presented in modules of five-week duration, each considering different problems. 1 credit
Prerequisite: MGMT110

MGMT113
Current Problems in Small Business Management
Current problems of general interest in small business are analyzed by students under the guidance of the instructor. The courses are presented in modules of five-week duration, each considering different problems. 1 credit
Prerequisite: MGMT110

MGMT115
Introduction to International Business
This course studies the practical terminology, concepts, associations, relationships, and current issues that are unique to the operation of a business entity in the international sector. This course focuses on the general considerations, methods, processes and procedures for businesses operating simultaneously in different and constantly changing environments. 3 credits
Prerequisite: MGMT100 or MGMT110 or Permission of the Department of Business Studies

MGMT120
Business Mathematics
The application of basic mathematics 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: MATH095 (C or better)

MGMT130
Business Law (Formerly LAWS130)
A study of 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. 3 credits

MGMT140
Supervision
This course investigates the roles and functions of the first-level supervisor in industrial, business, and institutional settings. It reviews supervisory practices that relate directly to the general problems of managers at the first level. 3 credits

MGMT150
Business (Formerly LAWS150)
A study of 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. 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. There is a strong emphasis on personal and business insurance. 3 credits

MGMT180
Legal Environment of Business
An examination of the various classifications of the law and the rights and responsibilities imposed on the business community by our legal system. The course introduces students to the evolutionary process of the legal system and its impact on the individual, the business environment, and upon society as a whole. 3 credits

MGMT190
Introduction to Finance

MGMT200
Organizational Behavior
This course examines the nature if employee behavior in a work environment. The focus is on the behavior of individuals and groups. Psychological principles are used to explain how and why people act as they do, and how managers should use these principles in organizational settings. 3 credits
Prerequisite: Reading Placement Test score Level 3

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 provides the student with an overview of operations management in manufacturing, service and government organizations. It reviews the activities and responsibilities of operations management, the tools and techniques available to assist in running the system and the factors considered in the design of the system. 3 credits
Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

JO CIAVAGLIA, Health Enterprise Reporter at the Bucks County Courier Times and an award-winning journalist, earned her AA at Bucks before graduating magna cum laude from the College of New Jersey.

“I got my first taste of journalism at Bucks County Community College working on the student newspaper. That experience helped ignite the passion in me to write and be a journalist and muckraker and always seek the truth.
If I hadn’t had that experience, I wouldn’t be where I am today.”
MGMT230
Principles of Management
This course will present the principles, techniques, and concepts needed for managerial analysis and decision making. It highlights the functions of planning, organizing, influencing, and controlling. 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. The topics covered 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 provides the student with a comprehensive overview of the components that encompass project management. The processes involved in starting, controlling, managing, and successfully completing a project will be introduced. 3 credits
Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

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 Study

Marketing

MKTG110
Selling
This course evaluates selling as a component of the marketing mix. It examines effective selling in the consumer and industrial markets, including an analysis of consumers, motivation and communications, handling objections, and closing techniques. The role of the sales manager is also discussed. 3 credits

MKTG120
Introduction to the Fashion Industry
This course will provide the opportunity to explore the relationship of the fashion industry to the society in which we are consumers. The course 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, technologically, psychological, cultural, and demographic. 3 credits

MKTG135
Retail Management
A study of the overall organizational structure and relationships and analysis of sales supporting (non-merchandising) functions performed within a retail organization. Includes single-unit and multi-unit structures, as well as receiving, marking, stock, warehousing, delivery, wrapping-packing, adjustments, credit, accounts payable, audit, security, workrooms, and personnel. 3 credits
Prerequisite: Permission of the Department of Business Study

MKTG140
Retailing Merchandising
Examines planning and organizing for buying. When, what, how much to buy, pricing, developing resources and inventory, and promotional planning and controls, supervision of sales and supporting staffs are covered. 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, preparing public relations materials, and the use of controlled and uncontrolled media. 3 credits

MKTG200
Advertising
A study of advertising theory, design, functions, principles, and procedures. Emphasis is on utilization of various media, along with the overall advertising campaign strategy based on creative problem solving. Creative promotional activities are also considered, 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
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.

Mathematics

MATH090
Prealgebra
This course prepares for the study of algebra. Topics include a review of basic arithmetic skills, fractions and decimals, an introduction to signed numbers, variables, and equation solving. Transferability is determined by transfer institution. 3 credits
Prerequisite: Math Placement Test score of 1

MATH095
Basic Algebra
This is an introductory course in Algebra. Topics include operations with numerical and algebraic expressions, including rational and radical expressions, factoring, and graphing. Study skills are also emphasized. 3 credits
Prerequisite: Math Placement Test score of 3 or MATH090 (C or better)

MATH100
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
Mathematical Concepts II
This course is for liberal arts and education majors and emphasizes mathematical structures. Topics include number systems and complex numbers, quadratic, rational, and radical equations, graphing functions, and an introduction to logarithms. 3 credits
Prerequisite: Math Placement Test score of 5 or MATH095 (C or better)

MATH103
Intermediate Algebra
This course prepares 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)

MATH110
Mathematics for Technology I
This course is primarily for students in technological career programs. Topics include basic arithmetic and algebraic operations; binary, octal and hexadecimal numbers; and Boolean logic. Emphasis is on applications for careers using digital technology. 3 credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

MATH115
Elementary Statistics
This course is primarily for business, science, liberal arts, and education majors. Topics studied include descriptive measures for empirical data, theory of probability, probability distributions, sampling distributions of statistics from large and small samples, estimation theory, hypothesis testing, correlation, and regression. 3 credits

MATH117
Quantitative Methods I: Finite Mathematics for Business
This is primarily for students of accounting, business, economics, management, data processing, technologies, and related fields. Topics include linear and quadratic models, matrix theory, linear systems and linear programming, probability, and expected value. 3 credits
Prerequisite: Math Placement Test score of 7 or better or MATH101 (C or better) or MATH103 (C or better) or MATH110 (C or better)

MATH120
Mathematics for Technology II
This course is primarily for students of business, economics, management, accounting, data processing, technologies, and related fields. Topics include linear and quadratic models, matrix theory, linear systems and linear programming, probability, and expected value. 3 credits
Prerequisite: Math Placement Test score of 7 or better or MATH101 (C or better) or MATH103 (C or better) or MATH110 (C or better)
MATH118 Quantitative Methods II: Business Calculus
This is an introduction to basic calculus with emphasis on applications to business, economics, management, information science, and related fields. Topics include relations and functions, limits, continuity, derivatives, techniques of differentiation, chain rule, applications of differentiation, antiderivatives, the definite integral, the fundamental theorem of calculus, and applications of integration. 4 credits
Prerequisite: MATH117 (C or better) or MATH120 (C or better)

MATH120 College Algebra
This course is designed to strengthen and increase the understanding of basic algebraic concepts before a student undertakes advanced study in mathematics. Topics include algebra of the real numbers, algebraic, exponential, and logarithmic functions and their graphs, systems of equations, inequalities, and absolute value. 4 credits
Prerequisite: Math Placement Test score of 7 or better or MATH103 (C or better)

MATH122 Trigonometry and Analytic Geometry
Topics in this course includes right triangle trigonometry, trigonometric functions and their inverses, identities, equations, solutions of oblique triangles, complex numbers, and analytic geometry. 3 credits
Prerequisite: Math Placement Test score of 7 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

MATH141 Calculus II
This course is a continuation of MATH140. Topics include differentiation and integration of transcendental functions, indeterminate forms, methods of integration, improper integrals, infinite series, parametric equations, and polar coordinates. 4 credits
Prerequisite: MATH140 (C or better)

MATH215 Elementary Statistics II EXPERIMENTAL
This course is a continuation of MATH115 and is designed primarily for business, economics, and management students. Topics include decision-making procedures in business and related fields that include ANOVA, simple and multiple regression, correlation, time series, forecasting, index numbers, total quality management, and nonparametric methods. 3 credits
Prerequisite: MATH115 (C or better)

MATH242 Calculus III
Topics for this course include vectors and solid analytic geometry, surfaces, partial differentiation, directional derivatives, Lagrange multipliers, multiple integrals, cylindrical coordinates, spherical coordinates, Jacobians. 4 credits
Prerequisite: MATH141 (C or better)

MATH250 Differential Equations
Topics for this course include first order and higher order ordinary differential equations; linear differential equations with constant coefficients; differential operators, non-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 eigenvectors; with application to solutions of systems of linear equations, linear programming, Leontief models, Markov chains, codes, and quadratic forms. 3 credits
Prerequisite: MATH140 (C or better)

Medical Assistant

MEDA120 Medical Terminology
This is an introductory course in medical terminology that requires no previous knowledge in the field. The major focus is on accuracy in spelling and defining medical terms. A programmed, body systems approach is followed with emphasis on the proper usage and relationship of medical terms in major medical reports. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115

MEDA190 Introduction to Health Information
An introduction to health care delivery systems with emphasis on health information management, organizational structures, and health care reform. Explores the components of the content of health records documentation requirements, use and structure of health care data and data sets, and how these components relate to primary and secondary records. 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 surgery, and understanding diet and nutrition. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115

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 will be the main focus. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115

MEDA203 Laboratory Procedures
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 will be performed. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115

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 puncture, butterfly needles, and specimen collection on adults, children and infants with emphasis on patient identification, quality assurance, and specimen handling, labeling, processing, and accessing. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115
MEDA205 Medical Law and Ethics
Introduction to the concepts of medical law and ethics for health care practitioners. Topics include bioethics, general liability for the medical office, collection practices, civil and criminal law, licensing, malpractice, informed consent, medical records, hiring practices, and case studies in medical ethics. Legal terminology related to medical practice is covered. 3 credits

MEDA215 Medical Administrative Procedures
The role and function of the administrative medical assistant is reviewed. Topics include bioethics, general liability for the medical office, collection practices, civil and criminal law, licensing, malpractice, informed consent, medical records, hiring practices, and case studies in medical ethics. Legal terminology related to medical practice is covered. 3 credits

MEDA216 Medical Insurance, Billing and Reimbursement
Advanced medical office administrative procedures using software is explored. Topics include: computerized billing, maintaining patient records, managing the office medical records, scheduling appointments, maintaining physicians’ schedules, processing insurance claims, bookkeeping and banking, billing and collections, accounts payable, payroll, and contracts. Students manage a computerized medical office environment. 3 credits

MEDA220 Medical Assistant Externship
The course will enable 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 where students and faculty can review on-the-job experiences. 3 credits

MEDA230 Phlebotomy Externship
The student is required to perform 200 hours of clinical practice at an affiliated clinical training site. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 4 credits

MEDA240 Medical Coding/Billing Externship
Medical Coding/Billing Certificate students will apply coding/billing principles in a health care provider setting. Students will gain 120 hours of experience in ICD-9-CM and CPT coding systems and related activities. 3 credits

MEDA275 Medical Transcription I
Skills are developed 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

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

MEDA289 Medical Transcription: Surgery
This advanced-level course will provide skills needed to accurately transcribe surgeon-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

MEDA298 Advanced Procedural Coding
Advanced current procedural terminology coding issues with emphasis on evaluation and management, modifiers, and surgical procedure coding guidelines. Students are presented with referencing resources specific to current conventional and federally administered Healthcare Common Procedure Coding System (HCPCS) coding guidelines. 3 credits

MEDA299 Advanced Diagnostic Coding
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

MUSA101 Concert Choir
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

MUSA105 Contemporary Vocal Ensemble I
Contemporary Vocal Ensemble I is a mixed vocal jazz ensemble that prepares diverse musical repertoire for one or more public performances each semester. It is accompanied by a jazz combo, provides opportunity for solo vocal performance, and is open to all students. 1 credit

MUSA111 Small Ensembles
Literature of various periods forms the basis for instruction and performance in an ensemble setting. Ensembles include: Voice Master Class, Piano Master Class, Classical Strings, Classical Winds, Percussion, Classical Guitar, Jazz, and Mixed. Time for public performance is scheduled. Open to music majors only. Day only. 1 credit

MUSA115 Jazz Orchestra
A large jazz ensemble (big band) that performs music of varied styles from swing to rock. Interested students should have reasonable music reading skills. Open to both music majors and non-music majors. There are also extra rehearsals outside of class time. Attendance at concert performances is required. 1 credit

MUSA121 BCCC Symphonic Orchestra
A concert symphonic band that performs professional level repertoire. Interested students should have reasonable music reading and performance skills. Open to both music majors and non-music majors. Attendance at concert performances is required. 1 credit

MUSA155 Group Instruction in Voice, Level I
Group instruction in developing a basic vocal technique. Folk and English art songs are used as material for the course. Day only. 1 credit

MUSA156 Group Instruction in Voice, Level II
Group instruction in developing a basic vocal technique. Folk and English art songs are used as material for the course. Day only. 1 credit

MUSA165 Group Instruction in Piano, Level I
Group instruction in basic skills, techniques, sight-reading, and keyboard harmony. Piano literature on an elementary level used. Day only. 1 credit

MUSA166 Group Instruction in Piano, Level II
Group instruction in basic skills, techniques, sight-reading, and keyboard harmony. Piano literature on an elementary level used. Day only. 1 credit

MUSA167 Guitar Minor I
This course will introduce students to fundamental musicianship skills and guitar techniques including reading standard notation, right and left hand techniques, accompaniment skills, performance preparation techniques, and more. 1 credit

MUSA285 Percussion Class
Group instruction in developing basic skills on percussion instruments. Materials covered will include basic skills on snare drum, timpani, keyboard percussion, and auxiliary percussion instruments. Primarily intended for students pursuing careers in music education. 1 credit

MUSC111 (C or better)
MUSC100
Music Fundamentals
A foundation course in music skills with emphasis given to written and aural approaches to the study of notation, scales, intervals, and triads. 3 credits

MUSC101
Introduction to Music
Students will engage in a listening-oriented study of a variety of musical experiences, from the earliest notated European music to contemporary electronic and popular styles. Emphasis is placed on a thorough understanding of a select group of music masterpieces. 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 heritages of Africa, Asia, the Americas, and the Middle East. 3 credits

MUSC105
American Music
Students will engage in a listening-oriented study of music in the United States from colonial to contemporary times. Emphasis is placed on Euro-American traditions, Afro-American innovations, and the resulting interactions and intersections. Special attention is given to the relationship of music to American society. 3 credits

MUSC106
History of Jazz
This course traces the development of jazz from its origins. Particular stress will be upon the music of the jazz Masters, beginning in 1917 and to the present (the period for which recordings of the music are available). 3 credits

MUSC111
Music Theory I
A study of diatonic relationships: harmonization of melodies, non-chordal tones, analysis, original melodies. 2 credits
Prerequisite: MUSC100 (C or better) or Permission of the Department of the Arts

MUSC112
Music Theory II
A study of diatonic relationships: harmonization of melodies, non-chordal tones, analysis, original melodies. 2 credits
Prerequisite: MUSC111 (C or better)

MUSC115
Ear Training I
A course in the aural skills of sight-singing, rhythmic and melodic dictation in diatonic relationships. Harmonic dictation and materials parallel the course in Music Theory I. 2 credits
Prerequisite: MUSC100 (C or better) or Permission of the Department of the Arts

MUSC116
Ear Training II
A course in the aural skills of sight-singing, rhythmic and melodic dictation in diatonic relationships. Harmonic dictation and materials parallel the course in Music Theory II. 2 credits
Prerequisite: MUSC115 (C or better)

MUSC124
Electronic Music Synthesis I
An introductory course in Electronic Music Synthesis. The subjects covered in this course will introduce the student to the vocabulary and techniques of music technology. Basic techniques in synthesizers, sequencers, and recording will be introduced. No prior experience is required. 2 credits

MUSC125
Electronic Music Synthesis II
An intermediate-level course in Electronic Music Synthesis. Emphasis is placed on synthesizer programming and advanced sequencer techniques. 2 credits
Prerequisite: MUSC124 (C or better)

MUSC129
Digital Audio Technology
Experimental
This studio course uses a hands-on approach to both the theoretical and technical aspects of digital audio technology and its uses in the current applications of this medium. Basic digital audio recording, editing, mixing, and mastering techniques are examined and applied creatively by the student. 2 credits

MUSC184
Jazz Improvisation Fundamentals
Experimental
This course introduces students to the musical vocabulary of the jazz idiom and develops its basic precepts, concepts, and rudimentary improvisational skill set in the context of both critical listening and applied improvisation at the beginner level. 2 credits

MUSC186
Jazz Improvisation II
A continuation of the study of jazz improvisation. Jazz rhythms, scales, melodic conception, and interpretation will be stressed and applied direction in performing ensembles. 2 credits
Prerequisite: MUSC185 (C or better)

MUSC201
Music Styles and Literature; Baroque Period
A historical and analytical study of Western music of the Baroque era. Primarily intended for music majors. 3 credits
Prerequisite: MUSC112 (C or better)

MUSC202
Music Styles and Literature; Classical and Romantic Periods
This course is an historical and analytical study of Western music of the Classical and Romantic eras. It is primarily intended for music majors. 3 credits
Prerequisite: MUSC112 (C or better)

MUSC211
Music Theory III
A study of the development of 18th and 19th Century chromaticism from simple embellishment to the ultimate breakdown of the diatonic system through functional chromaticism. Work in harmonization, modulation, score reading, analysis, creative writing, chromatic alterations, and relationships. 2 credits
Prerequisite: MUSC112 (C or better)

MUSC212
Music Theory IV
A study of the development of 18th and 19th Century chromaticism from simple embellishment to the ultimate breakdown of the diatonic system through functional chromaticism. Work in harmonization, modulation, score reading, analysis, creative writing, chromatic alterations, and relationships. 2 credits
Prerequisite: MUSC211 (C or better)

MUSC215
Ear Training III
An advanced course in sight-singing and ear training. Classroom instruction in melodic dictation. Harmonic dictation and materials parallel the course in Music Theory III. 2 credits
Prerequisite: MUSC116 (C or better)

MUSC216
Ear Training IV
An advanced course in sight-singing and ear training. Classroom instruction in melodic dictation. Harmonic dictation and materials parallel the course in Music Theory IV. 2 credits
Prerequisite: MUSC215 (C or better)

MUSC230
Music For Early Childhood
Students establish a repertoire of materials designed to develop skills for the teaching of music to the preschool child. 2 credits
MUSC285
Jazz Improvisation III
Study and analysis of advanced harmony and rhythms, and their continued applications to individual and group performance. 2 credits
Prerequisite: MUSC186 (C or better)

MUSC286
Jazz Improvisation IV
Study and analysis of advanced harmony and rhythms, and their continued applications to individual and group performance. 2 credits
Prerequisite: MUSC285 (C or better)

MUSL101
Secondary Applied Lessons, Level I (formerly MUSA255/265/275)
Private instruction for students enrolled in the Music Program of Study. Applied areas of emphasis include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Materials covered dependent upon level of achievement. 1 credit
Prerequisite: Music Major and permission of the Department of the Arts

MUSL112
Principal Applied Lessons, Level II (formerly MUSA355/365/375)
Private instruction in technique and repertoire specific to the applied area. Applied areas include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Materials covered dependent upon level of achievement. 1 credit
Prerequisite: Music Major and permission of the Department of the Arts

MUSL102
Secondary Applied Lessons, Level II (formerly MUSA256/266)
Continuation of MUSL101 (formerly MUSA253/263/273). Private instruction for students enrolled in the Music Program of Study. Applied areas of emphasis include: Voice, Classical Piano, Strings, Winds, Percussion, and Guitar. Piano students will develop skills in transposition, melody, harmonicization, and creating accompaniments. 1 credit
Prerequisite: Music Major and permission of the Department of the Arts

MUSL111
Principal Applied Lessons, Level I (formerly MUSA150/160/170)
Private instruction in technique and repertoire specific to the applied emphasis. Applied areas include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Materials covered dependent upon level of achievement. 1 credit
Prerequisite: Music Major and permission of the Department of the Arts

MUSL211
Principal Applied Lessons, Level III (formerly MUSA250/260/270)
Private instruction in technique and repertoire specific to the applied emphasis. Applied areas include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Materials covered dependent upon level of achievement. 1 credit
Prerequisite: MUSL111 (C or better) and Music Major and permission of the Department of the Arts

MUSL212
Principal Applied Lessons, Level IV (formerly MUSA251/261/271)
Private instruction in technique and repertoire specific to the applied area. Applied areas include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. All areas emphasize solo performance. Voice also emphasizes languages. Other areas emphasize developing technical facility and interpretation. Materials covered dependent upon level of achievement. 1 credit
Prerequisite: MUSL211 (C or better) and Music Major and permission of the Department of the Arts

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 electronic 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 NANOFACT Associate degree curriculum or the Certificate curriculum at the Bucks County Community College (BCCC) Corequisite: NANO211

NANO213
Materials in Nanotechnology
Thin films in NANOFABRICATION. This course covers thin film deposition etching practices. The first part includes atmospheric, low pressure, plasma enhanced chemical vapor, sputtering thermal and beam evaporation deposition. The second part focuses on etching processes and emphasizes reactive ion etching, high-ion-density reactors, ion beam etching, and wet chemical etching. 3 credits
Prerequisite: Successful completion of the first three semesters of either the NANOFACT Associate degree curriculum or the Certificate curriculum at the Bucks County Community College (BCCC) Corequisite: NANO211 and NANO212

NANO214
Lithography for Nanofabrication
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 NANOFACT 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 used in modifying materials. Basic electrical measurement will be discussed. Basic electrical measurement will be stressed. Mechanical, electrical, chemical, and biological characteristics will be considered. The student will learn about manufacturing issues involved in subjects, such as interconnect isolation, final assembly, and packaging. 3 credits
Prerequisite: Successful completion of the first three semesters of either the NANOFACT 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 measurement will be stressed. The student will learn about manufacturing issues involved in subjects, such as interconnect isolation, final assembly, and packaging. 3 credits
Prerequisite: Successful completion of the first three semesters of either the NANOFACT Associate degree curriculum or the Certificate curriculum at the Bucks County Community College (BCCC) Corequisite: NANO211 and NANO212

Nursing

NURS101
Nursing I
In Nursing I, students learn the cognitive, psychomotor, and communication skills associated with nursing that recognizes the needs of culturally diverse individuals in a healthy state. The nursing process is introduced. Students use current technology to analyze and integrate data. 6 credits
Prerequisite: $100 nursing fee, plus other fees. Must meet Admission criteria. CHEM101 and BIOL181 and COMP110 Corequisite: CHEM101 and BIOL181 and COMP110

NURS102
Nursing II
In Nursing II, students learn the nursing care of various age individuals who have alterations in their needs. Providing care to individuals with potentially ineffective responses is emphasized, and ineffective responses are introduced. Students use current technology to analyze and integrate data. 6 credits
Prerequisite: $100 nursing fee, plus other fees; COMP110, NURS101, CHEM101, BIOL182, BIOL228, and HLTH120; Corequisite: BIOL182 and BIOL228 and HLTH120

NURS120
Drug Calculations and their Implications
This course is designed for nursing students and for nurses returning to practice. Drug calculations, intravenous solutions, and their implications will be covered. 1 credit
Prerequisite: Nursing major, RN, or LPN license. Elective.
NURS121
Pharmacology in Nursing
This course will discuss commonly used medications and their nursing implications. Related issues in gerontology, pediatrics, ethical concerns, and legal implications will be integrated throughout the course. 3 credits
Prerequisite: NURS101 with a grade of C, RN or LPN licence. 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: $100 nursing fee, plus other fees (see NURS102, BIOI122B, BIOI182, HILTH120, 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: $100 nursing fee, plus other fees. (See 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: BIOI181 (C or better) and BIOI182 (C or better)

Office Administration

OADM101
Electronic Keyboarding I
A self-paced course designed for all students wishing to develop a touch keyboarding skill for vocational and/or personal use. Keyboard mastery will be developed using a computer and software applying a self-paced approach with emphasis on accuracy and speed. Completion speed—25 words per minute. 1 credit

OADM104
Formatting with MS Word
A self-paced course designed for personal and/or vocational use 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 MS Word software with a minimum speed of 30 wpm for course completion. 2 credits
Prerequisite: OADM101

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 [OADM101 plus OADM104 may be used in OADM programs in lieu of OADM140]

OADM110
Business Communication
The strategies and techniques of writing letters, memos, and reports are emphasized. Skills are developed and refined through assignments that include positive letters, negative letters, and other types of business messages. A business report is assigned to apply principles for writing a business analytical or informational report. 3 credits
Prerequisite: Writing Placement score of 6 or better or COMP107 (C or better)

OADM115
Legal Terminology
An introductory course in legal terminology with the assumption of no previous knowledge in the field. The goal is vocational with a major focus on accuracy in spelling and defining legal terms used routinely in law offices and legal departments of business. 3 credits

OADM126
Word Perfect
A self-paced course designed for students who wish to learn the practical applications of the most recent version of WordPerfect. Emphasis is placed on mastering functions including: creating, saving, retrieving documents, formatting, and using tools. 3 credits
Prerequisite: OADM101

OADM140
Keyboarding/Typewriting I
This course provides a broad foundation upon which vocational competency is established. Keyboard mastery and proper techniques are applied to problem situations using a word processing software program. Eligibility for exemption determined by placement test. 3 credits

OADM141
Basic Applications of Microsoft Word
A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft Word. 1 credit
Prerequisite: Keyboarding Skill and Windows Familiarity

OADM142
Basic Applications of Microsoft Excel
A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft Excel; creation and formatting of worksheets and charts; use of Excel’s wizards and productivity features. 1 credit
Prerequisite: Keyboarding Skill and Windows Familiarity

OADM143
Basic Applications of Microsoft Access
A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft Access; creation, modification, and sorting database tables, creation of queries and reports, and design of forms. 1 credit
Prerequisite: Keyboarding Skill and Windows Familiarity

OADM145
Basic Applications of Microsoft Powerpoint
A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft PowerPoint. Students will learn how to create presentations in PowerPoint. 1 credit

OADM147
Learning Microsoft Windows
A self-paced course designed for personal and/or vocational use for students wishing to master fundamentals of Microsoft Windows. Students learn to use Start menu; create shortcuts; work with Windows accessory programs, open data files, manage disks, folders, and files, and customize the desktop. 1 credit

OADM150
Office Technology Concepts
An in-depth exploration of computer hardware and software with emphasis on business applications, information systems, and technological innovations. Includes introductory hands-on software application. 3 credits
Prerequisite: OADM140

OADM155
Searching the Web
Self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of the World Wide Web. Students receive hands-on practice using a browser to navigate the Web and link to Internet resources. 1 credit
OADM156
Basic Applications of Web Page Development
A self-paced course designed for personal or vocational use for students wishing to master the fundamentals of creating pages on the World Wide Web using the most current version of Macromedia Dreamweaver. 1 credit
Prerequisite: OADM155 and Windows Familiarity

OADM165
Basic Applications of Microsoft Publisher
A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of desktop publishing using the most current version of Microsoft Publisher. 1 credit

OADM167
Basic Applications of MS Outlook EXPERIMENTAL
After successful completion of this course, the student will be able to use Microsoft Outlook to send and receive e-mail messages, organize schedules and events, and maintain contact lists, to-do lists, and notes. 1 credit

OADM205
Administrative Office Procedures II
An application oriented course that reinforces the major office applications found in suite software-word processing, electronic presentations, spreadsheets, and databases. Students will participate in various common office careers that use these applications to show the real-world significance of learning the software. 3 credits
Prerequisite: OADM105

OADM220
Legal Secretarial Procedures
A study of specialized procedures used in law offices and legal departments of businesses. Emphasis on points of law and legal secretarial procedures. Includes hands-on computer applications. 3 credits
Prerequisite: OADM140

OADM225
Microsoft Word-Beginning
Students learn to use Microsoft Word for job entry or advancement. Productivity is emphasized through the application of word processing skills and by the knowledge required to produce documents for business. 3 credits
Prerequisite: OADM140

OADM226
Microsoft Word-Advanced
A second-level course where productivity is emphasized through the application of advanced word processing functions. 3 credits
Prerequisite: OADM225

OADM230
Microsoft Word-Integrated
Prerequisite: OADM225
Microsoft Word-Advanced
Prepares students for a computerized world by enhancing office problem-solving skills using current generation computers and application software. Emphasis on computer mastery with the MS Office suite software for the purpose of adding value to the administrative function in offices. 3 credits
Prerequisite: OADM225
Corequisite: OADM226

OADM242
Excel Level II EXPERIMENTAL
Additional Excel spreadsheet techniques and application, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. 1 credit
Prerequisite: OADM142

OADM245
Basic Applications of MS PowerPoint II EXPERIMENTAL
This course deals with the use of PowerPoint software to add movement and sound to desktop presentations to enhance audience attention. 1 credit
Prerequisite: OADM145 or OADM230
or Permission of the Business Studies Department

OADM250
Office Transcription Skills
This course will provide students with a high degree of competency in the mechanics of the English language. Emphasis is placed on grammar, punctuation, spelling, sentence sense, capitalization, number expression, word usage, and proofreading skills. Students will prepare typed transcripts of material dictated on audiocassettes. 3 credits
Prerequisite: OADM140

OADM260
Advanced Keyboarding
Continued emphasis on speed, accuracy, and production of mailable copy. Office style simulations will be used to provide experience in typing projects found in the legal, medical, and administrative office environments. 3 credits
Prerequisite: OADM140

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 observations in the light of theory and skills learned academically. 3 credits
Prerequisite: 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

OADM290
Professional Development
A study of the various factors that contribute to successful professional growth and development. Emphasis on business ethics, business and professional etiquette, presentation skills, human relations, international business customs, and the job search and interview process. Other pertinent topics are included as appropriate. Each student will develop a professional growth plan. 3 credits

OADM295
Records Information Management
A detailed study of the storage and retrieval of information, with emphasis on current electronic technology and pertinent legislation, personnel responsibilities, records management systems, equipment and supplies, micrographics, reprographics, archival storage, career opportunities, business and government applications, and computers management of records. 3 credits

LAWS100
Introduction to Paralegal Studies
A survey course encompassing the varied duties of a paralegal as practiced in Bucks, Montgomery and Philadelphia counties. This course describes work done by legal assistants in the areas of litigation, civil procedure, family law, criminal law, commercial law, corporate law, estates and trust, and creditors’ and debtors’ rights. 3 credits
Prerequisite: LAWS101 or LAWS110

LAWS101
Divorce and Family Law
This course covers the principles of the Divorce Code of 1980 in Pennsylvania courts, and a comparison with other states. Emphasis is on divorce law, antenuptial agreements, separation agreements, child custody issues, child support, alimony, tax consequences of divorce, and adoptions. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS110
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

LAWS140
Civil Practice/Litigation Procedures
Civil Practice/Litigation Procedures is a college level course that provides a student with knowledge of theory, procedure and mechanics of the lawsuit from fact gathering through judgment enforcement, with emphasis on the Pennsylvania Court System. Students will be introduced to the litigation process through the use of sample cases. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS150
Elder Law EXPERIMENTAL
This course covers ethical considerations and the paralegal’s role as a member of the law team preparing documents, such as advance directives, wills and guardianships. Attention is focused on patients’ rights in health care decision making, Medicare and Medicaid, managed care, long term care insurance, living facilities, and financial planning. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS160
Wills, Trusts, and Estates
Probate, Estate, and Fiduciary Code as amended and applied in Pennsylvania with emphasis on wills, trusts, administration of estate from death, through preparation and filing, to inheritance and estate tax return, accounting and distribution of assets. Adoption, living wills, durable powers of attorney, and appointment of guardians are covered. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS170
International Law EXPERIMENTAL
International Business Law is designed to be a basic course covering the law of international trade, licensing and investment. Students will be exposed to international business and the basics of the practice and procedures involved in the buying and selling of goods in foreign countries, through the case study method. 3 credits
Prerequisite: LAWS100 or LAWS110
LAWS180 Correlations and Partnerships: Paralegal
An overview of corporations pursuant to the Pennsylvania Corporation Law, and partnerships pursuant to the Uniformed Partnership Act, as well as sole proprietorships in businesses. An analysis of the rules and reasons as they apply to the individual in business as either a sole proprietorship, corporation, or partnership. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS200 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: LAWS100 or LAWS110

LAWS210 Real Estate Law
Instruction in ownership, contractual limitations, property right protection, reality and personality fixtures; fee simple, life estates and remainder interests, tenancy, partnership and corporate reality; liens, such as mortgages, judgments and attachments, contracts, and their complexities, deeds, bonds and mortgages, leases, transfer and closing of title, and conveying. 3 credits
Prerequisite: REAL101 and REAL102; or LAWS100 or LAWS110 or permission of the Department of Business Studies

LAWS215 Advanced Real Estate Law and Conveyancing
EXPERIMENTAL
This course provides an in depth review and understanding of real estate related contracts and the drafting of such contracts and other documentation, including leases and condominium documents. Also reviews zoning matters, judgments and liens, mortgages and title insurance, and the roles of fiduciaries, brokers, and title agents. 5 credits
Prerequisite: LAWS210

LAWS220 Legal Research and Writing
Introduction to the tools used in legal research, including statutes, cases, treaties, encyclopedia, and computer search techniques. Students will be asked to research actual case type problems and prepare written memorandum of law. 3 credits
Prerequisite: either LAWS100 or LAWS110; and either COMPP110 or OADM110

LAWS225 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: LAWS220 and either LAWS100 or LAWS110; or permission of the Department of Business Studies

LAWS230 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: LAWS100 or LAWS110

LAWS235 Bankruptcy
EXPERIMENTAL
An overview of the federal bankruptcy law, its purposes and procedures with special emphasis on asset liquidation, business reorganization, and individual income rehabilitation plans. The course will further explore the relationship of debtor, creditor, and trustee. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS240 Negligence and Personal Injury: Paralegal
An overview of personal injury and negligence law in Bucks, Montgomery, and Philadelphia Counties in which a paralegal will practice personal injury investigation, preparation of legal pleadings, preparation and analysis of discovery materials, and preparation for trial. Principals and practices of law office management will also be stressed. 3 credits
Prerequisite: LAWS140 and either LAWS100 or LAWS110

LAWS250 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: LAWS210 or LAWS215

LAWS255 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

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.
Prerequisite: Students must satisfy all of the requirements listed, below.
Co-op Coordinator will permit registration for this course. 3 credits
Successful completion of at least 15 credit hours in paralegal courses.
Completion of the Course LAWS100 (C or better)
Completion of the course LAWS220 (C or better)
To be eligible for the Co-op, students must have a grade point average of 2.5 before enrolling in Co-op.
In order to be eligible for Co-op, student must have completed at least 12 credit hours at Bucks and be registered in the Paralegal Studies Certificate or Degree programs. Students who have completed any of the course requirements at any colleges or universities 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.
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).

LAWS285 Paralegal Internship
EXPERIMENTAL
The student will gain practical work experience which may be a private or public law office, corporate or government legal department, or other appropriate law-related setting under the supervision of an attorney or 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.
Successful completion of at least fifteen (15) credit hours in paralegal courses.
Completion of LAWS220 (C or better).
Completion of LAWS140 (C or better).
Students to be eligible for the Co-op Intern Program must have a grade point average of 2.0 on a 4.0 scale at the time the student actually begins the course.
The Assistant Academic Dean, Business Studies, reserves the right to withdraw any student who fails to meet all the requirements listed.
In order to be eligible for the course, the student must have completed at least twelve (12) credit hours at Bucks County Community College before registering in LAWS283 and be registered in the Paralegal Studies Program. Students who have completed any of the course requirements at any colleges or universities other than Bucks County Community College will be required to submit an official transcript to the Coordinator to evaluate whether the course or courses will satisfy the Bucks County Community College course requirement listed above.
Performance Arts

COMT101 Introduction to Theatre
Students in this course read, watch, discuss, and analyze plays. Plays represent historic high points of theatre. Students examine aesthetic concerns of audience, playwrights, performers, directors, and designers. 3 credits

COMT102 Theatre Production I
Practical experience in technical or administrative aspects of theatre is gained through participation in the department's major theatrical production during the semester. 1 credit

COMT103 Theatre Production II
Practical experience in technical or administrative aspects of theatre is gained through participation in the department's major theatrical production during the semester. 1 credit

COMT152 Theatre Production III
Practical experience in technical or administrative aspects of theatre is gained through participation in the department's major theatrical production during the semester. 1 credit

COMT162 Play Production I
The purpose of this course is to develop the student's critical appreciation of dramatic literature. As a performer or in a primary design/management position, the student is required to complete contractual duties and develop an understanding of their personal contribution to the success of a live public performance. 3 credits

COMT163 Play Production II
The purpose of this course is to further develop the student's critical appreciation of dramatic literature. As a performer or in a primary design/management position, the student is required to complete contractual duties and develop an understanding of their personal contribution to the success of a live public performance. 3 credits

COMT203 Acting II (formerly COMT111)
Students will continue to train in emotional believability, character analysis, motivated blocking, conflict resolution, etc., through dramatic action in both written and improvised scenes and/ or monologues. 3 credits

COMT204 Improvisational Performance
This course will develop the student's performance skills in creating improvised theatre. Emphasis is placed on developing ensemble compatibility, collaborative and creative skills, spontaneity, initiative, risk-taking, the creation of character and environment, as well as a full understanding of both character-driven comedy and drama. 3 credits

COMT210 Acting III
Students begin to do scene study work. They analyze modern realistic plays and develop multi-leveled characterizations. The work is focused around the preparation and presentation of several scene projects. 3 credits

COMT211 Acting IV
Acting IV is a course in period acting styles. Students study stage conventions, movement style, and vocal technique for each period. They prepare scenes from Greek, Commedia Dell 'Arte, Elizabethan, Restoration, and Early Modern periods. 3 credits

Philosophy

PHIL105 Reasoning and Thinking
A study of the classical topics in logic—induction, deduction, definition, and explanation. Examples and exercises from across the curriculum - from mathematics to literature to biology - help students apply logical principles to their course of study. The course is about thinking and how to think. 3 credits

PHIL111 Ethics
A critical examination of the foundations of ethical theory; contributions of eminent philosophers of ethics are evaluated. The source material used consists of analytic studies from great religious thinkers and philosophers. Students learn to begin to formulate an intellectual basis for their own ethical behavior. 3 credits

PHIL115 Philosophy of Religion East and West
The nature and meaning of religion in different cultures is investigated and the major ideas of different religions are studied. Exploration and analysis of psychological, sociological, and anthropological implications of mystical, legalistic, and secular forms of religion. 3 credits

PHIL125 Basic Problems of Philosophy
Investigation of enduring problems in the area of semantics, epistemology, religion, and ethical theory through presentation of philosophers influential in developing the major historic and contemporary positions. Nature of philosophical analysis and judgment emphasized. 3 credits

PHIL140 Existentialism
A study of an influential modern philosophical movement, including such philosophers and writers as Dostoevski, Kierkegaard, Nietzsche, Heidegger, Jaspers, Camus, Sartre, and Buber. Includes an analysis of the influence of this movement on contemporary deconstructionism and post-modernism. 3 credits
MARIEANNE 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!”

PHYS121
Physics I
A calculus-based course for engineering and science majors. Topics include Newtonian mechanics of particles and rigid bodies, gravity, mechanical vibrations, and thermal physics. Elements of modern physics are integrated into the curriculum. 4 credits
Prerequisite: MATH140 (C or better)

PHYS122
Physics II
A continuation of Physics I. Topics include electricity, magnetism, electromagnetic waves, geometrical and physical optics. Elements of modern physics are integrated into the curriculum. 4 credits
Prerequisite: PHYS121 (C or better)

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

PHYS222
Mechanics I (Statics)
Develops vector algebra for application to problems involving force systems, equilibrium, and structures in two and three dimensions. Applies methods of calculus to problems involving centroids, fluid statics, cables, beams (external and internal effects), friction, and virtual work. 3 credits
Prerequisite: PHYS121 (C or better) and MATH141 (C or better)

PHYS223
Mechanics II (Dynamics)
A continuation of Mechanics I. Development of a thorough understanding and working knowledge of vector calculus, which is then applied to problems in the following areas: second moments, particle kinematics and dynamics, rigid body kinematics and dynamics, and work-energy concepts. 3 credits
Prerequisite: PHYS222 (C or better)

Political Science

POLI101
Political Internship
A hands-on opportunity to work in a legislative office thereby augmenting the political science classroom learning experience. Interaction with constituents and those in public office will heighten student understanding of the political process and the relationship of citizen and government. 3 credits

POLI111
American National Government
An examination of the workings of American government at the national level. A consideration of who gets what, when, how, and why. An introduction to effective citizenship, suitable for all students. 3 credits

POLI112
American Political Issues
An analysis of government policies, examining various approaches to welfare, the economy, urban affairs, race relations, national defense, and foreign policy. 3 credits

POLI120
American State and Local Government
The problems, structure and major functions of government at the state and local levels. Emphasis is on the political processes in the suburban, urban, and state political systems. 3 credits

POLI130
Introduction to Political Science
An introduction to what we know about government and politics, emphasizing the techniques by which we have come to know what we know. Intended for students planning to major in social science and other serious students of government and politics. 3 credits

POLI212
International Relations
The study of international relations. An introduction to geopolitics, emphasis on diplomacy, crisis solving techniques, ideology, nationalism, and international problem solving. 3 credits

Psychology

PSYC100
Psychology of Personal Awareness
This course seeks to increase personal growth through a study of healthy personality. Students examine definitions of healthy personality, the historical views of adjustment, biological and historical views of adjustment, biological and social factors in adjustment, theories of personality, ego-adjustment mechanisms, assertiveness training, 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 in both therapeutic and task formats. Didactic and experiential techniques are used to explore the stages of group development and life, decision-making techniques, norms, structures, leadership, authority, membership, and the intra-and interpersonal dynamics within small groups. 3 credits

PSYC110
Introduction to Psychology
Introduction to Psychology is the scientific study of the psychological factors which influence the behavior of individual organisms, both animal and human. 3 credits

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
Stress Management
This course emphasizes the development of self-regulation skills and the sharpening of time management skills. The stress management approaches include cognitive, meditative, and biofeedback aided strategies. 3 credits

PSYC130
Psychology Applied to Business
This course focuses on the application of psychological principles and research methods to the study of human behavior in various environmental settings, such as business, industry, and government. 3 credits
PSYC160  Addiction and Substance Abuse
Analyzes the development, intervention, and treatment of drug abuse, alcoholism, and codependency. Family dysfunction and its results are examined, as well as specialized techniques in counseling. Various intervention strategies are discussed. 3 credits
Prerequisite: PSYC100 (C or better) or PSYC110 (C or better)

PSYC180  Human Growth and Development
A survey of development and growth from conception through adolescence. The physical, emotional, intellectual, and social processes of maturation are examined. Emphasis is on the adjustment of the individual to his or her peer group, social institutions, the community, and the home. 3 credits
Prerequisite: PSYC110 (C or better)

PSYC181  Developmental Psychology - Life Span
The intellectual, emotional, social, and physiological development of the human being. Development will be studied from preconception through adulthood and aging. 3 credits
Prerequisite: PSYC110 (C or better)

PSYC185  The Psychology of Adulthood and Aging
Examines developmental and psychological needs of the young, middle-aged, and older adults. The developmental tasks encountered during these stages, such as deciding on a career, choice of marital states, life management, and adjusting to a decline in physical ability, are studied in the light of current research and theory. 3 credits
Prerequisite: PSYC110 (C or better)

PSYC190  Educational Psychology
A study of the nature of the learning process and application of the principles of psychology to the problems of learning and teaching. Individual differences, special problems of learning, and evaluative techniques are among the classroom topics covered. Field experiences are provided to acquaint students with an authentic teaching-learning environment. 3 credits
Prerequisite: PSYC110 (C or better)

PSYC200  Social Psychology
This course emphasizes those findings and theories of psychology which aid in the understanding of socially significant behavior. Areas of psychology are emphasized to the extent that they contribute to an understanding of human behavior on a social level. 3 credits
Prerequisite: PSYC110 (C or better)

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: PSYC110 (C or better) and MATH115 (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: PSYC110 (C or better) Corequisite: PSYC215

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)

Public Safety
PUBS101  Introduction to Emergency Management/Public Safety
The needs for an emergency management system and the importance of an integrated approach to managing emergencies and providing for the safety of the public are examined. During the course, participants are exposed to the four basic concepts of emergency management: mitigation, preparedness, response, and recovery. 3 credits
Prerequisite: PUBS102 (C or better)

PUBS102  Hazardous Materials Management and Environmental Protection
This course will provide an overview of the Occupational Safety and Health Administration/HAZWOPER and Hazard Communication Standards and the Environmental Protection Agency’s Regulations governing hazardous materials. The course will examine the administrative roles at a hazardous materials incident as they relate to personnel management, decision-making, and hazardous materials. 3 credits
Prerequisite: PUBS101 (C or better)

PUBS103  Emergency Services Human Resources Management
This course will examine the laws governing emergency services providers related to compensation, overtime, discipline, hiring practices, and human behavior observations. Other topics will include cultural differences, intimidation, and human reaction to authority. Students will be introduced to Employee Assistance Programs and Critical Incident Stress. 3 credits
Prerequisite: PUBS101 (C or better)

PUBS104  Crisis Management and Critical Incident Stress
This course will provide an effective foundation for leadership skills employed in a crisis or disaster situation. It will focus on the understanding of group behavior, psychological response to crisis, crisis communication, and conflict resolution. The underlying factors in the development and mitigation of critical incident stress will be explored. 3 credits
Prerequisite: PUBS101 (C or better)

PUBS105  Emergency Services Fiscal Administration
This course will examine the techniques and operations of fiscal administration in the public sector, specifically public funding, spending, budgeting, risk management, and grant writing. Students will complete a budget based on an estimation of costs of resources and services, as well as develop budget scenarios. 3 credits
Prerequisite: PSYC110 (C or better)

PUBS106  Collateral Hazard Planning and Hazard Vulnerability Assessment
This course focuses on the collateral hazards associated with a disaster or emergency incident. Topics will include planning, mitigation, response, and recovery model of emergency management. All plans will be based on a hazard vulnerability assessment. Emphasis will be placed on pre-planning in target industries. 3 credits
Prerequisite: PUBS102 (C or better)

PUBS107  Emergency Management Exercise/Design and Disaster Recovery
This course prepares a student to design, plan, conduct, and evaluate exercises to determine community preparedness. Critical issues examined in this course will include: coordination, business recovery, damage assessment, hazard vulnerability analysis, risk management and agency interaction. 3 credits
Prerequisite: PUBS106 (C or better)

PUBS108  Leadership and Influence in Emergency Response
This course will provide students with an overview of the theory and concepts of leadership and leadership development. The course will examine leadership as it influences an emergency services organization and the various approaches those in leadership positions will take. Topics will include chain of command, incident command, and the management of personnel. 3 credits
Prerequisite: PUBS101 (C or better)

PUBS109  Seminar in Emergency Management and Public Safety
This course provides a student the opportunity to pursue in-depth study in an area of emergency management or public safety utilizing the skills developed in prior coursework. The topic for study may include current issues or other substantive matters of interest and importance in this field of study. 3 credits

Reading
READ090  Developmental Reading
This introductory course prepares students to read college level material. Course includes comprehension strategies, such as identifying a main idea, using supporting details, recognizing patterns of organization and inference, and expanding vocabulary skills. College study strategies are introduced. This is the first class in a sequence of two reading courses. 3 credits
Prerequisite: Reading Placement Test Level 1 or permission of the Department of Language and Literature

READ110  College Reading and Study Skills
This course focuses on the reading and learning skills needed to succeed in college. Topics include: Improving comprehension, developing reading flexibility, developing vocabulary, mastering text books, taking notes, managing time, taking tests, setting academic goals, and assessing self-images. Tutoring, counseling, and computer learning assistance are provided. 3 credits
Prerequisite: Reading Placement Test Level 2 or permission of the Department of Language and Literature
Sciences Department

John Petito, Assistant Academic Dean, Social & Behavioral

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
Prerequisite: REAL101

REAL102
Real Estate Practice
The course is designed to acquaint the student with the basic techniques, procedures, regulations, and ethics involved in a real estate transaction along with a working knowledge of the necessary forms and documents. This course qualifies for the Pennsylvania Real Estate Salesperson examination.
2 credits
Prerequisite: REAL101

REAL104
Real Estate Licensing Prep Course
EXPERIMENTAL
A course designed for students who have completed the educational requirements for real estate licensing in Pennsylvania, and who are preparing to take or re-take the state licensing exam.
The course will emphasize strategies that lead to passing the exam, including practical test taking, question analysis, and practice.
1 credit
Prerequisite: REAL101 and REAL102; or evidence of successful completion of comparable course presented by 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

REAL210
Residential Property Management
This course covers the fundamental principles involved in the management of residential property, including asset management, management agreements, and financial analysis. The course includes intensive, individualized advising. The focus of instruction varies based on the specific population enrolled. 1 credit

REAL211
Commercial Property Management
This course covers the fundamental principles included in the management of non-residential property, including the management of the asset, fiscal management of the asset, and the drafting of related contracts and other documentation. 2 credits
Prerequisite: REAL101 or REAL102 or permission of the Department of Business Studies

LAW210
Real Estate Law
Instruction in ownership, contractual limitations, property rights protection, reality and personality fixtures; fee simple, life estates and remainder interests; tenancy, partnership and corporate realty; liens, such as mortgages, judgments and attachments, contracts, and their complexities, deeds, bonds and mortgages, leases, transfer and closing of title, and conveyancing. 3 credits
Prerequisite: REAL101 and REAL102; or LAWS100 or LAWS110 or permission of the Department of Business Studies

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 fiduciaries, brokers, and title agents.
3 credits
Prerequisite: LAWS210

LAW210
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

LAW210
Residential Property Management
This course covers the fundamental principles involved in the management of residential property, including asset management, management agreements, and financial analysis. The course includes intensive, individualized advising. The focus of instruction varies based on the specific population enrolled. 1 credit

LAW211
Commercial Property Management
This course covers the fundamental principles included in the management of non-residential property, including the management of the asset, fiscal management of the asset, and the drafting of related contracts and other documentation. 2 credits
Prerequisite: REAL101 or REAL102 or permission of the Department of Business Studies

LAW210
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

Science

SCIE101
Physical Science
An introduction to the phenomena of motion, force, energy, matter, sound, electricity, magnetism, and light. Emphasis placed on studying nature’s basic laws and how they govern human experience. 3 credits
Prerequisite: READ115 or permission of the Department of Business Studies

SCIE102
Astronomy
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: READ115 or permission of the Department of Business Studies

SCIE103
Earth Science
Earth Science explores the interrelationship of processes from the sciences of geology, hydrology, oceanography, and meteorology. Dynamic systems such as the rock cycle, hydrologic cycle, and climate system are examined with an emphasis on understanding the effects of humanity on natural systems. 3 credits
Prerequisite: READ115 or permission of the Department of Business Studies

SCIE105
Conservation Ecology
An in-depth examination of the history of environmental conservation theory, environmental laws and regulatory agencies. The field of ecological restoration from its inception to present day will be emphasized. The processes of site reclamation, remediation, restoration, and ecological recovery will be compared. Field trips are required. 4 credits

SCIE106
GIS for Land Use Planning and Environmental Technology
An overview of geographic information systems (GIS) with a focus on developing and using a database for environmental applications. Land use planning as a means for minimizing nonpoint source pollution will be emphasized. Field trips for ground truthing are required. 3 credits

"Starting with four faculty members in 1965, the social and behavioral science faculty now numbers over 100."
SCIE107 Introduction to Environmental Monitoring and Sampling
An examination of environmental sampling techniques for air, soil, water, and biological resources. Various statistical methods of analysis will be explored. Point source versus nonpoint source pollution will be compared. Establishing suitable monitoring schedules will be emphasized especially regarding sites that have undergone restoration. Field trips are required. 4 credits

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. SKWK120 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

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 will 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

SSWK199 Mental Health and Addiction - Dual Diagnosis/CAC
This course is geared to those who wish to become HIV+. Participants acquire new skills in intervention work with adolescents and adults. New skills are practiced in small group role plays. 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 multicultural 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 perspective 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

Sociology

SOCI110 Introduction to Sociology
This course is an introduction to the basic concepts in the field of sociology, with emphasis upon the application of these concepts to the understanding of American institutions: politics, economics, religion, education, marriage, and the family. 3 credits

SOCI120 Introduction to Cultural Anthropology
This course examines human culture and its role in the determination of man's behavior. The relationship of kinship, political structure, economics, and religious institutions within a variety of cultural systems will be considered. 3 credits

SOCI130 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

SOCI140 Peoples of America
The sociological and historical study of ethnic, racial, and religious minorities in the United States. Attention is given to past and present status of these groups as it relates to an understanding of intergroup dynamics in today's society. 3 credits
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 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

**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 will gain a formal understanding of American art. Students will also examine American art from cultural, social, and economic perspectives. 3 credits

**VAFA195**
Non-Western Art History
This course surveys the art and architecture of India, China, and Japan, from the earliest times to the 19th century. Indian art is presented in the context of Buddhist, Hindu, and Islamic traditions. Relationships between Chinese and Japanese art are examined. Influence in Islamic and Western culture is also explored. 3 credits

Studio art supplies can be expensive. Lab fees may be required.

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**SOCS150**
Criminology
The sociological relationships involved in the causes and prevention of crime and juvenile delinquency and in the treatment of criminal offenders. 3 credits

**SOCS160**
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

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**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

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**Visual Arts**

**Foundation Year Studies**

**STUDY**
Studio art supplies can be expensive. Lab fees may be required.

**VAFA100**
Drawing Fundamentals
This is an introduction to the concepts and techniques of drawing. The course stresses disciplined draftsmanship. Students analyze the structure and appearance of natural forms. Relying on their perception, observation, and memory, they apply basic drawing skills. Black and white media are utilized to explore space, value, and volume. 3 credits

**VAFA101**
2-D Design Fundamentals
Students will learn abstract and representational two-dimensional design concepts. Projects will emphasize creativity, conceptualization, problem solving, skill building, expression, execution, teamwork, research techniques and presentation. Black, white, and gray media will 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 will introduce basic technical skills, and a conceptual approach will be emphasized. The relationship between two- and three-dimensional thinking will be stressed. 3 credits

**VAFA103**
Drawing Composition
This course will analyze the systems of perspective, spatial illusions, flat planes, and composition to examine the elements of the structural arrangements of form and space. The approach of both Western and non-Western cultures will be appraised. Students will 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 will emphasize perception, creativity, conceptualization, problem solving, skill building, expression, execution, teamwork, research techniques and presentation. Work in paper and pigment will serve 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 will be introduced to drawing and modeling the human body. Students will also be introduced to various tools, materials, and techniques in the application of design to tactile forms in space. 3 credits

Prerequisite: VAFA102 (C or better)

**VAFA201**
Portfolio Seminar
Students will learn how to move from the role of the student artist to that of the professional. Students will develop their portfolio and present their work. They will explore some business aspects of the art world and understand the standards of work expected by 4- and 5-year transfer institutions. 3 credits

Prerequisite: Successful completion of 30 credits of coursework in declared Visual Arts major or permission of the Department of the Arts

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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. 

“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.”
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. Slide presentations, lecture, and demonstrations expose students to the history of world ceramics and current techniques used by today’s ceramic artists and industry. 3 credits
Prerequisite: VAFA181 (C or better)

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
The student will integrate and review the drawing experiences of the previous drawing classes. The figure will be expressed within complex situations dealing with spatial concepts and composition through extended problems. These exercises will encompass relationships to interior spaces, landscape, and still life situations. 3 credits
Prerequisite: VAFA100 (C or better) and VAFA103 (C or better) and VAFA200 (C or better), or permission of the Department of the Arts

VAFA203
Drawing Individual Projects
This is an advanced class in painting, drawing, and mixed media. The final project will be based on interrelated ideas selected by the student with the approval of the instructor. Finished work, as well as preliminary studies, will be part of the professionally presented final project. 3 credits
Prerequisite: VAFA100 (C or better) and VAFA103 (C or better) and VAFA200 (C or better) and VAFA202 (C or better) or permission of the Department of the Arts

Glassblowing and Stained Glass

VAFA147
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
Prerequisite: VAFA147 (C or better)

VAFA148
Glassblowing II
This course advances the processes and concepts in the forming of molten glass through the use of various tools, equipment. Students in this class are expected to have basic knowledge of studio operation and glassblowing techniques. 3 credits
Prerequisite: VAFA148 (C or better)

VAFA149
Architectural Stained Glass Windows
Students are introduced to the techniques and skills used in the production of architectural stained glass windows by working on actual windows. The traditional techniques of cartooning, pattern making, color selection, cutting, glass decoration, and installation help students see architectural stained glass windows as engineering and design marvels. 3 credits
Prerequisite: VAFA100 (C or better) and VAFA103 (C or better) or permission of the Department of the Arts

VAFA249
Stained Glass II
This course further develops ideas introduced in VAFA149. The additional techniques of plating, painting, gold staining, etching, and slumping will be introduced. Students will continue to concentrate on the production of architectural stained glass windows. 3 credits
Prerequisite: VAFA149 (C or better)

Graphic Design and Illustration

VAFA201
Graphic Design
This course expands upon the fundamental concepts and principles of visual literacy. Students explore and develop illustrations and layouts associated with advertising, editorial, and marketing projects. The techniques, skills, and procedures used in graphic design are taught with a view toward professional development. Students work from concept to finished artwork. 3 credits
Prerequisite: VAGD200 (C or better)

VAGD202
Digital Pre-Press and Production Technologies
This course provides an overview of pre-press file preparation and direct output to commercially printed materials. The technical skills required to prepare files for 1-color, 2-color, and process printing are covered. Computer-to-plate technology, die cuts, proofing systems, paper, binding methods, and commercial printers are investigated. 3 credits
Prerequisite: VAMM100 (C or better) and VAGD100 (C or better) or permission of the Department of the Arts

VAGD203
Desktop Publishing II
Students continue to strengthen their aesthetic and problem solving skills. They explore color, typography, and advanced layout methods in depth, while enhancing the professional skills and proficiency needed in graphic design. Students also learn how to integrate multiple software programs to develop a more professional, visual cohesiveness in their work. 3 credits
Prerequisite: VAGD202 (C or better) and VAGD100 (C or better) or permission of the Department of the Arts

VAGD204
Publication Design
Students study concepts and formats used in the design and production of print publications. Working in a computer environment, students focus on a unique design solution for a particular consumer, trade, or corporate publication. Emphasis is on management and system operations used in the design and production of extended publications. 3 credits
Prerequisite: VAMM100 (C or better) and VAGD100 (C or better) or permission of the Department of the Arts

VAGD100
Introduction to Desktop Publishing
This course provides training in fundamental use of a digital layout program. Students explore basic graphic design elements and principles to develop page architecture. Students also learn basic image gathering and management techniques. This course will prepare students for taking more advanced desktop publishing and graphic design courses. 3 credits

VAGD101
Layout and Typography
Course provides a foundation in typography and layout for advertising, editorial design, marketing, and other publication materials. Students will work with traditional methods and current software applications to develop page layout and design skills through a series of projects. 3 credits

VAGD102
Illustration - Drawing and Digital
This course introduces drawing strategies, concepts, and specialized illustration techniques used by designers and illustrators. Students will create illustrations in both traditional and digital formats. Emphasis is on realistic modeling approaches and rendering skills, as well as expressive and historical perspectives that an illustrator-designer must have. 3 credits
Prerequisite: VAGD200 (C or better) or VAGD100 (C or better) or permission of the Department of the Arts

VAGD200
Visual Literacy
This course focuses on developing working methods and strategies for producing effective design solutions. The course introduces formal and practical design concepts, skills, and applications necessary to work in the field of graphic design. Visualization of ideas, rendering techniques, design principles, typography, and contemporary graphic design processes will be explored. 3 credits
Prerequisite: VAMM100 (C or better)
**Jewelry**

VAFA107  
Introduction to Jewelry and Metalsmithing  
Students are introduced to the basic techniques necessary for the design and fabrication of jewelry and small three-dimensional metal forms. This course is the foundation for further exploration into jewelry design and metalsmithing as a vehicle for self-expression.  
3 credits

**VAFA108**  
Jewelry II  
This course will emphasize the refinement of technical skills necessary to fabricate complex design concepts. Students will be encouraged to explore various methods and materials which will be incorporated into the design and construction of several major works.  
3 credits  
Prerequisite: VAFA107 (C or better)

**Photography**

**Studio art supplies can be expensive. Lab fees may be required.**

**VAFA110**  
Digital Photography Fundamentals  
Students will be introduced to digital-based photographic imagery. The course will examine the potential inherent in the methods, techniques, and applications of digital photography as a means of personal expression. Students will produce a digital portfolio of images for presentation on the web or on CD.  
3 credits  
Prerequisite: VAFA110 (C or better) or VAFA151 (C or better) and VAMM100 (C or better)

**VAFA210**  
Digital Photography II EXPERIMENTAL  
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: VAFA110 (C or better)  
Corequisite: VAFA110

**VAFA211**  
Studio and Lighting Fundamentals EXPERIMENTAL  
This course will introduce students to the fundamentals of photographic lighting. Students will explore the use of tungsten, strobe, and daylight 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: VAFA110 (C or better)

**VAFA257**  
Large Format Photography  
This course introduces students to the operation of view cameras in formats from 4x5. Students learn about lens selection, the use of camera swings and tilts, and processing procedures for sheet film. Students will also consider the work of many photographers who continue to work with cameras of this size.  
3 credits  
Prerequisite: VAFA157 (C or better)

**Painting**

**VAFA107**  
Introduction to Painting  
This course introduces and explores various problems in painting often seen in the work of beginners, but also students with some experience. The medium is determined by the instructor. Students will paint from models, still life, landscape, and imagination. The student's individual point of view will be an emphasis.  
3 credits  
Prerequisite: VAFA100 is recommended, but not required

**VAFA109**  
Jewelry/Lost Wax  
This course will introduce the ancient art of metal casting and its contemporary application to the production of fine jewelry or small sculptural objects.  
3 credits  
Prerequisite: VAFA107 (C or better)

**VAFA110**  
Digital Photography Fundamentals  
Students will be introduced to digital-based photographic imagery. The course will examine the potential inherent in the methods, techniques, and applications of digital photography as a means of personal expression. Students will produce a digital portfolio of images for presentation on the web or on CD.  
3 credits  
Prerequisite: VAFA110 (C or better) or VAFA151 (C or better) and VAMM100 (C or better)

**VAFA157**  
Photo II  
This course emphasizes the development of a critical eye and the use of photography as a form of self-expression and an artistic medium. Students are expected to have a working knowledge of the photographic process. Students will produce photographs as fine art and refine advanced technical and printing techniques.  
3 credits  
Prerequisite: VAFA151 (C or better)

**VAFA211**  
Studio and Lighting Fundamentals EXPERIMENTAL  
This course will introduce students to the fundamentals of photographic lighting. Students will explore the use of tungsten, strobe, and daylight 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: VAFA110 (C or better)

**VAFA151**  
Introduction to Photography  
Students learn the basic photographic processes, from making an exposure to making a final print. Students will use the camera and darkroom techniques in black and white still photography to explore the visual world. The course is designed to treat photography as a medium of personal expression.  
3 credits

**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 will experience screenprinting processes using water-based inks. They will explore a variety of techniques, including photo silkscreen, cut paper stencils, direct drawing techniques, color registration, and textile printing. Students will gain an understanding of these various techniques and will develop their individual imagery.  
3 credits

**VAFA165**  
Book Arts  
Students will gain skills in and understanding of the processes involved in basic design of traditional and non-traditional book formats.  
3 credits

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*JERRY MILLEVOI ('78) has been providing location photography in challenging environments to an extensive array of clients for more than two decades. He credits Bucks for igniting his career path before he continued on to earn a bachelor’s degree from The College of New Jersey and a master’s degree from West Chester University.*

“My decision to enter a creative field was largely inspired by the academic freedom to explore a variety of classes offered by Bucks County Community College.”

*“Whether your interests are in fine arts, multimedia, cinema/video, performance, or music, Bucks offers students the opportunity to develop strong foundation skills. Our dedicated faculty and state-of-the-art facilities create a learning-centered environment. We are one of the few community colleges in the country accredited by both the National Association of Schools of Art and Design and the National Association of Schools of Music.”*

John Mathews  
Assistant Academic Dean  
The Department of the Arts
VFAA167
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 will learn the basics of fiber preparation, papermaking history and terminology, sheet formation, stencil lamination, and pulp painting. 3 credits

VFAA168
Papermaking/Pulp Painting
EXPERIMENTAL
This class will explore image making in handmade paper. Students will develop images by using stencils to create layers of colored pulp. Topics covered include sheet formation, lamination, pigmentation, and a variety of pulp pouring and pulp painting techniques. 1 credit

VFAA260
Printmaking II
Students explore printmaking processes with an emphasis on creative expression and the development of individual imagery. Students will determine the visual content of their work while adding to their knowledge of printmaking processes through the exploration of more advanced techniques. 3 credits
Prerequisite: VFAA160 (C or better)

VFAA261
Printmaking III
This course provides advanced exploration of content introduced in the Printmaking II. Students develop personal imagery and build knowledge of printmaking processes and techniques. They examine print history and current trends in printmaking. A variety of media, including monoprinting, intaglio, relief printing, screenprinting, and lithographic processes, may be used. 3 credits
Prerequisite: VFAA160 (C or better) and VFAA260 (C or better)

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.

VAMM100
Digital Imaging
This studio course presents in-depth Photoshop and Illustrator techniques for image creation and manipulation. Peripherals, file formats, resolution requirements, media storage, and digital photo processing will be explored. Emphasis is on image-making methods used to create raster and vector graphics for print and for the web. 3 credits
Prerequisite: VFAA160 (C or better) and VFAA260 (C or better)

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 will be introduced. The semester will culminate 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 will be established. Topics discussed will include human computer interaction, current trends, and basic methods for design, as well as project management techniques. Software will be used to create the menus and navigation systems needed. 3 credits
Prerequisite: Recommended VAFW102

3-D Modeling Concepts
Three-dimensional concepts and design techniques will be presented through lecture and demonstration. The student through studio experience will use these concepts to design and create a digital 3-D environment. Software used in the course includes 3D Studio Max, Illustrator, and PhotoShop. 3 credits
Prerequisite: VAMM100 or CISC102 or equivalent knowledge with permission of the Department of the Arts
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 will learn to create multimedia projects. Students will import or create video clips, sound bytes, still imagery, and copy to produce a digital multimedia project. Software, such as Flash, PhotoShop, Illustrator, Fireworks, and Avid Xpress will be 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
Through lecture, demonstration, and hands-on studio assignments, scripting concepts and techniques needed to enhance projects with interactive features will be taught. The course will provide students with the skills needed to develop an advanced interactive multimedia project. 3 credits
Prerequisite: VAMM209 (C or better) or CISC102 (C or better) or equivalent knowledge with permission of the Department of the Arts

VAMM230
3-D Animation
Three-dimensional animation techniques will be presented through lecture and demonstration. In the studio, students will build on the concepts of 3-D modeling to expand their project to include motion scripting of fully mapped and lighted scenes. Software used in the course includes 3-D Studio Max, Illustrator, and PhotoShop. 3 credits
Prerequisite: VAMM130 (C or better) or equivalent knowledge with permission of the Department of the Arts

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
Basic Woodworking
This elective course introduces the beginning student to the structural, functional, and sculptural properties of wood and to the traditional techniques used by professional cabinetmakers. Hand tool skills are emphasized and will be incorporated by means of practice projects and a finished piece of the student's design. 3 credits

VAFW101
Fine Woodworking I
This course represents a concentrated study of wood furniture construction and design. Carcass construction is emphasized. The student is expected to develop control over the material and skill in the use of hand tools in particular, as well as power tools. 6 credits
Corequisite: VAFW102

VAFW102
Design in Woodworking I
The purpose of this course is to familiarize the student with basic drawing techniques used in the conception, development, presentation, and execution of furniture design and to introduce design criteria, including form, function, structure, and balance. 3 credits

VAFW103
Fine Woodworking II
This course is a continuation of the development of furniture construction techniques and design skills begun in VAFW101. Frame construction is emphasized, and there is an increased use of power tools. Jigs and fixtures are introduced. 6 credits
Prerequisite: VAFW101 (C or better)
Corequisite: VAFW104

VAFW104
Design in Woodworking II
This course is intended to further the development of the woodworking student's design sense and to improve sketching, drafting, and rendering skills learned in VAFW102 (Design in Woodworking I). Particular focus will be on chair design. 3 credits
Prerequisite: Recommended VAFW102
VAFW133 Woodcarving - Furniture
Students will study the relationship of carving as it applies to furniture decoration and embellishment. Through the use of lectures/demonstrations and practical studio exercises, students will explore the areas of low to high relief, tool care, and basic design formats. 3 credits

VAFW134 Furniture Finishing
This will be a hands-on study of past and present finishing techniques used in the furniture industry. Classical and contemporary methods of surface care will be discussed and demonstrated. Particular emphasis will be on safety and environmental issues. 3 credits

VAFW135 Architectural Woodworking
This survey course focuses on the design, construction, and joinery requirements necessary in furniture and cabinet construction when man-made panels are employed. Also covered are built-in cabinetry and the concerns of fitting finished work into an existing space and modern KD (knock down) and 32-millimeter systems. 3 credits
Prerequisite: VAFW101 (C or better) or VAFW100 (C or better)

VAFW136 Bending and Veneering
The construction of design shapes will be explored from their historical beginnings and brought to today's technological level. This course will focus on the techniques of strip lamination, as well as steam bending to create curved shaped parts in furniture designs and wooden objects beyond sculpting. 3 credits
Prerequisite: VAFW101 (C or better) or VAFW100 (C or better)

VAFW137 Chair Construction
This comprehensive course will cover 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 client needs and reflect personal creativity. 3 credits
Prerequisite: either VAFW101 (C or better) or VAFW100 (C or better); and VAFW138 (C or better); VAFW104 (C or better) Recommended

VAFW138 Table Systems
This will be a survey course in the specialized woodworking area of table design and construction. All the classical and contemporary shapes and construction techniques will be explored in student exercises with particular emphasis on how structural demands impact on design. 3 credits
Prerequisite: Recommended: VAFW101 or VAFW100

VAFW139 Production Techniques
Students learn the process and skills required to successfully design and employ industry production techniques in small and large woodworking shops. Projects stress design solutions leading to greater efficiency, cost effectiveness, and safety while utilizing aesthetics, historical reference, and production traditions. 3 credits
Prerequisite: Recommended: VAFW101 or VAFW100

VAFW145 Conceptual Furniture
This course is for individuals who are interested in designing and making furniture that is more conceptually and less technically oriented. Functional furniture is the goal, but experimental ideas, construction, and finishes (including painted finishes) are the focus. 3 credits
Prerequisite: VAFW100 (C or better) or VAFW101 (C or better) or VAFW138 (C or better) or VAFW102 (C or better)

VAFW180 Woodturning
This course is an exploration of the historical and contemporary basics of lathe work. Both spindle (between center) and bowl (faceplate) will be explored. Students will learn how to care, sharpen, and use a variety of lathe tools. Students will 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 will be explored. 3 credits
Prerequisite: VAFW180 (C or better)

VAFW190 History of American Furniture
This survey course provides a broad background in furniture history and related architecture style. As appropriate, furniture is analyzed in the context of craft, connoisseurship, socio-economics, regionalism, historical influences, pattern books, elements of style, and architecture. American furniture is emphasized, though connections to European and Eastern traditions are also demonstrated. 3 credits

VAFW280 Cooperative Education - Fine Woodworking
On-the-job experience coupled with observation occurs in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of the Arts and VAFW103 (C or better)

Women's Studies

WMST110 Introduction to Women's Studies
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

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 and nonrefundable application fee of $30 to the Office of Admissions, Records and Registration. The $30 application fee is waived for students who apply on-line. Please visit www.bucks.edu to apply online. 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. In order to be deemed official, the transcript must be sent directly to the Office of Admissions from the issuing institution. 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 procedures for official transcripts have been followed and listed is a date graduated for high school and a degree conferred for college.

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 Placement Testing Exemption Request Form which is available at the Office of Admissions and on the College’s website.

Application Deadline
Students should apply for admission as early as possible to ensure optimal course availability. The application deadlines for early registration are: May 1 for the Fall semester; November 1 for the Spring semester.

Applications are accepted on a rolling admissions basis.

Readmission
Students who seek readmission are encouraged to complete an application for admission if biographical information has changed. Students must fulfill all other admission requirements before readmission can be considered by the College.

Applicants with Previous College Experience
Applicants who attended other colleges may be considered for admission to the College. Applicants must fulfill the College’s admission requirements and provide an official transcript from each college attended. The transcript(s) must come directly from the applicant’s former college(s) and must be sent to the Office of Admissions.

High School Enrichment Program
The College allows select seniors from Bucks County high schools to enroll part-time during the day. This program expands educational opportunities and allows college credits to be earned before high school graduation. For acceptance into the program a student must submit an official copy of their transcript showing class rank in the top 40%, no final grade in high school below a “C” and they must also provide written approval from the high school.

Early Admissions for High School Students
The Early Admissions Program enables select high school seniors to attend the College on a full-time basis.

The College recognizes that certain high school students may benefit from beginning college study earlier than the traditional college entry date. For acceptance into the program, a student must submit an official copy of their transcript showing class rank in the top 20%, no final grade in high school below a “C” and they must also provide written approval from the high school.

Special Admissions
The Special Admissions Program allows select Bucks County high school juniors and seniors to enroll in one evening course per semester at the College. The program provides students the opportunity to enrich their full-time high school education with a college course. For acceptance into the program, a student must submit an official copy of their transcript showing no final grade in high school before a “C” and also provide written approval from the high school.

College Scholars Program
The College’s Scholars Program offers 11th and 12th grade Bucks County high school students the opportunity to take college-level courses in Liberal Arts. By earning credits now, students can get a head start on life after high school. Classes are held in participating high schools. Students can earn up to 15 undergraduate credits by graduation. These courses
are transferable to other colleges and universities. Pennsylvania’s Dual Enrollment Program allows school districts to partner with eligible postsecondary partners to offer high school juniors and seniors, who show they are ready, the chance to earn college credit while completing their high school requirements. Contact the high school for additional information.

Disability Services
Students with disabilities who may be eligible for reasonable accommodations should request them through this office. Services can include interpreters, note takers, readers, library assistance, adaptive technology and testing modifications. Specialized tutoring may be available to those with learning disabilities. An appeal process exists through Disability Services (DS) for students to resolve conflicts regarding academic accommodations. Students are encouraged to view the policy on the DS website (www.bucks.edu/disability). Students are strongly urged to contact this office for information prior to registration by calling 215-968-8463 (V) or 215-504-8561 (TDD) or by contacting cooperm@bucks.edu.

Students who need special parking should contact The Office of Security and Safety, 215-968-8394.

International Student Applicants
Non-immigrant students, those requiring a Certificate of Eligibility (Form I-20), must complete or provide the following documentation:

- CCC International Student Application, which includes the items below
- A non-refundable application processing fee (US $30.)
- Certified and English translated academic records of secondary and any post secondary education.
- Official results of TOEFL (Test of English as a Foreign Language) if English is not your native language, if available.
- Affidavit of Financial Support and a bank statement and bank letter reflecting, in U.S. dollars, the funds available to the student.
- Affidavit of Sponsor Room and Board with deed or lease of the property
- Copies of passport and other immigration documents
- Other information as required for specific cases (see application for details)

In order to allow the time needed to process applications for students requiring an I-20, the Multicultural Student Services Office must receive application materials by the following deadlines:

- July 1 - for the Fall semester
- November 1 - for the Spring semester
- April 15 - for Summer courses

Other non-U.S. citizens seeking admission to the College, including Resident Aliens, should follow the regular application process but must supply proof of immigration status.

Please contact the Multicultural Student Services Office for application materials and information or download the information from the College’s website at www.bucks.edu/international.

Senior Citizens
Bucks County residents aged 65 and over may enroll tuition-free in credit courses on a space-available basis. To qualify for this waiver, students must register during the period designated by the College in its semester registration publication. Tuition is waived but all other applicable fees must be paid at registration. Proof of age and Bucks County residency may be required. Students may elect to pay full tuition to secure a seat but, in doing so, forfeit their tuition waiver for the semester. Students who choose this option should report to a scheduled registration.

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

Bucks County Community College adheres to the Regulations of the State Board of Education of Pennsylvania, Chapter 33, Community Colleges, which defines residency and domicile. The regulations define domicile as “the place where one intends to and does, in fact, permanently reside. A copy of the regulations is available in the Office of Admissions, Records, and Registration (The Hub). If requested to prove residency or to establish residency in Bucks County, documentary evidence from disinterested persons is required.

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

- copy of a signed lease or proof purchase of a permanent independent residence
- payment of appropriate State and local taxes
- agreement on company letterhead for permanent full-time employment in the county
- Ownership of property or a business in Bucks County while not actually residing in the county does not qualify a person to attend the College as a county resident.

A student’s residence is determined at the time the student makes application for admission, readmission, or registration. If you are visiting or living with a relative who is not your parent or guardian, you are not considered a legal resident of Bucks County.

The College reserves the right to challenge a student’s residence at any time if there is reason to suspect that the student’s address is incorrect.

In order for a student to be classified or reclassified as a Bucks County resident for a particular semester, the classification or reclassification must be approved by the Office of Admissions, Records and Registration by the end of the third week of classes.

Any questions concerning residency should be directed to the Assistant Dean, Enrollment Services, 215-968-8117.
College Credit for High School Students

Bucks County Community College has developed articulation agreements with several area high schools:
- Bucks County Technical High School
- Eastern Center for Arts & Technology
- Middle Bucks Institute of Technology
- Northern Montgomery County Technical Career Center
- Upper Bucks County Area Vocational Technical High School
- Western Center for Technical Studies

Individuals who complete one of the following programs of study can earn a specified number of credits in related majors at BCCC:
- Accounting
- Automotive Collision Technology
- Automotive Technology
- Building Trades Technology
- Carpentry/Masonry Technology
- Cinema/Video
- Collision Repair Technology
- Commercial Arts
- Computer Programming
- Computer Technology
- Cosmetology
- Criminal Justice
- Diesel Technology
- Early Childhood Education
- Electrical Technology
- Emergency Management/Public Safety
- Fine Woodworking
- Fire Science
- Graphic Arts
- Graphic Design
- Hospitality
- HVAC/R Technology
- Multimedia
- National Occupational Competency Testing Institute (NOCTI)
- Networking Technology/Electronics
- Outdoor Power Equipment Technology
- Plumbing/Heating Technology
- Precision Machining Technology
- Public Safety
- 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 County Community College transcript.

Individuals who are pursuing (or have completed) a registered apprenticeship program can earn credits under the evaluation guidelines of the American Council on Education. This is accomplished by a detailed evaluation of the individual’s training record.

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 regionally accredited 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 also submit a Transcript Evaluation Request form available on our website at www.bucks.edu/forms

Unofficial and “student copy” transcripts will not be accepted for credit transfer. However, they can be reviewed for possible placement testing waivers and/or an informal, unofficial evaluation. Please refer to page 131 for acceptable exemptions from placement testing.

Upon submission of a Transcript Evaluation Request form, all transcripts will be evaluated provided that:

1. The student possesses a student number (student numbers are assigned when initial application is made to the College)
2. The 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, Records, and Registration.

Once an evaluation is completed, the student will receive a Transfer Evaluation Report for each institution from which credits were able to transfer.

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 one of the following documents to the Director of Admissions who is located within the Office of Admissions, Records and Registration.

1. DD-295 Evaluation of Learning Experiences During Military Service.
2. Army/American Council on Education Registry Transcript (AARTS) or a Sailor Marine American Council on Education Registry Transcript (commonly referred to as a SMART transcript).
3. DD-214 Certificate of Release or Discharge from Active Duty.

Once an evaluation is completed, the student will receive a Transfer Evaluation Report that documents the credit granted for prior military experience.

Foreign College or University Experience

Credits will be accepted from a regionally accredited foreign college or university after a course-by-course evaluation is conducted by an approved Credential Evaluation Service. A list of acceptable services is available in the Office of Admissions and on the College’s website.
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 regionally 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. Only courses with a grade of a C - or better will be considered, and for English courses, only a grade of 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 department 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
BCCC students may apply to the Coordinator, Experiential Learning, (215-968-8161 OR 215-968-8195) to earn equivalent college credit toward their associate degrees for relevant college level knowledge acquired through non-academic or nontraditional means. Such knowledge must be verifiable. Credit is granted for courses that pertain specifically to students’ programs of study. Equivalent Bucks County Community College credit is not automatically accepted by transfer schools, and anyone planning to transfer should research this matter in advance with the transfer school(s) concerned. The Coordinator, Experiential Learning helps students select the best method to demonstrate the college equivalency of their knowledge, and guides them through the process. Methods for earning equivalent BCCC Credit through Prior Learning Assessment:

1. Courses Taken at Work BCCC awards credit for certain employer, union, or professional association courses which have been evaluated and recommended for credit by the American Council on Education’s (ACE) College Credit Recommendation Service, and by the University of the State of New York’s National Program on Non-collegiate Sponsored Instruction (PONSI).
2. Credit through Testing A variety of examinations are used to demonstrate college level knowledge in particular subjects
   (a) CLEP - Credit through BCCC Academic Departmental Examination
   BCCC students may challenge certain courses through departmental examinations, known as CLEP exams. Students may not take a CLEP exam for a course they are in or have had, except with permission of the department dean. For advice on preparing for these BCCC exams, students should contact the Assistant Academic Dean of the relevant BCCC department. For BCCC courses open to challenge by CREX exam see www.bucks.edu/cata-
   log/crex.html. (b) CLEP The College-Level Examination Program
   www.bucks.edu/pla/totalclep.html
   CLEP provides students the opportunity to demonstrate college-level knowledge through a program of nationally recognized exams sponsored by The College Board. CLEP examinations cover material taught in courses that most students take as requirements in the first two years of college. CLEP has a policy that candidates may not repeat a CLEP exam of the same title within six months. A grade of F earned in a class at BCCC, remains on the transcript and calculates into the GPA even if credit for that course is later earned through a CLEP exam.
   For BCCC courses open to challenge by CLEP exam see www.bucks.edu/catalog/crex.html
   To confirm that the CLEP exam selected is the equivalent of the BCCC class for which equivalent credit is expected see www.bucks.edu/pla/clepequiv.html
   CLEP study guides for each examination are available in the BCCC Library and College Bookstore. CLEP Application forms are available www.bucks.edu/pla/clepapp.pdf or at the BCCC Testing Center.
   (c) DANTES - Defense Activity for Non-Traditional Students Education Support Program
   The DANTES standardized subject tests were previously limited to the military. The program is now available to civilians. For BCCC courses open to challenge by DANTES exam see www.bucks.edu/catalog/crex.html.
   DANTES fact sheets outlining the topics covered by each test, a list of sample questions, and other useful information is available www.getcollegecredit.com/04learners_a.html
   DANTES Application forms are available www.bucks.edu/pladantesapp.pdf or at the BCCC Testing Center.
   (d) NYU Foreign Language Proficiency
   New York University (NYU) offers proficiency examinations in over 50 languages for use at colleges and universities nationwide. These exams measure students’ abilities in three skill areas necessary for everyday communication: listening, reading, and writing. Students may be eligible to take an NYU Proficiency exam in lieu of foreign language coursework. Students should check with the Assistant Academic Dean of their department at BCCC to know whether the NYU exam will fulfill a program requirement.
Application forms are available at BCCC at the BCCC Testing Center or from Coordinator, Experiential Learning.

3. Credit through Licenses and Certificates
Various professional licenses, certificates, and apprenticeship programs have been pre-assessed for equivalent BCCC credit. Examples of these are the ACT120 (Police Academy Basic Training), Fire Training School, Paramedic, EMT, Chef Apprentice, Machining Trades.

See www.bucks.edu/pla/certificates.html

Students who have earned one or more of the licenses or certificates listed on this website must submit copies of the license(s) or certificate(s) to the Coordinator, Experiential Learning. In addition, official transcripts from the awarding agency of the course(s) completed must be sent to the Coordinator, Experiential Learning, in order for equivalent credit to be awarded.

Students with Technical High School Certificates (such as NOCTI) may be eligible for BCCC equivalent credit. They should refer to the “How to” Guide for Technical High School Students and Guidance Counselors available at the Technical High Schools and from the Coordinator, Experiential Learning. See also information under the heading College Credit through Licenses and Certificates.html

To have a non-credit course or certificate program reviewed for the potential of Bucks County Community College equivalent credit, a request for course or certificate program review should be submitted to the Coordinator, Experiential Learning (Tel: 215-968-8161. Fax: 215-968-8033) including supporting materials consisting of: BCCC Credit Equivalency Request Form available from Coordinator, Experiential Learning; the syllabus (or syllabi) of the course(s) or program including the learning outcomes or goals; a list of the references, resources and learning materials used by students

4. Credit through Portfolio Assessment
www.bucks.edu/pla/methods.html

Portfolio assessment is open to currently enrolled students who wish to challenge a BCCC course by demonstrating and verifying college-level knowledge in the depth and breadth of the subject matter by preparing a portfolio according to certain predetermined guidelines. This option is usually available when no challenge examination exists.

Students interested in pursuing this method of earning equivalent BCCC College credit are required to make an appointment to discuss this with the Coordinator, Experiential Learning.

Affiliation with Thomas Edison State College (NJ)
Bucks County Community College is part of the Thomas Edison State College (TESC) Degree Pathways Program designed for graduates of Associate Degree programs. Out-of-state fees and tuition is waived for BCCC students transferring to TESC.

Options for maximizing transfer credits to a four-year degree include: traditional coursework, portfolio assessment, credit by examination, CLEP and DANTES.

For information contact Coordinator, Experiential Learning at 215-968-8161.

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 Assistant Dean, Enrollment Services and will pay the host college sponsored student rate for courses that they take at the host college.

Shared Program opportunities include:

- Delaware
  - Automated Manufacturing Tech.
- Philadelphia
  - Amer. Sign Language/Interpreter
  - Dental Assisting/Hygiene
  - Diagnostic Medical Imaging
- Montgomery
  - Automotive Technology
  - Dental Hygiene
  - Medical Laboratory Technology
  - Computer-aided Drafting & Design

Interested students should contact the Office of Admissions at the host college of the major they wish to pursue.

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 www.bucks.edu/transfer.

Statewide Majors
Some programs are designed as Statewide Majors and are open to any resident of the Commonwealth of Pennsylvania.

The following is a list of majors offered at nearby community colleges. The offering college determines the tuition rate to be charged for out-of-county students. If you would like more information on a particular major, write to the college at which it is offered.

- Bucks County Community College
  - 275 Swamp Road
  - Newtown, PA 18940
  - • Fine Woodworking
  - • Historic Preservation

- Delaware County Community College
  - Route 252 & Media Line Road
  - Media, PA 19063
  - • Computer-aided Drafting & Design
  - • Medical Laboratory Technology

- Harrisburg Area Community College
  - 3300 Cameron Street Road
  - Harrisburg, PA 17110
  - • Auctioneering
  - • Pharmacy Technology

- Lehight Carbon Community College
  - 2370 Main Street
  - Schnecksville, PA 18078
  - • Occupational Therapy Assistant
  - • Physical Therapist Assistant

- Northampton Community College
  - 3835 Green Pond Road
  - Bethlehem, PA 18017
  - • Funeral Services Management
  - • Library Technician Assistant
## BCCC Courses Open to Challenge by Examination

### Department of the Arts · Hicks 123 · 215-968-8425

<table>
<thead>
<tr>
<th>BCCC Course No.</th>
<th>BCCC Course Title</th>
<th>Credit Hours</th>
<th>Type of Exam</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAPA100</td>
<td>Drawing Fundamentals</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>VAMM100</td>
<td>Digital Imaging</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
</tbody>
</table>

* Examination requires performance or demonstration.

### Department of Business Studies · Penn 401 · 215-968-8227

<table>
<thead>
<tr>
<th>Course No.</th>
<th>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></td>
</tr>
<tr>
<td>ACCT105</td>
<td>Principles of Accounting I</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></td>
</tr>
<tr>
<td>HRIM121</td>
<td>Advanced Food Preparation and Management</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>MEDA120</td>
<td>Medical Terminology</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>MGMT130</td>
<td>Business Law</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
<td>DANTES</td>
<td>46</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Mathematics</td>
<td>3</td>
<td>DANTES</td>
<td>48</td>
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<tr>
<td>MGMT160</td>
<td>Risk and Insurance</td>
<td>3</td>
<td>DANTES</td>
<td>47</td>
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<tr>
<td>MGMT230</td>
<td>Principles of Management</td>
<td>3</td>
<td>CLEP</td>
<td>50</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></td>
</tr>
<tr>
<td>OADM225</td>
<td>Microsoft Word - Beginning</td>
<td>3</td>
<td>CREX</td>
<td></td>
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<tr>
<td>MGMT110</td>
<td>Principles of Management</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
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<td>MGMT170</td>
<td>Risk and Insurance</td>
<td>3</td>
<td>DANTES</td>
<td>47</td>
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<td>MGMT230</td>
<td>Principles of Management</td>
<td>3</td>
<td>CLEP</td>
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<tr>
<td>MKTG100</td>
<td>Principles of Marketing</td>
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<td>CLEP</td>
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<td>OADM140</td>
<td>Keyboarding/Typewriting</td>
<td>3</td>
<td>CREX</td>
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<tr>
<td>OADM225</td>
<td>Microsoft Word - Beginning</td>
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<td>CREX</td>
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</table>

### Department of Mathematics, Science and Technology

**Founders 113 · 215-968-8305**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Type of Exam</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>CISC105</td>
<td>DOS/PC Concepts</td>
<td>4</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>CISC110</td>
<td>Introduction to Information Systems</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>CISC113</td>
<td>Visual Basic Programming I</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
<td>4</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>CISC143</td>
<td>Essentials of Networking</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>MATH101</td>
<td>Mathematical Concepts I</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
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<tr>
<td>MATH102</td>
<td>Mathematical Concepts I</td>
<td>6</td>
<td>CLEP</td>
<td>65</td>
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<tr>
<td>MATH115</td>
<td>Elementary Statistics</td>
<td>3</td>
<td>CREX</td>
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</tr>
<tr>
<td>MATH120</td>
<td>College Algebra</td>
<td>4</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>MATH122</td>
<td>Trigonometry and Analytic Geometry</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>MATH125</td>
<td>Pre-Calculus Mathematics</td>
<td>4</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>MATH140</td>
<td>Calculus I</td>
<td>4</td>
<td>CLEP</td>
<td>50</td>
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<tr>
<td>MATH141</td>
<td>Calculus II</td>
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<td>CLEP</td>
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</table>

### Department of Health, Physical Education & Nursing

**Gym 102 · 215-968-8451**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Type of Exam</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH103</td>
<td>Life and Health</td>
<td>3</td>
<td>CREX</td>
<td>80</td>
</tr>
<tr>
<td>HLTH120</td>
<td>Nutrition</td>
<td>3</td>
<td>CREX</td>
<td>80</td>
</tr>
<tr>
<td>NURS101</td>
<td>Nursing I</td>
<td>6</td>
<td>CREX*</td>
<td></td>
</tr>
<tr>
<td>NURS102</td>
<td>Nursing II</td>
<td>6</td>
<td>CREX*</td>
<td></td>
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</tbody>
</table>

* Available to students transferring from other nursing programs, and/or Licensed Practical Nurses. Challenge examination may be retaken only one time.

### Department of Language & Literature · Penn 101 · 215-968-8150

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Type of Exam</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
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<tr>
<td>FREN110/111</td>
<td>Elementary French I and II</td>
<td>6</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>FREN201/202</td>
<td>Intermediate French I and II</td>
<td>12</td>
<td>CLEP</td>
<td>65</td>
</tr>
<tr>
<td>GRMN110</td>
<td>Elementary German I</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>GRMN111</td>
<td>Elementary German II</td>
<td>3</td>
<td>CLEP</td>
<td>54</td>
</tr>
<tr>
<td>GRMN201</td>
<td>Intermediate German I</td>
<td>3</td>
<td>CLEP</td>
<td>58</td>
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<td>GRMN202</td>
<td>Intermediate German II</td>
<td>3</td>
<td>CLEP</td>
<td>63</td>
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<tr>
<td>JOUR276</td>
<td>Feature Writing*</td>
<td>3</td>
<td>CREX</td>
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<tr>
<td>JOUR275</td>
<td>News Editing and Copyreading*</td>
<td>3</td>
<td>CREX</td>
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<tr>
<td>LITR231</td>
<td>Survey of American Literature I</td>
<td>3</td>
<td>CREX</td>
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<tr>
<td>SPAN110/111</td>
<td>Elementary Spanish I and II</td>
<td>6</td>
<td>CLEP</td>
<td>50</td>
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<tr>
<td>SPAN201/202</td>
<td>Intermediate Spanish I and II</td>
<td>12</td>
<td>CLEP</td>
<td>63</td>
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</tbody>
</table>

* Examination requires performance or demonstration.

### Department of Social & Behavioral Science

**Penn 301 · 215-968-8270**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Type of Exam</th>
<th>Min. Score</th>
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<tbody>
<tr>
<td>ECON111</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
<td>CLEP</td>
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<tr>
<td>ECON112</td>
<td>Principles of Economics: Micro</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
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<tr>
<td>HIST111</td>
<td>History of Western Civilization I</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>HIST112</td>
<td>History of Western Civilization II</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
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<tr>
<td>HIST151</td>
<td>US History I</td>
<td>3</td>
<td>CLEP</td>
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<tr>
<td>HIST152</td>
<td>US History II</td>
<td>3</td>
<td>CLEP</td>
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<tr>
<td>HUMN111</td>
<td>Humanities I or II</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
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<tr>
<td>HUMN112</td>
<td>Humanities I and II</td>
<td>3</td>
<td>CLEP</td>
<td>65</td>
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<td>POLI111</td>
<td>American National Government</td>
<td>3</td>
<td>CLEP</td>
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<td>PSYC110</td>
<td>Introduction to Psychology</td>
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<td>CLEP</td>
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<td>PSYC180</td>
<td>Human Growth and Development</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
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<td>PSYC190</td>
<td>Educational Psychology</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
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<tr>
<td>SOCI110</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
</tr>
</tbody>
</table>

To find the CLEP Exam equivalencies, go to http://bucks.edu/pla/clepequiv.html
A Bucks County resident taking 12 credits pays about $1,441 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.

**Tuition/Expenses**

**Expenses Per Semester**

Tuition and fees are subject to change by action of the Board of Trustees of Bucks County Community College. In addition to the tuition and fees listed below, some courses or majors require additional expenditures for travel, supplies, materials, performance tickets, and the like. Additional expenses are shown with the course description where applicable.

All tuition and fees are due by the posted deadline for each semester. For registrations occurring after the deadline, payment will be due immediately.

Out-of-county residents who receive permission and county financial support to attend the College do so at the resident tuition rate. All full-time students who register for more than eighteen credits must have the approval of their academic advisor.

Some courses are billed at a different rate than the credits awarded. Such courses are noted in the course descriptions listing.

**Sample Cost Illustration**

<table>
<thead>
<tr>
<th>12 semester hour credits</th>
<th>$1140</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Fee</td>
<td>$95</td>
</tr>
<tr>
<td>Capital Fee</td>
<td>$25</td>
</tr>
<tr>
<td>College Services Fee</td>
<td>25</td>
</tr>
<tr>
<td>Technology Support Fee</td>
<td>25</td>
</tr>
</tbody>
</table>

**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:

- VAFA 102, 105, 132, 133, 134, 135, 136, 137, 141, 165, 260, 261

Students enrolled in the following courses will incur an expense of $30 each:

- VAFA 168

Students enrolled in the following courses will incur an expense of $40 each:

- VAFA 109, 160

Students enrolled in the following courses will incur an expense of $45 each:

- VAFA 167

Students enrolled in the following courses will incur an expense of $50 each:

- VAFA 110, 151, 157, 161, 181, 210, 256, 257, 281

Students enrolled in the following courses will incur an expense of $75 each:

- VACV 145, 246, 247

Students enrolled in the following courses will incur an expense of $100 each:

- VAFA 210

Students enrolled in the following courses will incur an expense of $150 each:

- VAFA 147, 148, 246

**Tuition and Fees per Semester**

<table>
<thead>
<tr>
<th>Tuition/Fee per semester credit hour</th>
<th>Bucks County Resident</th>
<th>Out-of-County Resident</th>
<th>Out-of-State Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Fee 1-6 credit hrs.</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Activity Fee 7-11 credit hrs.</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Activity Fee 12 or more credit hrs.</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Capital Fee 12 semester credit hour</td>
<td>0</td>
<td>10</td>
<td>20</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>25</td>
<td>25</td>
<td>25</td>
</tr>
</tbody>
</table>

**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.

**Application Fee**

This one-time non-refundable application fee of $30 for admission processing is required for all students admitted to the College. This fee is waived for students who apply online.

**Nursing Fees**

In addition to tuition and fees, the following are estimates of other expenses incurred by students in the nursing major: nursing fee, $100/course (1st year); $150/course (2nd year); student uniforms, $160; laboratory fees.
There are no refunds after the published Add/Drop period of a term.

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. Bucks County Community College and how much has to be returned by the student. Once the amount of unearned aid that needs to be returned is determined, it must be returned to the Title IV aid programs in the following order:
- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans
- Federal PLUS Loans
- Federal PELL Grant Program
- FSEOG Program
- LEAP (if known Title IV)

Military Duty Tuition Refund
A student unable to complete any semester by virtue of being called to Military Reserve Duty, other than a training obligation scheduled prior to the beginning of the semester, shall be granted, at his/her option, a complete drop or complete withdrawal or an incomplete for all courses in that semester. A student dropping all courses will receive a 100% refund, including fees. A student withdrawing will receive no refund. A student electing incompletes will be expected to complete courses within the time frame and policy prescribed by college policy. A student receiving financial aid or veteran benefits may be required to elect a particular option in accord with established policies.

Tuition Refund Appeals
No refunds will be made after the first week of the semester (or equivalent during summer sessions or modular courses). However, students may appeal their refunds if extenuating circumstances prevented them from dropping from classes by the refund deadline. The deadline for submitting appeals to Admissions, Records and Registration is by the last day of the semester that the student is appealing. Students may appeal their refunds (if extenuating circumstances occur) by submitting the appropriate appeal form to the Office of Admissions, Records and Registration.

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, and the student may be subject to additional processing charges. 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 Huh, 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 $23.

Tuition Payment Plan
Tuition Payment Plan students unable to pay the full amount of tuition and fees at time of registration may inquire about the College’s Payment Plan Agreement Program. Under this program, students enrolling for at least six credits may be able to defer payment of 50% of their tuition charges and fees upon completion and approval of a payment plan agreement form. There is a $25 charge for this service. The program does require payment of 50% of tuition and fees at time of registration. Payment Plans are not available for Intercession or Summer Semesters. For details, contact Student Accounts, 215-968-8039.

Tax Credits
Hope Scholarship
Students taking at least six credits in the first two years of college are eligible for the Hope Scholarship, a federal tax credit. A tax credit is subtracted from the amount of tax owed, unlike a tax deduction, which is subtracted from the amount of taxable income.

Under the Hope credit, a family may claim a tax credit of up to $1,500 of tuition and fees for each eligible student for up to two tax years. That figure consists of 100% of the first $1,000 of eligible expenses, and half of the next $1,000, for a maximum tax credit of $1,500 per student. The amount of the credit is affected by income, and the amount of scholarships, grants and untaxed income used to pay tuition and fees.

Lifetime Learning
For those beyond the first two years of college, or taking classes part-time to improve or upgrade their job skills, the family will receive a 20% tax credit for first $5,000 of tuition and fees through 2002, and for the first $10,000 thereafter. The credit is available for net tuition and fees (less grant aid) on a per-taxpayer (family) basis. Like the Hope tax credit, higher-income families are not eligible.

For specific information, consult a tax advisor or visit www.irs.gov/publications/p970
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 2006-2007 academic year, approximately 2441 students received some form of financial aid. The total amount of financial aid received by these students exceeded $ 9.2 million.

Financial Aid Office
The Financial Aid Office is located in the Pemberton Hall, The Hub. Office hours are 8:00 a.m. to 4:30 p.m. Monday through Thursday and Friday 8:00 a.m. to 4:00 p.m. 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 is 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).
- Bucks County Community College’s federal school code is 003239.

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 2005-2006, for an in-county commuter student living with parents is listed below:
- Tuition and Fees ........ $3210
- Room and Board ........ 1500
- Books and Supplies ...... 1350
- Transportation .......... 2400
- Personal Expenses ...... 1350
- TOTAL ................ $9810

General Application Eligibility Criteria
To apply for assistance, students MUST:
- be U.S. citizens or permanent residents;
- provide the College with either a high school transcript or a high school equivalency diploma;
- 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 pursuing a Certificate program offered by 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.

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 with the 2005-2006 academic year.

1. A student’s academic progress will be checked at the end of each semester. All prior semesters are reviewed whether or not a student has received financial aid during each semester.

2. Students who have attended Bucks County Community College for less than (2) two academic years must maintain a grade point average which complies with the following scale:

   Credits Attempted G.P.A.

   Includes “F” grades, Withdrawals (W), Incompletes (I) and Transfers (TR)

   0-8                  no minimum
   9-16                 at least 1.00
   17-30                at least 1.60
   31-45                at least 1.75
   46 or more           at least 1.85

   Once a student attends Bucks County Community College for two (2) academic years, a student must have a grade point average consistent with graduation requirements. A grade point average that is considered to be consistent with graduation requirements is at least 2.00.

   * For example, a student who attends fall 2006, spring 2007, summer 2007 and fall of 2008 has attended two (2) academic years for purposes of this policy. (Combined summer sessions will be treated as one semester.)
3. 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), Incompletes (I) and Transfer Credits (TR).

4. Once a student attempts more than 150% of the credits that it normally takes to complete his/her program of study, he/she is no longer eligible for financial aid. Exceptions may be made for students who have changed their major. If a student wishes to be considered for such an exception, the student must complete an appeal form in the Financial Aid Office. If an exception is made to the maximum time frame for a student, due to a change in major, the Financial Aid Office will notify the student of the academic plan which must be followed.

5. 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 #3 of this policy. Repeat courses will also be counted towards the 150% maximum credit limit referred to in item #4 of this policy. Finally, the grade earned by retaking a course is the grade, other than W, counted in the cumulative grade point average.

6. 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.

7. 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.

8. 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 (ESL) 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.

Class Attendance
To be eligible to receive financial aid, students must be attending class(es) on a regular basis. Failure to attend classes is not considered to be an official withdrawal from class(es) or the College. It is the student’s responsibility to notify the Admissions Office of intent to withdraw from class(es) or the College. Students who stop attending class(es), but fail to notify the Admissions Office, will be required to repay any financial aid refund received to cover educational expenses during the time of non-class attendance.

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

Withdrawal from the College
Financial aid recipients withdrawing from the College should contact the Financial Aid Office. This will ensure that all matters regarding financial aid awards, refunds, and student loan obligations are taken care of prior to leaving the College. It is the policy of Bucks County Community College not to grant leave of absences. Students are considered to be withdrawn at the time they are no longer in attendance.

A student will be considered an unofficial withdrawal if such student receives financial aid and fails to earn a passing grade in at least one class in which he/she was enrolled. In this case, the Financial Aid Office will perform a Return to Title IV calculation and remove any unearned financial aid received by the student. If the removal of unearned financial aid results in an outstanding balance, the student will be unable to re-enroll until such time that the outstanding balance has been paid. Students not contacting the Financial Aid Office will be billed for any unearned financial aid received, and will be unable to re-enroll until such time that the resulting balance has been paid. Students with Federal Perkins Loans (formerly National Direct Student Loans), Nursing Health Professions Student Loans, and Federal Stafford Loans (formerly Guaranteed Student Loans) must contact the Financial Aid Office so that exit counseling can be conducted. Please contact the Financial Aid Office if you are interested in receiving information regarding exit counseling required to be provided to student borrowers of a Federal Stafford Loan or Federal Perkins Loan. You may also contact the Financial Aid Office to receive terms and conditions of deferments of loans for service in the Peace Corps, under the Domestic Volunteer Service Act of 1973 or comparable volunteer service for a tax-exempt organization of demonstrated effectiveness in the field of community service. Finally, you may request, from the Financial Aid Office, information regarding the terms of any loans received, sample loan repayment schedules and the necessity for repaying loans.

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.

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 contact 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 may request reconsideration of their financial aid awards at any time during the year. Such requests must be made in writing, and must explain, in detail, any changes which have occurred since the original application for financial aid. Requests for reconsideration are reviewed periodically and students are notified 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. Preference is given to applications received by May 1st for the fall semester and November 1st for students entering in the spring semester. Applications received after the deadlines are processed as soon as administratively possible, dependent upon available funding.

Job Location Program

Students who are interested in securing part-time jobs during the semester are encouraged to contact the Job Location Coordinator in the Financial Aid Office, Newtown Campus. Students eligible for the Federal Work-Study Program may be placed in open positions within a few days. Although the majority of the open positions are filled at the beginning of each semester, a number of openings become available each month. Students not eligible for a part-time job through the Federal Work-Study Program will be referred to other College departments assisting the students with job location while enrolled. For additional information, schedule an appointment to see the Job Location Coordinator or Financial Aid Representative in the Financial Aid Office.

Please contact the Financial Aid Office if you are interested in receiving our informational brochure on the Federal Work-Study Program which outlines general conditions and terms applicable to the FWS Program.

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>Federal Pell Grant</td>
<td>Federal Government Program</td>
<td>Applicants must be:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. U.S. citizens or permanent residents.</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></td>
<td></td>
<td>3. Federal Pell Grant eligibility is extended to less than half-time students.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. enrolled in a major on a degree-seeking basis.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. not in default status on a previously secured student loan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. making “satisfactory academic progress.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. a recipient of a high school diploma or a high school equivalency diploma (GED).</td>
</tr>
<tr>
<td>Federal Academic Competitiveness Grant</td>
<td>Federal Government Program</td>
<td></td>
</tr>
<tr>
<td>(ACG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportu-</td>
<td>Federal Government Program</td>
<td></td>
</tr>
<tr>
<td>nity Grant (SEOG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Work-Study Program</td>
<td>Federal Government - 75% Bucks - 25%</td>
<td></td>
</tr>
<tr>
<td>Federal Perkins Loan Program</td>
<td>Federal Government - 75% Bucks - 25%</td>
<td></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 Administra-</td>
</tr>
<tr>
<td>Trustee’s Grant</td>
<td>Bucks</td>
<td>tion.</td>
</tr>
<tr>
<td>Happ-Grover Fund of the Bucks County</td>
<td>Happ-Grover Fund of the Bucks County Founda-</td>
<td>Students enrolled on at least a half-time basis who are from the Central Bucks County</td>
</tr>
<tr>
<td>Foundation</td>
<td>tion</td>
<td>School District.</td>
</tr>
<tr>
<td>Pennsylvania Higher Education Assistance</td>
<td>Commonwealth of Pennsylvania</td>
<td>Students enrolled on at least a half-time basis (at least 6 credits) enrolled in majors</td>
</tr>
<tr>
<td>Agency Grants</td>
<td></td>
<td>leading to the A.A. Degree.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NOTE: One-year Certificate Programs are ineligible according to State Regulations.</td>
</tr>
<tr>
<td>Federal Stafford Loan Program (both subsi-</td>
<td>Federal Government and Commonwealth of Penne-</td>
<td>Students intending to enroll on at least a half-time basis (six credit hours).</td>
</tr>
<tr>
<td>dized and unsubsidized)</td>
<td>nsylvania</td>
<td></td>
</tr>
<tr>
<td>Federal PLUS Loan</td>
<td>Federal Government and Commonwealth of Penn-</td>
<td>Parents of dependent undergraduate students. Students must enroll at least half-time.</td>
</tr>
<tr>
<td></td>
<td>nsylvania</td>
<td></td>
</tr>
<tr>
<td>Restricted Scholarships</td>
<td></td>
<td></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

<table>
<thead>
<tr>
<th>Award Amounts</th>
<th>How Eligibility is Determined</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearly amounts range from $400 to $4,050 at Bucks. (Dependent upon eligibility and enrollment status.)</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>An ACG grant will provide up to $750 the first year and up to $1300 the second year.</td>
<td>First Year Students: A full time Pell eligible student who has successfully completed a rigorous high school program as determined by the state. Second Year Students: Student must maintain a cumulative GPA of at least 3.0 as well as other criteria.</td>
<td></td>
</tr>
<tr>
<td>Yearly awards range from $100 to $1,000 per year at Bucks.</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>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: Academic grade level 1: $3,500 per academic yr. Academic grade level 2: $4,500 per academic yr.</td>
<td>Final eligibility is determined by the lending institution and the guarantor, based upon certification information provided by Bucks. Eligibility is based upon cost of education, expected family contribution, and other financial resources received by the student.</td>
<td>Complete: 1. Loan application which may be secured from a participating local bank. Contact the loan office and ask for a student loan application. 2. A Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA.</td>
</tr>
<tr>
<td>Maximum amounts for independent students: Academic grade level 1: $7,500 per academic yr. Academic grade level 2: $8,500 per academic yr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan amount may not exceed cost of attendance minus financial aid student received.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Listing of restricted scholarships in the Financial Aid Office, the BCCC web site and at www.fastweb.com
Registration Guidelines

Course Registration

For Returning Students
Dates for course registration are announced by the Office of Admissions, Records, and Registration. Currently enrolled students are sent registration information from that office. Dates and locations for registration are also published in each semester’s registration brochure and at www.bucks.edu. Eligible students should register using their WebAdvisor accounts. Before course registration, students should meet with an appropriate academic advisor. To learn more about accessing and using Academic Advising Services, please see the section below titled Academic Advising.

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. Only accepted students who have completed placement testing will be invited to priority registration events. In addition, new students are invited to participate in the New Student and Parent Orientation program sponsored by the Student Life office. Students who choose to not follow formal acceptance procedures may register later, at one of the open registrations scheduled during the weeks before the start of each semester.

Final Registration
Final 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.

Obtaining Advising
Advisor approval is required for all students wishing to register for a full time course load. For students who wish to register for a part time course load, advisor approval is encouraged but not required.

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 Career Counselors. Advising and Counseling services can be accessed at 215-968-8182 or counseling@bucks.edu.

Each term, all registered students are provided a list of faculty advisors in their major.

All students new to the College are invited to be advised and registered as part of their initial enrollment process.

In order to prepare for the advising discussion, students should:

1. Become familiar with required courses for the major. This information can be found in this Catalog and/or in the Program Evaluation available through WebAdvisor, which is accessed from www.bucks.edu;

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. Bring to the advisor copies of transcripts from previously attended colleges or universities;

4. Prepare a trial schedule of classes for the upcoming semester.

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. If a prerequisite was completed at another college, a transcript will be required before registration can occur.
Corequisites
A corequisite is a course which is required to be taken simultaneously with another. For example: Preparatory Chemistry (CHEM090) 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 checkout, 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 Placement Testing Exemption Request form available on the College’s website.

• 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, may be exempt from Placement Testing for that subject. 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 Office of Admissions, at 215-968-8100 or by email at admissions@bucks.edu.

**Testing Accommodations**

If testing accommodations are necessary as a result of a physical or learning disability, notify the Office of Disability Services, in advance, 215-968-8463 (V/TDD).

**Use of Test Results**

Depending upon placement test scores, students may be required to enroll in one or more of these courses:

- **AESL101 - American English as a Second Language**
- **AESL103 - Reading Improvement for International Students**
- **AESL105 – Communicative English for International Students**
- **READ090 - Developmental Reading**
- **READ110 - College Reading and Study Skills**
- **COMP090 - Basic Writing I**
- **COMP107 - Introduction to Rhetorical Skills**
- **MATH090 - Fundamentals of Mathematics**
- **MATH095 - Basic Algebra**
- **CHEM090 - 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.

<table>
<thead>
<tr>
<th>Reading Placement</th>
<th>Required Reading Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Score</strong></td>
<td><strong>Required Course</strong></td>
</tr>
<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 Developmental Reading (a required course, must be taken the semester immediately following the test)</td>
</tr>
<tr>
<td>Levels 1, 2, or 3</td>
<td>READ115 College Success Seminar (a strongly recommended course but not required)</td>
</tr>
<tr>
<td>Level 2</td>
<td>READ110 College Reading and Study Skills (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. 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 AESL Coordinator in the Department of Language and Literature, 215-968-8018.

Students placed in AESL101 must complete satisfactorily (C grade or better) AESL101, AESL103, and AESL105 in order to move on to other courses. Inquiries about AESL courses, AESL scores, or AESL course placement should be directed to the AESL Coordinator in the Department of Language and Literature, 215-968-8018.

Students placed in COMP090 must complete the course with a C grade or better before they are permitted to register for 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.

Mathematics Placement

<table>
<thead>
<tr>
<th>Score</th>
<th>Entry Level</th>
<th>Mathematics Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MATH090</td>
<td>Fundamentals of Mathematics</td>
</tr>
<tr>
<td>3</td>
<td>MATH095</td>
<td>Basic Algebra</td>
</tr>
<tr>
<td>5</td>
<td>MATH103</td>
<td>Intermediate Algebra or MATH110</td>
</tr>
<tr>
<td></td>
<td>MATH110</td>
<td>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>MATH115</td>
<td>Elementary Statistics or MATH117 Quantitative Methods I or MATH120 College Algebra</td>
</tr>
<tr>
<td>9</td>
<td>MATH122</td>
<td>Trigonometry or MATH125 Pre-Calculus (if Trigonometry was previously studied) or MATH140 Calculus I (with appropriate high school background)</td>
</tr>
</tbody>
</table>

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.

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 must complete 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. Fifty percent refund is given for a modular course dropped no later than one business day after its start date.

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 Assistant Academic Dean of the department which offers the course(s) in question 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.

Students are responsible for obtaining a clear understanding of the system.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Numerical</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>80-86</td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
<td>2</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>Lowest Passing Grade</td>
<td>60-66</td>
</tr>
<tr>
<td>F</td>
<td>Failure Below 60</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>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.)</td>
<td></td>
</tr>
</tbody>
</table>

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, indicating 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 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 2.00 or greater.

Academic Warning: An indication that students are experiencing academic difficulty and are “at risk” of not successfully completing their academic program.

Students enrolled at the College are governed by this student academic scale:

<table>
<thead>
<tr>
<th>Cumulative Grade Point Average (C.G.P.A.)</th>
<th>Cumulative Credits Attempted</th>
<th>Probation</th>
<th>Academic Warning</th>
<th>Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8</td>
<td>-</td>
<td>.00-1.99</td>
<td>1.60-1.99</td>
<td>2.00</td>
</tr>
<tr>
<td>9-16</td>
<td>.00-0.99</td>
<td>1.00-1.99</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>17-30</td>
<td>.00-1.59</td>
<td>1.60-1.99</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>31-45</td>
<td>.00-1.74</td>
<td>1.75-1.99</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>46-</td>
<td>.00-1.84</td>
<td>1.85-1.99</td>
<td>2.00</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>Credits</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110 English Composition I</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>PSYC110 Introduction to Psychology</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>MATH101 Mathematical Concepts I</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>BIOL101 Biological Science I</td>
<td>4</td>
<td>B+</td>
</tr>
<tr>
<td>HLTH103 Life and Health</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>44</td>
</tr>
</tbody>
</table>

Thus, the Cumulative Grade Point Average is 44/16 = 2.75.

Enrollment restricted to a maximum of 12 billable credit hours for the fall and spring semesters and a maximum of 6 billable credits in any summer session.

Academic Probation: A second level warning category. Students falling into this category are in serious academic difficulty and “at risk” of academic dismissal.

Enrollment restricted to a maximum of 7 billable credit hours for the fall and spring semesters and a maximum of 3 billable credits in any summer session, as well as other conditions as specified by the College. Appeals to enroll above the 7 credit limit will be heard by the Academic Performance Committee. Guidelines denoting acceptable and unacceptable appeals will govern all Academic Probation students.
Students who fall into one of the above categories and who pre-register for an upcoming semester will be restricted according to the conditions stated. Students who improve their academic status may adjust their schedules accordingly.

Academically Dismissed: A student who is on “Academic Probation” for two consecutive semesters and who earns less than a 2.0 semester G.P.A. will be separated from the College for the subsequent (fall or spring) semester. Further, the student will be prohibited from registering for any summer or intersession course while academically dismissed.

Students who have been dismissed must apply for readmission to the College. Permission to register (with attendant conditions) will be determined by the Academic Performance Committee. A formal appeal for reinstatement must be submitted to the Academic Performance Committee in the semester preceding the student's intended re-enrollment. Readmitted students will be designated “Academically 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, 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 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.
Completing the Semester, Completing the Major

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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

(see page 6 "Degree 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.
Online Learning

Online Learning encompasses face-to-face, hybrid, and eLearning courses that use online technologies for instruction. Courses previously designated as “distance learning” have been divided into two categories to more clearly describe what students can expect.

- eLearning courses are taught completely online. Some 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 video/DVDs or CD-ROMs. Email, discussion groups, and chat rooms provide a high degree of student-to-student and student-to-instructor interaction.

Some eLearning courses may allow students to proceed at their own pace. 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. 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, but 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. All courses have specific beginning and ending dates. eLearning and Hybrid courses appear exactly the same as face-to-face courses on transcripts.

Technology Requirements

Students in online courses should have regular access to a computer with CD-ROM and 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 that these courses will be easier or the workload lighter because they do not hold 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/online or contact the Online Learning Office.
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 offers specific programming to assist individuals in maintaining their professional credentials:
- ACT 48 for Educators (for PA certified educators)
- Allied Health Professionals
- Certified Alcohol Counselors
- Certified Public Accountant
- Child Development Associates
- Food Service
- Insurance
- Management
- Nursing
- Real Estate
- Tax Collection

Workforce Development Programs
Upon successful completion of the following training programs, students will receive a certificate from Bucks County Community College. Programs noted with an asterisk (*) also prepare individuals for industry standard certification or state licensure examinations.
- AMA Administrative Professional
- AMA Human Resources
- AMA Sales and Marketing
- AMA Strategic Leadership
- AMA Supervision
- Aerobics Instructor*
- AutoCAD
- Bedside Harp Therapy
- Certified Hypnotherapist
- Child Development Associate
- Computer Training and Software Applications
- Contractor
- CPR & First Aid
- Dental Assisting
- Direct Care Worker
- EKG Technician
- Gerontology
- Homeland Security Training
- Information Technology Academy*
  - A+ Certification
  - ASP.NET and VB.NET
  - CCNA
  - Cisco Firewall Specialist
  - o Network Security 1
  - o Network Security 2
  - Dreamweaver
  - IC3
  - InDesign
  - Linux*
  - MCDST (Microsoft Certified Desktop Support Technician)
  - MCITP: Database Administrator (SQL Server 2005)
  - MCP
  - MCSE/MCSA
  - MCTS: Technology Specialist (SQL Server 2005)
  - Microsoft IT Academy
  - MS Exchange
  - MS Office (MOS)
  - Network+
- Networking and Computer Concepts
- Pearson VUE Testing Center
- Prometric Testing Center
- PHP/MySQL
- SQL (Intro)
- Lean Six Sigma
- Mechanical Maintenance/Mechatronics
- Medical Billing & Coding/Medical Office Administration
- Non-Profit Management
- Nurse Aide Training*
- Patient Care Technician
- Payroll Management
- Personal Trainer*
- Pharmacy Technician*
- Practical Nursing
- Project Management
- Public Safety Officer
- Purchasing Management
- Radiography*
- ServSafe*
- Technical Writing
- Thanatology
- Sustainable Building Advisors
- Practical Nursing*

Business and Industry Services
The Center for Workforce Development provides customized training services for employers seeking to increase productivity, improve quality, and retain employees through workforce education. Areas of expertise include:
- AutoCAD
- Business Writing
- Business Mathematics
- Computer Software Applications
- Customer Service Training
- Diversity Awareness
- Effective Communications
- Executive Management
- English as a Second Language
- First Aid and CPR/AED Certification
- Lean Six Sigma
- Mechanical Maintenance/Mechatronics
- Presentation Skills
- Project Management
- 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 specific objectives, and scheduled at your convenience. Call 215-968-8086 or go to www.bucks.edu/cwsa.

Fire and Emergency Services Training
The Bucks County Public Safety Training Center coordinates local and state level fire training in 67 counties in Pennsylvania. For complete information, call 215-340-8417. The College provides education and support for paramedic and emergency medical technician training for the County. For complete information, call 215-340-8400.

Information Technology Academy
The IT Academy provides the community with cutting edge, career focused training that prepares our diverse student population for vendor and vendor neutral certification in an increasingly technology oriented society. Certified instructors focus on practical, hands-on, real world applications throughout our courses. The IT Academy promotes career awareness, skill development and workplace experiences within the Information Technology field. To see a current list of program offerings, please visit: www.bucks.edu/itacademy

Nursing and Allied Health
Continuing Education for Nursing and Allied Health is responsive to the needs of the health care 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. This includes:
- Continuing Education for Nurses
- Courses for Primary Caregivers
- CPR and First Aid (certification and recertification)
- Dental Assisting
- EKG Technician
- Holistic Therapies
- Medical Billing and Coding
- Nurse Aide
- Patient Care Technician
- Pharmacy Technician
- Practical Nursing
- Radiography

The College is an approved provider of continuing education credits. For information on programs and customized services, call 215-968-8324.

Online Learning
Ed2Go, Ed2Go-Pro, 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 and 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/online.

Adult Education Programs
Adult Education Programs offer 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.

Practical Nursing Program
The PN program is fully approved by the Commonwealth of Pennsylvania State Board of Nursing. For information on this program, please call 215-968-8316.

Radiography Program
The Radiography Program is a two year program accredited by the Joint Review Committee on Education in Radiologic Technology. For more information, please call 215-968-8475.

Cultural Programs
Each semester the Cultural Programs Office presents a variety of musical and theatrical programs of the highest quality aimed at providing the entire family with opportunities for cultural enrichment. Other College organizations sponsor concerts, art exhibits, poetry readings, music and theatre programs, as well as film and lecture series for both students and the public. For a complete brochure listing these events, call 215-968-8087.

Personal Growth and Enrichment
Opportunities for personal growth are offered in art, language, culture, health, fitness and travel. In the summer, the Kids on Campus program for children provides a variety of enriching experiences which are both fun and challenging. Additionally enrichment programs for seniors are available both on campus and off campus at many retirement centers. Foreign language classes are also offered in various elementary schools within Bucks County in the Foreign Language Experience (FLEX) program. For complete information on our programs, call the Office of Continuing Education at 215-968-8409.

215-968-8409 www.bucks.edu/con-ed
Transferring

Transfer Services
Transfer Services is located in the Rollins Center, 1st floor, 215-968-8031 or on the web at www.bucks.edu/transfer. Counselors and a library of resources are available to assist BCCC students with decision making for the transfer planning process. Transfer services are also available at the Upper and Lower Bucks Campuses.

2+2 Transfer Programs
Financing the cost of a four-year college degree is a major investment for most families. You can decrease your financial commitment with one simple decision. Attend Bucks County Community College for the first two years of study toward your degree. Then transfer your BCCC credits to the bachelor’s degree program of your choice.

You can transfer the maximum number of credits possible if you plan from the beginning.

• Decide on the major you would like to study at the transfer college. If you are unsure of a major, Career Services has the staff and resources to help you make a decision. While you are exploring these options you can begin taking the liberal arts courses that will be required by all colleges regardless of the major you pursue. Career Services is in Rollins Center, 215-968-8195. These services are available at all three Bucks campuses.

• Consult the catalogs and websites of the schools you are considering. Consult with Transfer Services for help with selecting the courses that will fulfill the requirements for the bachelor's degree as well as meet the requirements for your associate degree.

You should be aware that—
• if you have a deficiency in a basic skill and must take certain 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; and
• 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.

Information about Course Equivalents can help you choose transferable courses. A number of colleges have given us information specifying which BCCC courses transfer to their colleges.

Certain schools have direct transfer agreements with BCCC. These agreements guarantee a student junior status at the bachelor’s degree school. In some of the schools this agreement applies to all majors. In others, it applies only to certain programs. To qualify for these agreements, a Bucks student must complete certain courses before transferring.

Course Equivalency and direct transfer agreement information is available at Transfer Services, firstfloor Rollins Center, 215-968-8031, and at 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 Passport
Academic Passport is another sort of direct transfer agreement with the schools of The Pennsylvania State System of Higher Education (PASSHE) Universities: Bloomsburg, California, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock and West Chester. Students who complete an AA degree in a major which includes 30 credits of liberal arts courses will be able to transfer into a related major at a PASSHE university and can expect to receive credit towards graduation for all course work required in the Associate’s Degree.

Temple University
Temple University offers courses at BCCC for registered nurses to obtain a Bachelor’s degree in Nursing from Temple. In addition, Bucks and Temple have signed Dual Admissions and Core-to-Core Agreements. Under the Dual Admissions Agreement students admitted to an Associate Degree program at Bucks will also be provisionally admitted into a Bachelor’s Degree program at Temple and may be eligible for scholarships. The Core-to-Core Agreement assures that students completing an Associate Degree from BCCC will satisfy all Temple’s core requirements with the exception of two upper-level writing intensive courses.
Academic and Student Services

The Library, which houses more than 150,000 titles, is open seven days a week during the semester.

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, Instructional Design, Learning Technologies, TLC (Technology Learning Centers), and Tutoring Services.

Library Services
The Library’s extensive web site can be found at www.bucks.edu/library. The Library's electronic catalog can be searched on or off campus via the Internet. It not only allows you to search for book titles, but includes access to over 5500 electronic books. Access to thousands of full-text journals, newspapers, and databases is available to you from the library’s Online Resources page. These databases are available both on and off campus. Off-campus access requires user login. Available databases include:
- ARTstor- a repository of digital images and information
- Biographies Plus Illustrated biographical profiles with images and links
- Cinahl-nursing and allied health
- Consumer Health Complete-information on all areas of health and wellness
- Contemporary Authors-a biobibliographic guide to current writers in fiction, general nonfiction, poetry, journalism, drama, motion pictures, television, and other fields
- CQ Researcher-reporting and analysis on issues in the news
- Ebschohost-full-text journal articles and indexes. Provides multiple full-text databases: general, business, health, newspapers, among others
- Education Full-Text- journal articles and indexes on education
- Grove Art Online-all aspects of the visual arts from prehistory to present
- Grove Music Online-reference work for musicians
- JSTOR- scholarly journals in the arts and humanities
- Lexis-Nexis Academic-citations and full text information in five research categories: news, business, legal research, medicine, and general reference
- Literature Online Reference Edition (LION)- full-text collection of English and American literature featuring criticism, leading reference titles and biographies
- MLA Bibliography by the Modern Language Association of America-includes literature, languages, linguistics, folklore
- Oxford English Dictionary-OED Online
- Oxford Reference-huge general reference database
- Opposing Viewpoints-provides information on social issues from diverging points of view
- PsyArticles-full text database of psychology articles
- Safari Tech Books Online-computer and information technology books online
- ScienceDirect-science journals
- Wired.MD-consumer health information
- BCCC libraries are located in Newtown, Perkasie, and Bristol, with computers available for research and MS Office applications. Reference assistance is available by calling 215-968-8013 or by using Reference Desk Online via the library web site. Other contacts: Newtown: 215-968-8009 Upper Bucks Campus: 215-258-7721 Lower Bucks Campus: 267-685-4825 or visit www.bucks.edu/library for hours and additional information.

TLC (Technology Learning Center)
The mission of the Technology Learning Centers (TLC) is to provide an environment where students, faculty and staff receive assistance 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.

Learning Technologies
Learning Technologies Services provides a wide variety of audio visual support to College programs both on and off campus. Audio visual and video equipment are provided for use in the instructional program, both credit and non-credit, for special campus events, and for use by campus organizations.

Online Learning
In addition to assisting students in online learning, this office also provides application software support and user training in course management tools, graphics, text and word processing, database management and spreadsheets, electronic mail, internet and intranet access and other applications used by faculty and staff. For more information call 215-968-8002. See page 138 for details.

Tutoring Center
In order to help the learning process, the College provides a Tutoring Center where students taking courses involving mathematics, writing, reading, and study skills can obtain free and user-friendly tutorial assistance. The Tutoring Center also offers tutoring in accounting, American English as a Second Language, select foreign languages, and computer science. Online tutoring is available for writing, and telephone tutoring is available for math and accounting. The Tutoring Center is located in Library 121 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 and subjects tutored.
Please note: All tutoring is supplemental to the classroom and should not take the place of class attendance.

Accounting: Tutors are available to provide tutoring in most of the accounting courses offered in the Business Department. Call 215-968-8044 or 215-968-8307 for accounting tutor hours or visit the Center's website.

Computers: Computer science tutoring is available for certain computer science courses. Call 215-968-8044 or 215-968-8307 for hours and information, or visit the Center's website.

Mathematics: Professional tutors, instructional assistants, and qualified student tutors are available to help both day and evening students. Help from arithmetic to calculus is available. In addition, supplementary instructional packages designed for individual self-study are available to all students. These are especially useful for reviewing topics that occur in connection with science courses. Call 215-968-8307 or 215-504-8617 for additional information, or visit the Center's website.

Reading, Study Skills, and American English as a Second Language: Professional tutors, instructional assistants, and qualified student tutors are available day and evening to provide supplementary assistance in reading efficiency, note taking for college courses, and preparation for taking tests in all disciplines. Call 215-968-8044 for additional information, or visit the Center's website.

Writing: Professional tutors, instructional assistants, and qualified student tutors are available to provide assistance to both day and evening students who wish to improve and expand their writing skills. Tutors can assist students with research papers, essays, reports, book reviews, paragraphs, summaries, and business letters. Individualized supplementary instruction is offered in theme, organization, punctuation, spelling, sentence structure, grammar, correct English usage, and term paper documentation. Call 215-968-8044 or 215-968-8378 for additional information, or visit the Center's website.

All tutoring services are also available for all Online Learning Students. For information on telephone tutoring and online tutoring, call the phone numbers listed above under the appropriate subjects.

Science Learning Center: Professional tutors, instructional assistants and qualified student tutors are available to provide help in chemistry, physics, and biology. The Science Learning Center is located in Founders Hall, Room 231A. Please call 215-968-8363 for information and hours.

Web Services
Web Services is responsible for developing and maintaining the College's web site and intranet resources.

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.

Act 101-GOALS
(Graduation Opportunity and Learning Skills)
The ACT 101 GOALS Program provides supportive services for new and returning students who demonstrate initiative, motivation, and potential to succeed but whose backgrounds indicate a need for academic and financial assistance. In accordance with the Pennsylvania Department of Education grant guidelines, each student must be enrolled in six or more credits and be eligible for financial aid. (Economic eligibility is based upon income and financial aid applications). Preference is given to full-time students.

Individuals who have been out of school two to twenty years, are single parents, recently received their GED, need developmental education courses, or had average or below average high school records are a few examples of GOALS students who benefit from free tutorial and counseling services.

As GOALS participants, students attend a workshop that will introduce them to college before classes actually start – something that will give them an idea of what college is all about ahead of time. Once classes begin and during the entire time that students are enrolled, they will receive one-to-one tutoring and confidential counseling upon request.

Other services include study skills and personal growth workshops; individualized attention to major, course, and career choices; mutual support groups and a private study lounge.

The GOALS Office is located in the Charles E. Rollins Center, Room 22, and is open 8:30 a.m. to 5:00 p.m. Monday through Friday and in the evening by appointment. For assistance or information, call the GOALS Office, 215-968-8025.

KEYS Program (Keystone Education Yields Success)
KEYS is a grant funded program of the PA Department of Public Welfare (DPW). It has been designed to provide the opportunity for PA TANF (Temporary Assistance for Needy Families) cash recipients to enroll in Pennsylvania’s community colleges. KEYS students may be enrolled on either a part-time or full-time basis. DPW and PA’s community colleges provide a KEYS Facilitator to work with TANF students and help them get the services and support they need to be successful in college and achieve their career goals.

Bucks County Community College KEYS staff provide career counseling, tutoring and academic support including help with financial aid, and discuss other supportive services available through the County Assistance Office, as well as assist in connecting the student to other community agencies and College resources.

How to enroll in KEYS: If you are currently enrolled at any of the Bucks County Community College campuses and are receiving TANF cash benefits, or if you are receiving TANF cash benefits and are not currently enrolled at BCCC, but would like to learn more about the program, contact the BCCC KEYS Facilitator, or your case worker at the County Assistance Office.

Bucks County Community College KEYS contact information: Newtown Campus, Charles E. Rollins Center, 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, 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 the Charles E. Rollins Center. All students enrolled in occupational majors are encouraged to visit the office, call 215-968-8140, or go to www.bucks.edu/pass/.

American English as a Second Language Program
The American English as a Second Language (AESL) Program offers quality courses and services to residents and employers in Bucks County. The program provides students with multi-level AESL courses in grammar, reading, writing, listening, and speaking skills, and with services in advising, assessment, and placement. Credit courses in AESL are listed on page 106. (check to make sure page number is correct, please) 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 call 215-968-8186. 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 people who are undecided about choosing a major, setting occupational goals, planning their career, or searching for a job. Several services are offered:

• Individual counseling, in combination with other services and resources, to help people through the career planning or job search process.
• Utilization of Computer Programs/Assessments, and Exercises Information on occupations, job hunting, salaries, educational requirements, resume writing and interviewing techniques.

Job Search Assistance
Career Services manages an Online Job Board at www.bucks.edu/jobs

• Employers have the ability to post job openings, review student resumes and receive Career Services related news such as information about the regular BCCC Job Fairs, on-line.
• Students can post their resumes (optional) and access full-time, part-time and seasonal job openings plus internships and BCCC work study openings, on-line. Once registered they also receive Career Services related news such as information about the regular BCCC Job Fairs.
• Career Services hosts general job fairs throughout the semester at the three BCCC 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.
• Students can establish a reference file in the Career Services Office to be sent out to prospective employers and/or four-year colleges.
• The Career Services staff reviews and critiques student and alumni resumes and conducts mock interviews by appointment. brandtcc@bucks.edu

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 is a four star member of the voluntary Pennsylvania Keystone Stars early childhood quality assurance system.

Three programs are housed in the Center located behind Founders Hall: Toddler, Preschool, and Pre-Kindergarten. All children may attend from a minimum of two days a week, three hours a day, to a maximum of five days a week, from 7:30 a.m. to 4:30 p.m. A $25 registration fee and a $2.50 insurance fee are charged for all children per semester. Toddlers ages 2 to 3, not necessarily toilet trained, are charged hourly with a maximum daily rate. Preschoolers and Pre-K children, ages 3 to 5, must be toilet trained and are charged hourly with a maximum daily rate. There is a discount for two or more children from the same family.

Registration for classes must be completed before registration for child care. Child care registration is held at specific times on a first-come, first-served basis.

Current registration dates are available on the web at www.bucks.edu/elc.

Drop-in care is available for pre-schoolers. For information, call 215-968-8180.

Counseling Services
The College offers advising and counseling services to meet the individual needs of its students. Counseling offers an opportunity for educational planning which includes decision making about major, career and personal goals.

Appointments may be made in advance or students may walk in and be seen on an availability basis. Appointments are recommended; call Student Planning Counseling 215-968-8182; or counseling@bucks.edu. For more information on Counseling at all three campuses, see also the section of this Catalog titled Academic Advising, under the Registration guidelines section.
Disability Services
Students with disabilities who are eligible for reasonable accommodations should request these through this office. Services can include interpreters, note takers, readers, library assistance, 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 215-968-8463 (V) or 215-504-8561 (TDD).

Students who need special parking should contact The Office of Security and Safety, 215-968-8394.

Evening Programs
The Evening and Off-Campus Programs Office provides services and information to students and faculty during the evening and weekend instructional periods.

Students may obtain all necessary forms relating to their academic majors and enrollment from this office. They may also make tuition payments and schedule conferences through this office.

The office, in the Commons of Founders Hall, 215-968-8081, is open Monday through Thursday—8:30 a.m. to 8:30 p.m.; Friday—8:30 a.m. to 4:30 p.m.; and Saturday—8:30 a.m. to 12:00 p.m.

Multicultural Student Services
The Multicultural Student Services office develops and implements programs and services for the purpose of recruitment, retention, and education of under-represented cultural groups and international students.

This office works with college personnel and the student body to develop initiatives and actions designed to assist those students in their educational pursuits. The director acts as a student advocate. The office is located in Pemberton Hall West and is open Monday through Friday, from 8:30 a.m. to 4:30 pm. For more information, call 215-968-8107/8137.

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

Parking Lot Emergency Assistance
Each major campus parking area is equipped with an emergency two-way communication system that allows immediate access to a staff member of the Office of Security and Safety. These emergency radio/phones are housed in white boxes identified by blue lights and large signs. Campus buildings and grounds are patrolled 24 hours a day by a trained staff of officers.

Testing Services
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, A ESL, chemistry, and foreign language.
• Administration of the CLEP, DANTES, GED, Praxis, Microsoft Office Specialist Certification exams, and various job training and certification examinations through ACT.

Veterans Affairs
The Office of Veterans Affairs is designed to serve the needs of veterans on campus. It is the link between the Veterans Administration and the veteran. All students must register with the office to receive G.I. Benefits and to initiate any action concerning the Veterans Administration. The office, located in The Hub, is part of the Office of Admissions, Records and Registration.

How to Register with the Office of Veterans Affairs:
1. Complete an Application for Educational Benefits (form 22-1990) for Chapter 30 and 1606; Complete an Application for Survivors’ and Dependents’ Educational Assistance (form 22-5490) for Chapter 33; or complete a Request for Change of Program or Place of Training (form 22-1995) if you have received benefits from another institution prior to enrolling at BCCC.
2. Attach a copy of your DD-214 (Chapter 30) and/or your Notice of Basic Eligibility (NOBE - Chapter 1606) to the application.
3. Submit forms to the Office of Veterans Affairs.
Each semester you would like to receive your benefits, you must notify the Office of Veterans Affairs. You should do this by submitting a Veteran Certification Form (Available in the Office of Admissions at the back of the course offerings brochures each semester, and on the college's website). All certifications will be processed after the last day of drop and add for the semester. Due to security risks, the Office of Veteran Affairs will not process requests for advance payment. However, 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 following semester, however, the College expects that regular payments be made when payments are received from the VA. All deferments must be requested using the proper deferment form and will be approved by the Veterans Coordinator. Deferment forms are available in the Office of Admissions and on the College's website.

The Women's Center
The Women's Center works to increase student understanding of gender issues and to enhance student education through programs and resources addressing the diverse backgrounds and experiences of all people. The Center provides a welcoming environment that fosters the informal exchange of ideas, experience, and information.

The Women’s Center is located in the Rollins Center, second floor. Call 215-968-8015 for more information.

Information Technology Services
Information Technology Services (ITS), is located in Pemberton Hall, and provides the technical planning, installation and support for the College’s technology infrastructure, including enterprise and web systems, instructional and administrative desktop and notebook computers, telecommunications equipment and voicemail systems, instructional support equipment, and network equipment and systems.

ITS supports multiple servers, primarily HP Unix and Microsoft Windows. The servers host the College’s web page, email, student and administrative systems, web registration and related services, student files and programs, document imaging, library and online course management systems. The servers are connected to the campus-wide Ethernet-based network, running multiple network protocols. IT also supports the Internet connections to the College’s Internet Service Provider and to the Public Safety Training Center, Lower Bucks Campus and Upper County Campus, including providing Internet2 services to the College and county school districts.

ITS provides primary desktop support to instructional labs and offices throughout the College. This support includes assistance with the selection, procurement and deployment of desktop and notebook computers.

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.

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. A listing of available area housing is maintained online at www.bucks.edu/student_life/housing.php and is updated regularly by the Student Life Information Center.
**Student Life**

**Student Life Programs**

**Why Get Involved**

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 brings the obvious benefits of meeting other students, making the most of your time at Bucks, and trying something new and fun. 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 resumes.

Getting Involved in leadership opportunities will enable you to discover your potential, build your confidence, and develop skills you will use throughout your life. Student Life opportunities and programs are located on every BCCC campus. The staff of the Office of Student Life Programs assists students in supplementing academic experiences with experience in service, social, and recreational pursuits. The Office not only helps students in programming extracurricular activities, those viewed primarily as active, fun, or social, but 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 or call 215-968-8257. Please visit us on the web at [www.bucks.edu/student_life/](http://www.bucks.edu/student_life/).

**Student Life Information Center**

The Student Life Information Center (SLIC) 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. Student Life Information Center is the place to purchase tickets to College events, purchase SEPTA tokens, sign up for a club or organization on campus, and pick up the local newspaper and the College newspaper, The Centurion and much more.

Student Life Information Center assists students in finding activities to fit into their busy school or work schedule.

The Student Life Information Center is located in the Rollins Student Center, second floor or call 215-968-8261. Please visit us on the web at [www.bucks.edu/student_life/slic.html](http://www.bucks.edu/student_life/slic.html).

**Student Judicial Process**

Bucks County Community College is committed to the integrity and personal growth of each individual. Choosing to join the 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 BCCC students accountable to the Student Code of Conduct which is found under Student Records, Rights & Responsibilities portion of the college catalog and online at [www.bucks.edu/catalog/concode.html](http://www.bucks.edu/catalog/concode.html). 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 a student organization that is elected by the student body. The functions of this organization include 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 Association is composed of several standing committees. The Student Government consists of four officer and five councilor positions.

Elections are conducted by the Student Government through the Election Committee. Elections are conducted for officers and representatives positions.

The Director of Student of Student Life is the advisor for Student Government.

Contact the Student Government Association at 215-968-8375 or on the web at [www.bucks.edu/sga/](http://www.bucks.edu/sga/).

**Union Program Board (UPB)**

UPB dedicated to promoting educational, cultural, social, and recreational activities for all Bucks County Community College students. Whether it be coffee house music performers, coffee and donut nights or welcome week festivities, the board strives to maintain a diverse programming through the efforts of its officers and committees.

**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 currently exist on campus. This has enabled students to grow and succeed in many aspects of their lives. Contact the Office of Student Life at 215-968-8257 to find more.

**Civic Engagement/ Volunteering/ Community Service**

Bucks wants students to connect with their community. We have many opportunities available in service learning, volunteering/community service. The Student Life Programs office assists students in connecting community agencies with academic courses in efforts to promote learning in and out of the classroom. Check with the Office of Student Life Programs to find out what classes support the exciting opportunities in service learning and how you can enroll.

Looking to do some volunteering or community service? When you volunteer in your community, you gain new friends, life experiences and resume building skills. Student Life Programs has a database of community agencies, contact information, programs, and events that will fit any student’s interests. Contact the Office of Student Life Programs at 215-968-8257.

**Bulletin Boards**

Information about the use of bulletin boards must be obtained from the Office of Student Life Programs in the Charles E. Rollins Center. 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.

**New Student Orientation**

All new students are expected to attend New Student Orientation. Orientation is designed for any new student to successfully make the transition into College life. Whether one has just graduated from high school, transferred student, or returning student, the Orientation Program will assist the all new students in preparing for studying and succeeding in the College environment.
 Clubs and Organizations

All students are urged to participate in any student organization. There are few restrictions involved in forming student clubs. There are no limitations to club size and any number of individuals may form an organization after obtaining a faculty or staff advisor and completing necessary paperwork. An organization must be officially recognized by the Student Government Association and the College prior to requesting and utilizing College facilities for activity purposes. The College will establish priority for use of its facilities.

Here is a sample of some of our outstanding clubs and organizations. Further information about forming clubs/organizations or participating in activities is available from the The Office of Student Life, located on the upper level of the Charles E. Rollins Center, 215-968-8237. Visit the website at www.bucks.edu/~sga/clubs_orgs.html.

Anime The purpose of the club is to offer an enrichment of the Japanese culture through anime (Japanese animation) to the students of RCC. Also to gather together fans of the culture and the genre. www.bucks.edu/~anime/

BC3D Sculpture Club The objectives of this club is to function as a co-curricular group whose focus is to further their knowledge and understanding of 3 dimensional art, it's ideology and processes. They meet every second Friday of the month at 2 pm in 3D Arts Center.

BC3 Music Society Our goals are to: enhance campus social life through music; promote, organize and encourage music events on campus; provide students with opportunities to perform in a live setting; build awareness of different kinds of music. We're open to everyone on campus, not just music majors.

Black Student Union The purpose of this club is to provide a positive support unit for African American students here at Bucks, and serve as a cultural, educational and social resource for the college. To promote, plan, and integrate school and community activities that stimulate intellectual, social and moral growth in the African American community at Bucks.

Lower Bucks Campus Programming Council Coordinates and schedules cultural and social events for the student body of the Lower Bucks Campus.

Future Teachers Organization (Meets at Newtown and Upper Bucks Campus) This organization was formed to give Education majors the opportunity to extend their field of study. To provide a forum for all members of the association an opportunity for discussion of and involvement with matters of Education. Check the Future Teachers Organization's website for meeting dates and locations.

Glass Arts Society This is a co-curricular club for students interested in the art of glass blowing and glass sculpture. The Glass Arts Society meets Thursdays at 6:00pm in the 3D Arts Building. www.bucks.edu/~glassart

Habitat for Humanity (Meets at the Upper Bucks Campus) Supports the Bucks County Habitat for Humanity organization through volunteer work, fund raising and advocacy.

Hub, The The purpose of the Hub is to create an environment of recreational gaming available to a wide range of preferences and age groups. Our club is aimed at showing individuals the benefits and excitement of the digital age and its possibilities.

Hillel Is open to anyone who is interested in the Jewish faith and culture.

International Unity Shares cultural information with the campus community, to offer help to all students, and to provide an exchange network on campus experience.

InterVarsity Christian Fellowship Is open to anyone who is questioning the credibility of Christianity, the relevance of Jesus Christ or seeking Christian fellowship. www.ivcfbucks.homestead.com

Italian Club Is for all interested in Italian culture and language, sponsoring Italian talks, films, concerts, dinners and events www.bucks.edu/~rusnak/italianclub

Kappa Delta Rho A national honor society for business students who have completed at least 15 semester hours and have earned a GPA that places them in the top 20% of all students in their specific programs.

LaTertulia The Spanish Club acts as an organization that will join together those interested in Spanish language and culture by providing an environment that supports the learning of Spanish language and culture.

Martial Arts Develops skills in several different martial art forms while teaching individuals to work to their fullest potential.

Nursing Club Provides meetings for all nursing students to promote unity and general welfare of the members. Members conduct at least two community service projects a year.

Open Door Club Provides support to gay, lesbian, bisexual, and transgendered students. The organization promotes awareness and education of their issues as well as fostering an environment of mutual respect and a celebration of the diversity of all people.

PA-S.W.A.T The Pennsylvania Students Working Against Tobacco is committed to empowering the campus communities across the Commonwealth of Pennsylvania to choose and promote a tobacco free lifestyle and environment.

Phi Theta Kappa Is a national honor society comprised of students with a cumulative average of 3.5 or above. The four hallmarks of the society are Leadership, Scholarship, Service and Fellowship. www.ptk.org

Sirens Educates women to empower themselves in relationships in the workplace and home, the political process, and society as a whole by offering support through workshops, speakers, forums, and mentoring from professional women on campus and in the community.

Ski Club Welcomes non-skiers to advance in ski outings, meetings, and social activities. www.bucks.edu/~ski club

Social Science Club Conducts trips and works with other groups to sponsor social, political, and service activities. www.bucks.edu/~sosciscibp.html

Students in Free Enterprise (S.I.F.E)— Newtown Campus Is for students interested in local business activities, networking, and educational projects in the business community. www.sife.org (National Website) & www.bucks.edu/~sife (School Website)

Student Government Association Represents the student body to the College Administration, faculty, and Board of Trustees; supports clubs and organizations; promotes participation by the students on college committees; administers their portion of the college activities fee. Meets every other Tuesday at 12:30 in Rollins 115 with executive meetings every other Tuesday in the Council Office.

Student Update - TV News Familiarizes members with broadcasting skills and techniques while producing entertaining and informative programs to the Bucks campuses. www.bucks.edu/~s_update

Tyler Literary Society Produces the College literary publication issued each semester. Students may submit fiction, drama, poetry, science fiction, criticism, discursive essays, photographs, and drawings.
Ultimate Frisbee Club The purpose of this club is to offer a new sport to the students at Bucks, meet new friends, play competitively against other teams and to spread the word of Ultimate Frisbee as it becomes a more popular sport.

Union Program Board The UPB is dedicated to promoting educational, cultural, social, and recreational activities for Bucks students. The board strives to maintain a diverse program through the efforts of its officers and committees.

Upper County Programming Committee (Meets at the Upper Bucks Campus) Coordinates and schedules cultural and social events for the student body of the Upper County Campus.

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
Golf (coed), Soccer (coed), Equestrian (Western and Hunt seat), Women's Volleyball

Varsity Winter Sports
Men's Basketball

Varsity Spring Sports
Tennis (coed), Equestrian (Western and Hunt seat), Baseball, Golf (coed)

Athletic Director: Dr. Priscilla Rice

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. The commitment to the positive is at the heart of a wellness lifestyle.

The Wellness Center programs include Personal 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 gymnastics facility, 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 2 comprehensive resistance training stations, 2 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, Robert Barrese in the Wellness Center at 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 Music Office, 215-968-8088, concerning meeting times and details of the following:

Musical organizations open to non-music majors: BC3 Music Society, Concert Choir, Stage Band, Swing Singers, Symphonic Band, and Youth Orchestra of Bucks County. Ensembles open only to music majors: 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.

The Alumni Association has an active executive council which meets six times a year on the Newtown campus. For more information about the Alumni Association or to update an Alumni file, call 215-968-8224or 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.
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
In order to utilize College facilities, all children under the age of sixteen must be accompanied by a student, faculty, or staff member, who will stay with them. 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, 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. The public pay telephones are for the use of students and the public. Students should not encourage friends and relatives to call them at the College except in case of emergency. Public telephones are located in the Gateway Center, Charles E. Rollins Center and Founders Hall.

There are also emergency phones and call boxes available in various locations around campus. There are emergency call boxes in parking lots A, B, C, D-E and the Handicapped Lot. These telephones are free of charge and give a direct line to the Office of Security and Safety.

Motor Vehicle Regulations
The College's Motor Vehicle Regulations are enacted to increase safety on campus and to provide an orderly process for the operation of motor vehicles. It is the responsibility of all students, faculty and staff to register their vehicle and obey these regulations.

Every vehicle parked on the campuses of Bucks County Community College is required to display a valid parking permit. Vehicles on campus without a parking permit will be considered as trespassing and dealt with accordingly. Permits are issued at the Office of Security and Safety located in Cottage 4.

COLLEGE MOTOR VEHICLE REGULATIONS ARE ENFORCED AT ALL TIMES ON ALL CAMPUSES OF BUCKS COUNTY COMMUNITY COLLEGE.

SECTION I
A. 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, since 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.
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. They are marked with white striped lines.
7. Parking in the Visitors Lot by either employees or students is prohibited at all times and will result in a fine.
8. Permits are valid for the two year 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. Employee lots are marked with yellow striped lines.

11. Student workers and per diem college employees carrying more than six (6) credits at Bucks County Community College must obtain student parking permits and park in student lots only.

12. All visitors park in the Visitors area of Parking Lot B. Visitor lots are marked with yellow striped lines. (See Section III for detailed information.)

13. UNAUTHORIZED PARKING IN HANDICAPPED OR INFIRMIARY SPACES WILL RESULT IN A FINE. (See Section III, Paragraph D.)

B. 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 grass 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 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 infirmary area.

SECTION II - SANCTIONS AND FINES

A. Fines

1. Monetary fines are itemized on all violations notices and are subject to change without notice.

2. An additional $5.00 processing fee will be assessed to vehicles which do not possess a valid BCCC parking permit and whose owner information must be verified through the Commonwealth of Pennsylvania Bureau of Motor Vehicles.

3. There are additional charges for towing and/or immobilizing vehicles.

4. Unauthorized parking in handicapped/infirmary spaces - $100

5. Immobilization Boot - $100

6. Parking in Fire Lanes, reckless driving - $50

7. Parking without a valid Bucks County Community College permit and all other violations - $15

B. Payment

All parking fines payments are due within 14 calendar days of the date of the violation. Payments are accepted at the Student Accounts Office, Pemberton Hall's Student Services Center from 8:30 a.m. to 4:00 p.m. During the evening, payments made by check are accepted at the Evening and Off Campus Programs Office, located in Founders Hall until 8:30 p.m., Monday through Thursday.

1. Unpaid parking fines are considered unpaid 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 towing at the owner’s expense.

3. The College has the right to seek judgment in the Court of the District Justice against any person who fails to satisfy any outstanding obligations according to these Motor Vehicle Regulations

C. Towing/Immobilization Policy

1. Towing

The College reserves the right to remove and impound any vehicle which is parked in a driveway, fire lane, loading dock, handicapped area, or parked in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment. The owner will be responsible for the costs involved in removing, impounding and storing the offending vehicle. All fees must be paid before the vehicle will be released. The College is not responsible for damage to a vehicle resulting from towing or immobilization.

2. Any vehicle parked in violation of the motor vehicle regulations issued by Bucks County Community College may be immobilized by use of a wheel boot. Additionally, when a vehicle is determined to have three (3) or more parking violation notices charged against it, paid or unpaid, an immobilization boot may be used to impound the vehicle. The College will not authorize release of the vehicle to the owner or custodian until a cash or credit
card payment of $100 is made to remove the boot and all outstanding fines have been satisfied. Also, any vehicle subject to towing may be immobilized instead. Flagrant violations of these motor vehicle regulations may result in the loss of parking and vehicle operating privileges on campus.

Notice of the placement of a wheel boot shall be posted prominently on the vehicle. Placement of the notice shall depend upon the type of vehicle. The College is not responsible for damage to a vehicle resulting from towing or immobilizing the vehicle. Only members of the Office of Security and Safety staff may remove wheel boots. Attempts to remove wheel boots by unauthorized personnel may result in criminal charges.

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.

SECTION III - PROCEDURES

A. Appeals of Violation Notices/Parking Privileges

1. Violation Notices may be appealed to a special Traffic Appeals Committee.

2. Appeal forms are available at the Office of Security and Safety in Cottage 4 and in the following locations:
   a. Evening and Off Campus Programs Office - Founders Hall
   b. Admissions Office – Pemberton Hall
   c. Student Life Information Center - Charles E. Rollins Center

3. Appeal forms must be received in the Office of Security and Safety, within 14 calendar days of the date of the violation. The violation notice (ticket) must accompany the completed appeal form and be submitted by the person who received it. Ignorance of the provisions of these motor vehicle regulations will not be accepted as a defense for violations.

4. An employee, whose parking privileges have been suspended, may appeal the suspension to the Traffic Appeals Committee. The employee must file an appeal with the Human Resources Department no later than five (5) working days after the notice of the suspension of parking privileges has been received.

5. Decisions made by the Traffic Appeals Committee 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 Lot B-Visitors Area, identified by yellow striped lines. 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. “30 Minute” parking spaces are located in Employee Lot K for Admissions visits only.

2. “Short-Term” (15 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. TICKETS WILL BE ISSUED TO ALL VIOLATORS.

D. Handicapped Parking/Temporary Mobility Impairments

1. Permanent Mobility Impairments: Individuals with permanent mobility impairments must have an official Pennsylvania Bureau of Motor Vehicles handicapped license plate or placard on their vehicle in order to park in any of the designated handicapped spaces on campus. Students and employees must also possess valid campus parking permits.

2. Temporary Mobility Impairments: 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.
   c. Individuals with infirmary permits may not park in handicapped spaces.
   d. If all reserved infirmary spaces on campus are full, drivers must park in a regular lot.
E. Disabled Vehicles
All disabled vehicles are to be reported to the Office of Security and Safety in order to avoid a violation. A specific period of time will be granted for the removal of a disabled vehicle, but must be coordinated with the Office of Security and Safety.

F. Overnight Parking
Parking on campus between the hours of 12:00 midnight and 5:00 a.m. is prohibited, except for those people who have prior approval from the Office of Security and Safety. Permission will be granted for disabled vehicles and vehicles belonging to people participating in college sponsored trips. In all cases, the owner/operator should contact the Office of Security and Safety.

G. Miscellaneous
1. Motorists are advised that all Pennsylvania laws and regulations pertaining to the use of motor vehicles apply to all drivers and vehicles on the campus of Bucks County Community College.
2. Any driver coming on campus to discharge or pick up passengers may do so in the area of Linden Lane designated for that purpose.
3. Parking near the baseball field is at your own risk.
4. The college is not responsible for the safety of vehicles or their contents.
5. Bucks County Community College Motor Vehicle Regulations are in effect at all times.

Handicap Access

Elevators:
• Founders Hall (right side)
• Library Building
• Pemberton Hall (rear of Admissions)
• Penn Hall (left side)

Wheelchair Lifts:
• Charles E. Rollins Center - outside rear entrance connecting with the Library
• Charles E. Rollins Center - Fireside Lounge

Ramps:
• Handicap Parking Lot - ramp to center of campus and side entrance of Founders Hall
• Hicks Art Center - main entrance and rear hallway
• Cooper Homestead - main entrance
• Penn Hall - right side entrance
• Penn Hall - rear side entrance to lecture halls
• Portable Classrooms - each entrance
• Tyler Hall - front entrance and inside first floor

TDD - Telecommunication Devices for the Deaf:
• Charles E. Rollins Center - Disability Services

Evening Student Shuttle Service

The College operates a shuttle service Monday through Thursday nights between 6:00 p.m. and 11:00 p.m. Students will be picked up 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.

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**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
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Previous institution(s) attended
- Full-time/part-time status
- Email Address
- 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, 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.

**Change of Address, Name, or Telephone Number**

Students are requested to record changes in name, address, or telephone number as soon as possible at the Office of Admissions, Records, and Registration, The Hub, in writing. Official correspondence or other communication is based upon data currently on file.

**Clearance Letters**

When a student wishes to transfer, the transfer institution often requests a Letter of Clearance. This letter is sent to the college of the student’s choice explaining whether he or she was involved in any disciplinary actions, his/her dates of attendance and general standing at Bucks County Community College. A Letter of Clearance is not a transcript.

Forms to have a Letter of Clearance issued are available in the Office of Student Life Programs, located on the lower level of the Charles E. Rollins Center. If the transfer institution issues its own form, that is mailed with the Letter of Clearance.
Transcripts
Bucks students receive their grades 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 (see www.bucks.edu/graderequest).

Students may request the mailing of a transcript to another college or to an employer through the Office of Admissions, Records and Registration or the Office of the Evening Director. There is a two-dollar fee for each transcript.

Equal Employment Opportunity Statement
Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally protected classifications in regard to race, color, national origin, sex, handicap, age, religion, disabilities, and Vietnam military veterans, and sexual orientation.

The College provides reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is 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 postgraduate activities. This study includes information on numbers of students transferring to other colleges and universities and locating full and part-time jobs.

Additional information on retention rates, number of students completing majors, and similar types of information should be requested from: Office of Institutional Research, Bucks County Community College, Newtown, PA 18940.

The College’s contact person for Student Consumer Information Services is the Director of Financial Aid. Questions and requests for information should be directed to: Director of Financial Aid, Bucks County Community College, Newtown, PA 18940.

As a result of the Higher Education Amendments of 1998, the following list and brief descriptions are being made available so that students and parents will
know what office(s) to contact for required disclosures:

- Rights Under Family Education Rights and Privacy Act - This Act was written to protect the privacy of education records. Questions may be addressed to the Office of Admissions, Records and Registration.
- Completion/Graduation Rates - This will show completion or graduation rate of cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program of study within 150% of the normal time for graduation or completion. Questions may be addressed to the Office of Institutional Research.
- Report on Athletic Program Participation Rates and Financial Support Data - Includes disclosures regarding institutional revenues and expenses attributable to intercollegiate athletic activities as well as disclosures regarding athletic participation. Questions may be addressed to the Department of Health, Physical Education and Nursing.

**Student Right-to-Know Act**

In response to the Right-to-Know and Campus Security Act, Public Law 101-542 and the Higher Education Technical Amendments of 1991, Public Law 102-26, and Department of Education regulations, Bucks County Community College is required to provide students with the following information:

The projected graduation rate for first-time, full-time students entering the College during fall 2007 is approximately 15.0% percent. This rate is based on a 4-year average of the actual graduation rates of full-time students entering the College beginning with the fall of 2000 through the fall of 2003 and who completed an Associate Degree major within three years or who completed a certificate major within one and one-half years. It should be noted that these rates do not reflect the many students who successfully transfer to other educational institutions without earning a degree at Bucks County Community College or those who are still attending. These rates also do not reflect those students who have met their individual educational goals without earning a degree or certificate.

**Resolution of Student Concerns**

As a comprehensive educational community, BCCC promotes an active and challenging learning environment. Varying viewpoints and differences of opinion in such an environment are natural and expected. Students enjoy a host of rights and responsibilities in addressing issues and concerns. Student concerns are generally best resolved at the level at which the concern developed. Communication is the key to resolution. Students are encouraged to indicate concerns with specific matters to the office/area or individual most directly involved or responsible. A variety of mechanisms exist to assist students in processing such concerns. Faculty members, administrators, and College staff are receptive to discussion and welcome interaction with students. The Dean of Student Affairs serves as an ombudsmen 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 Assistant Academic Dean.
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 ombudsmen, the student should contact the Dean, Student Affairs.

**Student Body Bill of Rights and Responsibilities**

Rallies, Free Speech, and Communication

1. The College affirms the right of its students to hold rallies, speeches, and demonstrations after students observe the routine procedures designated by orderly scheduling of facilities and activities. In order to permit the normal and uninterrupted use of buildings, picketing shall be confined to out-of-doors in such a manner as to permit normal and orderly egress and ingress.
2. The placing of signs, posters, and banners shall be in conformity with the regulations set forth in this Catalog.

Rights

1. Freedom of expression in the classroom.
2. Protection against improper academic evaluation.
3. Protection against improper disclosure on the basis of classroom expressions.
4. Confidentiality of student records.
5. Freedom of association.
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**

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.
The Student Code of Conduct Sections I, II, III, IV is going through a revision process that will be completed by Fall 2008.
Consult the website at www.bucks.edu for the most current code of conduct.

**Code of Conduct Sections I, II, III, IV**

**I. Violations**

A. Major Infractions
A formal violation is a student action that is classified as a major disciplinary infraction. The penalties for a formal violation(s) could result in long-time suspension or permanent separation from the College. The following student action(s) shall constitute a formal violation:

1. Plagiarism or academic cheating.
2. Forgery or alteration of the College identification card or records.
3. Destruction of, damage to, malicious misuse of, or abuse of College property, or personal property on campus
4. Assault upon another person or the threat thereof while on campus
5. Theft of College property or personal property on campus.
6. Lewd or indecent conduct on campus.
7. Possession, use, or sale of unauthorized narcotics or illegal substances on campus.
8. Unauthorized use, possession, or sale of firearms or other dangerous weapons on campus.
9. Drunk and/or disorderly conduct on campus.
10. Possession of alcoholic beverages on campus property except where expressly authorized by the President.
11. Sexual Harassment
12. Violation of other College rules and regulations after publication, distribution, or posting thereof in such a manner to ensure fair notice to the student.

B. Minor Infractions
An informal violation is a student action that is classified as a minor disciplinary infraction. The following student action(s) shall constitute an informal violation.

1. Willful destruction of the passegeway, or exit or entrance to the College campus, of a College building or facility, or any portion thereof.
2. Failure to provide proper identification of oneself when especially requested by a College official including security guards, faculty, and staff members.
3. Failure to respond to official correspondence and communication from the College.
4. Gambling on College property.
5. Smoking in unauthorized locations.
6. Disruptive behavior or conduct.
7. Misrepresentation of proper identification of oneself in the transaction of College business and dealings with College officials and representatives.
8. Unauthorized possession of animals on College premises.

**II. Sanctions**

If a student is found guilty of a major or minor violation(s) one or more of the following sanctions could 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. Notice 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 school 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, and explanations, and assignments of research and/or work projects.

**III. Procedures**

1. Any member of the College community may charge any other member with a code violation.
2. Charges must be filed in writing within seven days to the appropriate College office. Academic-oriented charges (plagiarism, cheating, and other classroom offenses) are filed in the Office of the Dean of Academic Affairs. All other charges are filed with the Director for Student Life in the Office of Student Life Programs.
3. Upon the filing of a charge alleging a violation of the code, the individual will be given written notice of the charge by the College.
4. Written notice to the charged individual will be issued within one week following the filing of the charge.
5. A disciplinary hearing will be scheduled. The charged individual may choose to meet with the appropriate College official as outlined in Section III, Paragraph 2. In addition, those charged with a violation have the option of meeting with the appropriate College official and the Student Judiciary.
6. If the Student Judiciary is called into session it will file a written recommendation regarding findings and sanctions against the charged individual to the appropriate College official. The appropriate College official will review the recommendation of the Student Judiciary. He/she will inform the charged individual of the official College ruling in writing no later than seven days following the final disciplinary hearing.
7. Appeals to all rulings may be made within fourteen days of the final disciplinary hearing date to the Dean of Student Affairs. All appeals must be in writing. Any other appeals may be made within 14 days to the College President.
IV. Enforcement
1. The ultimate responsibility for enforcement of the Code of Conduct rests with the College President and Board of Trustees.
2. The College President may delegate enforcement of the Code to appropriate College administrative officials and staff members.
3. Chief responsibility for the enforcement of academic-oriented violations rests with the Dean of Academic Affairs.
4. Chief responsibility for the enforcement of non-academic oriented violations rests with the Director of Security and Safety.
5. Chief responsibility for implementation of the Code of Conduct and responsibility for official College disciplinary files rests with the Director for Student Life.
6. Day to day enforcement responsibility rests with all members of the College community including students, faculty, administrators, and staff members.
7. If a student recommendation is requested by the charged individual, the responsibilities for making such a recommendation regarding findings and sanctions rests with the Student Judiciary. The Student Judiciary makes its written recommendation to the appropriate College official involved in the disciplinary hearing.

The Student Judiciary is appointed by the President of the College upon the recommendation of the Student Government and is not to exceed five in number. The Student Judiciary will be organized at the beginning of each fall semester. Involvement of the Student Justices regarding a disciplinary matter is the option of the individual charged with a violation of the Code.

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 must 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
Access to the electronic information and communication sources of Bucks County Community College is a privilege granted to students, faculty, staff and retirees of the College. The College aims to provide the best possible information services with the fewest restrictions to members of the campus community. Electronic means of information access and exchange such as personal computers, cellular or desktop telephones, fax machines, photocopies, printers, cameras, server user accounts and all other network access 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 related communication. This policy applies to all electronic systems and services owned by Bucks County Community College, all company electronic records including emails, and all users with system access both temporary and permanent.

Equipment
Equipment utilized in electronic communication is costly and funds available for acquisition are limited. Users of such equipment are expected to take excellent care of equipment assigned for their use. Any malfunction must be reported immediately and a notice of malfunction placed on the appropriate equipment. No one other than authorized personnel is permitted to repair or modify the equipment. Theft or vandalism of equipment, software or documentation will be subject to disciplinary action.

Software
The College does not condone the illegal duplication of software, including related documentation. Any duplication of licensed software, except for backup purposes authorized by the College or as expressly authorized by the software developer, is a violation of the Federal Copyright Law. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as $150,000 and criminal penalties including fines and/or imprisonment.
Bucks, along with many other institutions of higher education, supports the following statement from the 1989 brochure, “Using Software,” distributed by EDUCOM:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of a writer’s integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Personal computers are issued to faculty and staff with College licensed software installed. Other software can be installed only by authorized staff after proper license information has been supplied to Information Technology Services. The College will not tolerate any unauthorized copying of software. Any person working for Bucks County Community College found copying software for other than authorized backup purposes is subject to termination and/or prosecution.

Account Activation/Termination
Faculty and staff system access is controlled through individual accounts and passwords. Each user of the College computing system is required to read and acknowledge the content of this policy prior to receiving a system account with password access. Account termination will occur at the time of severance of the employment relationship (with the exception of retirees) or may occur as a result of user misuse as outlined in College procedures. The College is under no obligation to store or forward the electronic document files after their term of employment has ended.

Student account activation is based on credit course enrollment at the College as well as enrollment in approved non-credit courses and programs. Account termination will occur during periods of non-enrollment or may occur as a result of user misuse as outlined in College procedures.

Password Security
Password security is every user’s responsibility. Users may not give their password to any other individual, allow their password to become known, or attempt to obtain the password of another user. Users are encouraged to change passwords frequently. Incorporating symbols and numbers along with letters minimizes the opportunities for misuse of a password. Before leaving a workstation, users must log off to prevent unauthorized access to files.

College staff who are given passwords to access administrative systems, servers and functions are expected to follow College policies to protect the security of these passwords and the integrity of all systems and services.

Technicians who share these passwords with unauthorized users, use such passwords for inappropriate access or who alter system functions or services without authorization, are subject to termination and/or prosecution.

Monitoring and Confidentiality
All electronic systems and services used at Bucks County Community College are owned by the College and its products are therefore property of the College. This gives the College the right to monitor any and all activity on its systems, including all email traffic, network traffic and Internet access obtained through use of College resources. While the College does not actively seek to read user email or monitor documents and communications, IT staff may inadvertently scan such items during the course of managing College systems.

In addition, backup copies of messages and documents may exist, despite end-user deletion, in compliance with the records retention policy of Bucks County Community College. The goal of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

If Bucks County Community College discovers or has good reason to suspect activities are ongoing which do not comply with applicable laws or this policy, electronic records may be retrieved and used to document the activity in accordance with the due process. All reasonable efforts will be made to notify an employee if his or her electronic communication records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

In legal matters which involve electronic records, the College will follow appropriate federal and state guidelines.

Reporting Misuse
Any allegations of misuse by faculty or staff of any form of electronic communication should be promptly reported to a supervisor. Students should report such abuse to Information Technology Services at 215-968-8191.

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.

Email User Responsibilities
Email is a critical mechanism for business communication at Bucks County Community College. Use of the College email system is a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the College. Email users are expected to comply with normal standards of professional and personal courtesy and conduct. Additionally, all users of College email services are required to comply with the procedures detailing user responsibilities and appropriate use.

Allegations of misconduct related to email use will be adjudicated according to established procedures. Sanctions for inappropriate use of Bucks County Community College e-mail systems and services may include, but are not limited to, the following:

- loss of email access, disciplinary action, termination of employment or legal action according to applicable laws and contractual agreements.
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   Information/Reservation Center
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Shady, Marcia, Assistant Director, Continuing Education; BA, Pennsylvania State University
Lee, Jonathan, Director, Theater & Community Programming
Grace, Evelyn A., Interim Director, Practical Nursing; RN; AS, BSN, Gwynedd-Mercy College; MSN, Holy Family University
Ledore, Maria, Director, Radiography Program; Certificate, Radiologic Technology, Hahnemann University; AAS, Camden County Community College; BS, Drexel University
Toth, Kenneth J., Director, ACT Center; BS, Seton Hall University; MS, Nova Southeastern University
McCordell, Denise, Executive Assistant; BMEd., Combs College of Music; MSEd., University of Pennsylvania
Beck, Barbara, Administrative Support; AA, Bucks County Community College
Forsyth, Barbara, Supervisor, Con Ed Registration
Lydon, Elena, Administrative Support; AA, Bucks County Community College
Primavera, Lynda, Staff Associate
Reing, Mary, Administrative Support
Schaeffer, Karol, Coordinator, Practical Nursing; AA, Bucks County Community College
Snyder, Rick, Summer Programs Coordinator, Kids on Campus; MA Educational Administration

Workforce Development
November, Ronni, Executive Director; BA, University of Massachusetts; MA, George Washington University
Evans, Emily, Director, Workforce Development; BA, Temple University
Taylor, Georgina, Director, Corporate Training; BS, Memorial University
Baker, Janet, Director, Allied Health; BS, MEd, The College of New Jersey
Banford, Marie, Administrative Support
Beck, Holly, Coordinator; AA, Bucks County Community College
Bonelli, Carol, Coordinator, Nurse Aide Training; BSN, University of Phoenix
Edgar, Linda, Administrative Support
Klipper, Louise, Coordinator, Move Up; BS, SUNY @ Courtland
McKinney, Sherry, Coordinator; AA, Bucks County Community College
Rush-Day, Eunice, Manager, Government Funding Initiatives; BA, Goshen College
Seiverd, Karen, Instructor, Move Up; BS, East Stroudsburg University; MEd, College of New Jersey
Stoloski, Mary Kay, Administrative Support; BA, Pennsylvania State University
Worman, Diana, Coordinator, Perkasie Skill Center; BA, Messiah; MEd, Temple University

Public Safety Institute
Wurster, Edward J., Executive Director; BA, Temple University; MS, St. Joseph's University
Muller, Robert, Director, Industrial Safety Training
Vaughan, Charles, Director, Industrial Programs
Grunmeier, Casey, Administrative Support

Public Safety Training Center
Grunmeier, Robert, Executive Director
Fresce, E. Rob, Director, Certification & Curriculum
Hashagen, Fred, Director, PSTC Operations
Hatrak, Matthew, Coordinator, Certification
Hunsinger, Frederick, Assistant Director, Field Operations East
Wukovich, Nicholas, Assistant Director, Field Operations West
Moritz, Charles, Coordinator, Fire Training
Furia, Vincent, Specialized Support
Turner-Brady, Jeanne, Programs Coordinator; BS, Penn State; MEd, Arcadia University
Bartlett, Stephanie, Administrative Support
Barbara Dougherty, Administrative Support
Dunn, Joan, Administrative Support
Griffin, Anne, Administrative Support
Hannon, Amy, Administrative Support
Lieggi, Susan, Administrative Support
Slivka, Shannon, Administrative Support
Stebner, Danielle, Administrative Support
Advisory Committees

Accounting
Norm Braeunle, CPA  Cheri Freeh, CPA
John Byrne, Jr. Bob Riechert, CPA
Kenneth Cronlund, CPA  Mike DeSantis, CPA
Rick Dallara

ACT 101 - Goals
Jean Barrell  Ralph Nattans
Kristi Dennis  Pattie Sauritch
Jodi Doyle  Kim Walker
Patricia Goldbach  Cassandra Vaughn
Katie Meister

Animation
Lowell Boston  Linda Kutzmas

Associate Degree Nursing
LeeAnn Broadd  Edward Essl, RN
Linda Garcia, MSN, RN  Evelyn Grace, MSN, PhD
Rhonda Maneval, DEd, RN  Carlene Meyers, RNC, PhD
Mary Osborne, MSN, RN  Debby Reddy, BSN, RN
Anne Marie Riggi  Cynthia Schneider
Patty Stover, MSN, RN, CNA  Linda Treglia, MA

Computer Forensics
John Crowley  Rebecca Mecuri
Ben Demonte  Jim Pomfret
Larry Depew  John Riley
Paul Hartung  Jack Venturi
Scott Inch

Early Childhood
Barbara Boyle  Mary Kay Speese
Maxine Hirsch  Martin Sutton
Pat Lister  Virginia Warberton
Jane Mahler

Environmental Studies
William Abate  William Monturano
Michael Aucott  Stephen Norvillas
Joann Corn  Bonnie Tobin
Kathi Knight  John Yagecic

Fine Woodworking
John Buckman  Tim Olson
Paul Downs  Janice Smith
Albert LeCoff  William Stowe

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John Fala  James Kettler
Edwin Grugan  Nelson Klein
Robert Grunneimer  Barbara Miller
Walt Hansell  Thomas Topley
Robert Hedden  Edward Wurster

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Dennis Glock  Chuck Whitmore

Historic Preservation
Kathryn Auerbach  Jeffrey Marshall
Dr. Richard Bullock  Robert Moore
David Callahan  John Primo
Marty Ginty  Lyle Rosenberger
Connie Houchins  Martin Sutton

HRIM-Chef Apprentice
Gary Albert  Susan Jacobi
John Angelone, CEPC  Bob Johns
Earl Arrowood  Felix Maietta, CEC
Chris Babst  Colin Marsh, CEC
Mark Diller  Joel Marucheck
Martin Goldman  Michael McCombe
Catherine Hahn  Sabatino Tomeo, CCM
Nelson Herr  Sharon Sputatuci, CPC
J. Alex Hoffman  Jillian Venne
Barbara Hudson

Information Technology Studies
Richard DiGiuliano  William Geoghan
Ken Fein  John Schaeffer
John Harrison

Journalism
Mary Ellen Bornak  Colleen Quinn
S. Willis Calkins  Eric Redner
Larry Morganensi  Tony Rogers
Steven O’Neill  Michael Ruston
Marilyn Puchaalski  Patricia Walker

Marketing & Management
Charles Beem  James Hild
Lynn Bush  Catherine McElroy
Robert Byers, Jr.  Charles P. Rosemarino
Kathleen Dominick  George Stockburger, IV
James Feeney  A. Courtney Yelle
Ronald Fell  Thomas E. Zaher, CPA

Multimedia & Web Design
Mishel Cobb  Alan Rihm
Drew DeMarinis  Jennifer Rogers
Dennis Glock  John Sullivan

Nanofabrication
Anthony Angelo  Robert Porche, II
John Harrison  William Yorke
Larry Liberti

Networking
Jim Bowe  Dr. Hector Feliciano
Lisa Compton  Mary Schrum
William Compton  Joe Tait
Kenneth Fein

OA/MEDA
Lois Abbott  Donna Mallon
Patricia Barton  Sharon Mc Kinney
Janice Dembowski  Donna Minier, RN, CMA
Gail Donegan  Diane Rapp
Maria Fell  Nicholas Rizzo
Deborah Grant  Penelope Sablack
Beth Huffer  Lynn Vitale
Carolyn Hurtleman  Deborah White
Fredica Lisgar  Mary Zajac

Paralegal
Mitch Aglow, Esquire  Judith Algeo, Esquire
Christine Bosold  Linda Carracappa
Richard Giannini, Jr., Esquire  Heather Martin
Thomas Mellon, Esquire  Gloria Morales Evans
Catherine McElroy  Jennifer McGrath, Esquire
Douglas Praul, Esquire  Rita E. Sarco
Patricia Schaeffer-Crooks  Walter J. Timby, III, Esquire
Thomas E. Zaher, CPA

Paraprofessional Instruc tional Assistant
Barbara Boyle  James LoJudice
Mark Kline  Mary Kay Speese
Mart Sutton  Karen Kaplinski

Perkins Planning Council
Anne Bartholomay  Barbara Mazurek
Richard Black  Catherine McElroy
Ted Brent  Kathleen Morgan
Marian Colello  Gina Pardovich
Marie Cooper  Rosemarie Pressman
Frank Cracker  James Rodgers
Emily Evans  Sue Rohn
Patty Goldbach  Carl Shannon

Upper Bucks
Peggy Adams  James J. Linksz
William S. Aichele  Catherine C. McElroy
Bruce Allen  Charles Meredith III
Rodney Atemose  Deanna Mindler
Tom Bisco  Janet Mintzer
William C. Brady  Hugh Niles
Tobias Bruhn  Kevin Putnam
Robert Byers  Edgar Putnam
Vincent Caruso  Alex Rankin
Steve Chadwick  Steve Sandy
Howard Eckert  David R. Landis
Blake H. Eisenhart  Bernadette Schaffhausen
Gene W. Fickes  Ronald Schultz
Elizabeth A. Graver  Michael S. Scobey
Greg Grim, Esq.  Steve Shelly, Esq.
Larry Grim, Esq.  Tom Skiffington
Penrose Hallowell  Daniel L. Soliday
Frederick Schea  David Warren
Doug Hutchinson  Vernon Wehrung
Robert S. Kish  Elfriede Werner
Kenneth L. Keller  Philip W. Wirsta
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</tbody>
</table>
To the Applicant:

We are pleased that you are interested in Bucks County Community College. We will examine your qualifications as quickly as possible and notify you of your status without delay. Your help in following the admission procedures, as outlined in this application, will help us to better respond to your request for admission.

We invite and encourage you to visit the campus. If you would like to meet with an Admissions staff member, please call 215-968-8112 to schedule an appointment. The Office of Admissions, Records and Registration is open at the following times:

Monday through Thursday...............7:45 a.m. to 4:30 p.m.
   Friday .................. 7:45 a.m. to 4:00 p.m.

We are available to answer questions you might have about the College. Please call on us whenever you need assistance.

The Staff of the Office of
Admissions, Records and Registration

Please complete this application
and mail to:
Office of Admissions, Records & Registration
Bucks County Community College
275 Swamp Road
Newtown, Pennsylvania 18940-4106

For further information
please call
215-968-8100
or visit our website
www.bucks.edu

Apply online, at no cost
www.bucks.edu/admissions

Application Instructions

Students should apply for admission as early as possible to ensure optimal course availability. Applications are accepted on a rolling basis. May 1 is the deadline for the Dean’s Academic Scholarship.

1. Supply all requested information on the application form and application fee form.

2. Attach a $30 non-refundable check or money order made out to Bucks County Community College to your completed application form. There is no fee to apply online.

3. Arrange for your official high school transcript and the aforementioned items to be sent to the Director of Admissions, Records and Registration. G.E.D. recipients should have their official G.E.D. scores sent to the Director of Admissions, Records and Registration by the testing agency. Foreign students must have all transcripts evaluated by one of the approved services, as listed online at www.bucks.edu/international.

4. Placement testing is required of all students before registration. The purpose of testing is to discover each student’s level of learning and skills in order to increase the opportunity to succeed in college work. The results are used to help assure your success in reaching your educational goals. Testing is on a walk-in basis; no appointment is necessary. Your acceptance letter will provide information on upcoming dates/times/locations for testing. A list of testing exemptions can be found at www.bucks.edu/testing/exempt.html.

5. Transfer students who have attended other colleges must fulfill the College’s admission requirements and have an official copy of their transcript sent from all previous colleges attended. Previous college work will be evaluated for transfer to the College upon receipt of an official transcript sent directly to the Office of Admissions, and a completed Transcript Evaluation Request Form.
Academic Majors

The College offers the following majors. You must select a major at the time of application and list it plus the accompanying code on the appropriate line of the application form. You may later choose to apply to change your major.

Transfer Majors

These majors provide the first two years of a four-year program. They are designed for students who expect to transfer to a four-year college or university to earn a Bachelor’s Degree.

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Title</th>
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<tbody>
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<td>1003</td>
<td>Biology</td>
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<tr>
<td>1009</td>
<td>Business Administration</td>
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<tr>
<td>1004</td>
<td>Chemistry</td>
</tr>
<tr>
<td>1103</td>
<td>CISC:Computer Science Emphasis</td>
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<tr>
<td>1102</td>
<td>CISC:Information Science Emphasis</td>
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<tr>
<td>1121</td>
<td>Communications: Performance</td>
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<tr>
<td>1120</td>
<td>Communications: General</td>
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<tr>
<td>1021</td>
<td>Correctional Administration</td>
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<td>1061</td>
<td>Education</td>
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<tr>
<td>1028</td>
<td>Engineering</td>
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<tr>
<td>1001</td>
<td>Fine Arts</td>
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<tr>
<td>1110</td>
<td>Graphic Design</td>
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<tr>
<td>1031</td>
<td>Health/Physical Education</td>
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<td>1146</td>
<td>Individual Transfer Studies</td>
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<td>1045</td>
<td>Journalism</td>
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<tr>
<td>1107</td>
<td>Liberal Arts:American Studies</td>
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<tr>
<td>1002</td>
<td>Liberal Arts:General Emphasis</td>
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<td>1058</td>
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<td>1067</td>
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<td>1060</td>
<td>Liberal Arts:Psychology Pre-Professional</td>
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<td>1059</td>
<td>Liberal Arts:Social Sciences</td>
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<td>1160</td>
<td>Liberal Arts:Women’s Studies</td>
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<td>1006</td>
<td>Mathematics</td>
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<td>1173</td>
<td>Multimedia</td>
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<td>1019</td>
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<td>1020</td>
<td>Police Administration</td>
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<td>1105</td>
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<td>1117</td>
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<td>1170</td>
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<td>1180</td>
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<td>1177</td>
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<td>1130</td>
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<td>1154</td>
<td>Sport Management</td>
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</tbody>
</table>

Certificate Programs

These programs provide job training, retraining, and/or upgrading of skills to prepare the student for immediate employment. A Certificate of Completion is awarded upon successful completion of a prescribed program. These credits may be applied toward an Associate of Arts Degree. Students enrolled in a Certificate Program are not eligible for PHEAA Grant awards.

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<th>Code</th>
<th>Program Title</th>
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<td>Accounting &amp; Taxation</td>
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<td>3145</td>
<td>Bookkeeping</td>
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<td>3151</td>
<td>Cinema</td>
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<td>3135</td>
<td>Computer Application Development</td>
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<td>3162</td>
<td>Computer Hardware</td>
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<td>3133</td>
<td>Installation and Maintenance</td>
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<td>3134</td>
<td>Computer Network Technology</td>
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<td>3154</td>
<td>Culinary Pastry/Catering</td>
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<td>3152</td>
<td>Digital Animation</td>
</tr>
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<td>3165</td>
<td>E-Business Certificate</td>
</tr>
<tr>
<td>3144</td>
<td>Fire Investigation</td>
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<td>3143</td>
<td>Fire Science</td>
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<tr>
<td>3127</td>
<td>Historic Preservation</td>
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<tr>
<td>3073</td>
<td>Hotel/Restaurant/Institutional</td>
</tr>
<tr>
<td>3156</td>
<td>Management</td>
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<tr>
<td>3148</td>
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<tr>
<td>3149</td>
<td>Medical Assistant: Clinical</td>
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<td>Medical Coding/Billing</td>
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<td>3141</td>
<td>Microsoft Office</td>
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<td>3168</td>
<td>Nanotechnology Fabrication</td>
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<td>3130</td>
<td>Network Administrator</td>
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<tr>
<td>3173</td>
<td>Office Skills Accelerated</td>
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<td>3129</td>
<td>Paralegal</td>
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<tr>
<td>3166</td>
<td>Phlebotomy</td>
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<tr>
<td>3155</td>
<td>Supervision</td>
</tr>
<tr>
<td>3172</td>
<td>Travel and Event Planning</td>
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<tr>
<td>3153</td>
<td>Video Production</td>
</tr>
<tr>
<td>3147</td>
<td>Web Designer</td>
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<tr>
<td>3161</td>
<td>Women’s Studies</td>
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</table>

Occupational Majors

These majors, like Certificate Programs, provide job training, retraining, and/or upgrading of skills to prepare you for immediate employment following graduation. 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.

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<th>Code</th>
<th>Program Title</th>
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<td>2016</td>
<td>Accounting</td>
</tr>
<tr>
<td>2056</td>
<td>Chef Apprenticeship: Food</td>
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<tr>
<td>2098</td>
<td>Chef Apprenticeship: Pastry</td>
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<tr>
<td>2132</td>
<td>Communications/Cinema/Video</td>
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<tr>
<td>2134</td>
<td>Computer Application Development</td>
</tr>
<tr>
<td>2182</td>
<td>Digital Game and Simulation Design</td>
</tr>
<tr>
<td>2026</td>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>2159</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>2092</td>
<td>Fine Woodworking</td>
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<tr>
<td>2158</td>
<td>Fire Science</td>
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<tr>
<td>2111</td>
<td>Graphic Design</td>
</tr>
<tr>
<td>2101</td>
<td>Hospitality and Tourism:</td>
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<tr>
<td>2022</td>
<td>Foodservice Management Emphasis</td>
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<tr>
<td>2164</td>
<td>Information Technology Studies</td>
</tr>
<tr>
<td>2034</td>
<td>Instructional Assistant</td>
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<tr>
<td>2015</td>
<td>Management/Marketing</td>
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<tr>
<td>2131</td>
<td>Medical Assistant</td>
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<tr>
<td>2167</td>
<td>Nanotechnology Fabrication</td>
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<td>2136</td>
<td>Networking Technology</td>
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<td>2035</td>
<td>Nursing</td>
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<td>Occupational Studies</td>
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<tr>
<td>2150</td>
<td>Office Administration and Systems Technology</td>
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<tr>
<td>2128</td>
<td>Paralegal Studies</td>
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<td>2017</td>
<td>Retail Management</td>
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<td>2054</td>
<td>Small Business Management</td>
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<td>2171</td>
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For information on majors, call the appropriate departments:

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<td>Business Studies</td>
<td>215-968-8227</td>
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<td>Health, Physical Education and Nursing</td>
<td>215-968-8451</td>
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<tr>
<td>Language &amp; Literature</td>
<td>215-968-8151</td>
</tr>
<tr>
<td>Mathematics, Computer/Information Science</td>
<td>215-968-8305</td>
</tr>
<tr>
<td>Science &amp; Technology</td>
<td>215-968-8350</td>
</tr>
<tr>
<td>Social &amp; Behavioral Science</td>
<td>215-968-8270</td>
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Student Services Directory

Admissions, Records & Registration  215-968-8100
Adult Recruitment  215-968-8137
Bookstore  215-968-8458
Career Services  215-968-8195
Child Care (Early Learning Center)  215-968-8180
Disability Services  215-968-8189
Evening Office  215-968-8080
Financial Aid  215-968-8200
ACT 101-GOALS Office  215-968-8025
Library Services  215-968-8009
Prior Learning Assessment  215-968-8161
Multicultural Student Services  215-968-8137
Security  215-968-8394
Student Life Information Center  215-968-8261
Advising and Counseling  215-968-8182
Transfer  215-968-8031
Veterans Affairs Office  215-968-8112

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, age, religion, disabilities, and Vietnam military veterans. The College provides reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 130, Tyler Hall, Newtown.
# Application for Admission or Re-Admission

## Bucks County Community College

1. **Legal Name** ________________________________________________________________
   **Soc. Sec. #** ____________________________________________

2. **Any other legal name (☐ former)** __________________________________________

3. **Permanent Address**
   - Last
   - First
   - Middle
   - No. and Street
   - Apt.
   - City
   - State
   - Zip

4. **Home Telephone:** (_______) ________________  **E-mail** ___________________________

5. **Gender:**
   - ☐ Female
   - ☐ Male

6. **Date of Birth** ___________/__________/_________

7. **Statement of Residency**
   **NOTE:** 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.

   - Are you a citizen of the United States?  ☐ Yes  ☐ No
   - If No:
     - ☐ Permanent resident A # ____________________________
     - ☐ Foreign student (F-1 Student Visa) __________________ (Country)
     - ☐ Other type of Visa (Please list) ____________________
     (Copy of immigration documents must accompany application.)

   - Are you a legal resident of Pennsylvania?  ☐ Yes  ☐ No
   - Are you a legal resident of Bucks County?  ☐ Yes  ☐ No
   - If not a resident of Bucks County, in what county do you reside?

8. **Ethnic Background**
   (This information is voluntary and is used only for reporting purposes. It will not be used for an admissions decision.)
   - ☐ African-American/Black
   - ☐ Latin American/Latino
   - ☐ American Indian
   - ☐ White
   - ☐ Asian or Pacific Islander

9. **When do you wish to enter Bucks County Community College?**
   Please check appropriate boxes. Year 20____
   - ☐ Fall Semester (August) or ☐ Spring Semester (January)
   - ☐ Summer(s) (June/July)

   Summer Session: If you plan to attend the Fall Semester check here ☐

10. **Major to which you seek Admission**
    ________________________________
    code ________________

    (choose one from the list on the inside page)

    Do you have a definite career or occupation in mind for which you are now preparing?  ☐ Yes  ☐ No  ☐ Undecided

    If yes, please write your career choice:
    ________________________________

11. **Post Secondary Education Information:**
    Previous or present colleges attended (list most recent first)
    Institution name ________________________________
    ________________________________
    Did you graduate  ☐ Yes  ☐ No
    Dates from _____/____/____ to _____/____/____
    Highest level degree completed __________
    Institution name ________________________________
    ________________________________
    Did you graduate  ☐ Yes  ☐ No
    Dates from _____/____/____ to _____/____/____
    Highest level degree completed __________

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Disability Services exists to provide academic adjustments in accordance with Section 504 and the Americans with Disabilities Act. Students are encouraged to contact this Office prior to enrollment in order to identify needed adjustments and determine eligibility.

Contact the DS Office, 215-968-8463 (V), 215-504-8561 (TDD).

YOU MUST SUBMIT A FINAL HIGH SCHOOL TRANSCRIPT OR OFFICIAL GED SCORES TO THE OFFICE OF ADMISSIONS.

We are pleased that you are interested in Bucks County Community College. The staff of the Office of Admissions, Records and Registration is available to answer your questions about the College. For further information, call 215-968-8100. The office is open at the following times: 7:45 a.m. to 4:30 p.m., Monday through Thursday and 7:45 a.m. to 4:00 p.m. Friday.

12. **Current Educational Goals:** (check one)
- Earn an Associate degree, then transfer
- Earn an Associate degree, then work
- Take courses, then transfer
- Earn a certificate?
- Personal interest/self-improvement
- Job improvement
- Other:
  
  If applicable, college to which you plan to transfer:

  **Note:** Financial Aid is available only to students seeking a degree or certificate. For eligibility, students must be working toward a degree or certificate at Bucks or planning to transfer to a four-year institution to earn a degree.

13. **This application is for enrollment status of:** (check one)
- Full-time Day (12-18 credits)
- Full-time Evening (12-18 credits)
- Part-time Day (1-11 credits)
- Part-time Evening (1-11 credits)

14. **Who/what has influenced your decision to attend Bucks County Community College? Check all that apply.**
- Parents
- Teacher/Counselor
- Friend
- College Fair
- Brochure
- Campus Tour
- Newspaper
- Television
- Radio
- College Representative
- Website
- Other _______________________

15. **Educational Information:**
High School or Preparatory School from which you graduated or expect to graduate.

Name ____________________________________________

City/State _________________________________________

Date of high school graduation or anticipated date:
Month __________ Year ________________

Check here if you have a GED ☐

Date GED issued _____________________________

Please print your name as it appears on your final GED scores or high school transcript.

16. **Parent, Guardian or Spouse**

Name ____________________________________________

Relationship _________________________________________

Telephone (_______) _________________________________

Address __________________________________________

17. **Your Employer**

Name ____________________________________________

Telephone (_______) _________________________________

Address __________________________________________

Financial Aid to attend Bucks County Community College is available; all new applicants will automatically receive Financial Aid information.

I certify that the information on this application is complete and accurate in every respect. I realize that failure to provide accurate and/or complete information can result in cancellation of this application, and/or revocation of admission.

**Print Name**

____________________________________________________

**Signature of Applicant**

(Note: Signature is required. Applications without signatures will be considered incomplete.)

Date ________________________________

**Perkins Academic Support Services**

Perkins Academic Support Services are available through the Carl D. Perkins Grant to students seeking Occupational Degrees and Certificates. Eligible students must be single parents, displaced homemakers, financially disadvantaged, or speak English as a second language. Please contact the PASS Center at 215-968-8140 for details of services available.

If you need any assistance in completing this application, please call 215-968-8122.

**Application Fee Form - Please Complete**

Name ____________________________________________

Semester you wish to attend: ☐ Fall ☐ Spring ☐ Summer

Year ____________________________________________

**For Admissions Office Use Only**

Received by __________________________ Date ______________

Student No. ________________________________________

Receipt # ________________________________
1. **Tyler Hall:** President’s Office, Academic Affairs, Academic & Curricular Services, Administration & Treasurer, Budget/Accounting, Continuing Education/Workforce Development, Duplicating, Foundation, Human Resources, Meeting Rooms, Public Relations

2. **Orangery**

3. **Gateway Center:** Atrium, ACT Center, Workforce Development Training Rooms, Computer Labs, Science and Technology Lab, Teleconferencing Center, Telephone Operators

4. **Library:** Auditorium, Art Gallery, Bookstore, Learning Resources, Learning Technologies, Online Learning, Technology Learning Center, Tutoring Center, Cinema, Video & Audio Classrooms/Labs

5. **Penn Hall:** Business Studies, Language & Literature, Nursing, Social Science, Classrooms, Faculty Offices

6. **Founders Hall:** Evening Programs, Behavioral Science, Math, Science & Technology, Classrooms, Faculty Offices

7. **Early Learning Center/Childcare Facility**

8. **Portables Classrooms**

9. **Cooper Homestead:** Faculty Center

10. **Charles E. Rollins Center:** Advising, Career, Counseling, Transfer Services, ACT 101-GOALS, Cafeteria, Clubs & Organizations, Disability Services, Perkins Academic Support Services, SLIC, Student Life, Student Affairs, Testing Center, Women’s Center

11. **Gymnasium:** Health & Physical Education, Swimming Pool, Faculty Offices

12. **Wellness Center**

13. **Pemberton Hall:** Information Network Services, Institutional Research, Multicultural Services

13a. **The Hub:** Admissions, Records & Registration, Financial Aid, Student Accounts

14. **3-D Arts Building:** Sculpture & Glass Studios

15. **Hicks Art Center:** Arts Department, Art Gallery, Classrooms/Labs/Studios, Faculty Offices, Woodworking

16. **Music and Multimedia Center:** Art, Communication, Graphic Design, Music, Multimedia Classrooms/Labs/ Studios, Faculty Offices

17. **Allied Health Building:** LPN, Radiography Classrooms/Labs, Faculty Offices

18. **Cottage 1:** Workforce Development

19. **Cottage 2:** Music Program Offices

20. **Cottage 3:** Continuing Education

21. **Cottage 4:** Security & Safety

22. **Barn:** Physical Plant/Maintenance

23. **Farmhouse:** Purchasing, Public Safety

24. **Cottage 5:** Workforce Development

25. **Pheasant Barn:** Mailroom, Shipping and Receiving

26. **Mechanical Building**

27. **Creation Pole & Sundial**

28. **Tyler Gardens/Gazebo**

29. **East Gate:** (traffic light)
Newtown Campus
275 Swamp Road
Newtown, PA 18940
215.968.8100

Lower Bucks Campus
1304 Veterans Highway
Bristol, PA 19007
267.685.4800

Upper Bucks Campus
One Hillendale Drive
Perkasie, PA 18944
215.258.7700

Online
bucks.edu