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Application Form

College Calendar
Bucks County Community College’s academic calendar is available each year in printed form in semester schedules and on the college website: www.bucks.edu/calendar.

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

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

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The College catalog posted at www.bucks.edu is the official version and contains the most current catalog information.
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 to obtain a degree prior to moving to another college, to obtain the skills you need 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 45 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, cultural activities and services right in your neighborhood. Classes are held at our beautiful 200-acre campus along the Neshaminy Creek in Newtown, our Upper Bucks Campus along the East Branch of the Perkiomen Creek in Perkasie, and our Lower Bucks Campus adjacent to the Delhaas Woods in Bristol Township. In addition, Online learning allows you to take courses over the internet. Noncredit continuing education opportunities, including business and industry training, are available as well. With all these convenient and affordable options, it's clear that Bucks is “where to learn, where to return.”

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

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

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

Online Learning
www.bucks.edu/online  215-968-8052
- More than 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  Keystre Bridge Business Center
1382 Newtown-Langhorne Road  360 George Patterson Blvd
Newtown, PA 18940  Bristol, PA 19007
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. Associate Degree Nursing is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the Pennsylvania State Board of Nursing. 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;
• centers for community services and cultural activities;
• an environment which encourages lifelong intellectual development.

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

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

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

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

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

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

www.bucks.edu
About the College

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

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

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

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

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

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

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

To better serve the needs of the entire county, the College opened a 55,000-square-foot Lower Bucks Campus in 2007, complete with science labs, classrooms, and meeting rooms. The new facility replaced the Bristol Center, which opened in 1989 in a nearby office park. Meanwhile, the Upper Bucks Campus in East Rockhill Township in Perkasie, launched in 1999, opened a 26,000 square-foot expansion in 2010. Both the Lower Bucks and Upper Bucks campuses are LEED-certified “green” buildings using geothermal heating systems and the latest in sustainable building and green technologies.

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.

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)
Enrollment Options & Degree Requirements

All students, upon application for admission to the College, must indicate a major and their intention to seek or not to seek the associate degree. By written notification to the Admissions Office, students may, at any time, change their major or change their status from degree-seeking to non-degree-seeking or vice versa, recognizing that change may require taking more credits or spending more time to fulfill different requirements.

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

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

**Degree Requirements**

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

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

Students who enter their major during the current academic year, and who do not change their major or elect to follow a subsequent catalog, have a maximum of 10 years to complete the degree requirements in effect for this academic year. Students who do not complete these requirements by August, 2017 must follow the degree requirements effective for the 2017 - 2018 academic year.*

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

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

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

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

**Revisions in Major**

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

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

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

**Deactivated Majors**

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

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

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

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

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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.
Earning Credits

Credits may be earned by successfully completing a course, by demonstrating an acceptable level of proficiency via credit by examination where available, through credit for life learning experience, advanced placement, transfer of credits, or through other methods which might be developed by the College.

Earning the Associate Degree

The associate degree will be awarded to each student who has completed these requirements:

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

Bucks County Community College 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 Category I and Category II)

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.
Certificate Programs

A certificate of completion is awarded to students who successfully complete a prescribed certificate program. Credits earned in a certificate program may be applied toward an associate of arts degree.

The following procedures govern enrollment and completion of certificate programs:

- A student must fulfill the admissions requirements of the College.
- A student must attain and maintain a cumulative grade point average of 2.00.
- A student must enroll in the certificate program on the application or by submitting a Change of Major Form at the Office of Admissions, Records and Registration.
- At least 50% of the credits required for the certificate must be completed in graded courses at Bucks County Community College.
- Upon completion of the prescribed course of study, the student must formally apply, via the Office of Admissions, for the awarding of the Certificate of Completion.

Attention PHEAA Grant Applicants or Recipients

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

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

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

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.
Category I: Essential Skills and Perspectives

College Writing Level I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
</tr>
</tbody>
</table>

Note: Students in occupational programs may elect to satisfy the College Writing Level I and Level II requirements through the completion of the two specific College Writing Level I courses (OADM110 and COMP110).

Cultural Perspectives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>AMSL110</td>
<td>American Sign Language I</td>
</tr>
<tr>
<td>AMSL111</td>
<td>American Sign Language II</td>
</tr>
<tr>
<td>VFAA191</td>
<td>Art History Before 1450</td>
</tr>
<tr>
<td>VFAA192</td>
<td>Art History After 1450</td>
</tr>
<tr>
<td>VFAA193</td>
<td>History of Modern Art</td>
</tr>
<tr>
<td>VFAA194</td>
<td>American Art History</td>
</tr>
<tr>
<td>VFAA196</td>
<td>History of Photography</td>
</tr>
<tr>
<td>COMT101</td>
<td>Introduction to Theatre</td>
</tr>
<tr>
<td>FCLU110</td>
<td>Communication Between Cultures</td>
</tr>
<tr>
<td>FREN110</td>
<td>Elementary French I</td>
</tr>
<tr>
<td>FREN111</td>
<td>Elementary French II</td>
</tr>
<tr>
<td>FREN201</td>
<td>Intermediate French I</td>
</tr>
<tr>
<td>FREN202</td>
<td>Intermediate French II</td>
</tr>
<tr>
<td>FREN250</td>
<td>Advanced French I</td>
</tr>
<tr>
<td>GRMN110</td>
<td>Elementary German I</td>
</tr>
<tr>
<td>GRMN111</td>
<td>Elementary German II</td>
</tr>
<tr>
<td>GRMN201</td>
<td>Intermediate German I</td>
</tr>
<tr>
<td>GRMN202</td>
<td>Intermediate German II</td>
</tr>
<tr>
<td>GRMN250</td>
<td>Advanced German I</td>
</tr>
<tr>
<td>HIST111</td>
<td>History of Western Civilization I</td>
</tr>
<tr>
<td>HIST112</td>
<td>History of Western Civilization II</td>
</tr>
<tr>
<td>HIST151</td>
<td>History of the United States I</td>
</tr>
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<td>HIST152</td>
<td>History of the United States II</td>
</tr>
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<td>HUMN111</td>
<td>Humanities I</td>
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<td>Humanities II</td>
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<td>HUMN113</td>
<td>Humanities III</td>
</tr>
<tr>
<td>HUMN114</td>
<td>Humanities IV</td>
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<tr>
<td>HUMN120</td>
<td>Survey of World Religions</td>
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<td>ITAL110</td>
<td>Elementary Italian I</td>
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<td>Elementary Italian II</td>
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</tr>
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<td>JPN101</td>
<td>Conversational Japanese I</td>
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<td>JPSN 102</td>
<td>Conversational Japanese II</td>
</tr>
<tr>
<td>LITR205</td>
<td>English Literature</td>
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<tr>
<td>LITR206</td>
<td>English Literature to the 19th Century</td>
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<td>LITR231</td>
<td>American Literature to 1865</td>
</tr>
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<td>LITR232</td>
<td>American Literature from 1865</td>
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<tr>
<td>LITR234</td>
<td>World Literature I</td>
</tr>
<tr>
<td>LITR255</td>
<td>World Literature II</td>
</tr>
<tr>
<td>LITR261</td>
<td>Themes in Literature: Women</td>
</tr>
<tr>
<td>LITR271</td>
<td>Introduction to Drama</td>
</tr>
<tr>
<td>LITR275</td>
<td>Introduction to the Novel</td>
</tr>
<tr>
<td>LITR278</td>
<td>African-American Literature</td>
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<tr>
<td>MUSC101</td>
<td>Introduction to Music</td>
</tr>
<tr>
<td>MUSC105</td>
<td>American Music</td>
</tr>
<tr>
<td>PHIL125</td>
<td>Basic Problems of Philosophy</td>
</tr>
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<td>RUSI110</td>
<td>Elementary Russian I</td>
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<td>RUSI111</td>
<td>Elementary Russian II</td>
</tr>
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<td>Intermediate Spanish II</td>
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<tr>
<td>SPAN250</td>
<td>Advanced Spanish I</td>
</tr>
<tr>
<td>SPAN251</td>
<td>Advanced Spanish II</td>
</tr>
</tbody>
</table>

Social Perspectives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>COMM111</td>
<td>Media and Society</td>
</tr>
<tr>
<td>ECON113</td>
<td>Principles of Economics: Macro</td>
</tr>
<tr>
<td>GEOG110</td>
<td>World Geography</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>MUSC103</td>
<td>Introduction to World Music</td>
</tr>
<tr>
<td>POLI111</td>
<td>American National Government</td>
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<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SOC110</td>
<td>Introduction to Sociology</td>
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<td>WMS1110</td>
<td>Introduction to Women’s Studies</td>
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College Level Mathematics or Science

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<td>BIOL101</td>
<td>Biological Science I</td>
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<td>BIOL110</td>
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<td>CHEM101</td>
<td>Chemistry A</td>
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<tr>
<td>CHEM121</td>
<td>Chemistry I</td>
</tr>
<tr>
<td>MATH101</td>
<td>Math Concepts I</td>
</tr>
<tr>
<td>MATH102</td>
<td>Math Concepts II</td>
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<td>Math for Technology I</td>
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<td>MATH115</td>
<td>Elementary Statistics</td>
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<td>MATH117</td>
<td>Finite Mathematics for Business</td>
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<tr>
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<td>College Algebra</td>
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<td>MATH122</td>
<td>Trigonometry and Analytic Geometry</td>
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<tr>
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<td>Calculus I</td>
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<td>SCIE102</td>
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Personal Health

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<tr>
<td>HLTH103</td>
<td>Life and Health</td>
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<tr>
<td>HLTH110</td>
<td>Responding to Emergencies</td>
</tr>
<tr>
<td>HLTH120</td>
<td>Nutrition</td>
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<tr>
<td>HLTH130</td>
<td>Principles and Application of Diet and Fitness</td>
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<td>HLTH200</td>
<td>Introduction to Women’s Health Issues</td>
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<td>PHED106</td>
<td>Art of Personal Defense</td>
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<td>PHED110</td>
<td>Tennis</td>
</tr>
<tr>
<td>PHED116</td>
<td>Competitive Activities</td>
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<td>PHED118</td>
<td>Tennis and Competitive Activities</td>
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<td>Horsemanship</td>
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<td>PHED122</td>
<td>Skiing</td>
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<td>PHED124</td>
<td>Badminton and Volleyball</td>
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<td>Tai Chi Chuan</td>
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<td>Yoga</td>
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<td>Archery</td>
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<td>PHED135</td>
<td>Walk-Jog-Run</td>
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<td>PHED141</td>
<td>Golf</td>
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<td>PHED142</td>
<td>Fencing</td>
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<td>PHED145</td>
<td>Bowling and Golf</td>
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<tr>
<td>PHED150</td>
<td>Beginning Aquatics</td>
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<td>PHED154</td>
<td>Swim for Fitness</td>
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<td>PHED155</td>
<td>Lifeguarding</td>
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<td>PHED156</td>
<td>Water Safety Instructor</td>
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<td>PHED170</td>
<td>Individual Fitness and Wellness</td>
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<td>PHED172</td>
<td>Gymnastics</td>
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<td>PHED175</td>
<td>Dance: Square and Folk</td>
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<tr>
<td>PHED176</td>
<td>Basketball and Softball</td>
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<tr>
<td>PHED177</td>
<td>Soccer and Wrestling</td>
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<tr>
<td>PHED178</td>
<td>Basketball and Baseball</td>
</tr>
<tr>
<td>PHED179</td>
<td>Field Hockey and Soccer</td>
</tr>
<tr>
<td>PHED188</td>
<td>Net Games; Tennis and Badminton</td>
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<tr>
<td>PHED189</td>
<td>Individual Sports: Bowling and Volleyball</td>
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<tr>
<td>PHED191</td>
<td>Outdoor Recreation</td>
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<td>PSYC100</td>
<td>Psychology of Personal Awareness</td>
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<td>PSYC125</td>
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Creative Expression

<table>
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<tr>
<td>VFAA100</td>
<td>Drawing Fundamentals</td>
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<td>VFAA141</td>
<td>Introduction to Sculpture</td>
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<tr>
<td>VFAA151</td>
<td>Introduction to Photography</td>
</tr>
<tr>
<td>VFAA161</td>
<td>Printing/Making/Silkscreen</td>
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<tr>
<td>VFAA181</td>
<td>Introduction to Ceramics</td>
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<tr>
<td>VAC1145</td>
<td>Film Production I</td>
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<tr>
<td>COMC110</td>
<td>Effective Speaking</td>
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<td>COMC230</td>
<td>Oral Interpretation</td>
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<tr>
<td>COMP115</td>
<td>Creative Writing I</td>
</tr>
<tr>
<td>COMP116</td>
<td>Creative Writing II</td>
</tr>
<tr>
<td>COMT103</td>
<td>Introduction to Acting</td>
</tr>
<tr>
<td>MUSC124</td>
<td>Electronic Music Synthesis</td>
</tr>
<tr>
<td>PHED126</td>
<td>Modern Dance</td>
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</table>

Category II: Extended Skills and Perspectives

College Writing Level II

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
</tr>
<tr>
<td>COMP114</td>
<td>Technical Writing</td>
</tr>
</tbody>
</table>

Note: Students in occupational programs may elect to satisfy the College Writing Level I and Level II requirements through the completion of the two specific College Writing Level I courses (OADM110 and COMP110).

Writing Intensive Course

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

INTG285: Integration of Knowledge

Current themes include, but may not be limited to:

- Affluence
- The Art of Science & Nature
- Capital Punishment
- Creativity
- Evolution & Creation
- Food, Gluttony, & The Absurdity of Hunting
- Guilt & Innocence
- Influence & Affluence
- Intelligence & Education
- Metapatterns
- Race & Racism
- Self, Identity, and the Human Experience
- Spirituality & Emotion
- Technology Evolution & Conflict
- Warfare
- Work and Leisure

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

Category III: Specialized Skills & Perspectives

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

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

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

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

Pre-College Level Courses

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

- AELS081 Writing Fundamentals for International Students
- AELS083 Reading Fundamentals for International Students
- AELS085 Oral Communication Fundamentals for International Students
- AELS101 Writing Skills for International Students
- AELS103 Reading Skills for International Students
- AELS105 Oral Communication Skills for International Students
- COMP090 Basic Writing
- COMP092 Beginning Composition
- COMP107 Introduction to Technical Skills
- READ090 Developmental Reading
- READ092 Building Reading Skills
- MATH090 PreAlgebra
- MATH092 Beginning Algebra
- MATH095 Basic Algebra
- MATH103 Intermediate Algebra
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 are encouraged to visit the Office, call 215-968-8140, or go to www.bucks.edu/pass/

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

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

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

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

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

Cooperative Education is offered as part of the following occupational majors:

- Accounting
- Applied Photography
- Bookkeeping
- Cinema Video Production
- Communication: Cinema/Video
- Computer Science
- Criminal Justice
- Environmental Science
- Fine Woodworking
- Graphic Design
- Hospitality and Tourism Management
- Journalism
- Management
- Marketing
- Office Administration
- Paralegal
- Sport Management
- Women’s Studies
Majors and Certificate Programs

All associate degree majors are designed to fully reflect the faculty's philosophy of curriculum as stated in “A Definition of an Educated Person.” There are two types of associate degree majors: occupational and transfer.

Occupational majors

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

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

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

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

Transfer majors

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

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

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

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

Certificate programs

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

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

<table>
<thead>
<tr>
<th>Degrees and Certificates: Alphabetical Listing</th>
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</thead>
<tbody>
<tr>
<td>3D Animation</td>
</tr>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>Accounting &amp; Taxation</td>
</tr>
<tr>
<td>Applied Photography</td>
</tr>
<tr>
<td>Biotechnology: Cell &amp; Tissue Culture</td>
</tr>
<tr>
<td>Biology</td>
</tr>
<tr>
<td>Bookkeeping</td>
</tr>
<tr>
<td>Business Administration</td>
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<tr>
<td>Chef Apprenticeship: Food</td>
</tr>
<tr>
<td>Chef Apprenticeship: Pastry</td>
</tr>
<tr>
<td>Chemistry</td>
</tr>
<tr>
<td>Computer Science</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>
</tr>
<tr>
<td>Computer Hardware Installation and Maintenance</td>
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<tr>
<td>Computer Network Administrator</td>
</tr>
<tr>
<td>Computer Networking Technology</td>
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<tr>
<td>Correctional Administration</td>
</tr>
<tr>
<td>Culinary/Pastry Catering Arts</td>
</tr>
<tr>
<td>Digital Game and Simulation Design</td>
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<tr>
<td>Education</td>
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<tr>
<td>Education–Early Childhood Education</td>
</tr>
<tr>
<td>Education–PA Director Certificate for Early Childhood Facilities</td>
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<tr>
<td>Education–Paraprofessional Instructional Assistant</td>
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<tr>
<td>Emergency Management and Public Safety</td>
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<tr>
<td>Engineering</td>
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<tr>
<td>Environmental Science</td>
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<tr>
<td>Fine Arts</td>
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<tr>
<td>Fine Woodworking</td>
</tr>
<tr>
<td>Furniture and Cabinetry</td>
</tr>
<tr>
<td>Graphic Design: Transfer</td>
</tr>
<tr>
<td>Health/Physical Education</td>
</tr>
<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 Science and Technology</td>
</tr>
<tr>
<td>Information Technology Studies</td>
</tr>
<tr>
<td>Journalism</td>
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<td>Liberal Arts: American Studies</td>
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<tr>
<td>Liberal Arts: General Emphasis</td>
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<td>Liberal Arts: Humanities</td>
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<tr>
<td>Liberal Arts: Psychology - Interpersonal Emphasis</td>
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<td>Liberal Arts: Psychology Pre-Professional Emphasis</td>
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<td>Liberal Arts: Social Science Emphasis</td>
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<td>Liberal Arts: Women's Studies</td>
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<td>Management/Marketing - General Emphasis</td>
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<td>Management/Marketing - Small Business Management Emphasis</td>
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<td>Management/Marketing -Retail Management Emphasis</td>
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<tr>
<td>Medical Assistant: Administrative</td>
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<tr>
<td>Medical Assistant: Clinical</td>
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<tr>
<td>Medical Coding/Billing</td>
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<tr>
<td>Multimedia</td>
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<tr>
<td>Music</td>
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<tr>
<td>Nanofabrication</td>
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<td>Office Administration and Systems Technology</td>
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<td>Office Skills - Accelerated</td>
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<td>Paralegal</td>
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<td>Paralegal Studies</td>
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<td>Police Administration</td>
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<td>Social Services</td>
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<tr>
<td>Sport Management</td>
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<tr>
<td>Travel and Event Planning</td>
</tr>
<tr>
<td>Web Designer &amp; Multimedia</td>
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<tr>
<td>Women’s Studies</td>
</tr>
</tbody>
</table>

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

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

#### Associate Degree Programs

<table>
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<th>Transfer</th>
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<tbody>
<tr>
<td>1181 Cinema/Video Production</td>
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<tr>
<td>1120 Communication Studies</td>
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<tr>
<td>1121 Communication: Performance</td>
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<tr>
<td>1001 Fine Arts</td>
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<tr>
<td>1187 Fine Woodworking</td>
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<tr>
<td>1110 Graphic Design</td>
</tr>
<tr>
<td>1019 Music</td>
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<tr>
<td>1175 Multimedia</td>
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#### Certificate Programs

| 3152 3-D Animation |
| 3185 Applied Photography |
| 3187 Furniture & Cabinetry |
| 3147 Web Design & Multimedia |

### Business Studies

#### Associate Degree Programs

<table>
<thead>
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<th>Transfer</th>
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<tbody>
<tr>
<td>1009 Business Administration</td>
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#### Occupational

| 2016 Accounting |
| 2056 Chef Apprenticeship: Foods emphasis |
| 2098 Chef Apprenticeship: Pastry emphasis |
| 2022 Hospitality Tourism Management |
| 2101 Food Service Management |
| 2015 Management/Marketing: General Emphasis |
| 2131 Medical Assistant |
| 2068 Occupational Studies |
| 2150 Office Administration |
| 2128 Paralegal Studies |
| 2017 Retail Management |
| 2054 Small Business Management |
| 2171 Travel and Event Planning |

#### Certificate Programs

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

### Health, Physical Education & Nursing

#### Associate Degree Programs

<table>
<thead>
<tr>
<th>Transfer</th>
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<tbody>
<tr>
<td>1031 Health/Physical Education</td>
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<tr>
<td>1154 Sports Management</td>
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#### Occupational

| 2035 Nursing |

### Language & Literature

#### Associate Degree Programs

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>1045 Journalism</td>
</tr>
<tr>
<td>1002 Liberal Arts: General</td>
</tr>
<tr>
<td>1058 Liberal Arts: Humanities</td>
</tr>
<tr>
<td>1160 Liberal Arts: Women’s Studies</td>
</tr>
</tbody>
</table>

#### Certificate Programs

| 3161 Women’s Studies |

### Mathematics, Science & Technology

#### Associate Degree Programs

<table>
<thead>
<tr>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1003 Biology</td>
</tr>
<tr>
<td>1004 Chemistry</td>
</tr>
<tr>
<td>1028 Engineering</td>
</tr>
<tr>
<td>1103 Computer Science</td>
</tr>
<tr>
<td>1102 Information Science and Technology</td>
</tr>
<tr>
<td>1006 Mathematics</td>
</tr>
<tr>
<td>1105 Pre-Allied Health</td>
</tr>
<tr>
<td>1117 Science</td>
</tr>
<tr>
<td>1169 Secondary Education - Biology</td>
</tr>
<tr>
<td>1170 Secondary Education - Chemistry</td>
</tr>
<tr>
<td>1177 Secondary-Education - Mathematics</td>
</tr>
<tr>
<td>1146 Individual Transfer Studies</td>
</tr>
</tbody>
</table>

#### Occupational

| 2182 Digital Game and Simulation Design |
| 2164 Information Technology Studies |
| 2136 Computer Networking Technology |
| 2159 Environmental Science |
| 2167 Nanofabrication Technology |

#### Certificate Programs

| 3133 Computer Networking Technology |
| 3162 Computer Hardware Installation & Maintenance |
| 3130 Computer Network Administrator |
| 3168 Nanofabrication |
| 3181 Computer Forensics |
| 3186 Biotechnology: Cell & Tissue Culture |

### Social & Behavioral Sciences

#### Associate Degree Programs

<table>
<thead>
<tr>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1021 Correctional Administration</td>
</tr>
<tr>
<td>1061 Education</td>
</tr>
<tr>
<td>1059 Liberal Arts: Social Science</td>
</tr>
<tr>
<td>1107 Liberal Arts: American Studies</td>
</tr>
<tr>
<td>1183 Liberal Arts: Psychology - Interpersonal Emphasis</td>
</tr>
<tr>
<td>1060 Liberal Arts: Psychology Pre-Professional Emphasis</td>
</tr>
<tr>
<td>1020 Police Administration</td>
</tr>
<tr>
<td>1130 Social Services</td>
</tr>
<tr>
<td>1180 Secondary Education: History</td>
</tr>
</tbody>
</table>

#### 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 |
| 3127 Historic Preservation |
| 3184 PA Director for Early Childhood Facilities Certificate |

### Special Non-Degree Programs

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

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

“I loved the professors. They are all amazing. They have life experience that they bring into the classroom, and that’s something you can’t learn from a book.”
3D Animation

CERTIFICATE PROGRAM
Curriculum Code No. 3152
Department of the Arts: Communications Office
Hicks Art Center • Phone (215) 968-8425

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.

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

Certificate Course Requirements*
VAMM100 Digital Imaging 3
VAMM120 Interface Design 3
VAMM130 3-D Modeling Concepts 3
VAMM200 Multimeda Concepts 3
VAMM230 3-D Digital Animation 3
VAGD102 Illustration: Drawing and Digital 3
Multimedia Electives 6
Multimedia Electives (select 2 courses):
CISC115 Visual Basic Programming 1
CISC115 Media Scriptwriting
VACV130 Video Studio Production I
VACV137 Audio Production
MUSC124 Electronic Music Synthesis I
VAF1200 Drawing Fundamentals
VAF110 Digital Photography Fundamentals
VAMM110 Web and Interactive Design
VAMM210 Multimeda Concepts II 3

* Course requires prerequisite.
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.

Accounting

OCCUPATIONAL MAJOR

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

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

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

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

Degree Course Requirements
ACCT105 Principles of Accounting I 4
ACCT106 Principles of Accounting II 4
ACCT130 Accounting Applications for the Computer F 3
ACCT286 Effective Speaking 3
COMM110 Introduction to Information Systems 3
MGMT110 Introduction to Business 3
MGMT130 Business Law or
MKTG100 Principles of Marketing 3
MKTG100 Principles of Marketing 3
MKTG100 Principles of Marketing 3
Cultural Perspectives 3
INTG285 Integration of Knowledge 3
Personal Health 3
Accounting Electives 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 program requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester
ACCT105 Principles of Accounting I 4
MGMT100 Introduction to Business 3
ACCT280 Cooperative Education-Accounting 4
MKTG100 Principles of Marketing 3
ACCT280 Cooperative Education 3
MKTG100 Principles of Marketing 3
COMM110 Introduction to Information Systems 3
MKTG100 Principles of Marketing 3

Second Semester
ACCT106 Principles of Accounting II 4
MKTG100 Principles of Marketing 3
CISC110 Introduction to Information Systems 4
ACCT230, ACCT240, ACCT241, ACCT250.

Third Semester
ACCT130 Accounting Applications for the Computer F 3
MKTG100 Principles of Marketing 3
ACCT105 Principles of Accounting I 4
Personnel Health 3

Fourth Semester
INTG285 Integration of Knowledge 3
ACCT280 Cooperative Education-Accounting 4
Accounting Electives 9

A Placement testing required.
B All academically qualified students must enroll in CEPR110.
C Any of the following may be chosen:
HUTH103, HUTH120, PSYC100, PSYC125.
D Any INTG course may be chosen.
E Select any six of the following (with proper prerequisites): ACCT110, ACCT120, ACCT200, ACCT210, ACCT220, ACCT230, ACCT240, ACCT241, ACCT250.
F Course requires prerequisite.
1 Satisfies College Writing requirement. Select any two of the following (with proper prerequisites): OADM110, COMP111, COMP112.
2 Satisfies Creative Expression.
3 Satisfies Cultural Perspectives. See list in catalog.
4 Satisfies Social Perspectives. See list in catalog.
5 Satisfies College Level Mathematics or Science. Any of the following may be chosen (with proper prerequisites): ACCT110, ACCT120, ACCT200, ACCT230, ACCT240, ACCT241, ACCT250.
6 Satisfies Writing Intensive requirement.

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

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

Please visit 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
- complete the accounting cycle;
- prepare GAAP based financial statements;
- use software to perform accounting functions and analyze financial statements;
- prepare audit working papers; and
- research and analyze tax problems and prepare tax returns.

**Certificate Requirements**

<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>4</td>
</tr>
<tr>
<td>ACCT106</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT130</td>
<td>Accounting Applications for the Computer</td>
<td>3</td>
</tr>
<tr>
<td>ACCT240</td>
<td>Federal and States Taxes I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT241</td>
<td>Federal and States Taxes II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT200</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT201</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT250</td>
<td>Auditing</td>
<td>a</td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>a,b</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Semester Sequence**

**First Semester**
- ACCT103 Introductory Accounting
- OADM110 Business Communication

**Second Semester**
- ACCT105 Principles of Accounting I
- MGMT120 Business Mathematics

**Summer Semester**
- ACCT106 Principles of Accounting II
- ACCT130 Accounting Applications for the Computer

**Third Semester**
- ACCT200 Intermediate Accounting I
- ACCT240 Federal and States Taxes I

**Fourth Semester**
- ACCT201 Intermediate Accounting II
- ACCT241 Federal and States Taxes II
- ACCT250 Auditing

a Placement testing required
b Course requires prerequisite.

**Applied Photography**

**CERTIFICATE PROGRAM**
Curriculum Code No. 3185

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

This one-year certificate program blends traditional and digital techniques and is designed for students seeking intensive technical training. This program develops essential entry-level skills required in a commercial photography studio or in a business such as wedding and/or portrait photography.

Graduates of this program are able to
- operate both traditional and digital cameras.
- expose, develop, and print negatives employing the standard lab procedures used in traditional black and white photography.
- design lighting set-ups.
- employ software/tools used in the manipulation and control of digital-based imagery.
- operate scanners and ink-jet printers.
- critically examine technical and aesthetic aspects of photographic images.

Check out this video about the program made by a Bucks photography student.

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

**Certificate Course Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAMM100</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>VAFA110</td>
<td>Digital Photography Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VAFA151</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>VAFA193</td>
<td>History of Modern Art</td>
<td></td>
</tr>
<tr>
<td>VAMM157</td>
<td>Photography II</td>
<td>3</td>
</tr>
<tr>
<td>VAMF210</td>
<td>Digital Photography II</td>
<td>3</td>
</tr>
<tr>
<td>VAMF211</td>
<td>Studio Lighting for Photography</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**Suggested Electives (Select two):**
- VAFA201 Portfolio Seminar
- VAGD100 Large Format Photography
- VAGD101 Layout and Typography
- VAGD102 Illustration: Drawing/Digital
- VAMF280 Cooperative Education/Graphics
- VAMM110 Web and Interactive Design
- VAMM209 Multimedia Concepts I

a Course requires prerequisite.
b 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.

**Biography**

**TRANSFER MAJOR**
Curriculum Code No. 1003

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

**Mathematics, Science & Technology Department**

**Founders 112 • Phone: 968-8305**

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

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

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

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

Please visit www.bucks.edu for current requirements.
People in marketing and sales occupations sell goods and services, purchase commodities and property for resale, and stimulate consumer interest. 

KEVIN JAMESON (’78), national accounts manager for Honeywell Security & Custom Electronics, is also an author, singer, inventor and motivational speaker. His career in the security industry includes a U.S. patent for a manual fire alarm device. Jameson says his associate degree from Bucks, coupled with mentoring from a business studies professor, helped open doors to success.

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL121</td>
<td>Biological Principles I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL122</td>
<td>Biological Principles II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM121</td>
<td>Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM122</td>
<td>Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM221</td>
<td>Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM222</td>
<td>Organic Chemistry II</td>
<td>5</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>MATH112</td>
<td>Trigonometry and Analytical Geometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH215</td>
<td>Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</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 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

- BIOL121: Biological Principles I - 4 credits
- CHEM121: Chemistry I - 4 credits
- MATH112: Trigonometry and Analytical Geometry - 3 credits

Second Semester

- CHEM122: Organic Chemistry I - 4 credits
- COMP111: English Composition II - 3 credits
- BIOL122: Biological Principles II - 4 credits

Third Semester

- CHEM221: Organic Chemistry II - 5 credits
- MATH125: Pre-Calculus - 4 credits
- INTG285: Integration of Knowledge - 3 credits

Fourth Semester

- CHEM222: Organic Chemistry II - 4 credits
- COMM110: Effective Speaking - 3 credits
- INTG285: Integration of Knowledge - 3 credits

A Placement testing required.
B MATH140 may be substituted.
C MATH141 may be substituted.
D Consult the list of courses approved for this subcategory. Any course may be chosen.
E Choose from BIOL110, BIOL181, BIOL182, BIOL240, BIOL260, CHEM242, SCIE103, SCIE107
F Course requires prerequisite.
G Satisfies College Writing Level I.
H Satisfies College Writing Level II.
I Satisfies College level Mathematics or Science.
J Satisfies Writing Intensive requirement.
K Satisfies Creative Expression

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, 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.

Biotechnology: Cell and Tissue Culture

CERTIFICATE PROGRAM

Curriculum Code No. 3186

Mathematics, Science & Technology Department
Founders 112 • Phone (215) 968-8303

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

- perform basic lab procedures common to biotechnology laboratories
- operate and maintain standard laboratory equipment
- aseptically culture and maintain cell cultures
- operate and maintain specialized cell culture equipment

Certificate Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL121</td>
<td>Biological Principles I</td>
<td>4</td>
</tr>
<tr>
<td>BIOT212</td>
<td>Biotechnology Methods and Techniques</td>
<td>4</td>
</tr>
<tr>
<td>BIOL121</td>
<td>Biological Principles I</td>
<td>4</td>
</tr>
<tr>
<td>BIOT205</td>
<td>Cell and Tissue Culture</td>
<td>16</td>
</tr>
</tbody>
</table>

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

Bookkeeping

CERTIFICATE MAJOR

Curriculum Code No. 3145

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

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

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

Graduates of this program are able to:

- prepare formal accounting entries and postings in an entity's books and records;
- utilize accounting software that is typically found in an organization;
- prepare and modify spreadsheets to complete the accounting cycle; and
- demonstrate an understanding of business communication skills.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>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>4</td>
</tr>
<tr>
<td>ACCT120</td>
<td>Payroll Records and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT130</td>
<td>Accounting Applications for the Computer</td>
<td>3</td>
</tr>
<tr>
<td>ACCT280</td>
<td>Cooperative Education - Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIS110</td>
<td>Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OADM105</td>
<td>Administrative Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OADM210</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC125</td>
<td>Stress Management</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.
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.

**Business Administration**

**TRANSFER MAJOR**

Curriculum Code No. 1009

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

**Department of Business Studies**

Penn 401 • Phone (215) 968-8227

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

Graduates of this program are able to

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

**Degree Course Requirements**

<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>ACCT106</td>
<td>Principles of Accounting II</td>
<td>4</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>CISC110</td>
<td>Introduction to Information Systems II</td>
<td>3</td>
</tr>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>ECON111</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
</tr>
<tr>
<td>ECON112</td>
<td>Principles of Economics: Micro</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMT130</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MGMT180</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON111</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
</tr>
<tr>
<td>INTG110</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 13 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>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>
</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>CISC110</td>
<td>Introduction to Information Systems II</td>
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<td>CISC115</td>
<td>Computer Science I</td>
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**Second Semester**

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<tbody>
<tr>
<td>ACCT106</td>
<td>Principles of Accounting II</td>
<td>4</td>
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<tr>
<td>MKTG100</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>COMP111</td>
<td>English Composition II</td>
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<td></td>
<td>Mathematics or Science</td>
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<tr>
<td>Elective</td>
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**Third Semester**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MGMT130</td>
<td>Business Law</td>
<td>3</td>
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<td>MGMT180</td>
<td>Legal Environment of Business</td>
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<tr>
<td>ECON111</td>
<td>Principles of Economics: Macro</td>
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<td>INTG110</td>
<td>Effective Speaking</td>
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<tr>
<td>MGMT230</td>
<td>Principles of Management</td>
<td>3</td>
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<td></td>
<td>Cultural Perspectives</td>
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**Fourth Semester**

<table>
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<th>Title</th>
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<tbody>
<tr>
<td>ECON112</td>
<td>Principles of Economics: Micro</td>
<td>3</td>
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<td></td>
<td>Elective</td>
<td>3</td>
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<tr>
<td></td>
<td>Integration of Knowledge</td>
<td>3</td>
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</tbody>
</table>

**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: 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.

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

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

Graduates of this program are able to

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

### Chef Apprenticeship: Foods Emphasis

**CURRICULUM CODE NO. 2056**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HRIM120</td>
<td>Basic Food Preparation and Management A,B,6</td>
<td>3</td>
</tr>
<tr>
<td>HRIM121</td>
<td>Advanced Food Preparation and Management B,3</td>
<td>3</td>
</tr>
<tr>
<td>HRIM130</td>
<td>Baking and Decorating — Techniques and Procedures B 3</td>
<td>3</td>
</tr>
<tr>
<td>HRIM131</td>
<td>Buffet Planning and Preparation/Basics B,2</td>
<td>2</td>
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<tr>
<td>HRIM132</td>
<td>Buffet Planning and Preparation/Advanced B,6</td>
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<tr>
<td>HRIM140</td>
<td>Culinary Arts Practicum A,B,6</td>
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<tr>
<td>HRIM141</td>
<td>Culinary Arts Practicum A,B,6</td>
<td>2</td>
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<tr>
<td>HRIM142</td>
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</tr>
<tr>
<td>HRIM143</td>
<td>Culinary Arts Practicum A,B,6</td>
<td>2</td>
</tr>
<tr>
<td>HRIM144</td>
<td>Culinary Arts Practicum A,B,6</td>
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<tr>
<td>HRIM145</td>
<td>Culinary Arts Practicum A,B,6</td>
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</tr>
<tr>
<td>HRIM202</td>
<td>Food Purchasing/Techniques and Procedures A,B,3</td>
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<tr>
<td>HRIM203</td>
<td>Menu Planning/Costing/Design A,B,3</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge A,B,3</td>
<td>3</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRIM110</td>
<td>Introduction to Tourism and Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRIM105</td>
<td>Safety and Sanitation Certification Course</td>
<td>3</td>
</tr>
<tr>
<td>HRIM140</td>
<td>Culinary Arts Practicum A,B,6</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRIM120</td>
<td>Basic Food Preparation and Management A,B,6</td>
<td>3</td>
</tr>
<tr>
<td>HRIM130</td>
<td>Baking and Decorating — Techniques and Procedures B 3</td>
<td>3</td>
</tr>
<tr>
<td>HRIM141</td>
<td>Culinary Arts Practicum A,B,6</td>
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**Summer Session**

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMPCI0</td>
<td>English Composition I A,B,3</td>
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<tr>
<td>MGMT100</td>
<td>Introduction to Business A,B,3</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HRIM121</td>
<td>Advanced Food Preparation and Management B,3</td>
<td>3</td>
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<tr>
<td>HRIM131</td>
<td>Buffet Planning and Preparation/Basics B,2</td>
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<tr>
<td>HRIM142</td>
<td>Culinary Arts Practicum A,B,6</td>
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**Fourth Semester**

<table>
<thead>
<tr>
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<th>Course Name</th>
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<tbody>
<tr>
<td>HRIM202</td>
<td>Food Purchasing/Techniques and Procedures A,B,3</td>
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<tr>
<td>MGMT120</td>
<td>Business Mathematics A,B,6</td>
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<tr>
<td>HRIM143</td>
<td>Culinary Arts Practicum A,B,6</td>
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**Summer Session**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMPCI0</td>
<td>Effective Speaking A,B,6</td>
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<td>HIST152</td>
<td>U.S. History II A,B,6</td>
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**Fifth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HRIM130</td>
<td>Nutrition A,B,6</td>
<td>3</td>
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<tr>
<td>HRIM144</td>
<td>Culinary Arts Practicum A,B,6</td>
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</tr>
<tr>
<td>HRIM203</td>
<td>Menu Planning/Costing/Design B,3</td>
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**Sixth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HRIM130</td>
<td>Buffet Planning and Preparation/Advanced B,3</td>
<td>3</td>
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<tr>
<td>HRIM145</td>
<td>Culinary Arts Practicum A,B,6</td>
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</tr>
<tr>
<td>OADM110</td>
<td>Business Communication A,B,3</td>
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</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge A,B,3</td>
<td>3</td>
</tr>
</tbody>
</table>

* A Placement testing required.
* B Course requires prerequisite.

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

### Chef Apprenticeship: Pastry Emphasis

**CURRICULUM CODE NO. 2098**

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<td>HRIM120</td>
<td>Basic Food Preparation and Management A,B,6</td>
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<tr>
<td>HRIM130</td>
<td>Baking and Decorating — Techniques and Procedures B 3</td>
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<td>HRIM141</td>
<td>Culinary Arts Practicum A,B,6</td>
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<tr>
<td>HRIM142</td>
<td>Culinary Arts Practicum A,B,6</td>
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<td>HRIM203</td>
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</table>

**Recommended Semester Sequence**

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<td>HRIM110</td>
<td>Introduction to Tourism and Hospitality</td>
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<td>Safety and Sanitation Certification Course</td>
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<td>HRIM140</td>
<td>Culinary Arts Practicum A,B,6</td>
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**Second Semester**

<table>
<thead>
<tr>
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<tbody>
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<td>Basic Food Preparation and Management A,B,6</td>
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**Fourth Semester**

<table>
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<tbody>
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<td>MGMT120</td>
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**Summer Session**

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<tbody>
<tr>
<td>COMPCI0</td>
<td>Effective Speaking A,B,6</td>
<td>3</td>
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<td>HIST152</td>
<td>U.S. History II A,B,6</td>
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**Fifth Semester**

<table>
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<td>Culinary Arts Practicum A,B,6</td>
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<td>HRIM203</td>
<td>Menu Planning/Costing/Design B,3</td>
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**Sixth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>HRIM130</td>
<td>Buffet Planning and Preparation/Advanced B,3</td>
<td>3</td>
</tr>
<tr>
<td>HRIM145</td>
<td>Culinary Arts Practicum A,B,6</td>
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</tr>
<tr>
<td>OADM110</td>
<td>Business Communication A,B,3</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge A,B,3</td>
<td>3</td>
</tr>
</tbody>
</table>

* A Placement testing required.
* B Course requires prerequisite.

Students who do not seek the Associate of Arts Degree may earn the legend, “Major Requirements Satisfied”, on their transcript by successfully completing all the HRIM and MGMT course listed. 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.
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
HRIM140 Culinary Arts Practicum 2
HRIM105 Safety and Sanitation Certification Course 3

**Second Semester**

HRIM120 Basic Food Preparation and Management A 3
HRIM130 Baking and Decorating — Technique and Procedures 3
HRIM141 Culinary Arts Practicum 2

Summer Session

COMP110 English Composition I A,2 3
MGMT100 Introduction to Business 2 2

**Third Semester**

HRIM121 Advanced Food Preparation & Management 3
HRIM142 Culinary Arts Practicum 2
INDP291 Independent Study I 1
INDP292 Independent Study II 2

**Fourth Semester**

HRIM143 Culinary Arts Practicum 2
HRIM202 Food Purchasing — Techniques and Procedures 3
MGMT120 Business Mathematics A,B,7 3

Summer Session

COMM110 Effective Speaking 1 3
HIST152 U.S. History II 2

**Fifth Semester**

HLTH120 Nutrition A 3
HRIM144 Culinary Arts Practicum 2
HRIM203 Menu Planning/Costing/Design 3

**Sixth Semester**

HRIM145 Culinary Arts Practicum 2
INDP293 Independent Study III 3
OADM110 Business Communication A,B,7 3
INTG283 Integration of Knowledge A,B,7 3


degrees exceed the required minimum cannot be used to satisfy required credits in other course requirements.

---

**Chemistry**

TRANSFER MAJOR

Curriculum Code No. 1004

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

**Mathematics, Science & Technology Department**

**Founders 112 • Phone 968-8305**

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

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

Graduates of this program are able to:

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

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM121 Chemistry I</td>
<td>4</td>
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<tr>
<td>CHEM122 Chemistry II</td>
<td>4</td>
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<td>CHEM221 Organic Chemistry I</td>
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</tr>
<tr>
<td>CHEM222 Organic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>COMP110 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMP111 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH140 Calculus I</td>
<td>4</td>
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<tr>
<td>MATH141 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS121 Physics I</td>
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<tr>
<td>PHYS122 Physics II</td>
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<tr>
<td>CHEM Electives</td>
<td>7</td>
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<tr>
<td>COMM110 Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>INTG285 Integration of Knowledge</td>
<td>3</td>
</tr>
</tbody>
</table>

- Placement testing required.
- Course requires prerequisite.
- Satisfies College Writing requirement.
- Satisfies Creative Expression.
- Satisfies Personal Health.
- Satisfies Cultural Perspectives.
- Satisfies Social Perspectives.
- Satisfies College level Mathematics or Science.
- Satisfies Integration of Knowledge requirement for this program only.
- Satisfies Writing Intensive requirement.
- Major Requirements Satisfied.
- Personal Health.
- Social Perspectives.

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 HRIM, MGMT and INDP courses listed. 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.
**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.

**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>Credits</th>
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<tbody>
<tr>
<td>CHEM121 Chemistry I A,E</td>
<td>4</td>
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<tr>
<td>COMP110 English Composition I A,E</td>
<td>3</td>
</tr>
<tr>
<td>MATH140 Calculus I A,E</td>
<td>4</td>
</tr>
<tr>
<td>Social Perspectives D</td>
<td>3</td>
</tr>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CHEM122 Chemistry II A</td>
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<tr>
<td>COMP111 English Composition II A</td>
<td>3</td>
</tr>
<tr>
<td>MATH141 Calculus II A</td>
<td>4</td>
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<tr>
<td>COMM110 Effective Speaking A,E</td>
<td>3</td>
</tr>
<tr>
<td>Personal Health D</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM221 Organic Chemistry I A</td>
<td>5</td>
</tr>
<tr>
<td>PHYS121 Physics I A</td>
<td>4</td>
</tr>
<tr>
<td>INTG285 Integration of Knowledge D,E,F</td>
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**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM222 Organic Chemistry II A</td>
<td>5</td>
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<tr>
<td>PHYS122 Physics II A</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry Electives A</td>
<td>2</td>
</tr>
</tbody>
</table>

A Placement testing required.

B Any Chemistry course above CHEM121, other than those required.

All academically qualified chemistry students are urged to enroll in Chem222. You may choose BIOL121, BIOL122 or BIOL181, BIOL182.

C Choose from HUMN111, HUMN112, HUMN113, HUMN114, HIST151, HIST152, PHIL125

D Consult the list of courses approved for this category.

E Course requires prerequisite.

F Satisfies College Writing Level I.

G Satisfies College Writing Level II.

H Satisfies College Writing Mathematics or Science.

I Satisfies Creative Expression.

J 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 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.

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:

- 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.

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM105 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>COMM111 Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>COMP110 English Composition I A,C,D</td>
<td>3</td>
</tr>
<tr>
<td>COMP111 English Composition II A,C,D</td>
<td>3</td>
</tr>
<tr>
<td>INTG285 Integration of Knowledge C</td>
<td>3</td>
</tr>
<tr>
<td>VACV130 Media Scriptwriting</td>
<td>3</td>
</tr>
<tr>
<td>VACV135 Video Studio Production I</td>
<td>3</td>
</tr>
<tr>
<td>VACV137 Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>VACV140 Digital Editing</td>
<td>3</td>
</tr>
<tr>
<td>VACV141 The Art of Independent Cinema</td>
<td>OR</td>
</tr>
<tr>
<td>VACV142 The Art of Theatrical Cinema</td>
<td>3</td>
</tr>
<tr>
<td>VACV145 Film Production I</td>
<td>3</td>
</tr>
<tr>
<td>VACV231 Video Field Production</td>
<td>3</td>
</tr>
<tr>
<td>VACV246 Film Production II C</td>
<td>3</td>
</tr>
<tr>
<td>VACV250 Cinema/Video Portfolio Seminar C</td>
<td>3</td>
</tr>
<tr>
<td>VACV193 History of Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>VACV194 College Level Mathematics A or Science B</td>
<td>3</td>
</tr>
<tr>
<td>VAFA193 Art and Documentary Film</td>
<td>3</td>
</tr>
<tr>
<td>VAFA194 Cinema/Video Electives (Choose from list)</td>
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</table>

**Cinema/Video Electives**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MUSC124 Electronic Music Synthesis I</td>
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</tr>
<tr>
<td>MUSC129 Digital Audio Technology</td>
<td>2</td>
</tr>
<tr>
<td>VACV141 The Art of Independent Cinema</td>
<td>3</td>
</tr>
<tr>
<td>VACV142 The Art of Theatrical Cinema</td>
<td>3</td>
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<tr>
<td>VACV232 Cable TV Production I</td>
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<tr>
<td>VACV235 Video Studio Production II C</td>
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<td>VACV242 Cable TV Production II C</td>
<td>3</td>
</tr>
<tr>
<td>VACV247 Film Production III C</td>
<td>3</td>
</tr>
<tr>
<td>VACV280 Cooperative Education - Media C</td>
<td>3</td>
</tr>
<tr>
<td>VAFA110 Digital Photography Fundamentals</td>
<td>3</td>
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<tr>
<td>VAFA210 Digital Photography II C</td>
<td>3</td>
</tr>
<tr>
<td>VAGD102 Illustration: Drawing and Digital C</td>
<td>3</td>
</tr>
<tr>
<td>VAMM100 Digital Imaging</td>
<td>3</td>
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<tr>
<td>VAMM130 3D Digital Modeling Concepts C</td>
<td>3</td>
</tr>
<tr>
<td>VAMM209 Multimedia Concepts I C</td>
<td>3</td>
</tr>
<tr>
<td>VAMM210 Multimedia Concepts II C</td>
<td>3</td>
</tr>
<tr>
<td>VAMM230 3D Digital Animation C</td>
<td>3</td>
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</tbody>
</table>

**Recommended Semester Sequence**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>COMP110 English Composition I A,C,D</td>
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<tr>
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</tr>
<tr>
<td>VACV137 Audio Production</td>
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<tr>
<td>VACV140 Digital Editing</td>
<td>3</td>
</tr>
<tr>
<td>VACV130 Media Scriptwriting</td>
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Please visit www.bucks.edu for current requirements.

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>COMM105 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>COMM111 Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>COMP110 English Composition I A,C,D</td>
<td>3</td>
</tr>
<tr>
<td>COMP111 English Composition II A,C,D</td>
<td>3</td>
</tr>
<tr>
<td>INTG285 Integration of Knowledge C</td>
<td>3</td>
</tr>
<tr>
<td>VACV130 Media Scriptwriting</td>
<td>3</td>
</tr>
<tr>
<td>VACV135 Video Studio Production I</td>
<td>3</td>
</tr>
<tr>
<td>VACV137 Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>VACV140 Digital Editing</td>
<td>3</td>
</tr>
<tr>
<td>VACV141 The Art of Independent Cinema</td>
<td>OR</td>
</tr>
<tr>
<td>VACV142 The Art of Theatrical Cinema</td>
<td>3</td>
</tr>
<tr>
<td>VACV145 Film Production I</td>
<td>3</td>
</tr>
<tr>
<td>VACV231 Video Field Production</td>
<td>3</td>
</tr>
<tr>
<td>VACV246 Film Production II C</td>
<td>3</td>
</tr>
<tr>
<td>VACV250 Cinema/Video Portfolio Seminar C</td>
<td>3</td>
</tr>
<tr>
<td>VACV193 History of Modern Art</td>
<td>3</td>
</tr>
<tr>
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<td>3</td>
</tr>
<tr>
<td>VAFA193 Art and Documentary Film</td>
<td>3</td>
</tr>
<tr>
<td>VAFA194 Cinema/Video Electives (Choose from list)</td>
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**Cinema/Video Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC124 Electronic Music Synthesis I</td>
<td>2</td>
</tr>
<tr>
<td>MUSC129 Digital Audio Technology</td>
<td>2</td>
</tr>
<tr>
<td>VACV141 The Art of Independent Cinema</td>
<td>3</td>
</tr>
<tr>
<td>VACV142 The Art of Theatrical Cinema</td>
<td>3</td>
</tr>
<tr>
<td>VACV232 Cable TV Production I</td>
<td>3</td>
</tr>
<tr>
<td>VACV235 Video Studio Production II C</td>
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<td>VACV242 Cable TV Production II C</td>
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</tr>
<tr>
<td>VACV247 Film Production III C</td>
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<tr>
<td>VACV280 Cooperative Education - Media C</td>
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<tr>
<td>VAFA110 Digital Photography Fundamentals</td>
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<td>VAGD102 Illustration: Drawing and Digital C</td>
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<tr>
<td>VAMM209 Multimedia Concepts I C</td>
<td>3</td>
</tr>
<tr>
<td>VAMM210 Multimedia Concepts II C</td>
<td>3</td>
</tr>
<tr>
<td>VAMM230 3D Digital Animation C</td>
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</table>
Communication: Performance

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>COMM111</td>
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<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
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<td>COMT110</td>
<td>English Composition I</td>
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<tr>
<td>COMT111</td>
<td>English Composition II</td>
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</tr>
<tr>
<td>COMT101</td>
<td>Introduction to the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>COMT103</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>COMT203</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>COMT130</td>
<td>Theatre Production I</td>
<td>3</td>
</tr>
<tr>
<td>COMT160</td>
<td>Play Production I</td>
<td>3</td>
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<tr>
<td>COMT209</td>
<td>Acting for the Camera</td>
<td>3</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>VCAF193</td>
<td>History of Modern Art</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Cinema/Video Electives</td>
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</tbody>
</table>

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 13 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will 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>COMT111</td>
<td>Media and Society</td>
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<tr>
<td>COMT110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMT103</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>VCAF193</td>
<td>History of Modern Art</td>
<td>3</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMT111</td>
<td>Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>COMT110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMT103</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>VCAF193</td>
<td>History of Modern Art</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Cinema/Video Electives</td>
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</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMT101</td>
<td>Introduction to the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>COMT209</td>
<td>Acting for the Camera</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>COMT150</td>
<td>Theater Production I</td>
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</table>

Fourth Semester

<table>
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<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>COMT150</td>
<td>Theater Production I</td>
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</tr>
</tbody>
</table>

A Placement testing required.
B Consult the list of courses approved for this subcategory.
C Any course may be chosen.
D Course requires prerequisite.
E Choose from MUSE101, 105, 111.
F Any INTG course may be chosen.
H Pre-college level courses do not meet this requirement.
I Course requires prerequisite.
J Choose from MUSE101, 105, 111.
K SATS the College Writing Level II.
L SATS the College Writing Level I.
M SATS the Creative Expression.
N SATS the Cultural Perspectives.
O SATS the Writing Intensive requirement.

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

Please visit www.bucks.edu for current 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: Communications Office
Hicks 125 • Phone (215) 968-8425

The Communications Studies major is designed to serve the needs and interests of students who want to explore various subject areas in the Communications 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 Communications major at a four-year college will find this program well suited to their individual needs.

Grades 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 Communications 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>COMM105</td>
<td>Interpersonal Communication</td>
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<tr>
<td>COMM110</td>
<td>Effective Speaking A</td>
<td>3</td>
</tr>
<tr>
<td>COMM111</td>
<td>Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>COMM230</td>
<td>Oral Interpretation A</td>
<td>3</td>
</tr>
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<td>COMP110</td>
<td>English Composition I A</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition I A</td>
<td>3</td>
</tr>
<tr>
<td>COMT101</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge A</td>
<td>3</td>
</tr>
<tr>
<td>VACV141</td>
<td>College Level Mathematics A</td>
<td>3</td>
</tr>
<tr>
<td>VACV142</td>
<td>Cultural Perspectives A</td>
<td>3</td>
</tr>
<tr>
<td>VACV143</td>
<td>Electives</td>
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<tr>
<td>VACV144</td>
<td>Foreign Language and/or Literature A</td>
<td>3</td>
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<tr>
<td>VACV145</td>
<td>College Level Science A</td>
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<tr>
<td>VACV146</td>
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Program Electives (Select at least 15 credits):

<table>
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<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>COMT103</td>
<td>Introduction to Acting</td>
<td>3</td>
</tr>
<tr>
<td>COMT106</td>
<td>Introduction to Improvisational Performance</td>
<td>3</td>
</tr>
<tr>
<td>COMT203</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>COMT206</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</td>
<td>3</td>
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<tr>
<td>MGMT100</td>
<td>Advertising</td>
<td>3</td>
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<tr>
<td>MKTG200</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>PHED126</td>
<td>Modern Dance</td>
<td>2</td>
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<td>PHED130</td>
<td>Yoga</td>
<td>2</td>
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<tr>
<td>VACV130</td>
<td>Media Scriptwriting</td>
<td>3</td>
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<tr>
<td>VACV135</td>
<td>Video Studio Production</td>
<td>3</td>
</tr>
<tr>
<td>VACV137</td>
<td>Audio Production</td>
<td>3</td>
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<tr>
<td>VACV145</td>
<td>Film Production</td>
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<td>VAPA110</td>
<td>Digital Photography Fundamentals</td>
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<td>VAGD200</td>
<td>Visual Literacy</td>
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<tr>
<td>VAMM100</td>
<td>Digital Imaging</td>
<td>3</td>
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<tr>
<td>VAMM120</td>
<td>Interface Design</td>
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<tr>
<td>VAMM209</td>
<td>Multimedia Concepts I A</td>
<td>3</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 Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMM105</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<tr>
<td>COMM111</td>
<td>Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I A</td>
<td>3</td>
</tr>
<tr>
<td>College level Mathematics A</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Cultural Perspectives A</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMM110</td>
<td>Effective Speaking A</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>Effective Speaking A</td>
<td>3</td>
</tr>
<tr>
<td>COMT101</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>6</td>
<td></td>
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<tr>
<td>Cinema Elective</td>
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Third Semester

<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>COMM110</td>
<td>Effective Speaking A</td>
<td>3</td>
</tr>
<tr>
<td>PROG206</td>
<td>Integration of Knowledge A</td>
<td>3</td>
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<tr>
<td>Program Electives</td>
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<tr>
<td>Elective A2</td>
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Fourth Semester

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>COMM230</td>
<td>Oral Interpretation A</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge A</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Elective A2</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Program Electives

- A Placement testing required.
- B Consult the list of courses approved for this subcategory. Any course may be chosen.
- C Choose from VACV141 or VACV142.
- D Consult the list of Program Electives.
- E Course requires pre-requisites.
- F Choose from MATH101, MATH102, MATH115, MATH117, MATH120, MATH122, MATH215, or MATH240.
- G Choose from BIOL101, BIOL110, CHEM101, CHEM121, SCI101, SCI102, or SCIE103.
- 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 Writing Intensive requirement.
- M Satisfies Creative Expression.
- N Satisfies Personal Health.
- O Satisfies Social Perspectives.

Computer Science

TRANSFER MAJOR
Curriculum Code No. 1103

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

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 science. The major parallels the first two years of study required by similar majors offered at four-year colleges and universities.

Graduates of this program will be able to:
• demonstrate proficiency in mathematics at the calculus level
• demonstrate proficiency in all aspects of the Program Development Cycle
• engage in conflict resolution and problem solving techniques to effectively work in a team

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC110</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CISC222</td>
<td>Computer Science II</td>
<td>4</td>
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<td>CISC231</td>
<td>Computer Science III</td>
<td>4</td>
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<tr>
<td>CISC215</td>
<td>Database Design &amp; Application Development</td>
<td></td>
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<tr>
<td>COM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COM111</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH140</td>
<td>Calculus I</td>
<td>3</td>
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<tr>
<td>MATH141</td>
<td>Calculus II</td>
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<tr>
<td>CISC110</td>
<td>Intro to Information Systems</td>
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</tr>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CISC111</td>
<td>English Composition II</td>
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<tr>
<td>MATH140</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH141</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>COMP110</td>
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<td>ENGL110</td>
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<td>MATH140</td>
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<td>MATH140</td>
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<tr>
<td>MATH141</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>CISC215</td>
<td>Database Design &amp; Application Development</td>
<td></td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td></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 than one to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

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<tbody>
<tr>
<td>CISC110</td>
<td>Intro to Information Systems</td>
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</tr>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
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<tr>
<td>COMP110</td>
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<td>MATH141</td>
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Second Semester  
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<th>Course Title</th>
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<tr>
<td>CISC125</td>
<td>Database Design &amp; Application Development</td>
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<tr>
<td>COMP111</td>
<td>English Composition II</td>
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<tr>
<td>MATH141</td>
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Third Semester  
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CISC213</td>
<td>Computer Science III</td>
<td>4</td>
</tr>
<tr>
<td>CISC222</td>
<td>Computer Science II</td>
<td>4</td>
</tr>
<tr>
<td>CISC110</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CISC115</td>
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<td>CISC111</td>
<td>English Composition II</td>
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Fourth Semester  
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>COMP110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</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.

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Computer Forensics  
**CERTIFICATE PROGRAM**  
Curriculum Code No. 3181  
Mathematics, Science & Technology Department  
Founders 112 • Phone (215) 968-8305  
The increased use of computers to commit crimes and the growing demand for computer-based data in civil proceedings has created a need for individuals with the expertise to extract useful information from computer evidence. The Computer Forensics program will prepare students for careers as computer forensics specialists who can work with law enforcement, homeland security agencies, law firms, and private companies.

Graduates of this program are able to:  
• effectively utilize a commercial software tool to recover deleted files from a computer;  
• evaluate the strengths and weaknesses of various software tools for data recovery; and  
• develop a systematic approach to a computer investigation.

Certificate Course Requirements  
<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>CISC128</td>
<td>Comparative Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CISC113</td>
<td>Visual Basic Programming</td>
<td></td>
</tr>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
<td>3/4</td>
</tr>
<tr>
<td>CISC114</td>
<td>Visual Basic Programming II</td>
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</tr>
<tr>
<td>CISC122</td>
<td>Computer Science II</td>
<td>3/4</td>
</tr>
<tr>
<td>CISC215</td>
<td>Database Design and Application Development</td>
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</tr>
<tr>
<td>CISC210</td>
<td>Computer Forensics I</td>
<td>3</td>
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<td>CISC212</td>
<td>Computer Forensics II</td>
<td>3</td>
</tr>
<tr>
<td>CISC213</td>
<td>Database Design and Application Development</td>
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</tr>
<tr>
<td>CISC214</td>
<td>Computer Forensics II</td>
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<td>CISC215</td>
<td>Database Design and Application Development</td>
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<tr>
<td>CISC217</td>
<td>Database Design and Application Development</td>
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<td>CISC218</td>
<td>Computer Forensics II</td>
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<td>CISC219</td>
<td>Database Design and Application Development</td>
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<tr>
<td>CISC221</td>
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<tr>
<td>CISC223</td>
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<td>CISC224</td>
<td>Computer Forensics II</td>
<td>3</td>
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</tbody>
</table>

* A Course requires prerequisite.

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

**Certificate Exam**  
Students must pass 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  
<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>
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</tr>
<tr>
<td>CISC128</td>
<td>Comparative Operating Systems</td>
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<tr>
<td>CISC143</td>
<td>Essentials of Networking</td>
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</tr>
<tr>
<td>CISC201</td>
<td>Managing and Maintaining the PC</td>
<td>4</td>
</tr>
<tr>
<td>COMM105</td>
<td>Interpersonal Communication</td>
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</table>

A Course requires prerequisite.  

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<tr>
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<td></td>
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<td>CISC201</td>
<td>Managing and Maintaining the PC</td>
<td>4</td>
</tr>
<tr>
<td>COMM105</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
</tbody>
</table>

A Course requires prerequisite.  

Important: 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  
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<tr>
<td>CISC128</td>
<td>Comparative Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CISC110</td>
<td>Computer Science I</td>
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</tr>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>CISC122</td>
<td>Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CISC215</td>
<td>Database Design and Application Development</td>
<td></td>
</tr>
<tr>
<td>CISC210</td>
<td>Computer Forensics I</td>
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<tr>
<td>CISC212</td>
<td>Computer Science II</td>
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<tr>
<td>CISC213</td>
<td>Computer Science III</td>
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<td>CISC214</td>
<td>Computer Science III</td>
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<td>Database Design and Application Development</td>
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<td>CISC216</td>
<td>Computer Forensics I</td>
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</tr>
<tr>
<td>CISC217</td>
<td>Database Design and Application Development</td>
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<td>CISC218</td>
<td>Computer Forensics I</td>
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<td>CISC219</td>
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<td>CISC221</td>
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<td>CISC222</td>
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<td>CISC223</td>
<td>Database Design and Application Development</td>
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<tr>
<td>CISC224</td>
<td>Computer Forensics I</td>
<td>3</td>
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</tbody>
</table>

A Course requires prerequisite.  

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

**Program of study requirements**  
Please visit www.bucks.edu for current requirements.
Computer Network Administrator

CERTIFICATE PROGRAM
Curriculum Code No. 3130

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

This certificate program provides the opportunity for an individual to operate a network on a day-to-day basis and be prepared to sit for the industry corresponding certification exams.

Graduates of this program are able to:
• design and implement the users network environment;
• maintain network access privileges;
• configure network printers and print queues;
• set up and update workstation shell software;
• perform daily file server preventive maintenance; and
• diagnose network related problems.

Certificate Requirements

<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>CISC202</td>
<td>Intro to MS Windows Professional</td>
<td>4</td>
</tr>
<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>
</tbody>
</table>

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

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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<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>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>CISC244</td>
<td>MS Windows Server</td>
<td>4</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>
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<tr>
<td>CISC235</td>
<td>Network Devices (CISCO)</td>
<td>4</td>
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<tr>
<td>COMM105</td>
<td>Effective Speaking</td>
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<tr>
<td>CISC203</td>
<td>Advanced Network Administration</td>
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<td>4</td>
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</tbody>
</table>

Third 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>4</td>
</tr>
<tr>
<td>CISC235</td>
<td>Network Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>COMM105</td>
<td>Interpersonal Communications</td>
<td>4</td>
</tr>
<tr>
<td>INTG258</td>
<td>Integration of Knowledge</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>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>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>MS Windows Server</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Please visit www.bucks.edu for current requirements.

4 Satisfies Writing Intensive requirement.
3 Satisfies College Level Mathematics or Science.
2 Satisfies Social Perspectives

A Placement testing required.
B Select any two of the following (with proper prerequisites): OADM110, COMP110, COMP111, COMP114
C Consult the list of courses approved for this category here.
D Consult an advisor. At least one course must be chosen from the following: MATH110, MATH115, MATH117, MATH120, MATH122, MATH125 or MATH140.
E Choose any CISC, CISF, or CISG course number 102 or higher, or SCIE106.
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.

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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 year academic 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.

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>COMM105</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>CISC246</td>
<td>Computing Elective</td>
<td>3</td>
</tr>
<tr>
<td>CISC247</td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>OADM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>Windows/DOS Concepts</td>
<td>4</td>
</tr>
<tr>
<td>COMP111</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>COMP114</td>
<td>Operating Systems, technologies and protocols</td>
<td>3</td>
</tr>
<tr>
<td>INTG258</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
</tbody>
</table>

A Course requires prerequisite.

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

TRANSFER MAJOR
Curriculum Code No. 1021
Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Social & Behavioral Science
Founders 210A • Phone (215) 968-8270
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
COMM110 Effective Speaking \( ^{A,E} \) 3
COMP110 English Composition I \( ^{A,E} \) 3
COMP111 English Composition II \( ^{A} \) 3
CRIJ100 Introduction to the Administration of Criminal Justice 3
CRIJ120 Criminal Evidence 3
CRIJ140 Criminal Procedure 3
CRIJ160 Juvenile Delinquency and Laws Pertaining to Children 3
CRIJ260 Probation and Parole 3
CRIJ275 Introduction to Correctional Administration 3
BIOL101 Biological Science I \( ^{A} \) 4
HLTH110 Responding to Emergencies 3
PSYC110 Introduction to Psychology \( ^{A,E} \) 3
SOC110 Introduction to Sociology 3
SOC1150 Criminology 3
SOC1160 Juvenile Delinquency and Laws Pertaining to Children 3
SOC1170 Criminal Procedure 3
CRIJ275 Introduction to Correctional Administration 3
E Electives \( ^{B} \) 5
INTG285 Integration of Knowledge \( ^{C,E} \) 3

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

First Semester
COMP110 English Composition I \( ^{A,E} \) 3
CRIJ100 Introduction to the Administration of Criminal Justice 3
HLTH110 Responding to Emergencies 3
PSYC110 Introduction to Psychology \( ^{A,E} \) 3
Cultural Perspectives \( ^{B} \) 3

Second Semester
COMP111 English Composition II \( ^{A} \) 3
CRIJ120 Criminal Evidence 3
CRIJ160 Juvenile Delinquency and Laws Pertaining to Children 3
SOC1150 Criminology 3

Third Semester
BIOL101 Biological Science I \( ^{A} \) 4
COMM110 Effective Speaking \( ^{A,E} \) 3
CRIJ140 Criminal Procedure 3
CRIJ120 Criminal Evidence 3
SOC1150 Criminology 3

Fourth Semester
CRIJ260 Probation and Parole 3
CRIJ275 Introduction to Correctional Administration 3
Electives \( ^{B} \) 5
INTG285 Integration of Knowledge \( ^{C,E} \) 3

A Placement testing required.
B Any of the following may be chosen: HIST111, HIST112, HUMN111, HUMN112, HUMN113, HUMN114, HIST151, HIST152, PHIL112.
C Any INTG course may be chosen.
D Pre-college level courses do not meet this requirement.
E Course requires prerequisite.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Social Perspectives.
4 Satisfies Writing Intensive requirement.
5 Satisfies Creative Expression requirement.
6 Satisfies College Writing Level I.
7 Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or Corequisite Reading Placement Test score Level 2 and enrollment in a paired section of READ110.

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

Culinary/Pastry and Catering Arts
CERTIFICATE PROGRAM
Certificate Code No. 3154
Department of Business Studies
Penn 401 • Phone (215) 968-8227
This certificate prepares students for such careers as hotel/restaurant/catering management trainee, foodservice production assistant, shift supervisor, cook or baker.

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

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

**OCCUPATIONAL MAJOR**

Curriculum Code No. 2182

Mathematics, Science & Technology Department

Founders 112 • Phone (215) 968-8305

The Digital Game and Simulation Design major will prepare students for careers in the digital media industry by teaching the skills necessary to be employed as game developers. This program is intended for students with an interest in game design, programming, or related fields.

### Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISG102</td>
<td>Introduction to Game and Simulation Design</td>
<td>3</td>
</tr>
<tr>
<td>CISG112</td>
<td>Foundations of Game Design</td>
<td>3</td>
</tr>
<tr>
<td>CISG221</td>
<td>Game Studio I - Design and Development</td>
<td>4</td>
</tr>
<tr>
<td>CISG222</td>
<td>Game Studio II - Playtesting and Prototyping</td>
<td>4</td>
</tr>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CISC122</td>
<td>Computer Science II</td>
<td>4</td>
</tr>
<tr>
<td>CISC211</td>
<td>Object Oriented C++</td>
<td>4</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>CISC222</td>
<td>Game Studio I - Design and Development</td>
<td>4</td>
</tr>
<tr>
<td>COMT101</td>
<td>Intro to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>VAMM230</td>
<td>3-D Animation</td>
<td>3</td>
</tr>
</tbody>
</table>

### Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRIM100</td>
<td>Introduction to Tourism and Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRIM105</td>
<td>Safety and Sanitation (Certification Course)</td>
<td>3</td>
</tr>
<tr>
<td>HRIM120</td>
<td>Basic Food Preparation and Management</td>
<td>3</td>
</tr>
<tr>
<td>HRIM121</td>
<td>Advanced Food Preparation &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>HRIM130</td>
<td>Baking and Decorating - Techniques and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HRIM131</td>
<td>Buffet Planning and Preparation/Basic</td>
<td>3</td>
</tr>
<tr>
<td>HRIM132</td>
<td>Buffet Planning and Preparation/Advanced</td>
<td>3</td>
</tr>
<tr>
<td>HRIM202</td>
<td>Food Purchasing/Techniques and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HRIM203</td>
<td>Menu Planning/Costing/Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**A** Course requires prerequisite.

**Recommended Semester Sequence**

The recommended course sequence is designed for full-time students with an 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>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CISG102</td>
<td>Intro to Game/Simulation Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>VAMM130</td>
<td>3-D Modeling Concepts</td>
<td>3</td>
</tr>
<tr>
<td>VAMM209</td>
<td>Multimedia Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CISG111</td>
<td>Foundations of Game Design</td>
<td>3</td>
</tr>
<tr>
<td>CISC122</td>
<td>Computer Science II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC211</td>
<td>Object Oriented C++</td>
<td>4</td>
</tr>
<tr>
<td>CISG222</td>
<td>Game Studio I - Design and Development</td>
<td>4</td>
</tr>
<tr>
<td>COMT101</td>
<td>Intro to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>VAMM230</td>
<td>3-D Animation</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>MUSC124</td>
<td>Electronic Music Synthesis I</td>
<td>3</td>
</tr>
<tr>
<td>CISC222</td>
<td>Game Studio II - Playtesting and Prototyping</td>
<td>4</td>
</tr>
<tr>
<td>COMM105</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
</tbody>
</table>

**Education - Elementary Education Pre-K – 4**

**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 111A • Phone (215) 968-8270

A two-year concentration leading to the Associate of Arts degree, this major serves as a foundation for further studies toward a baccalaureate degree in early childhood, elementary, and special education and is a partial fulfillment of the 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.
Education –
Early Childhood Education

OCCUPATIONAL MAJOR
Curriculum Code No.2026

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

Department of Social & Behavioral Science

Founders 210A • Phone (215) 968-8270

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 healthful 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

BIOL101 Biological Science I 1,2 4
BIOL102 Biological Science II 4
COMM110 Effective Speaking 4 3
COMP110 English Composition I 3,2 3
COMP111 English Composition II 4,3 3
EDUC100 Foundations of Education1 3
HLTH110 Responding to Emergencies 5 3
MATH101 Mathematical Concepts I 1,3 3
MATH102 Mathematical Concepts II 4,3 3
PSYC110 Introduction to Psychology 6,1 3
PSYC180 Human Growth and Development 6 3
PSYC190 Educational Psychology E 3
Cultural Perspectives 6 Electives 9

INTG285 Integration of Knowledge C,D,7 3
Literature Elective 3
Music Elective 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 3,2 3
EDUC100 Foundations of Education 3 3
HLTH110 Responding to Emergencies 5 3
PSYC110 Introduction to Psychology 3
Cultural Perspectives 6

Second Semester

COMM110 Effective Speaking 4 3
COMP111 English Composition II 3 3
PSYC180 Human Growth and Development 6 3
Elective E 3
Music Elective 3

Third Semester

BIOL101 Biological Science I 1,2 4
MATH101 Mathematical Concepts I 4,3 3
PSYC190 Educational Psychology 3
Cultural Perspectives 3
Elective F 3

Fourth Semester

BIOL102 Biological Science II 6 3
MATH102 Mathematical Concepts II 4,3 3
INTG285 Integration of Knowledge C,D,7 3
Literature Elective 3

A Placement testing required.
B Any of the following may be chosen: HIST111, HIST112, HIST113, HIST115, HUMN111, HUMN112, HUMN113, HUMN114.
C Any INTG course may be chosen.
D Pre-college level courses do not meet this requirement.
E Course requires prerequisite.
1 Satisfies College level Mathematics or Science.
2 Satisfies College Writing Level I.
3 Satisfies College Writing Level II.
4 Satisfies Critical Expression.
5 Satisfies Social Perspectives.
6 Satisfies Writing Intensive requirement.
7 Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

Students who do not seek the Associate of Arts Degree may earn the legend, “Major Requirements Satisfied”, on their transcripts by successfully completing all the courses listed in the major except three credits of music elective, six credits of cultural perspectives, three credits of literature electives, three credits in integration of knowledge and nine credits of electives.

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

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

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

Explore a variety of career paths for those interested in public service and public safety.

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

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

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
COMM110 Effective Speaking 4 3
COMP110 English Composition I A,2 3
EDUC100 Foundations of Education 1 3
PSYC110 Introduction to Psychology 1,3 3
Cultural Perspectives 2 3

Second Semester
BIOL101 Biological Science I 3 4
COMP111 English Composition II A,3 3
EDUC105 Early Childhood Education: Its History, Organization and Management 3
EDUC115 Observing and Recording the Behavior of Young Children 3
PSYC180 Human Growth and Development B 3

Third Semester
EDUC150 Science and Math Experiences for Young Children 3
EDUC200 Art Experiences for Young Children 3
HLTH120 Nutrition 5 3
MUSC230 Music for Early Childhood 2 3
PSYC190 Educational Psychology B 3
SOC1160 Marriage and the Family 3

Fourth Semester
EDUC170 Language Development 3
EDUC220 Practicum in Education B 6
LITR246 Children's Literature 3
INTG285 Integration of Knowledge C,E,7 3

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 Course requires prerequisite.
1 Satisfies College level Mathematics or Science.
2 Satisfies College Writing Level I.
3 Satisfies College Writing Level II.
4 Satisfies Creative Expression.
5 Satisfies Personal Health.
6 Satisfies Social Perspectives.
7 Satisfies Writing Intensive requirement.
8 Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

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 PSYC110, INTG285, and required credits in other course requirements.

Education — 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) 968-8270
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.

Degree Course Requirements
COMM110 Effective Speaking 2,3 3
COMP110 English Composition I A,1,2 3
COMP111 English Composition II A,1,2 3
EDUC100 Foundations of Education 1 3
EDUC115 Observing and Recording the Behavior of Young Children 3
EDUC160 Introduction to Exceptionalities 3
EDUC210 Computers, Media and the Teacher 3
EDUC220 Practicum in Education 3 6
HLTH110 Responding to Emergencies 4 3
LITR246 Children's Literature 3
MATH102 Mathematical Concepts II A,3,5 3
PSYC110 Introduction to Psychology A,6 3
PSYC180 Human Growth and Development 3
PSYC190 Educational Psychology 3
Art or Music Elective 3
Cultural Perspectives 3
Electives B 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
COMM110 Effective Speaking 2,3 3
COMP110 English Composition I A,1,2 3
EDUC100 Foundations of Education 1 3
HLTH110 Responding to Emergencies 4 3
PSYC110 Introduction to Psychology A,6 3

Second Semester
EDUC210 Computers, Media and the Teacher 3
EDUC220 Practicum in Education 3 6
LITR246 Children's Literature 3

Third Semester
EDUC160 Introduction to Exceptionalities 3
EDUC210 Computers, Media and the Teacher 3
LITR246 Children's Literature 3
PSYC190 Educational Psychology 3

Art or Music Elective 3
Cultural Perspectives 3

15
Fourth Semester
EDUC220 Practicum in Education 6
INTG285 Integration of Knowledge 3
Electives 6
15
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 Social Perspectives.
K Satisfies Writing Intensive requirement.
L Satisfies Social Perspectives.

Education — Pennsylvania Director Certificate for Early Childhood Facilities

CERTIFICATE MAJOR
Curriculum Code No. 3184

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

The Pennsylvania Director Credential Certificate program gives center directors the opportunity to keep pace with changes in the child care center industry, technology, human resources, and employment resources. Directors and assistant directors and administrators who do not participate in Keystone STARS programs may take the Director Credential Certificate program.

Graduates can apply to PA Key for award of the Director Credential upon successful completion of the Pennsylvania Director Credential Certificate program of study. The Director Credential is valid for five years from the date of award of the initial credential, after which it is renewable every five years.

Completion of the Certificate allows the director of the child care center to make application to achieve STAR 3 level of Keystone STARS.

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

Emergency Management and Public Safety

OCCUPATIONAL MAJOR
Curriculum Code No. 2178

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

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

The Emergency Management and Public Safety Associate's Degree in Emergency Management/Public Safety prepares the student for the challenges faced in providing fire, police, emergency medical, and emergency management services within various levels of government. Graduates may be employed in positions with job titles such as emergency management coordinator, assistant emergency management coordinator, public safety director, fire fighter, safety professional and air/rail and port security coordinator.

Graduates of this program are able to:
- perform technically;
- interpret, analyze, and solve problems related to disasters;
- work effectively as a team member;
- develop pre planning strategies;
- identify and implement modern concepts and practices in emergency management;
- adapt to changes in technology and regulations; and
- seek professional certification in Emergency Management.

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM105</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
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</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
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<tr>
<td>COMP114</td>
<td>Technical Writing</td>
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<td>MATH110</td>
<td>Mathematics for Technology</td>
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<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
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<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>
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<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 Fiscal Administration</td>
<td>3</td>
</tr>
<tr>
<td>PUBS106</td>
<td>Collateral Hazard Planning and Hazard Vulnerability Assessment</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 in Emergency Response</td>
<td>3</td>
</tr>
<tr>
<td>PUBS109</td>
<td>Seminar in Emergency Management and Public Safety</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Personal Health</td>
<td>2</td>
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<tr>
<td></td>
<td>Elective C - Suggested elective from Criminal Justice or Fire Science</td>
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Program of study requirements and other catalog contents are subject to change.

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

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>COMM110</td>
<td>Effective Speaking: 3</td>
</tr>
<tr>
<td>PUBS101</td>
<td>Introduction to Emergency Management/Public Safety: 3</td>
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<tr>
<td>COMPL10</td>
<td>English Composition: 3</td>
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<tr>
<td>CHEM101</td>
<td>Chemistry: 4</td>
</tr>
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<td>PSYC110</td>
<td>Introduction to Psychology: 3</td>
</tr>
<tr>
<td>MATH110</td>
<td>Technical Writing: 3</td>
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<tr>
<td>PUBS102</td>
<td>Hazardous Materials Management and Environmental Protection: 3</td>
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<td>PUBS103</td>
<td>Emergency Services Human Resources Management: 3</td>
</tr>
<tr>
<td>SPAN110</td>
<td>Elementary Spanish: 3</td>
</tr>
<tr>
<td>PUBS104</td>
<td>Crisis Management and Critical Incident Stress: 3</td>
</tr>
<tr>
<td>PUBS105</td>
<td>Emergency Services Fiscal Administration: 3</td>
</tr>
<tr>
<td>PUBS106</td>
<td>Collateral Hazard Planning and Hazard Vulnerability Assessment: 3</td>
</tr>
<tr>
<td>PUBS109</td>
<td>Seminar in Emergency Management and Public Safety: 3</td>
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<tr>
<td>SPAN110</td>
<td>Intermediate Spanish: 3</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge: 3</td>
</tr>
<tr>
<td>COMM105</td>
<td>Interpersonal Communication: 3</td>
</tr>
<tr>
<td>PUBS107</td>
<td>Emergency Management Exercise/Design and Disaster Recovery: 3</td>
</tr>
<tr>
<td>PUBS108</td>
<td>Leadership and Influence in Emergency Response: 3</td>
</tr>
<tr>
<td>PUBS109</td>
<td>Leadership and Influence in Emergency Management: 3</td>
</tr>
<tr>
<td>PUBS110</td>
<td>Leadership and Influence in Emergency Response: 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBS104</td>
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<tr>
<td>PUBS105</td>
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<tr>
<td>PUBS106</td>
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<tr>
<td>PUBS109</td>
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<tr>
<td>SPAN110</td>
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<tr>
<td>INTG285</td>
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<tr>
<td>COMM105</td>
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<tr>
<td>PUBS107</td>
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<td>PUBS108</td>
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<tr>
<td>PUBS109</td>
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<td>PUBS110</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
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</thead>
<tbody>
<tr>
<td>PUBS104</td>
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<tr>
<td>PUBS105</td>
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<tr>
<td>PUBS106</td>
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<tr>
<td>PUBS109</td>
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<tr>
<td>SPAN110</td>
</tr>
<tr>
<td>INTG285</td>
</tr>
<tr>
<td>COMM105</td>
</tr>
<tr>
<td>PUBS107</td>
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<tr>
<td>PUBS108</td>
</tr>
<tr>
<td>PUBS109</td>
</tr>
<tr>
<td>PUBS110</td>
</tr>
</tbody>
</table>

A Course requires prerequisite.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBS101</td>
<td>Introduction to Emergency Management/Public Safety</td>
</tr>
<tr>
<td>PUBS102</td>
<td>Hazardous Materials Management and Environmental Protection</td>
</tr>
<tr>
<td>PUBS104</td>
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<td>PUBS107</td>
<td>Emergency Management Exercise/Design and Disaster Recovery</td>
</tr>
<tr>
<td>PUBS108</td>
<td>Leadership and Influence in Emergency Response</td>
</tr>
</tbody>
</table>

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

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

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

Please visit www.bucks.edu for current requirements.
Degree Course Requirements

CHEM121 Chemistry I A,C 4
CHEM122 Chemistry II H 4
COM1110 Effective Speaking H 3
COMP110 English Composition I A,H,1 3
COMP111 English Composition II H,2 3
MATH140 Calculus I A,G 4
MATH141 Calculus II H 4
PHYS112 Engineering Graphics H 3
PHYS121 Physics I H 4
PHYS122 Physics II H 4
Computer Programming E 3
Cultural Perspectives H 3
Engineering Electives E 9
INTG285 Integration of Knowledge G,H 3
Personal Health H 3
Social Perspectives C 3

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

CHEM121 Chemistry I A,C 4
COMP110 English Composition I A,H,1 3
MATH140 Calculus I A,G 4

Second Semester

CHEM122 Chemistry II H 4
COMP111 English Composition II H,2 3
MATH141 Calculus II H 4

Third Semester

PHYS112 Engineering Graphics H 3
PHYS122 Physics II H 4
Computer Programming E 3
Cultural Perspectives H 3

Fourth Semester

COM1110 Effective Speaking H 3
INTG285 Integration of Knowledge G,H 3
Social Perspectives C 3

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 and employ strategies for habitat restoration.
- inventory, evaluate, and design resource management strategies for sites and areas with unique scenic, recreational, historic, cultural, paleontological and other resource value.
- create environmental education programs.
- examine and analyze the biological and physical components of ecosystems.
- use geographical information systems (GIS) software to generate project maps.

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 F,3 4
CHEM101 Chemistry A,C,1 3
COMP110 English Composition I A,G 4

Second Semester

CHEM102 Chemistry B C 4
COMP114 Technical Writing C,2 3
MATH115 Elementary Statistics A,C,3 3

Third Semester

BIOL102 Biological Science II C,3 4
CHEM104 Environmental Chemistry 3
SCIE103 Earth Science 3
SCIE105 Conservation Ecology 4
SCIE106 GIS for Land Use Planning and Environmental Tech. 3

Fourth Semester

BIOL103 Biological Science III C,3 4
CHEM105 Environmental Science 3
COMP110 English Composition I A,G 3

Recommended Summer Courses

- Environmental Science 3
- Environmental Tech. 3
- SCIE106 GIS for Land Use Planning and Environmental Tech 3

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

Please visit www.bucks.edu for current requirements.
Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
Students interested in Fine Woodworking at Bucks need to meet with a Fine Woodworking faculty member for advising.

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

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

Graduates of this program are able to
- design and create unique personal finished wood products;
- read about, write about, and analyze art, art history, and furniture history using basic research, critical thinking skills, and a visual arts vocabulary;
- prepare and present a formal, professional-quality portfolio of work which may be used to apply for transfer applications or an entry-level position in woodworking; and
- demonstrate tool and shop safety practices

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

Degree Course Requirements*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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>VAF103</td>
<td>Drawing Composition</td>
<td>3</td>
</tr>
<tr>
<td>VAF104</td>
<td>2-D Design Color</td>
<td>3</td>
</tr>
<tr>
<td>VAF105</td>
<td>3-D Design Materials/Modeling</td>
<td>3</td>
</tr>
<tr>
<td>VAF110</td>
<td>Digital Photo Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VAF190</td>
<td>History of American Furniture</td>
<td>3</td>
</tr>
<tr>
<td>VAF193</td>
<td>History of Modern Art</td>
<td>3</td>
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<tr>
<td>VAF201</td>
<td>Portfolio Seminar</td>
<td>3</td>
</tr>
<tr>
<td>VAMM130</td>
<td>3-D Modeling Concepts</td>
<td>3</td>
</tr>
<tr>
<td>VAFW140</td>
<td>Cabinetmaking</td>
<td>3</td>
</tr>
<tr>
<td>VAFW190</td>
<td>Fine Woodworking Fundamentals</td>
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</tr>
<tr>
<td>VAFW140</td>
<td>Cabinetmaking</td>
<td>3</td>
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<tr>
<td>VAMM130</td>
<td>3-D Modeling Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COM110</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>COM111</td>
<td>English Composition II</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
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</tr>
<tr>
<td>SOCI110</td>
<td>Intro to Sociology</td>
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</table>

Recommended Semester Sequence

First Semester

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<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>
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<td>VAFW190</td>
<td>Fine Woodworking Fundamentals</td>
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Second Semester

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<tr>
<td>VAF103</td>
<td>Drawing Composition</td>
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</tr>
<tr>
<td>VAF104</td>
<td>2-D Design Color</td>
<td>3</td>
</tr>
<tr>
<td>VAF105</td>
<td>3-D Design Materials/Modeling</td>
<td>3</td>
</tr>
<tr>
<td>VAFW190</td>
<td>History of American Furniture</td>
<td>3</td>
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<tr>
<td>COMP111</td>
<td>English Composition II</td>
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Third Semester

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<tr>
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<th>Course Name</th>
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<tbody>
<tr>
<td>VAFW100</td>
<td>Fine Woodworking Fundamentals</td>
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<tr>
<td>VAF201</td>
<td>Portfolio Seminar</td>
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<tr>
<td>VAMM130</td>
<td>3-D Modeling Concepts</td>
<td>3</td>
</tr>
<tr>
<td>VAFW140</td>
<td>Cabinetmaking</td>
<td>3</td>
</tr>
<tr>
<td>VAFW190</td>
<td>Woodturning</td>
<td>3</td>
</tr>
<tr>
<td>VAFW280</td>
<td>Cooperative Education/Fine Woodworking</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>SOCI110</td>
<td>Intro to Sociology</td>
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<td>VAF110</td>
<td>Digital Photo Fundamentals</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>VAF107</td>
<td>Intro to Jewelry and Metalsmithing</td>
<td>3</td>
</tr>
<tr>
<td>VAF141</td>
<td>Introduction to Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>VAF147</td>
<td>Introduction to Glassblowing</td>
<td>3</td>
</tr>
<tr>
<td>VAF181</td>
<td>Introduction to Ceramics</td>
<td>3</td>
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<tr>
<td>VAF200</td>
<td>Drawing Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>VAF246</td>
<td>Sculpture/Foundry</td>
<td>3</td>
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</table>

Fine Wood Studio Elective Courses

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>VAFW133</td>
<td>Woodcarving/Furniture</td>
<td>3</td>
</tr>
<tr>
<td>VAFW136</td>
<td>Bending and Veneering</td>
<td>3</td>
</tr>
<tr>
<td>VAFW137</td>
<td>Chair Construction</td>
<td>3</td>
</tr>
<tr>
<td>VAFW138</td>
<td>Table Systems</td>
<td>3</td>
</tr>
<tr>
<td>VAFW145</td>
<td>Conceptual Furniture</td>
<td>3</td>
</tr>
<tr>
<td>VAFW180</td>
<td>Woodturning</td>
<td>3</td>
</tr>
<tr>
<td>VAFW280</td>
<td>Cooperative Education/Fine Woodworking</td>
<td>3</td>
</tr>
</tbody>
</table>

Not: Placement testing required.

Note: Consult the list of course approved for this subcategory. Any course may be chosen.

C Requires prerequisite and/or corequisite.
D Any INTG course may be chosen.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Cultural Perspectives.
5 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 credits in social perspectives, two credits of personal health, three credits in cultural perspectives, and six credits of writing. 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.
Prepare for a leadership position in the Fire Service with the Fire Science associate degree program.

**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) 968-8270

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 pre-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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMP114</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CHEM101</td>
<td>Chemistry</td>
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<tr>
<td>MATH110</td>
<td>Mathematics for Technology</td>
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</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>FRSC101</td>
<td>Firefighting Strategy and Tactics</td>
<td>3</td>
</tr>
<tr>
<td>FRSC102</td>
<td>Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>FRSC103</td>
<td>Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>FRSC104</td>
<td>The International Fire Prevention and Building Code</td>
<td>3</td>
</tr>
<tr>
<td>FRSC105</td>
<td>Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td>FRSC106</td>
<td>Fire Investigation</td>
<td>3</td>
</tr>
<tr>
<td>FRSC107</td>
<td>Pre-emergency Planning and Computer Assisted Design</td>
<td>3</td>
</tr>
<tr>
<td>FRSC108</td>
<td>Organization and Management of Emergency Services</td>
<td>3</td>
</tr>
<tr>
<td>FRSC109</td>
<td>Fire Service Occupational Safety &amp; Health</td>
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</tr>
<tr>
<td>FRSC110</td>
<td>Fire Prevention and Fire Safety Education</td>
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</tr>
</tbody>
</table>

**Recommended Semester Sequence**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
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<tr>
<td>MATH110</td>
<td>Mathematics for Technology</td>
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</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
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**Second Semester**

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<th>Course Title</th>
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<tr>
<td>FRSC108</td>
<td>Organization and Management of Emergency Services</td>
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<tr>
<td>FRSC109</td>
<td>Fire Service Occupational Safety &amp; Health</td>
<td>3</td>
</tr>
<tr>
<td>FRSC110</td>
<td>Fire Prevention and Fire Safety Education</td>
<td>3</td>
</tr>
<tr>
<td>COMP114</td>
<td>Technical Writing</td>
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<tr>
<td>CHEM101</td>
<td>Chemistry</td>
<td>4</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRSC101</td>
<td>Firefighting Strategy and Tactics</td>
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<tr>
<td>FRSC102</td>
<td>Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>FRSC105</td>
<td>Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FRSC106</td>
<td>Fire Investigation</td>
<td>3</td>
</tr>
<tr>
<td>FRSC107</td>
<td>Pre-emergency Planning and Computer Assisted Design</td>
<td>3</td>
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</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

1 Satisfies College Writing, Level I
2 Satisfies College Writing, Level II
3 Satisfies College Level Math or Science
4 Satisfies Writing Intensive Requirement

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

CERTIFICATE PROGRAM
Curriculum Code No. 3187

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

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

Graduates of this certificate are able to:
• design and create functional wood products;
• demonstrate tool and shop safety practices; and
• read about, write about, and analyze modern art or furniture using basic research, critical thinking skills, and a visual arts vocabulary.

Suggested Electives (Select two):
• Fine Woodworking Fundamentals
• Cabinetmaking
• Drawing Fundamentals
• 3-D Modeling Concepts
• Table Systems
• Bending and Veneering
• History of Modern Art or American Furniture
• Fine Wood Studio Electives or Co-op

Certificate Course Requirements with recommended sequence
VAFW100 Fine Woodworking Fundamentals 3
VAFW140 Cabinetmaking 3
VAFA100 Drawing Fundamentals 3
VAMM130 3-D Modeling Concepts 3
VAFW138 Table Systems 3
VAFW136 Bending and Veneering 3
VAF193 History of Modern Art or American Furniture 3
VAFW Fine Wood Studio Electives or Co-op 6

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

JAMES R. BENNETT ('83), who earned a full scholarship to the prestigious School of Visual Arts in New York based on the portfolio he created at Bucks, is an award-winning artist and illustrator of Jerry Seinfeld's best-selling children's book, *Halloween*.

"When I give lectures at art schools around the country, I always bring up my experience at Bucks," the Pipersville resident says. "It was a great experience because [the faculty] broke down everything about painting, sculpture and art to its basic form. I had a much more well-rounded idea about how to paint a picture. I tell students that it's much easier to specialize after you have such a broad base."

Graphic Design

TRANSFER MAJOR
Curriculum Code No. 1110

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

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

This major begins with the traditional Fine Arts Foundation 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. Students with exceptional portfolio and their Associate of Arts degree in Graphic Design (transfer major) are qualified to gain entry level positions as desktop publishers, assistant graphic designers, illustrators and assistant advertising layout designers.

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 students entering as fine art majors must 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.

Graduates of this program are able to:
• design and develop creative concepts, apply critical thinking skills, and demonstrate the ability to develop concepts, apply critical thinking skills, and a visual arts vocabulary;
• 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.

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 students entering as fine art majors must 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.

Graduates of this program are able to:
• design and develop creative concepts, apply critical thinking skills, and demonstrate the ability to develop concepts, apply critical thinking skills, and a visual arts vocabulary;
• 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.

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
- **VAFA100** Drawing Fundamentals 1 3
- **VAFA101** 2-D Design Fundamentals 3
- **VAMM100** Digital Imaging 3
- **VAGD100** Introduction to Desktop Publishing 3
- **COMP110** English Composition I 1,2 3

### Second Semester
- **VAFA103** Drawing Composition 1 3
- **VAFA104** 2-D Design Color 1 3
- **VAGD101** Layout and Typography 1 3
- **COMP111** English Composition II 1,3 3

### Third Semester
- **VAFA102** 3-D Design Fundamentals 3
- **VAGD102** Illustration: Drawing and Digital 1 3
- **VAGD200** Visual Literacy 1 3
- **COMP112** English Composition IIF 3
- **PSYC110** Introduction to Psychology 3,† 3

### Fourth Semester
- **VAGD201** Graphic Design 1 3
- **VAFA201** Portfolio Seminar 1 3
- **INTG285** Integration of Knowledge 1 3
- **PHED180** Foundations of Physical Education 1 3
- **PHED183** Movement and Physical Education for Early Childhood 1 3

### Degree Course Requirements
- **COMM110** Effective Speaking 1,1 3
- **COMP110** English Composition I 1,1,A 3
- **COMP111** English Composition II 1,1,B 3
- **HLTH100** Life and Health 1 3
- **HLTH110** Responding to Emergencies 1 3
- **HLTH120** Nutrition 1 3
- **HLTH130** Principles and Applications of Diet and Fitness 1 3
- **PHED180** Foundations of Physical Education 1 3
- **PHED183** Movement and Physical Education for Early Childhood 1 3
- **PSYC110** Introduction to Psychology 1,1 3
- **SOC110** Introduction to Sociology 1 3
- **College Level Mathematics A 3 or Science C 6
- **Cultural Perspectives D 3
- **Electives F 3
- **INTG285** Integration of Knowledge 1 3
- **Physical Education Skills Courses g 3**

**Recommended Semester Sequence**

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

**First Semester**
- **COMP110** English Composition I 1,1,A 3
- **HLTH100** Life and Health 1 3
- **PHED180** Foundations of Physical Education 3
- **PHED183** Movement and Physical Education for Early Childhood 3
- **Mathematics A and/or Science C 3

**Second Semester**
- **COMP111** English Composition II 1,1,B 3
- **HLTH110** Responding to Emergencies 3
- **PHED183** Movement and Physical Education for Early Childhood 3
- **Electives F 3
- **PHED180** Foundations of Physical Education 3

**Third Semester**
- **COMM110** Effective Speaking 1,1,A 3
- **HLTH130** Principles and Applications of Diet and Fitness 3
- **PSYC110** Introduction to Psychology 1,1 3
- **Science E 3
- **Physical Education Skills Course g 3**

---

**Health and Physical Education**

**TRANSFER MAJOR**

**Curriculum Code No. 1031**

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

**Department of Health, Physical Education & Nursing**

Gymnasium 102 • Phone (215) 968-8451

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HLTH120</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SOCI110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>INTG283</td>
<td>Integration of Knowledge A, C, E</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics A and/or Science</td>
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<tr>
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<td>Physical Education Skills Courses</td>
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**Certificate Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIST197</td>
<td>History and Theory of Historic Preservation</td>
<td>3</td>
</tr>
<tr>
<td>HIST198</td>
<td>History of American Architecture</td>
<td>3</td>
</tr>
<tr>
<td>HIST199</td>
<td>Methodology and Documentation</td>
<td>3</td>
</tr>
<tr>
<td>HIST201</td>
<td>Building Conservation</td>
<td>3</td>
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<tr>
<td>HIST203</td>
<td>Internship for Historic Preservation</td>
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**Electives: (9 credits required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HIST195</td>
<td>Introduction to Historical Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>HIST200</td>
<td>Material Culture in Historic Preservation</td>
<td>3</td>
</tr>
<tr>
<td>HIST202</td>
<td>Law, Taxes and Zoning for Historic Preservation</td>
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<tr>
<td>HIST204</td>
<td>Oral History in Preservation</td>
<td>3</td>
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<tr>
<td>HIST205</td>
<td>Restoration Workshop I</td>
<td>3</td>
</tr>
<tr>
<td>HIST206</td>
<td>Restoration Workshop II</td>
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<tr>
<td>HIST207</td>
<td>HABS Workshop</td>
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<tr>
<td>HIST208</td>
<td>History, Society &amp; Architecture in the Delaware Valley</td>
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<tr>
<td>HIST209</td>
<td>Bucks County Architecture and Architects</td>
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<tr>
<td>HIST210</td>
<td>Preservation Field Studies</td>
<td>3</td>
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<tr>
<td>HIST213</td>
<td>Architecture and History of Newtown</td>
<td>2</td>
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<td>HIST214</td>
<td>Preservation Lab</td>
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<td>HIST216</td>
<td>Historic Garden Preservation</td>
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<td>HIST217</td>
<td>Historic Gardens of Early 20th century</td>
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<tr>
<td>HIST218</td>
<td>Fundamentals of Drawing for HABS Workshop</td>
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<tr>
<td>HIST219</td>
<td>Management of Historic Sites</td>
<td>3</td>
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<tr>
<td>HIST220</td>
<td>Teaching Historic Places &amp; Preservation in the Classroom</td>
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<tr>
<td>INDP290</td>
<td>Independent Study: Historic Preservation</td>
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<tr>
<td>VAFW190</td>
<td>History of American Furniture</td>
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**Recommended Semester Sequence**

**First Semester**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>HIST197</td>
<td>The History and Theory of Historic Preservation</td>
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**Second Semester**

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<th>Course Title</th>
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<td>HIST198</td>
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<tr>
<td>Summer</td>
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**Third Semester**

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<th>Course Title</th>
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<tr>
<td>HIST199</td>
<td>Methodology and Documentation</td>
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<td></td>
<td>Elective</td>
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**Forth Semester**

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<th>Course Title</th>
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<tr>
<td>HIST201</td>
<td>Building Conservation</td>
<td>3</td>
</tr>
<tr>
<td>HIST203</td>
<td>Internship for Historic Preservation</td>
<td>3</td>
</tr>
</tbody>
</table>

A Course requires prerequisite.

ADELAIDE CROMPTON

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

“The house needed a lot of work, but I restored it myself with the knowledge that I got from the Historic Preservation program. The instructors and professors gave me the courage to buy an old house and restore it.”

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

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

Please visit www.bucks.edu for current requirements.
Hospitality & Tourism Management

OCCUPATIONAL MAJOR
Curriculum Code No.2022

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

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

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

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

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

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

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

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

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

Fourth Semester
CISC110 Introduction to Computers or
CISC110 Introduction to Information Systems 3
HLTH120 Nutrition 3
HRIM220 HRIM Seminar 3
HRIM280 Cooperative Education - HRI 3
Business Elective 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.
F Satisfies College Writing requirement.
2 Satisfies Personal Health.
3 Satisfies Social Perspectives.
4 Satisfies College Level Mathematics or Science.
5 Satisfies Integration of Knowledge

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

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRIM100</td>
<td>Introduction to Tourism and Hospitality</td>
<td>3</td>
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<tr>
<td>HRM105</td>
<td>Safety and Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>OADM110</td>
<td>Cultural Perspectives</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HRM200</td>
<td>Hotel and Lodging Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>HRM120</td>
<td>Basic Food Preparation and Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MKTG100</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
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</table>

#### Summer Session

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM210</td>
<td>HRIM Internship</td>
<td>3</td>
</tr>
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#### Third 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>HRM110</td>
<td>Financial Management in Tourism &amp; Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRM121</td>
<td>Advanced Food Preparation and Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT130</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MGMT140</td>
<td>Supervision</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>HLTH120</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HRM220</td>
<td>HRIM Seminar</td>
<td>3</td>
</tr>
<tr>
<td>HRM280</td>
<td>Cooperative Education-HRIM</td>
<td>3</td>
</tr>
<tr>
<td>Business Electives</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

---

**A** Placement testing required.

**B** All academically qualified students must enroll in HRM280 in their 3rd or 4th semester.

**C** Consult the list of courses approved for this subcategory here.

**D** Select any two of the following: HRM130, HRM131, HRM132, HRM202, HRM203. 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

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* See Revisions to Degree/Major for important information.

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Please visit [www.bucks.edu](http://www.bucks.edu) for current requirements.
Hotel/Restaurant/ Institutional Supervision

CERTIFICATE PROGRAM
Curriculum Code No. 3073

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

This certificate program prepares students for such careers as supervisors and management trainees in hotels, restaurants, schools and nursing homes. Graduates of this program are able to:

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

Certificate Requirements

<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>HRIM100</td>
<td>Introduction to Tourism and Hospitality</td>
<td>3</td>
</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 and Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRIM200</td>
<td>Hotel and Lodging Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>HRIM120</td>
<td>Basic Food Preparation and Management</td>
<td>3</td>
</tr>
<tr>
<td>HRIM121</td>
<td>Advanced Food Preparation and Management</td>
<td>3</td>
</tr>
<tr>
<td>HRIM220</td>
<td>HRI Seminar</td>
<td>3</td>
</tr>
<tr>
<td>MGMT130</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MGMT200</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

A Course requires prerequisite.

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

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.

- Graduates of this program will be able to:
  - Develop a plan for achieving vocational and/or transfer goals.
  - Prepare a clearly delineated transfer plan tailored to the transfer school of choice.

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

Degree Course Requirements

<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>MGMT130</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MGMT200</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
</tbody>
</table>

Transferable Electives

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
</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 Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MGMT130</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>College Level Mathematics or Science</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Transferable Electives

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MGMT130</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>Personal Health</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Transferable Electives

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Transferable Electives

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
</tr>
</tbody>
</table>

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

Please visit www.bucks.edu for current requirements.
Information Science & Technology

TRANSFER MAJOR

Curriculum Code No. 1102

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

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

Degree Course Requirements*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC105</td>
<td>Windows/DOS Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CISC110</td>
<td>Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CISC113</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CISC122</td>
<td>Computer Science II</td>
<td>4</td>
</tr>
<tr>
<td>CISC213</td>
<td>Computer Science III</td>
<td>4</td>
</tr>
<tr>
<td>CISC143</td>
<td>Essentials of Networking</td>
<td>4</td>
</tr>
<tr>
<td>CISC215</td>
<td>Database Design and Application Development</td>
<td>3</td>
</tr>
<tr>
<td>VAMM110</td>
<td>Web and Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective F 3

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 majors. It allows students to build a sequence of computer-related courses to satisfy specific skills needed for employment and, upon successful completion, results in the award of the Associate of Applied Science degree.

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

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

Please visit www.bucks.edu for current requirements.

EDWARD J. BUTLER ('81), who received his associate degree in business administration from Bucks, was recently promoted to vice president of information technology at ISS Solutions, a provider of technology services to local and state government, healthcare, manufacturing and commercial markets, where he’s worked for more than 20 years. He also holds a project management certificate from Penn State University and several other technical certifications.

“Bucks was a great place to start my education. The small class size and experienced professors equipped me with the skills I needed to be successful in business. In fact, my two daughters recently attended BCCC with positive results and experiences.”
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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</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></td>
<td>Computing Electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Level Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Personal Health</td>
<td>2</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Semester Sequence**

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

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computing Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College Level Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Personal Health</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Computing Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Level Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computing Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computing Electives</td>
<td>13</td>
</tr>
</tbody>
</table>

**Journalism Program of Study Learning Outcomes:**

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

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</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>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</td>
<td>3</td>
</tr>
<tr>
<td>JOUR277</td>
<td>Public Affairs Reporting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Semester Sequence**

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

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM1110</td>
<td>Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>JOUR175</td>
<td>News Reporting and Writing</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>
Liberal Arts: American Studies

Required Coursework

- English Composition II
- American Literature from 1865
- Introduction to Short Fiction
- American State and Local Government
- Elective
- Public Affairs Reporting

Credits exceeding the required minimum cannot be used to satisfy transfer requirements of knowledge and fifteen credits of undesignated electives.

Recommended Course Sequence

First Semester
- English Composition I
- U.S. History I
- College Level Mathematics or Science
- Elective
- Integration of Knowledge

Second Semester
- English Composition II
- U.S. History II
- College Level Mathematics or Science
- Elective
- Journalism Electives

Third Semester
- American Art History
- U.S. History I
- American National Government
- Introduction to Sociology
- College Level Mathematics or Science

Fourth Semester
- American History
- Introduction to Sociology
- American National Government
- Writing Intensive

Prerequisites and Corequisites

- Placement testing required.
- Corequisite or prerequisite: COMP107 or COMP110.

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 contem-
plating 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.

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.”

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

Please visit www.bucks.edu for current requirements.
CURT HEINTZELMAN (’07), earned an associate degree in journalism at Bucks and is completing his bachelor’s in corporate communication at Penn State-Abington. He also intends to pursue graduate studies in public policy. He’s accomplished all this while working full-time as chief-of-staff to Pa. State Representative Katharine M. Watson (R-144th).

“Bucks provides a convenient, cost-effective way to stimulate your mind - no matter what your age. It facilitates a lifelong love of learning and provides a springboard to endless possibilities.”

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) 968-8130

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

Liberal Arts: General Emphasis is for students who
• intend to transfer to four-year colleges in the liberal arts;
• need to explore the liberal arts areas prior to a commitment to a specific major;
• need pre-major work in law, medicine, journalism, business, or other career fields; and
• need or want to maximize acceptance of general education courses by transfer colleges.

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

NOTE: Many transfer institutions require some knowledge of a 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.

Liberal Arts: General Emphasis Program of Study

Learning Outcomes:

Graduates of this program are able to
• demonstrate the competencies described in the BCCC Core Curriculum.

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, Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Level Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Level Mathematics, or Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>10</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge, or Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities (HUMN111, HUMN112, HUMN113, HUMN114, HUMN120)</td>
<td>3</td>
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<tr>
<td></td>
<td>History (any HIST course)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics (College level)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Cultural Perspectives</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>COMP111</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Level Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science</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>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>(College level)</td>
<td>3</td>
</tr>
<tr>
<td>Personal</td>
<td>Health</td>
<td>2</td>
</tr>
<tr>
<td>Science</td>
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<td>3</td>
</tr>
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Third Semester

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL125</td>
<td>Basic Problems in Philosophy, Literature</td>
<td>3</td>
</tr>
<tr>
<td>Social</td>
<td>Perspectives</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>Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>(any HIST course)</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>Literature</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social and</td>
<td>Behavioral Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes</th>
<th>Placement testing required.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Consult the list of courses approved for this subcategory. Any course may be chosen except MATH090, MATH095, MATH103, MATH110 or MGMT120.</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Consult the list of courses approved for this subcategory. Any course may be chosen except CHEM100 or EDU150.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Consult the list of courses approved for this subcategory. Any course may be chosen except CHEM100 or EDU150.</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Consult the list of courses approved for this subcategory. Any course may be chosen except LITR193 or LITR264.</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.</td>
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</tr>
<tr>
<td>K</td>
<td>Consult the list of courses approved for this subcategory. Any course may be chosen except MGMT100.</td>
<td></td>
</tr>
</tbody>
</table>

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) 968-8130

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

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

Please visit www.bucks.edu for current requirements.
Liberal Arts: Humanities is for students who
• intend to transfer to four-year colleges and major in English, history, philosophy, religion, foreign languages, or speech communications;
• need pre-major work in law, medicine, journalism, business, or other career fields;
• seek career employment in public relations, government, business, industry, or in the humanities area; and
• need or want to maximize acceptance of general education courses by transfer colleges.

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

Liberal Arts: Humanities Emphasis Program

of Study Learning Outcomes:
Graduates of this program are able to
• demonstrate the competencies described in the BCCC Core Curriculum;
• communicate effectively in at least one foreign language; and
• apply an education in humanities to make connections among disciplines essential to an integrated world view.

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>Arts</td>
<td>College level Mathematics 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>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>History (any HIST course)</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>Literature</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>(College level)</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Personal Health</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Philosophy or Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Perspectives</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Recommended Semester Sequence

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

First Semester

<table>
<thead>
<tr>
<th>Course 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>College level Mathematics or Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>(College level)</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Personal Health</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>History (any HIST course)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Literature</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Perspectives</td>
<td></td>
<td>2</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>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>Literature</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Philosophy or Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen except MATH090, MATH095, MATH103, MATH110 or MGMT120.
C Any science course may be chosen except CHEM100 or EDUC150.
D Any LITR course may be chosen except LITR246, LITR262, LITR393.
E Any of the following may be chosen: FCU110, HUMN111, HUMN112, HUMN113, HUMN114, HUMN120.
F Any PHIL course may be chosen or HUMN111, HUMN112, HUMN113, HUMN114, 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: VAF191, VAF192, VAF194, VAF195, VACV141, VACV142, MUSC101, MUSC105, COMT101.
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 College Writing Level I.
O Satisfies College Writing Level II.
P Satisfies Creative Expression.
Q Satisfies Writing Intensive requirement.
R 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.

Liberal Arts: Psychology

Interpersonal Emphasis

TRANSFER MAJOR

Curriculum Code No. 1183

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

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

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM015</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMP112</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>(College level)</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Personal Health</td>
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<td>2</td>
</tr>
<tr>
<td>Psychology Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>General Electives</td>
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Program of study requirements and other catalog contents are subject to change.

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

First Semester
COMP110 English Composition I, A 3
PSYC110 Introduction to Psychology, † 3
COMM105 Interpersonal Communications 3
Cultural Perspectives 3
Electives 3
15

Second Semester
COMP111 English Composition II 6, A 3
COMM110 Effective Speaking, † 4
PSYC105 Introduction to Group Dynamics, ‡ 3
Cultural Perspectives 3
College Level Mathematics, A 3
15

Third Semester
PSYC100 Psychology of Personal Awareness 3
Psychology Elective, ‡ 3
Science, B 4
Social Science, B 3
Elective, † 3
16

Fourth Semester
INTG285 Integration of Knowledge, B 3
Psychology Elective, † 3
Science, B 4
Electives 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, BIOL182, CHEM101.
F Select any of the following: ECON, GEOG, POLI, or SOCI course.
G Course requires prerequisite.
H Pre-college level courses do not meet this requirement.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Mathematics or Science.
5 Satisfies Social Perspectives.
6 Satisfies Personal Health.
7 Satisfies Writing Intensive Requirement.
† Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

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 cultural perspectives, three credits in social perspectives, three credits in integration of knowledge and fifteen credits of undesignated electives. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Liberal Arts: Psychology Pre-Professional Emphasis
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) 968-8270

The Psychology Pre-Professional program of study is designed for students who intend to transfer to a four-year college and continue for a bachelor's degree in psychology. Often these students intend to pursue a graduate degree in professional psychology. This major emphasizes the scientific foundations of psychology including data analysis and experimental design.

Graduates of this program are able to
• demonstrate familiarity with the major concepts, theoretical perspectives and empirical findings in psychology;
• demonstrate an understanding of the basic scientific methods in psychology including research design, data analysis and interpretation;
• read and interpret research reports in the discipline's journals;
• write research reports employing APA style; and
• apply psychological principles to an understanding of their own and others’ behavioral and mental processes.

Degree Course Requirements
BIOL101 Biological Science I 6, A 4
BIOL102 Biological Science II 6, A 4
COMM110 Effective Speaking, ‡ 3
PSYC110 Introduction to Psychology, ‡ 3
MATH115 Elementary Statistics, A 3
PSYC110 Introduction to Psychology 4, † 3
PSYC180 Human Growth and Development 3
or
PSYC181 Developmental Psychology: Lifespan 3
PSYC215 Introductory Psychological Statistics 4
PSYC270 Experimental Psychology 4
PSYC290 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 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
BIOL101 Biological Science I 6, A 4
COMP110 English Composition I 4
PSYC110 Introduction to Psychology 3
MATH115 Elementary Statistics 3
PSYC110 Introduction to Psychology 4

Second Semester
BIOL102 Biological Science II 6
COMP111 English Composition II 3
MATH115 Elementary Statistics 3
PSYC110 Introduction to Psychology 4

Third Semester
PSYC215 Introductory Psychological Statistics 4
PSYC270 Experimental Psychology 4
PSYC290 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 3
60

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC270</td>
<td>Experimental Psychology</td>
<td>4</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total (13 credits)</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 except PSYC100 and PSYC125.
C Consult the list of courses approved for this subcategory. Any 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 Social Perspectives.
J Satisfies Writing Intensive requirement.
K Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

Students who do not seek the Associate of Arts Degree may earn the liberal arts major as a certificate. This major is recommended for students planning to transfer to four-year colleges and universities.

Liberal Arts: Social Science Emphasis

TRANSFER MAJOR

Curriculum Code No. 1059

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

In common with the other Liberal Arts majors, the Liberal Arts major with a Social Science emphasis is designed to be the first phase of an undergraduate education which aims to achieve three goals:

- a critical appreciation of the ways in which we gain knowledge and understanding of ourselves and the world around us;
- an informed acquaintance with the main forms of analysis needed for investigating the workings and development of modern society; and
- a knowledge of mathematical and scientific methods and some of the important artistic achievements of the past.

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

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>GEOG110</td>
<td>College Level Mathematics A</td>
<td>3</td>
</tr>
<tr>
<td>or Science</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>POLI111</td>
<td>Creative Expression</td>
<td>2</td>
</tr>
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<td>HUMN111</td>
<td>Cultural Perspectives</td>
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</tr>
<tr>
<td>Electives</td>
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<td>3</td>
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<td>INTG285</td>
<td>History Electives</td>
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<td>Electives E 3</td>
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<td></td>
<td>Total (19 credits)</td>
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</tbody>
</table>

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 except MATH110.
E Consult 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, COMM230, COMTI03, PHED126.
G Choose three from ECON, GEOG, POLI, or SOCI, with no more than two from any one discipline.
H Any LITR course except LITR246.
I Any INTG course may be chosen.
J Pre-college level courses do not meet this requirement.
K Course requires prerequisite.
L Satisfies College Writing Level I.
M Satisfies College level Writing II.
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 13 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ECON111</td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>PSYC100</td>
<td>Personal Health</td>
<td>2</td>
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<tr>
<td>D</td>
<td>Social Perspectives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total (15 credits)</td>
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Second Semester

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ECON111</td>
<td>History</td>
<td>3</td>
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<tr>
<td>COMM110</td>
<td>Social Science Electives</td>
<td>6</td>
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<td></td>
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Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>COMP110</td>
<td>College Level Mathematics A</td>
<td>3</td>
</tr>
<tr>
<td>or Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
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<tr>
<td>HUMN111</td>
<td>Creative Expression</td>
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Fourth Semester

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>or Science</td>
<td></td>
<td>3</td>
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<tr>
<td>Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge I</td>
<td>3</td>
</tr>
<tr>
<td>Literature Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total (16 credits)</td>
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</table>

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 except MATH110.
E Consult 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, COMM230, COMTI03, PHED126.
G Choose three from ECON, GEOG, POLI, or SOCI, with no more than two from any one discipline.
H Any LITR course except LITR246.
I Any INTG course may be chosen.
J Pre-college level courses do not meet this requirement.
K Course requires prerequisite.
L Satisfies College Writing Level I.
M Satisfies College level Writing II.
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.

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.

Recommended Semester Sequence

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

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC100</td>
<td>Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>PSYC100</td>
<td>Social Perspectives</td>
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Second Semester

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<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC100</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
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<tr>
<td></td>
<td>Total (15 credits)</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>COMP110</td>
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<td>3</td>
</tr>
<tr>
<td>Electives</td>
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<tr>
<td>Electives</td>
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</tr>
<tr>
<td>History</td>
<td></td>
<td>3</td>
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<tr>
<td></td>
<td>Total (16 credits)</td>
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</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>College Level Mathematics A</td>
<td>3</td>
</tr>
<tr>
<td>or Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge I</td>
<td>3</td>
</tr>
<tr>
<td>Literature Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total (16 credits)</td>
<td></td>
</tr>
</tbody>
</table>

A Any of the following may be chosen: HUMN111, HUMN112, HUMN113, HUMN114, HUMN120.
B Any of the following may be chosen: ECON111, GEOG110, POLI111, SOCI110.
C Any of the following may be chosen: BIOL101, CHEM101, SCIE101 or any MATH except MATH110.
D Choose among BIOL101, CHEM101, SCIE101 or any MATH except MATH110.
E Consult 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, COMM230, COMTI03, PHED126.
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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.
SUSAN MARANDOLA ADAMS (‘78) is the proprietor of the Intercourse Canning Company, which was featured on NBC’s Today Show. A Business Administration major, she says her Bucks education created a foundation for a lifetime of learning.

“Choosing Bucks County Community College was an easy decision,” says Adams. “Bucks’ technology surpassed all the other colleges I had visited. The course work allowed me to transition directly from college into the work force with the ability to plan a career, earn a competitive salary and manage a profitable business.”

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

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

Liberal Arts: Women’s Studies Emphasis Program of Study Learning Outcomes:
Graduates of this program are able to
• demonstrate the competencies described in the BCCC Core Curriculum;
• identify influences that affect women’s lives;
• describe ways to effect change in their lives, their communities, and the world;
• analyze the social institutions that contribute to the construction of gender; and
• theorize the intersections of gender, knowledge, and academic disciplines.

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACV141</td>
<td>The Art of Independent Cinema</td>
<td>3</td>
</tr>
<tr>
<td>VACV142</td>
<td>The Art of Theatrical Cinema</td>
<td>3</td>
</tr>
<tr>
<td>COMMI10</td>
<td>Effective Speaking 1,3</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I 4,6</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition II 8</td>
<td>3</td>
</tr>
<tr>
<td>HLT200</td>
<td>Intro. to Women’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>SOC130</td>
<td>Contemporary Social Problems</td>
<td>3</td>
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<tr>
<td>WMST110</td>
<td>Introduction to Women’s Studies 5,7</td>
<td>3</td>
</tr>
<tr>
<td>WMST280</td>
<td>College-Level Mathematics 9</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge 1,14</td>
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</tr>
<tr>
<td>Elective</td>
<td></td>
<td>12</td>
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<tr>
<td>Foreign Language</td>
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<tr>
<td>Literature</td>
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<tr>
<td>Psychology</td>
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<td>3</td>
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<tr>
<td>Science</td>
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</table>

Recommended Semester Sequence

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMI10</td>
<td>Effective Speaking 1,3</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I 4,6</td>
<td>3</td>
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<td>WMST110</td>
<td>Introduction to Women’s Studies 5,7</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
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<td>3</td>
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<tr>
<td>Foreign Language</td>
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<td>3</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II 8</td>
<td>3</td>
</tr>
<tr>
<td>HLT200</td>
<td>Intro. to Women’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></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.
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;
- interpret business periodicals in addition to technical reports, and develop written reports on job-related problems;
- relate the special skills required in a people-intensive industry;
- demonstrate a technical knowledge of the major functions of a retail organization; and
- utilize the knowledge of how to merchandise a product.

Degree Course Requirements

ACCT103  Introductory Accounting 3

ACCT105 Principles of Accounting I 3

CISC110 Introduction to Information Systems 3

COMM110 Effective Speaking 3

COMP110 English Composition 3

MGMT100 Introduction to Business 3

MGMT120 Business Mathematics 3

or

MATH117 Finite Mathematics for Business 3

MGMT130 Business Law 3

MGMT180 Legal Environment of Business 3

MKTG100 Principles of Marketing 3

MKTG200 Advertising 3

OADM110 Business Communication 3

PSYC125 Stress Management 3

or

Accounting Elective 3

Business Electives 3

INTG285 Integration of Knowledge 2,3,6

60/61/62

Recommended Semester Sequence

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

First Semester

ACCT103 Introductory Accounting 3

ACCT105 Principles of Accounting I 3

CISC110 Introduction to Information Systems 3

MGMT100 Introduction to Business 3

OADM110 Business Communication 3

or

Cultural Perspectives 3

TOTAL 15/16

Second Semester

Accounting Elective 3

MKTG100 Principles of Marketing 3

COMP110 English Composition 3

MGMT120 Business Mathematics 3

or

MATH117 Finite Mathematics for Business 3

TOTAL 15/16

Third Semester

PSYC125 Stress Management 3

COMM110 Effective Speaking 3

COMP110 Advertising 3

Business Electives 3

TOTAL 15

Fourth Semester

MGMT130 Business Law 3

MGMT180 Legal Environment of Business 3

OADM110 Business Communication 3

PSYC125 Stress Management 3

TOTAL 15

A Placement testing required.

B Any of the following may be chosen: HIST111, HIST112, HIST115, HIST116, HUMN111, HUMN113, HUMN114.

C Any course with a prefix of ACCT, BUS, HRIM, LAWS, MGMT, MKTG, OADM, or REAL may be chosen.

D Any of the following may be chosen: ACCT105, ACCT106, ACCT110, ACCT120, ACCT130.

E Any INTG course may be chosen.

F Course requires prerequisite.

G Satisfies College Writing requirement.

H Satisfies Creative Expression.

I Satisfies Social Perspectives.

J Satisfies College level Mathematics or Science.

K Satisfies Personal Health.

L Satisfies Writing Intensive requirement.

Students who do not seek the associate degree may earn the legend "Major Requirements Satisfied" on their transcripts by successfully completing all of the courses listed in the major except three credits of Cultural Perspectives, three credits of College level Mathematics, Integration of Knowledge and Personal Health. Credits exceeding the required minimum cannot be used to satisfy required credits in the other course requirements.

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

**TRANSFER MAJOR**

Curriculum Code No. 1006

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

Mathematics, Science & Technology Department

Founders 112 • Phone (215) 968-8305

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

Graduates of this program are able to:

- accurately interpret and translate pictorial and descriptive information into mathematical statements;
- solve problems quantitatively and communicate results clearly;
- demonstrate understanding of functions, limits, differentiation and integration, as appropriate;
- demonstrate computational skills in areas of applied mathematics.

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

#### Program of study requirements

*Please visit www.bucks.edu for current requirements.*

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### The 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</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CISC115</td>
<td>Computer Science I</td>
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</tr>
<tr>
<td>COM/110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MATH140</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH260</td>
<td>Linear Algebra</td>
<td>3</td>
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#### Second Semester

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<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>MATH242</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PHYS121</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM121</td>
<td>Chemistry I</td>
<td>4</td>
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#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH260</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CISC115</td>
<td>Computer Science II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM121</td>
<td>Chemistry II</td>
<td>4</td>
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</table>

#### Fourth Semester

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

**A** Placement testing required.

**B** Any of the following may be chosen: ACCT105, MGT120, ACCT110.

**C** Any of the following may be chosen: HIST111, HIST112, HIST115, HIST112, HUMN111, HUMN112, HUMN113, HUMN114.

**D** Any course with a prefix of ACCT, EBUS, HRIM, LAWS, MEDA, MGMT, MKTG, OADM, or OADM may be chosen.

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

**F** Course requires prerequisite.

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

**H** Any of the following may be chosen: MATH101, MATH115, MATH250.

**I** Any of the following may be chosen.

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

**K** Any of the following may be chosen: MATH101, MATH115, MATH250.

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

**M** Any of the following may be chosen.

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

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

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

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

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

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

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

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

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

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

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

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

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

---

**Note:**

- **Spring Semester only. Students who do not seek the Associate of Arts Degree may earn the legend “Major Requirements Satisfed” on their transcripts by successfully completing all the courses listed in the major except three credits of Cultural Perspectives, three credits of Personal Health, 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.

- **F** Course requires prerequisite.

- **A** Placement testing required.

- **B** Any of the following may be chosen: ACCT105, ACCT106, ACCT110, ACCT120, ACCT110.

- **C** Any of the following may be chosen: HIST111, HIST112, HIST115, HIST112, HUMN111, HUMN112, HUMN113, HUMN114.

- **D** Any course with a prefix of ACCT, EBUS, HRIM, LAWS, MEDA, MGMT, MKTG, OADM, or OADM may be chosen.

- **E** Any INTG course may be chosen.

- **F** Course requires prerequisite.

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

- **H** Any of the following may be chosen: MATH101, MATH115, MATH250.

- **I** Any of the following may be chosen.

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- **T** Any INTG course may be chosen.

- **U** Any INTG course may be chosen.

- **V** Any INTG course may be chosen.

- **W** Any INTG course may be chosen.

- **X** Any INTG course may be chosen.

- **Y** Any INTG course may be chosen.

- **Z** Any INTG course may be chosen.
Medical Assistant
OCCUPATIONAL MAJOR
Curriculum Code No. 2131

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

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

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

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

Graduates of this program are able to:

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

Degree Course Requirements

ACCT103 Introductory Accounting 3
BIOL115 Basic Human Anatomy D 3
COMM110 Effective Speaking A 3
COMP110 English Composition I A 3
COMM110 English Composition II A 3
HLTH110 Responding to Emergencies 2 3
MEDA205 Medical Law and Ethics 3
MEDA220 Medical Assistant Externship D 3
MGMT120 Business Math C 3
OADM105 Administrative Office Procedures I D 3
OADM110 Business Communication A 3
MEDA120 Medical Terminology 3
MEDA200 Clinical Procedures I D 3
MEDA201 Clinical Procedures II D 3
MEDA202 Medical Assistant Externship D 3
MEDA205 Medical Law and Ethics 3
MEDA215 Medical Administrative Procedures D 3
MEDA216 Medical Insurance, Billing & Reimbursement D 3
MEDA275 Medical Transcription I D 3
MEDA297 Medical Coding D 3
PSYC110 Introduction to Psychology A 3
INTG285 Integration of Knowledge 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL115</td>
<td>Basic Human Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>OADM105</td>
<td>Administrative Office Procedures I D</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 Transcription I D</td>
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<tr>
<td>MEDA200</td>
<td>Clinical Procedures I D</td>
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<td>ACCT103</td>
<td>Introductory Accounting</td>
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Second Semester

<table>
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<td>MEDA215</td>
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<tr>
<td>COMP110</td>
<td>English Composition I D</td>
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</tr>
<tr>
<td>MEDA275</td>
<td>Medical Transcription I D</td>
<td>3</td>
</tr>
<tr>
<td>MEDA200</td>
<td>Clinical Procedures I D</td>
<td>3</td>
</tr>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</td>
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Third 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>MEDA203</td>
<td>Medical Assistant Externship D</td>
<td>3</td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication D</td>
<td>3</td>
</tr>
<tr>
<td>MEDA216</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</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 D</td>
<td>3</td>
</tr>
<tr>
<td>MEDA297</td>
<td>Medical Coding D</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</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.

Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110.

Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
Administrative medical assistants complete office paperwork, schedule patients, and handle insurance billing in physicians’ offices, clinics, or insurance companies. They may work as admitting clerks, billing agents, or medical transcriptionists in hospital outpatient areas.

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

Certificate Requirements
OADM140 Keyboarding/Typewriting 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.

*All students are required to pass OADM140 Keyboarding/Typewriting either by taking the course at Bucks County Community College or by passing the appropriate challenge test given by the Office Administration Area at the College. A competency of 35 words a minute with a 5-error maximum on a 5-minute timed writing is required. Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Medical Assistant: Administrative
CERTIFICATE PROGRAM
Curriculum Code No. 3148
Department of Business Studies
Penn 401 • Phone (215) 968-8227

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

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

Certificate Requirements
OADM140 Keyboarding/Typewriting 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.

*All students are required to pass OADM140 Keyboarding/Typewriting either by taking the course at Bucks County Community College or by passing the appropriate challenge test given by the Office Administration Area at the College. A competency of 35 words a minute with a 5-error maximum on a 5-minute timed writing is required. Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

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

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

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

Certificate Requirements
BIOL113 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 and facilitate research; and
• design system controls to monitor patient information security.

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

A Course requires prerequisite.

*Open for credit by exam.

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.

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

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

TRANSFER MAJOR

Curriculum code No. 1175

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

Department of the Arts

Hicks Art Center • Phone (215) 968-8425

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

Graduates of this program are able to

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

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

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

Degree Course Requirements*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFA100 Drawing Fundamentals</td>
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</tr>
<tr>
<td>VFA101 2-D Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VFA102 3-D Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VFA201 Portfolio Seminar</td>
<td>3</td>
</tr>
<tr>
<td>VAMM100 Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>VAMM110 Web and Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>VAMM120 Interface Design</td>
<td>3</td>
</tr>
<tr>
<td>VAMM130 3D Modeling Concepts</td>
<td>3</td>
</tr>
<tr>
<td>VAMM209 Multimedia Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>VAMM210 Multimedia Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>VAGD102 Illustration: Drawing and Digital</td>
<td>3</td>
</tr>
<tr>
<td>COMP110 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COMP111 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SOCI110 Intro. to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>INTG285 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</th>
<th>Credits</th>
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<tbody>
<tr>
<td>VFA100 Drawing Fundamentals</td>
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<tr>
<td>VFA101 2-D Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VFA102 3-D Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VAMM100 Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>COMP110 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Art History</td>
<td>3</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>VAMM120 Interface Design</td>
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<tr>
<td>VAMM110 Web and Interactive Design</td>
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</tr>
<tr>
<td>VAMM130 3D Modeling Concepts</td>
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</tr>
<tr>
<td>COMP111 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Art History</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>VAMM130 3D Modeling Concepts</td>
<td>3</td>
</tr>
<tr>
<td>VAMM209 Multimedia Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>SOCI110 Intro. to Sociology</td>
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<td>Elective</td>
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Fourth Semester

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>VFA201 Portfolio Seminar</td>
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<tr>
<td>VAMM210 Multimedia Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>Personal Health</td>
<td>3</td>
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<tr>
<td>INTG285 Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>Electives</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 of the following may be chosen: VFA191, VFA192, VFA193.
D Any INTG course may be chosen.
E Suggested Electives: VACV130, VACV135, VACV137, MUSC124, COMM111, VAF101, VAF102, VAMM120, VAGD200, CISC113, CISC118, CISC224, EBUS100, JOUR155.
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.

Curriculum code No. 1175

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

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

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

Music Area
Hicks 208 • Phone (215) 968-8047
The Music major, which is designed to prepare students for transfer in Music to four-year institutions, is a curriculum that culminates in an Associate of Arts degree. Numerous courses in the program fulfill Core Curriculum requirements for general students, and students enrolled in other majors are encouraged to participate in any course or performing ensemble for which they qualify.

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

Students entering as Music majors 1) must successfully pass the 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 (215-968-8047) 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, MUSC and MUSE prefixes are open to all students who have satisfied any published prerequisite.

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

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 wonderful learning and social environment including world-class instructors and facilities.”
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 Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL101</td>
<td>Biological Science I</td>
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<tr>
<td>CHEM101</td>
<td>Chemistry</td>
<td>4</td>
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<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>COMP114</td>
<td>Technical Writing</td>
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<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
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<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
<td>3</td>
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<tr>
<td>MATH110</td>
<td>Math for Technology I</td>
<td>3</td>
</tr>
<tr>
<td>MATH111</td>
<td>Math for Technology II</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>PHYS106</td>
<td>Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS107</td>
<td>Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS201</td>
<td>Solid State Electronic Devices</td>
<td>3</td>
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<tr>
<td>PHYS202</td>
<td>Nanofabrication Statistics and Tech. Seminar</td>
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</table>

Cultural Perspectives: 3

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 Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NANO211</td>
<td>Material Safety and Equipment Overview</td>
<td>3</td>
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<tr>
<td>NANO212</td>
<td>Basic Nanofabrication Processes</td>
<td>3</td>
</tr>
<tr>
<td>NANO213</td>
<td>Thin Films in Nanofabrication</td>
<td>3</td>
</tr>
<tr>
<td>NANO214</td>
<td>Lithography for Nanofabrication</td>
<td>3</td>
</tr>
<tr>
<td>NANO215</td>
<td>Material Modification in Nanofabrication</td>
<td>3</td>
</tr>
<tr>
<td>NANO216</td>
<td>Characterization, Packaging and Testing of Nanofabricated Structures</td>
<td>3</td>
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</tbody>
</table>

BCCC Credits taken at Penn State: 18

Total Credits: 69

Recommended Semester Sequence

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM101</td>
<td>Chemistry A</td>
<td>4</td>
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<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH110</td>
<td>Math for Technology I</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>PHYS106</td>
<td>Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS201</td>
<td>Solid State Electronic Devices</td>
<td>3</td>
</tr>
<tr>
<td>PHYS202</td>
<td>Nanofabrication Statistics and Tech. Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

Integration of Knowledge: 3

Total Credits: 16

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP114</td>
<td>Technical Writing</td>
<td>3</td>
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<tr>
<td>MATH111</td>
<td>Math for Technology II</td>
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</tr>
<tr>
<td>PHYS107</td>
<td>Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS201</td>
<td>Nanofabrication Statistics and Tech. Seminar</td>
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Total Credits: 16

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIOL101</td>
<td>Biological Science I</td>
<td>4</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PHYS106</td>
<td>Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS201</td>
<td>Solid State Electronic Devices</td>
<td>3</td>
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</table>

Integration of Knowledge: 3

Total Credits: 19

Total Credits on BCCC Campus: 51

Fourth Semester Nanofab Capstone Semester Courses

(To be taken at Penn State)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NANO211</td>
<td>Material Safety and Equipment Overview</td>
<td>3</td>
</tr>
<tr>
<td>NANO212</td>
<td>Basic Nanofabrication Processes</td>
<td>3</td>
</tr>
<tr>
<td>NANO213</td>
<td>Thin Films in Nanofabrication</td>
<td>3</td>
</tr>
<tr>
<td>NANO214</td>
<td>Lithography for Nanofabrication</td>
<td>3</td>
</tr>
<tr>
<td>NANO215</td>
<td>Material Modification in Nanofabrication</td>
<td>3</td>
</tr>
<tr>
<td>NANO216</td>
<td>Characterization, Packaging and Testing of Nanofabricated Structures</td>
<td>3</td>
</tr>
</tbody>
</table>

BCCC Credits taken at Penn State: 18

Total Credits: 51

Nanofabrication CERTIFICATE PROGRAM
Curriculum Code No. 3168

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

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIOL101</td>
<td>Biological Science I</td>
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<tr>
<td>CHEM101</td>
<td>Chemistry A</td>
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<td>COMP110</td>
<td>English Composition I</td>
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<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MATH110</td>
<td>Math for Technology I</td>
<td>3</td>
</tr>
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<td>MATH111</td>
<td>Math for Technology II</td>
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</tr>
<tr>
<td>PHYS106</td>
<td>Physics A</td>
<td>4</td>
</tr>
<tr>
<td>PHYS107</td>
<td>Physics B</td>
<td>4</td>
</tr>
<tr>
<td>PHYS201</td>
<td>Solid State Electronic Devices</td>
<td>3</td>
</tr>
<tr>
<td>PHYS202</td>
<td>Nanofabrication Statistics and Tech. Seminar</td>
<td>2</td>
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</tbody>
</table>

Total Credits: 51

Nanofabrication Capstone Semester Courses

to be taken at Penn State

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>NANO211</td>
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<td>Thin Films in Nanofabrication</td>
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</tr>
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<td>Material Modification in Nanofabrication</td>
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<tr>
<td>NANO216</td>
<td>Characterization, Packaging and Testing of Nanofabricated Structures</td>
<td>3</td>
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</tbody>
</table>

BCCC Credits taken at Penn State: 18

Total Credits: 51
Nursing

OCCUPATIONAL MAJOR
Curriculum Code No. 2035

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

The nursing program requires additional fees.

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

The Program in Nursing offered at Bucks County Community College can be completed in two years, if the student chooses to be a full-time student, or it can be completed on a part-time basis, and leads to an Associate of Arts Degree. Graduates of the Program are eligible to take The National Council Licensure Examination for Registered Nurses (NCLEX-RN). Further, the Nursing Program prepares graduates to function as beginning graduate nurses, and to assume entry level positions as registered nurses in acute care, long term care, homes, clinics physicians’ offices, or other agencies established to meet health care needs.

Program learning experiences prepare graduates for associate degree nursing practice, as defined and delineated by the nursing profession. Nursing functions require advanced technical skills, in addition to substantial scientific knowledge.

Recommended Semester Sequence

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM110</td>
<td>Chemistry A</td>
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<td>COMP110</td>
<td>English Composition I</td>
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<td>MATH110</td>
<td>Math for Technology I</td>
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<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MATH111</td>
<td>Math for Technology II</td>
<td>3</td>
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<tr>
<td>BIOL101</td>
<td>Biological Science I</td>
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<tr>
<td>PHYS106</td>
<td>Physics</td>
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Third Semester

<table>
<thead>
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<th>Course Code</th>
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<tbody>
<tr>
<td>PHYS107</td>
<td>Physics</td>
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<tr>
<td>PHYS201</td>
<td>Solid State Electronic Devices</td>
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<tr>
<td>PHYS202</td>
<td>Nanofabrication Statistics &amp; Tech. Seminar</td>
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Fourth Semester

CAPSTONE SEMESTER (To be taken at Penn State)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>NANO211</td>
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<td>Basic Nanofabrication Processes</td>
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For more information regarding the capstone semester please visit the Penn State program at the following link: www.cmeu.psu.edu

Program Outcomes

The graduate of the BCCC Nursing Program will use critical thinking to apply the theoretical knowledge from the cognitive, affective and psychomotor domains to:

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

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

ADMISSION REQUIREMENTS

for admission to the program of study

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

2. Meeting High School Requirements

All students must have completed work equal to a standard high school program with a minimum of 16 units (a unit is the equivalent of a year’s worth of study). These requirements are:

- 4 Units of English
- 3 Units of Social Studies
- 2 Units of Science: 1 year of Chemistry with a grade of C or better or 70% and 1 year of Biology with a grade of C or better or 70%.
- 2 Units of Mathematics with a grade of C or better or 70% (one unit must be algebra)

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

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

Program of study requirements

and other catalog contents

are subject to change.

Please visit www.bucks.edu

for current requirements.
4. GED students must meet the same requirements.
   - Students who do not meet the high school requirements must take the following courses:
     1. To satisfy the English requirement, a student must take the Writing Placement Test and score a six (6) or complete COMP107 Introduction to Rhetorical Skills with a grade of “C” or better. (NOTE: Prerequisite course, as determined by the College Placement Tests, need to be taken prior to enrollment in this course.)
     2. To satisfy the Social Studies requirements a student must complete Introduction to Psychology OR Introduction to Sociology OR a course listed under Cultural Perspectives (as listed in the College Catalog).
     3. To satisfy the Science Requirement, a student must complete BIOL181, Human Anatomy & Physiology I, for a deficiency in Biology; CHEM101, Chemistry A for a chemistry deficiency. It is recommended that the student enroll in Biological Science 101 or 102 if seven years have lapsed since their last high school science course.
     4. To satisfy the Mathematics requirements a student must take the placement test in order to determine the appropriate placement. The student needs to complete MATH095 OR receive a score on the Math Placement Test of 5.
   - Students who completed high school work in a foreign country must either:
     1. Have a course-to-course evaluation performed by one of the five College-approved transcript evaluating agencies (information available in the Office of Admissions).
     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 placement 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. NLN-RN Pre RN entrance exam of 50th percentile or above (55th percentile preferred), OR ACT of 20 or above OR, SAT of 900 or above (critical reading and math). NLN Examination must be completed by the December testing deadline. All applicants must have an official score (in order to be deemed official, document must be sent directly from issuing institution, the College Board, to admissions postmarked by the December application deadline and posted on WebAdvisor.
7. After meeting all of the following criteria, students who are Bucks County residents and have completed the highest number of credits in the Nursing Program of Study at BCCC with a final grade of C or better will be considered first.

After notification of conditional acceptance to the Clinical Component of the Nursing Program the student is required to submit the following documents to the Director for full acceptance into the clinical component of the Nursing Program: (Necessary paperwork will be handed out and discussed at Orientation)
1. Current CPR certification (BCLS course)
2. Current Health examination
3. Current Immunizations record
4. Current State Police criminal check and/or FBI check that shows the applicant is felony free for ten (10) years. This requirement is related to the Nurse Practice Act (Act No. 185-109) of Pennsylvania which states “… The Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of a felony or act prohibited by the Act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled substance, Drug Device and Cosmetic Act”, or convicted of a felony related to a controlled substance in a court of law of the United States or any other state, territory or country, unless: at least ten years have elapsed from the date of conviction…” In addition, applicants must be free of Prohibitive Offenses (which includes certain drug and substance abuse violations) as found in the Pennsylvania Older Adult Protective Services Act 169 of 1996 and as amended by Act 13 of 1997, within their lifetime. The student must not have not been convicted of a driving under the influence of intoxicating liquors and/or drugs within five (5) years of participation in the program. In the event a student is permitted to participate in the program and then it is learned that he/she does not meet the criteria as set forth herein, they will be immediately removed from the program.
5. Current FBI fingerprint clearance
7. Current negative drug and alcohol screen.

Prior to starting the 2nd year, students must re-submit the following to the Director. Associate Degree Nursing
1. Current CPR certification
2. Current State Police criminal check and/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.

Nursing students must comply with the rules and policies as presented in the Nursing Student Handbook, in addition to those listed in the BCCC catalog.

6. A student 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.

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

1. LPN's must provide proof of Pennsylvania licensure and at least one year of employment as an LPN
2. Because LPN's have completed the licensure exam, the SAT, ACT or NLN will not be required
3. LPN's may challenge out of NURS 101 and NURS 102
4. Transfer students who have attended an NLNAC accredited nursing program are also eligible for advanced placement.

Additional Admission Criteria:

1. LPN's must provide proof of Pennsylvania licensure and at least one year of employment as an LPN
2. Transfer students will achieve placement based on review of individual nursing course syllabi.
3. Transfer students are required to meet all criteria for transfer students.

Placement in the Nursing Program

1. LPN's may challenge out of NURS 101 and NURS 102 and enter into NURS 201, after completing all of the NURS 101 and NURS 102 co-requisite courses, NURS 120 Drug Calculations and NURS 220 Health Assessment.
2. Transfer students who have attended an NLNAC accredited nursing program are also eligible for advanced placement.
3. Transfer students are required to meet all criteria for admission.

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 4
- CHEM101 Chemistry I 4
- COMP110 English Composition I 3
- NURS101 Nursing I 6

Second Semester

- BIOL182 Human Anatomy and Physiology II 4
- BIOL228 Microbiology 4
- HLTH120N Nutrition 3
- NURS102 Nursing II 6

Third Semester

- COMP111 English Composition II 3
- NURS201 Nursing III 6
- PSYC110 Introduction to Psychology 3
- SOCI110 Introduction to Sociology 3

Fourth Semester

- COMM110 Effective Speaking 3
- NURS202 Nursing IV 3

MAY DAILEY ('04) earned her associate degree in nursing at Bucks, completed her BSN at Jacksonville University (FL), and is finishing her MSN at the University of South Alabama. The married mother works at Aria Health (formerlly Frankford Hospital), is a nurse examiner for the Bucks County Sexual Assault Response Team, administers first aid at Sesame Place amusement park, and is an adjunct faculty member at Bucks. Her mother also graduated from the Bucks nursing program in the 1970s.

“My instructors at Bucks really inspired me to continue my education. They really push critical thinking and gave me a lot of the tools I needed to succeed. They have really helped me to obtain opportunities that I would have never thought I could accomplish.”
BRIAN P. LYNCH ('03), who returned to college after 19 years of working in construction, earned an A.A. 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."

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
CISC100 Introduction to Computers
COMM110 Effective Speaking
OADM110 Business Communication
COMP110 English Composition
COMP114 Technical Writing
OADM110 Business Communication
MGMT100 Introduction to Business
MGMT120 Business Mathematics
Cultural Perspectives
Elective
INTG285 Integration of Knowledge
Occupational Electives
Personal Health

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
CISC100 Introduction to Computers 3
OADM110 Business Communication or
COMP114 Technical Writing 3
MGMT100 Introduction to Business 3
Occupational Elective 3

Second Semester
COMP110 English Composition 3
MGMT120 Business Mathematics 3
Cultural Perspectives 3
Occupational Electives 6
Personal Health 2

Third Semester
COMM110 Effective Speaking 3
Occupational Electives 3

Fourth Semester
INTG285 Integration of Knowledge 3
Occupational Electives 3

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.
**Office Administration & Systems Technology**

**OCCUPATIONAL MAJOR**
Curriculum Code No. 2150

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

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

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

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

**Degree Course Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3</td>
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<tr>
<td>COMP110</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>2</td>
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<tr>
<td>MGMT120</td>
<td>Business Mathematics</td>
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<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>OADM140</td>
<td>Keyboarding/Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OADM142</td>
<td>Basic Applications of Microsoft Excel</td>
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<tr>
<td>OADM143</td>
<td>Basic Applications of Microsoft Access</td>
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<td>OADM165</td>
<td>Basic Applications of Microsoft Publisher</td>
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<td>Basic Applications of Microsoft Outlook</td>
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<td>OADM245</td>
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<tr>
<td>OADM255</td>
<td>MS Word - Beginning</td>
<td>1</td>
</tr>
<tr>
<td>OADM256</td>
<td>MS Word - Advanced</td>
<td>1</td>
</tr>
<tr>
<td>OADM290</td>
<td>Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Cultural Perspective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Personal Health</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Track Courses</td>
<td>12/13</td>
</tr>
</tbody>
</table>

Track A: Legal Emphasis

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OADM115</td>
<td>Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MGMT130</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>LAWS100</td>
<td>Introduction to Paralegal Studies Law</td>
<td>3</td>
</tr>
<tr>
<td>OADM126</td>
<td>Word Perfect</td>
<td>3</td>
</tr>
</tbody>
</table>

Track B: Accounting Emphasis

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT105</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT120</td>
<td>Payroll Records and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT130</td>
<td>Accounting Applications of the Microcomputer</td>
<td>3</td>
</tr>
</tbody>
</table>

Track C: Management/Marketing Emphasis

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT103</td>
<td>Introductory Accounting</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>MGMT210</td>
<td>Office Management</td>
<td>OR</td>
</tr>
<tr>
<td>MGMT250</td>
<td>Human Resource Management</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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OADM140</td>
<td>Keyboarding/Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OADM147</td>
<td>Microsoft Windows</td>
<td>1</td>
</tr>
<tr>
<td>OADM155</td>
<td>Searching the Web</td>
<td>1</td>
</tr>
<tr>
<td>OADM167</td>
<td>Basic Applications of Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Track Course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OADM260</td>
<td>Keyboarding/Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OADM225</td>
<td>MS Word - Beginning</td>
<td>3</td>
</tr>
<tr>
<td>OADM142</td>
<td>Basic Applications of Microsoft Excel</td>
<td>1</td>
</tr>
<tr>
<td>OADM145</td>
<td>Basic Applications of Microsoft PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>OADM165</td>
<td>Basic Applications of Microsoft Publisher</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Track Course</td>
<td>3/4</td>
</tr>
<tr>
<td></td>
<td>Cultural Perspective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OADM226</td>
<td>MS Word - Advanced</td>
<td>3</td>
</tr>
<tr>
<td>COMIM110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>OADM143</td>
<td>Basic Applications of Microsoft Access</td>
<td>1</td>
</tr>
<tr>
<td>OADM245</td>
<td>Microsoft PowerPoint Level II</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Track Course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OADM230</td>
<td>MS Word - Integrated</td>
<td>3</td>
</tr>
<tr>
<td>OADM290</td>
<td>Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Track Course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Notes**

- A Open to Credit by Examination.
- B Placement testing required.
- C Students must complete all courses in the chosen track.
- D Consult the list of courses approved for this subcategory. Any course may be chosen.
- E Any INTG285 course may be chosen.
- F Course requires prerequisite.
- 1 Satisfies College Writing requirement.
- 2 Satisfies Social Perspectives.
- 3 Satisfies College level Mathematics or Science.
- 4 Satisfies Writing Intensive requirement.
- 5 Satisfies Creative Expression.
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.
Graduates of this program are able to:
• utilize state-of-the-art equipment and software to accomplish work-related tasks accurately and productively in an office environment;
• derive an appropriate position in an office setting as a secretary, administrative assistant, receptionist, clerk, or information processing worker with a commitment to lifelong learning to achieve professional growth; and
• create documents using Microsoft Word and produce spreadsheets for business using Microsoft Excel.
Certificate Course Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OADM101</td>
<td>Electronic Keyboarding plus</td>
<td>1</td>
</tr>
<tr>
<td>OADM104</td>
<td>Formatting with Word a</td>
<td>2</td>
</tr>
<tr>
<td>OADM140</td>
<td>Keyboarding/Typewriting I a</td>
<td>3</td>
</tr>
<tr>
<td>OADM141</td>
<td>Basic Applications of Microsoft Word a</td>
<td>1</td>
</tr>
<tr>
<td>OADM142</td>
<td>Basic Applications of Microsoft Excel a</td>
<td>1</td>
</tr>
<tr>
<td>OADM143</td>
<td>Basic Applications of Microsoft Access a</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>Microsoft Windows</td>
<td>1</td>
</tr>
<tr>
<td>OADM155</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:
• explain the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law;
• demonstrate effective written and communication skills; and
• demonstrate an understanding of the ethical obligations and legal limitations of the paralegal in the public and private sectors.

Degree Course Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking a,b</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition a,b,c</td>
<td>3</td>
</tr>
<tr>
<td>HIST152</td>
<td>U.S. History II a</td>
<td>3</td>
</tr>
<tr>
<td>LAWS100</td>
<td>Introduction to Paralegal Studies or</td>
<td>Paralegal Studies</td>
</tr>
<tr>
<td>LAWS110</td>
<td>Introduction to Nurse</td>
<td>3</td>
</tr>
<tr>
<td>MGMT130</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>LAWS140</td>
<td>Civil Practice/Litigation Procedures a,b,c</td>
<td>3</td>
</tr>
<tr>
<td>LAWS220</td>
<td>Legal Research and Writing a,b</td>
<td>3</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>POLI111</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>POLI120</td>
<td>American State and Local Government</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 a,b,c</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Paralegal Electives a,b,c</td>
<td>18</td>
</tr>
</tbody>
</table>

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
- LAWS100 Introduction to Paralegal Studies or
- LAWS110 Introduction to Nurse
- MGMT100 Paralegal Studies  
- PSYC125 Stress Management
- POLI111 American National Government

Second Semester
- CISC100 Introduction to Computers
- COMP110 English Composition I
- LAWS140 Civil Practice/Litigation Procedures
- MGMT130 Business Law
- POLI120 American State and Local Government
- OADM110 Business Communication A
- INTG285 Integration of Knowledge B

Third Semester
- COMM110 Effective Speaking
- LAWS220 Legal Research and Writing
- POLI110 Business Communication A
- MGMT100 Introduction to Business
- LAWS140 Civil Practice/Litigation Procedures
- POLI111 American National Government
- OADM110 Business Communication A
- INTG285 Integration of Knowledge B

Fourth Semester
- HIST152 U.S. History II
- PSYC125 Stress Management
- PSYC285 Integration of Knowledge
- MGMT130 Business Law
- LAWS140 Civil Practice/Litigation Procedures
- LAWS220 Legal Research and Writing
- LAWS240 Negligence and Personal Injury
- Paralegal Electives

Certificate Requirements
- LAWS100 Introduction to Paralegal Studies
- LAWS110 Introduction to Nurse
- MGMT130 Business Law
- LAWS140 Civil Practice/Litigation Procedures
- LAWS220 Legal Research and Writing
- LAWS240 Negligence and Personal Injury
- Paralegal Electives

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.

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.
- 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

- explain the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law;
- demonstrate effective written and communication skills; and
- demonstrate an understanding of the ethical obligations and legal limitations of the paralegal in the public and private sectors.

Certificate Requirements
- LAWS100 Introduction to Paralegal Studies
- LAWS110 Introduction to Nurse
- MGMT130 Business Law
- LAWS140 Civil Practice/Litigation Procedures
- LAWS220 Legal Research and Writing
- LAWS240 Negligence and Personal Injury
- Paralegal Electives

Interested in the law?
Learn the legal system, legal concepts, and substantive and procedural law in Paralegal Studies.

KARA K. MCCLENAHAN ('10), who holds a master’s in education, chose Bucks for a career change to earn her Paralegal Certificate. With the encouragement of her professors, she and other Bucks alumni created the Bucks County Paralegal Association for networking purposes which soon paid off. Kara secured a paralegal position based on the contacts she made through the group and its sponsor, the Bucks County Bar Association.

“I wouldn’t have achieved so much so soon in this newly chosen field without the networking and support from Bucks. It would have taken twice as long with much less favorable career results if I didn’t have BCCC’s resources. The time spent here was definitely worth it!”

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

A Course requires prerequisite.

Photography –
see Applied Photography

Police Administration
TRANSFER MAJOR
Curriculum Code No. 1020

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

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>BIOL101</td>
<td>Biological Science I(^{1,1})</td>
<td>4</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking(^{1,2})</td>
<td>3</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I(^{1,2})</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition II(^{1,2})</td>
<td>3</td>
</tr>
<tr>
<td>CRJJ100</td>
<td>Introduction to the Administration of Criminal Justice(^{1})</td>
<td>3</td>
</tr>
<tr>
<td>CRJJ120</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRJJ140</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CRJJ160</td>
<td>Juvenile Delinquency and Laws Pertaining to Children</td>
<td>3</td>
</tr>
<tr>
<td>CRJJ250</td>
<td>Police Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CRJJ130</td>
<td>Criminal Investigation/Forensics</td>
<td>3</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Responding to Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>POLI120</td>
<td>American State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology(^{1,2})</td>
<td>3</td>
</tr>
<tr>
<td>SOCI110</td>
<td>Introduction to Sociology(^{1})</td>
<td>3</td>
</tr>
<tr>
<td>SOCI150</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge(^{1,3})</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.
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 students make proper decisions, advising by the Department of Mathematics, Science & Technology is required.

Graduates of this program are able to

• transfer to a degree program in an allied health field.
• demonstrate and apply proficiency in the basic sciences including laboratory skills and knowledge of biology and chemistry.

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL121</td>
<td>Biological Principles I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL122</td>
<td>Biological Principles II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM121</td>
<td>Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM122</td>
<td>Chemistry II</td>
<td>4</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>MATH120</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC1110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Responding to Emergencies</td>
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</tr>
<tr>
<td>CRIJ100</td>
<td>Introduction to the Administration of Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ110</td>
<td>Juvenile Delinquency and Law</td>
<td>3</td>
</tr>
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<td>CRIJ120</td>
<td>Criminal Evidence</td>
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<tr>
<td>CRIJ140</td>
<td>Criminal Procedure</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>
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<tbody>
<tr>
<td>COMP110</td>
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<td>Introduction to the Administration of Criminal Justice</td>
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<td>HLTH110</td>
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</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<td>INTG285</td>
<td>Integration of Knowledge</td>
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Second Semester

<table>
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<tr>
<td>COMP111</td>
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<td>Juvenile Delinquency and Law</td>
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<td>SOCI110</td>
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Third Semester

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<tbody>
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<td>BIOL101</td>
<td>Biological Science I</td>
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<tr>
<td>POLI110</td>
<td>American State and Local Government</td>
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Fourth Semester

<table>
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<tbody>
<tr>
<td>CRJ150</td>
<td>Police Organization and Administration</td>
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<td>CRJ130</td>
<td>Criminal Investigation/Forensics</td>
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<td>INTG285</td>
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</tbody>
</table>

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

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

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.

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMP110</td>
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<tr>
<td>COMP111</td>
<td>English Composition II A,D</td>
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<td></td>
<td>Chemistry Elective C</td>
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<tr>
<td>COMP112</td>
<td>Effective Speaking</td>
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<tr>
<td>COMP113</td>
<td>Cultural Perspectives</td>
<td>3</td>
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<tr>
<td>COMP114</td>
<td>Elective</td>
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</table>

Recommended Semester Sequence

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

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>English Composition I A,C,I</td>
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</tr>
<tr>
<td></td>
<td>Chemistry Elective</td>
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</tr>
<tr>
<td></td>
<td>Literature or Foreign Language</td>
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<td></td>
<td>Mathematics Elective</td>
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<td>Personal Health</td>
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Second Semester

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<th>Course Title</th>
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<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II A,D</td>
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<td>Cultural Perspectives</td>
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<td>Mathematics Elective</td>
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<td>Science Elective</td>
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<td>Social Perspectives</td>
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Third Semester

<table>
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<tr>
<td></td>
<td>Biology Elective</td>
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<td></td>
<td>Mathematics Elective</td>
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<tr>
<td></td>
<td>Mathematics or Science Elective</td>
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<tr>
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<td>Physics Elective</td>
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Fourth Semester

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMP110</td>
<td>Effective Speaking</td>
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<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>INTG285</td>
<td>Integration of Knowledge B,C,D</td>
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</tr>
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<td>Science Elective</td>
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</table>

Secondary Education: Biology

TRANSFER MAJOR
Curriculum Code No. 1169

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

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

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

Graduates of this program are able to:
- Transfer to a degree program in secondary education with an emphasis on biology.
- Recognize and relate the importance of science in daily life experiences.
- Demonstrate an understanding of fundamental scientific concepts and proficiency in performing basic laboratory techniques.

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

Degree Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I A,C</td>
<td>3</td>
</tr>
<tr>
<td>COMP111</td>
<td>English Composition II A,D</td>
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<tr>
<td>EDUC100</td>
<td>Foundations of Education</td>
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<tr>
<td>PSYC100</td>
<td>Educational Psychology</td>
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<tr>
<td>COMP110</td>
<td>Effective Speaking</td>
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<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>BIOL101</td>
<td>Microbiology</td>
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<tr>
<td>CHEM101</td>
<td>Chemistry I A,C,D</td>
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<tr>
<td>CHEM121</td>
<td>Chemistry II C</td>
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<tr>
<td>CHEM221</td>
<td>Organic Chemistry I C</td>
<td>5</td>
</tr>
<tr>
<td>CHEM222</td>
<td>Organic Chemistry II C</td>
<td>5</td>
</tr>
<tr>
<td>PHYS106</td>
<td>Physics I A,C</td>
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<td>PHYS107</td>
<td>Physics II C</td>
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<td></td>
<td>Health/ PE elective</td>
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<td>Social Perspectives</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge B,C,D</td>
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</tbody>
</table>
Secondary Education: Chemistry

Recommended Semester Sequence

First Semester
- COMP110 English Composition I C 3
- CHEM121 Chemistry I 4
- PSYC110 Introduction to Psychology 3
- BIOL121 Biological Principles I C 4
- Health Elective 2

Second Semester
- COMP111 English Composition II C 3
- CHEM122 Chemistry II C 4
- COMM110 Effective Speaking C 3
- BIOL228 Microbiology C 4

Third Semester
- CHEM221 Organic Chemistry I C 5
- PHYS106 Physics A C 4
- EDUC100 Foundations of Education† 3
- Cultural Perspectives 3

Fourth Semester
- CHEM222 Organic Chemistry II C 5
- PHYS107 Physics B C 4
- PSYC190 Educational Psychology C 3
- INTG285 Integration of Knowledge C 3

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

- COMP110 English Composition I A C 3
- COMP111 English Composition II A C 4
- EDUC100 Foundations of Education† 3
- PSYC190 Educational Psychology C 3
- COMM110 Effective Speaking C 3
- PSYC110 Introduction to Psychology† 3
- MATH140 Calculus I C 4
- MATH141 Calculus II 4
- CHEM121 Chemistry I C 4
- CHEM122 Chemistry II C 4
- CHEM221 Organic Chemistry I C 5
- CHEM222 Organic Chemistry II C 5
- PHYS121 Physics I C 4
- PHYS122 Physics II C 4
- Health/PE elective b 2
- Cultural Perspectives a 3
- INTG285 Integration of Knowledge C 3

Recommended Semester Sequence

First Semester
- COMP110 English Composition I C 3
- CHEM121 Chemistry I C 4
- PSYC110 Introduction to Psychology† 3
- MATH140 Calculus I C 4
- MATH141 Calculus II 4
- CHEM121 Chemistry I C 4
- CHEM122 Chemistry II C 4
- CHEM221 Organic Chemistry I C 5
- CHEM222 Organic Chemistry II C 5
- PHYS121 Physics I C 4
- PHYS122 Physics II C 4
- Health/PE elective b 2
- Cultural Perspectives a 3
- INTG285 Integration of Knowledge C 3

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.

Mathematics, Science & Technology Department

Founders 112 • Phone (215) 968 8305

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

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

KELLY BOURNE (’06), transferred to West Chester University to complete her bachelor’s degree. The former Student Government Vice President and Bucks Ambassador was active in the Phi Theta Kappa honor society and the Future Teachers Organization. Bourne says she chose Bucks for its friendly atmosphere.

“Everyone was so nice to each other. It was like a big family. Bucks was convenient, affordable, and friendly.”

Program of study requirements and other catalog contents are subject to change. Please visit www.bucks.edu for current requirements.
Secondary Education: History
TRANSFER MAJOR
Curriculum Code No. 1180

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

Department of Social & Behavioral Sciences
Penn 301 • Phone (215) 968-8270

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

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

- Demonstrate understanding of the American historical heritage;
- Demonstrate understanding of the Western historical heritage; and
- 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
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</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
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</tr>
<tr>
<td>EDUC100</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>PSYC110</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC190</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HIST111</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST112</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST151</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST152</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>POLI111</td>
<td>American National Government</td>
<td>3</td>
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<td></td>
<td>History Elective</td>
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<td>Cultural Perspectives</td>
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<td></td>
<td>College Level Mathematics</td>
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<td>College Level Science</td>
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<tr>
<td>INTG285</td>
<td>Integration of Knowledge</td>
<td>3</td>
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</tbody>
</table>

Recommended Semester Sequence

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First Semester

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<tbody>
<tr>
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<td>HIST111</td>
<td>History of Western Civilization I</td>
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<td>PSYC110</td>
<td>Introduction to Psychology</td>
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<td>College Level Science</td>
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<td>Personal Health</td>
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Second Semester

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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMP111</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>HIST112</td>
<td>History of Western Civilization II</td>
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<td>COMM110</td>
<td>Effective Speaking</td>
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</tr>
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<td>POLI111</td>
<td>American National Government</td>
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Third Semester

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<th>Course Title</th>
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<tbody>
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<td>U.S. History I</td>
<td>3</td>
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<tr>
<td>EDUC100</td>
<td>Foundations of Education</td>
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<td></td>
<td>Cultural Perspectives</td>
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<tr>
<td></td>
<td>Social Perspectives</td>
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Fourth Semester

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<td>U.S. History II</td>
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<tr>
<td>INTG285</td>
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</tr>
</tbody>
</table>

Secondary Education: Mathematics
TRANSFER MAJOR
Curriculum Code No. 1177

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

Mathematics, Science & Technology Department
Founders 112 • Phone (215) 968-3305

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

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

- accurately interpret and translate pictorial and descriptive information into mathematical statements;
- solve problems quantitatively and communicate results clearly;
- demonstrate understanding of numeric, algebraic and geometric reasoning;
- demonstrate computational skills in areas of applied mathematics.

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

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

**TRANSFER MAJOR**  
Curriculum Code No. 1130

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

#### Department of Social & Behavioral Sciences

**Founders 210 • Phone (215) 968-8270**

The goals of the Social Services major are to:

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

Graduates of this program are able to:

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

#### Degree Course Requirements*

<table>
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**Recommended Semester Sequence**

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Program of study requirements and other catalog contents are subject to change.  
Please visit [www.bucks.edu](http://www.bucks.edu) for current requirements.
Julie Druzak ('96) earned her associate degree in liberal arts from Bucks and eventually earned her bachelor’s from Temple University. After more than six years as a certified health and phys-ed teacher, she started her own company, Once Upon a Dream Princess Parties, specializing in custom parties for girls ages 2 through 14.

“Bucks gave me the chance I needed...I got a great education. The individual attention and small classes [at Bucks] were so different from high school...I am so proud of being a Bucks grad.”

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
CISC100 Introduction to Computers 3
COMM110 Effective Speaking 3
COMP110 English Composition I 3
COMP111 English Composition II 3
HLTH103 Life and Health 3
HLTH110 Responding to Emergencies 3
ECON111 Prin. of Economics: Macro 3
SOCII10 Intro to Sociology 3
SPMT200 Intro to Sport Management 3
SPMT201 Sport Marketing 3
SPMT202 Facility Mgt/Event Planning 3
SPMT203 History & Philosophy of Sport 3

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. See catalog for key.

First Semester
COMP110 English Composition I 3
HLTH103 Life and Health 3
SPMT200 Intro to Sport Management 3

Second Semester
CISC100 Introduction to Computers 3
COMM110 Effective Speaking 3
HLTH110 Responding to Emergencies 3
SPMT203 History & Philosophy of Sport 3

Third Semester
SPMT202 Facility Mgt/Event Planning 3
ECON111 Prin. of Economics: Macro 3
SOCII10 Intro to Sociology 3
SPMT201 Sport Marketing 3

Fourth Semester
COMM110 Effective Speaking 3
INTG285 Integration of Knowledge 3
SPMT280 Sport Management Internship 3

Note for Degree Course Requirements:
1. Placement testing required
2. Health and Physical Education majors must take at least six of these physical education skills courses: PHED133, PHED145, PHED150, PHED155, PHED156, PHED170, PHED178, PHED191.
3. Any of the following may be chosen: CHEM101, BIOL101, MATH101, MATH102, MATH220, MATH225, MATH40.
4. Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.
5. Any INTG course may be chosen.
6. Any of the following may be chosen: CHEM101, CISC100, CISC110, CISC115.
7. Any of the following may be chosen: CHEM101, BIOL101, MATH101, MATH102, MATH220, MATH225, MATH40.
8. Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.
9. Any of the following may be chosen: CHEM101, CISC100, CISC110, CISC115.
10. Any of the following may be chosen: CHEM101, BIOL101, MATH101, MATH102, MATH220, MATH225, MATH40.

Note for Degree Course Requirements:
*See the college catalog for important information on Revisions to Degree/Major 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 three to five credits in mathematics or science, COMP110, three credits in cultural perspectives, and six credits of undesignated electives. Credits exceeding the required minimum cannot be used to satisfy credits in other course requirements.

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.
Travel and Event Planning

OCCUPATIONAL MAJOR
Curriculum Code No. 2171
This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institutions and differ from school to school. Students should contact the Transfer Services office early in the academic program to determine which courses will transfer to the college of their choice.

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

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

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

Degree Course Requirements*

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Total Credits: 60

Recommended Semester Sequence

First Semester
- HRIM101 Introduction to the Travel Services Industry | 3
- CISC100 Introduction to Computers or CISC110 Introduction to Information Systems | 3
- OADM110 Business Communication | 3
- MGMT100 Introduction to Business
- Cultural Perspectives | 3

Second Semester
- COMP110 English Composition I | 3
- HRIM110 Financial Management in Tourism & Hospitality | 3
- HRIM115 Computer Reservation and Travel Information | 3
- HRIM200 Hotel & Lodging Operations Management | 3
- MGMT120 Business Mathematics | 3

Summer Session
- HRIM210 HRIM Internship | 3

Third Semester
- COMM110 Effective Speaking | 3
- MGMT130 Business Law | 3
- HRIM111 Conference and Business Meeting Planning | 3
- MKTG100 Principles of Marketing | 3
- INTG285 Integration of Knowledge | 3

Fourth Semester
- HRIM220 HRIM Seminar | 3
- MKTG110 Selling | 3
- MKTG220 Marketing on the Internet | 3
- Personal Health

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

Please visit www.bucks.edu for current requirements.

Planning to transfer as a Phys. Ed. or Sport Management major?
Contact the Transfer Services office at 215-968-8030 to be sure your credits transfer smoothly to the school of your choice.
Travel and Event Planning
CERTIFICATE PROGRAM
Curriculum Code No. 3172
Department of Business Studies
Penn 401 • Phone (215) 968-8227
This certificate program prepares students for such careers as travel agents, travel, conference and meeting planners for hotels, conference centers and catering companies, and meeting organizers and independent meeting planners. Students who complete this program may apply these credits toward the completion of the Travel and Event Planning Associate of Arts degree program.
Graduates of this program are able to:
• demonstrate skills to plan corporate and business meetings and conferences;
• provide a variety of service functions in preparing for an event and managing ancillary services including food and beverage requirements;
• develop sales techniques and marketing plans;
• develop business presentation techniques for group and convention presentations.
Certificate Requirements
CISC110 Introduction to Computers
or
HRIM101 Introduction to The Travel Services Industry
HRIM111 Conference and Meeting Planning
HRIM115 Computer Reservations and Travel Information
HRIM210 HRIM Internship
MKTG110 Selling
OADM110 Business Communication
A Placement testing required
B Course requires prerequisite.

δ 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.

Prepare for a career in Travel Services or Meeting Planning with an occupational major in Travel and Event Planning.

Web Designer and Multimedia
CERTIFICATE PROGRAM
Curriculum Code No. 3147
Department of the Arts
Hicks Art Center • Phone (215) 968-8425
The Web and Multimedia Designer certificate will train students to design and create multimedia applications for the World Wide Web or DVD. This program will include courses covering the skills necessary to apply design techniques as well as information management concepts to the development and design of these projects. The content has been selected and continues to be developed with employment in this growing field as a primary goal. Students will work with and learn to use software applications that are employed by professionals. Employment opportunities would be in entry-level positions such as multimedia designer, training designer, web designer, web graphic designer, and interactive application designer.

Certificate Course Requirements*
VAMM100 Digital Imaging
VAMM110 Web and Interactive Design
VAMM120 Interface Design
VAMM130 3-D Modeling Concepts
VAMM209 Multimedia Concepts I
VAGD102 Illustration: Drawing & Digital
VAMM130 3-D Modeling Concepts A
VAMM100 Digital Imaging
VACV137 Audio Production
EBUS100 Introduction to E-business
MUSC124 Electronic Music Synthesis I
VAF010 Digital Photography Fundamentals
VAGD200 Visual Literacy
VAMM210 Multimedia Concepts II A
VAMM230 3-D Digital Animation A
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.
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.

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\^1 Placement testing required
\^ Choose from the following courses: LITR234, LITR235, LITR246, LITR261, LITR275, LITR278
\^ Any SCIE course may be chosen.
\^ Course requires prerequisite.
\^ 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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The College catalog posted at www.bucks.edu is the official version and contains the most current catalog information.
Accounting

ACCT103 Introductory Accounting
(Formerly ACCT100)
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. Presumes no previous knowledge of accounting. 3 Credits

ACCT105 Principles of Accounting I
(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: ACCT103 (C or better)

ACCT106 Principles of Accounting II
(Formerly ACCT102)
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: ACCT103 (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 for the Computer
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, the 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

ACCT230 Financial Management
A survey of financial methods and techniques utilized during the life of a business. Areas include problems of financial management, internal financial planning and analysis, short-term, intermediate, and long-term financial needs, conflict between profitability and solvency, and financial instruments and markets. 3 Credits
Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies

ACCT241 Federal and State Taxes I
This course examines Federal and Pennsylvania State tax laws related to individual income taxes. The course emphasizes the concepts of filing requirements, the determination of and adjustments to gross income, personal and business deductions, and business income. 3 Credits
Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies

ACCT240 Federal and State Taxes II
Examines the Federal and Pennsylvania State tax laws related to individual income taxes. Focuses on concepts of gains and losses from sales of properties, miscellaneous income items, tax computation, and credits. In addition, an introduction to partnerships and corporations and their impact on individuals is covered. 3 Credits
Prerequisite: ACCT240 (C or better) or permission of the Department of Business Studies

ACCT250 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

ACCT255 Advanced Accounting
EXPERIMENTAL
This course provides basic coverage of business combinations and consolidations 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

"The Business Studies department offers a variety of programs and courses in the areas of Accounting, Chef Apprenticeship, E-Business, Hospitality Management, Management, Marketing, Medical Assisting, Coding and Transcription, Paralegal, Phlebotomy, Office Administration, and Real Estate, in addition to our general Business Administration transfer program."

Tom Zaher, Assistant Academic Dean, Business Studies Department
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 Fundamentals for International Students
This course is designed for international students who need to learn the fundamentals of oral communication. Students develop their ability to understand spoken English and express themselves clearly in conversation and academic discourse. Individual and group work, as well as reading and writing assignments, build students' American English vocabulary. 3 Credits
Prerequisite: Placement by the Department of Language and Literature only

AESL101
Writing Skills for International Students
This course is designed for international students who possess intermediate American English language skills. Students will master the proper use of American English grammar and gain skill in expository writing and vocabulary by writing developmental paragraphs. Transferability is determined by the transfer institution. 6 Credits
Prerequisite: Placement by the Department of Language and Literature only

AESL103
Reading Skills for International Students
AESL 103 is a reading course designed for intermediate level international students. Reading skills focus on reading comprehension and familiarity with American culture; vocabulary development, including word definition, denotation, connotation, and American idioms. Transferability determined by transfer institution. 3 Credits
Prerequisite: Placement by the Department of Language and Literature only

AESL105
Oral Communication Skills for International Students
AESL 105 is a required course for advanced 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 Mathematics, Science & Technology may have incidental expenses for laboratory items.

BIO101
Biological Science I
This course is an introduction to processes common to all living organisms. Science and the scientific method are described. Topics include: cell structure, energy transfer in plants and animals, classical genetics, molecular genetics, genetic engineering, and evolution. This course does not meet the curriculum requirements for biology majors. 4 Credits
Prerequisite: Reading Level 3 or READ110 (C or better) or permission of the Mathematics, Science and Technology Department; Math Level 5 or higher or MATH095 (C or better); Writing Level 4 or COMP090 (C or better)

BIO102
Biological Science II
This course explores aspects of life at the macroscopic, whole-organism level. Topics are ecology, taxonomy, a survey of plant and animal life forms, and an examination of major systems for both plants and animals, with emphasis on humans. This course does not meet the curriculum requirements for biology majors. 4 Credits
Prerequisite: Reading Level 3 or READ110 (C or better) or permission of the Mathematics, Science and Technology Department; Math Level 5 or higher or MATH095 (C or better); Writing Level 4 or COMP090 (C or better)

BIO110
Field Biology
This course studies organisms and their interactions with their environments. Students examine organism habitat and niche with respect to biogeographical location. Methods of learning include: direct field observation and sampling, thorough analysis of data, classroom discussion. Climatic and seasonal conditions will determine what ecosystems will be studied. Field trips required. 3 Credits

BIO115
Basic Human Anatomy
A study of human anatomy which develops a basic understanding of the functions and structures of the parts of the body and their interactions. 3 Credits

BIO121
Biological Principles I
This course is a comprehensive introduction to molecular and cellular biology. Structure/function relations of macromolecules and cellular organelles are studied. Other topics include transformation of energy in plants (photosynthesis) and in other types of cells (cellular respiration), cellular reproduction (mitosis and meiosis), and Mendelian genetics. 4 Credits
Prerequisite: CHEM101 (C or better) or CHEM121 (C or better) or permission of the Mathematics, Science and Technology Department

BIO122
Biological Principles II
This course is a continuation of BIO121 and focuses on comparative studies of plant and animal systems within an evolutionary framework. Additional topics include evolutionary theory, the tempo and mechanisms of evolution, speciation, population genetics, macro and microevolution, the evolutionary history of biological diversity and classification and ecology. 4 Credits
Prerequisite: BIO121 (C or better)

BIO181
Human Anatomy and Physiology I
This course introduces the study of the human body and the basic structure of cells, tissues, and organs. The structure and function of the integumentary, muscular, nervous, and skeletal systems are also examined. 4 Credits
Prerequisite: CHEM101 (C or better) or CHEM121 (C or better) or recent High School Chemistry (C or better) and approval by the Mathematics, Science and Technology Department

BIO182
Human Anatomy and Physiology II
This course, a continuation of Human Anatomy and Physiology I, studies the structure and function of the cardiovascular, digestive, endocrine, excretory, nervous, reproductive, and respiratory systems. 4 Credits
Prerequisite: BIO181 (C or better)

BIO228
Microbiology
This course includes a detailed study of microorganisms including the prokaryotes, 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 are also studied. Lectures and laboratory. 4 Credits
Prerequisite: BIO121 (C or better) or a grade of C or better in both CHEM101 and BIO181

BIO240
Seminar in Biology/Biotechnology
This course reviews recent research in the biology/biotechnology fields. Library research skills are emphasized. 3 Credits
Prerequisite: BIO121 (C or better) or BIO122 (C or better) or permission of the Department of Mathematics, Science and Technology

BIO280
Cooperative Education: Biology/Biotechnology/Environmental Science
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in light of theory and skills learned academically. 3 Credits
Prerequisite: Must meet the criteria established for each major
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 tarts. 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: HRIM120 or permission of the Department of Business Studies

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

HRIM132 Buffet Planning and Preparation/Advanced
This course covers advanced Garde Manager techniques, such as manipulation and use of specialized tools to produce decorative buffet items and show pieces, e.g., ice, tallow, ice sculptures, pastillage, marzipan, and fondant. Modeling chocolate and confectionery (edible) food display are explored. Table arrangement, organization, and planning will also be covered. 3 Credits
Prerequisite: HRIM131 or permission of the Department of Business Studies

HRIM133 International Pastries
This course builds on Baking and Decorating-Techniques and Procedures, and is a companion course to Baking II-Advanced Techniques. Students will learn techniques to create European style cakes and pastries. Hands on instruction in the creation of Danish, Italian, French, and other international desserts and pastries. Introduces skills for home or bakeries. 3 Credits
Prerequisite: HRIM105 and HRIM130; or permission of the Department of Business Studies

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

HRIM135 Baking II - Advanced Techniques
This course continues HRIM130, covering advanced techniques in pastry, baking, and dessert presentation, including plated desserts, wedding cakes, puff pastry, custards, mousses, and garnishes, with safe and sanitary handling of equipment and supplies. Emphasizes production of high quality, handcrafted desserts for retail, and commercial bakeries and personal baking. 3 Credits
Prerequisite: HRIM105 and HRIM130; or permission of the Department of Business Studies

HRIM136 Modern Plated Desserts
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
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
CHEM104 Introduction to Environmental Chemistry
This course is an introductory study of environmental science from a chemistry perspective. Topics include environmental pollution of soil, water and air, and methods for abating this pollution. Students will travel locally to obtain and test samples and visit waste management and pollution measurement facilities. 3 Credits
Prerequisite: CHEM101 (C or better)

CHEM121 Chemistry I
Science and engineering majors take this lecture and laboratory course to study fundamental theories and principles of chemistry. Topics include stoichiometry, atomic/molecular structure, bonding, states of matter, changes of state, and solutions. A quantitative study of each area is stressed; a strong background in chemistry and mathematics is required. 4 Credits
Prerequisite: MATH120 (C or better) and Chemistry Placement Exam Score of 1

CHEM122 Chemistry II
This lecture and laboratory course is a continuation of CHEM121. Topics include molecular shape, chemical reactions, properties of liquids and solids and changes of state, solutions, reaction kinetics, chemical equilibrium, thermodynamics, and electrochemistry. Emphasis is placed on reaction mechanisms, the formation and identification of ionic and covalent compounds. 4 Credits

CHEM144 Chemical Reactions, Separations and Identifications
This lecture and laboratory course is an introduction to the methods and underlying principles involved in the separation and identification of the components of a mixture. Methods used include selective precipitation, redox, and complex ion formation in solution. Principles affecting the rate and limit of reactions are stressed. 4 Credits
Prerequisite: CHEM101 (B or better), or CHEM121 (C or better), or a grade of C or better in both CHEM101 and CHEM102

CHEM220 Survey of Organic Chemistry
The structure, synthesis, and reactivity of mono- and poly-functional carbon containing compounds are covered in one semester in this lecture and laboratory course. The laboratory stresses one-step synthesis using a variety of organic laboratory techniques. 5 Credits
Prerequisite: CHEM101 (B or better); or CHEM121 (C or better); or a grade of C or better in both CHEM101 and CHEM102

CHEM221 Organic Chemistry I
The preparation, properties, and reactions of the more important classes of carbon compounds are studied in this lecture and laboratory course. Emphasis is on reaction mechanisms, stereochemistry, and functional group characteristics. The laboratory stresses synthetic methods and techniques. Compounds are analyzed using classical and instrumental methods. 5 Credits
Prerequisite: CHEM122 (C or better) or CHEM220 (C or better) or a grade of B+ or better in both CHEM101 and CHEM102

CHEM222 Organic Chemistry II
This course is a continuation of Chemistry 221 with an emphasis on aromatic and carbonyl chemistry. Spectroscopy and chromatography are integrated into the lecture and laboratory. Compounds are analyzed using classical and instrumental methods. 5 Credits
Prerequisite: CHEM221 (C or better)

CHEM230 Quantitative Analysis
The principles and applications of gravimetric and volumetric analysis are reviewed in this lecture and laboratory course. Topics include the theory for selecting various analytical methods, separation techniques — precipitation, extraction and complexation, sources of error, data handling, and error analysis. Solving numerical problems is emphasized. 4 Credits
Prerequisite: CHEM144 (C or better); or CHEM122 (C or better); or a grade of C or better in both MATH103 and MATH110

CHEM242 Biochemistry
This is a lecture course for students majoring in chemistry, biology or pre-alphied health. Emphasis will be placed on the chemistry of biomolecules and their utilization in intermediary metabolism. The principles of bioenergetics and the integration of metabolic control are developed. 3 Credits
Prerequisite: CHEM122 (C or better) or CHEM220 (C or better); or a grade of C or better in both CHEM121 and BIOL121 plus CHEM222 as a co-requisite Corequisite: See prerequisites

CHEM244 Chemistry III - Analytical Chemistry
The concepts of structure and bonding, chemical equilibrium, chemical kinetics, and chemical thermodynamics to quantitative analysis and to the study of the chemistry of the elements are applied to this lecture and laboratory course. Laboratory techniques include volumetric, gravimetric, and spectrophotometric analysis; electroanalysis, chromatographic analysis, and statistical error analysis. 5 Credits
Prerequisite: CHEM122 (C or better)
CHEM245  Instrumental Analysis  
This lecture and laboratory course is an introduction to principles and methods of analysis of industrial materials using appropriate instrumentation. Topics include theory and criteria for choosing instrumentation, sample preparation, chemical separations, spectrophotometers, chromatographs, fluorometer, atomic absorption spectrometer, and electrochemical instruments. Computerized data acquisition will be used when available. 4 Credits  
Prerequisite: CHEM230 (C or better)

CHEM280  Cooperative Education: Chemistry  
This course provides on-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in light of theory and skills learned academically. 3 Credits  
Prerequisite: 24 college credit hours must be completed, with a minimum of 12 chemistry credits. Student must have a GPA of at least 2.5 earned in the chemistry courses.

Cinema and Video Production  
Studio art supplies can be expensive. Lab fees may be required.

VACV130  Media Scriptwriting  
(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 projects provide a foundation for creative expression and various types of productions. 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 can express meaning. The course traces the development of alternative cinema from its beginnings to the present. 3 Credits

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 and wild 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, non-linear video editing. Students will plan the location of shoots, practice storyboarding and scripting, and operate digital video cameras, microphones, lights, and tripods. 3 Credits  
Prerequisite: VACV140 Digital Editing (C or better)

VACV232  Cable TV Production I  
(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 PSAs 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, synchronized 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 prepare 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 2.5 earned in courses offered by the Department of the Arts.

Communication Studies

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. 3 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

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.

COMP107  
Introduction to Rhetorical Skills  
This course in the English Composition sequence entails extensive expository writing with an emphasis on essential rhetorical skills. Through class discussion and intensive individual conference, instructors will guide students 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  
This course 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 4 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, based on the writing samples.

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. COMP116: Creative Writing II is an expansion of the skills listed in COMP115. 3 Credits  
Prerequisite: COMP110 (C or better) or permission of the Department of Language and Literature.

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.

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.

CISC110  
Introduction to Information Systems  
This course provides an overview of business information systems. Topics include computer hardware and software fundamentals, use of software packages, an introduction to the Internet and system analysis, the design of management information systems, as well as the ethical use of computers in business and society. Hands-on experience is provided. 3 Credits  
Prerequisite: Reading Placement Test score of 41 or above, or Level 3.

CISC113  
Visual Basic Programming I  
This is an introductory course dealing with the concepts of object-oriented/event driven computer programming of Windows applications. The class is offered in a lecture/lab format. Students will develop solutions and create programs to solve business problems. 3 Credits.

CISC114  
Visual Basic Programming II  
This is a second course dealing with the concepts of programming in an object-oriented language. Students develop programming skills using new controls in addition to those introduced in Visual Basic Programming I. Concepts developed include classes, collections, file processing, database processing using ADO, graphics, MDI, Crystal Reports, and advanced functions. 3 Credits  
Prerequisite: CISC113 (C or better) or extensive knowledge of another programming language.
“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

CISC115
Computer Science I
This is a first course for computer science students providing an introduction to the use and impact of computers, numbering systems, data representations, the fundamentals of structured programming, and problem solving through the use of logic design tools. Students develop programs using an object-oriented programming language. 4 Credits
Prerequisite: Math Placement Test score of 7 or MATH110 (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 focuses on effectively communicating content. Students plan and produce interactive media projects. Topics include contextual problem solving, information architecture and usability, and the skills necessary to create Web applets. Contemporary authoring technology and content creation tools will be used. 3 Credits
Prerequisite: VAMM110 (C or better) or permission of the Department of Mathematics, Science and Technology

CISC122
Computer Science II
This course is a continuation of Computer Science I and emphasis is placed on structured and object-oriented programming techniques. Topics include file I/O, lists, stacks, recursion, sorting, searching, strings, and their application in problem solving. 4 Credits
Prerequisite: CISC115 - Java based (C or better)

CISC127
Spreadsheet Concepts and Applications
This course is an in-depth study of the spreadsheet, database, and graphics capabilities of a widely used software package. Topics include: creating worksheets and templates, printing reports and graphs, using macros, and writing simple programs. Extensive laboratory work is required. 3 Credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

CISC128
Comparative Operating Systems
The course introduces the student to the functional components of the operating system software, which manages the physical resources of the computer system. Microprocessor based operating systems are emphasized. 4 Credits
Prerequisite: CISC115 (C or better)

CISC131
Introduction to Unix
This course will focus on a current Unix/Linux distribution as an alternative corporate desktop and server operating system. It will explore the salient functions and features of installing, configuring, and maintaining Unix/Linux as a client or server operating system. 3 Credits
Prerequisite: CISC105 (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 or permission of the Department of Mathematics Science and Technology
Corequisite: CISC105

CISC144
Introduction to Microsoft Desktop
This course will focus on the current Microsoft desktop version as the preferred corporate desktop operating system. It will explore the Microsoft networking family and the salient features of installing, configuring, and maintaining the client operating system. 4 Credits
Prerequisite: CISC143 (C or better)

CISC201
Managing and Maintaining the PC
This course covers installation, configuration, upgrading, troubleshooting, and repairing desktop computer systems. The hands-on opportunity to build a complete computer from component parts is an integral part of the course. Successful completion of the course will prepare a student to take the industry standard, vendor-neutral certification test in this area. 4 Credits
Prerequisite: 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 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 network. Students will complete a network design project. 4 Credits
Prerequisite: CISC202 (C or better)

CISC211
Object Oriented C++
This course introduces the advanced programming techniques in C++ utilizing digital game programming. It will introduce students to C++ object-oriented programming, as well as OpenGL and its components. 4 Credits
Prerequisite: CISC122 (C or better)

CISC213
Computer Science III
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)
CIS215  
Database Design and Application Development  
This course will provide students with a foundation of knowledge needed to work with database management systems and to create applications utilizing current development strategies. 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: CIS213 (C or better)  or CIS215 (C or better)  or CIS217 (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 VAMM210 (C or better)

CISC231  
Advanced UNIX EXPERIMENTAL  
This course is a continuation of CISC211. It concentrates on systems programming, maintenance, and control of the UNIX system. 3 Credits  
Prerequisite: CISC231 (C or better)

CISC234  
Topics in Network Technology  
This is a capstone course for Networking Majors. This seminar course covers the latest developments and enhancements to LAN based systems. Topics will be selected by the departmental faculty each year. 3 Credits  
Prerequisite: CISC235 (C or better)  and CISC244 (C or better)

CISC235  
Network Devices  
This course is an introduction to the technology of routed and switched networks. Topics include TCP/IP, WAN technologies, Cisco IOS, configuring routers and switches, VLANs, network management techniques, and routing IP traffic. Students will be given the opportunity to gain hands-on experience in the laboratory. 4 Credits  
Prerequisite: CISC213 (C or better)

CISC244  
Introduction to Microsoft Server  
This course will focus on Microsoft Server in the corporate environment. The course will review the installation, setup, and management techniques of Server. Classes are presented in lecture/lab format, with students configuring Windows Server during extensive hands-on lab assignments. 4 Credits  
Prerequisite: CISC202 (C or better)  or CISC213 (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: CISC213 (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 and Information Science area

CISG102  
Introduction to Game Design and Simulation  
This course introduces the basic techniques, concepts, and vocabulary of electronic game and simulation development. Topics, such as storyboard, character creation, story development, and the psychology of gaming will be discussed. Additionally students will develop games for both recreation and educational settings utilizing several types of software. 3 Credits

CISG112  
Foundations of Game Design  
This course introduces the foundations of digital game design from both a theoretical and practical perspective. Students will apply their game design and software engineering practices to complete lab assignments. They will work in teams to develop a simple original game which will undergo peer and instructor evaluation. 3 Credits  
Prerequisite: CISG102 (C or better)  and CISG115 (C or better)

CISG221  
Game Studio I - Concepts and Design  
Students will work in teams to complete the logical design, documentation, and limited prototyping for an original digital game. All materials produced in this class will be used as the basis for developing a complete and functional game in CISG222. 3 Credits  
Prerequisite: CISG112 (C or better)  and CISG211 (C or better)  and VAMM209 (C or better)

CISG222  
Game Studio II - Prototyping, Playtesting and Production  
Using the materials produced in CISG221 - Game Studio I, Concepts and Design, students will work in teams to build a fully functional digital game in accordance with best design practices, industry standard tools and procedures. 4 Credits  
Prerequisite: CISG221 (C or better)

CISF102  
Cyber Crime  
This course explores computer related crime in cyberspace 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: CISF105 (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)

Cooperative Education  
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits  
Prerequisite: Must meet the criteria established for each major.

Please also see departmental listing for complete course descriptions.
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."

HRIM280 Cooperative Education - Hospitality and Tourism Management
On the job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Business Studies. Students must meet Program of Study Criteria

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

LAWS280 Cooperative Education - Paralegal
The student will be given an opportunity to gain some valuable experience with on-the-job training in a law office practice related to the student's academic preparation and career objectives. 3 Credits
Prerequisite: Students must satisfy all of the requirements listed, before the Co-op Coordinator will permit registration for this course.
1. Successful completion of at least 15 credit hours in paralegal courses.
2. Completion of the Course LAWS100 (C or better)
3. Completion of the course LAWS220 (C or better)
4. To be eligible for the Co-op, students must have a grade point average of 2.5 before enrolling in Co-op.
5. 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 university other than Bucks will be required to submit an official transcript to the Coordinator to determine whether the course or courses will satisfy the course requirements at Bucks.
6. Certificate students must have completed 15 credit hours of paralegal courses, including LAWS100 (C or better) or LAWS140 (C or better) and LAWS220 (C or better).

MGMT280 Cooperative Education - Business Management
This course uses on-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Business Studies

MKTG280 Cooperative Education - Marketing/Retail
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: 24 college credits, a GPA of 2.5 earned in courses offered by the Department of Business Studies. Permission of the Department of Business Studies.

OADM280 Cooperative Education - Office Administration
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Business Studies

PSYC280 Psychology of Abnormal Behavior
This course presents a summary of the field of abnormal behavior. It analyzes current theories which attempt to explain the development of personality and the cause of mental illness. Also discussed are diagnostic and therapeutic procedures and the techniques currently used. 3 Credits
Prerequisite: PSYC110 (C or better)

SPMT280 Sport Management Co-op
The student is required to perform 180 hours of internship at an affiliated training site. An attempt is made to match sites to the intern's professional interests and career goals. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation. 3 Credits
Prerequisite: Permission of the Assistant Academic Dean of the HPEN Department. Must have completed all sport management Core courses with a 2.5 GPA in those courses.

VACV280 Cooperative Education - Media Arts (formerly COMV280)
Cooperative education offers students the option to further learn about their field of study through on the job experience and observation in a placement directly related to the student's academic and career objectives. Periodic meetings between faculty supervisor and student are scheduled. Students are required to prepare a written report. 3 Credits
Prerequisite: Cinema/Video or Multimedia major, 30 BCCC credits, a GPA of 2.5 earned in courses offered by the Department of the Arts

VAFW280 Cooperative Education - Fine Woodworking
On-the-job experience coupled with observation occurs in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of the Arts and VAFW103 (C or better)

YAGD280 Cooperative Education/Graphics
This course emphasizes on-the-job experience and provides students an opportunity to review their career objectives and to understand the responsibilities associated with professional graphic design. Periodic meetings between the College Coordinator and the student are held to review the application of the student's skills in a work setting. 3 Credits
Prerequisite: Permission of the Department of the Arts required.

WMST280 Cooperative Education - Women's Studies
On-the-job experience and observations in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the faculty coordinator and the student are held to review actual experience and observation in the light of the theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Language and Literature

Criminal Justice
CRIJ100 Introduction to the Administration of Criminal Justice
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 read 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

CRIJ160  Juvenile Delinquency and Laws Pertaining to Children
A study of laws affecting minors and juvenile offenders vis-a-vis police prob- ation, 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 government 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 ongoing administration, customer service, telemarketing and order filling will be developed. The concepts 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

Prerequisite: EBUS100

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

Prerequisite: EBUS100 and EBUS180

Economics

ECON111  Principles of Economics - Micro
An introduction to the basic principles of economics, with emphasis upon microeconomic 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 - Macro
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  Introduction to Labor Relations
A study of labor-management relations in the United States, with an emphasis on current collective bargaining issues and procedures. The interaction of labor and management organizations will be analyzed within the context of the legal, economic, and structural environments in which they operate. 3 Credits
Education

EDUC100 Foundations of Education
This course is primarily for students interested in pursuing a career in education. A survey of the history and philosophy of education with emphasis on current problems in education, on significant educational innovations, and on the school as a social institution. Field experiences may be provided. 3 Credits

EDUC105 Foundations of Early Learning Pre K-4
Current issues with historical and philosophical background including inclusionary practices, research, and practice are explored. Principles and theories of child development with regard to developmentally appropriate practice, environments, curriculum, families and cultural diversity are examined. The developmental domains and the implications for learning in the Pre K-4 setting are studied. 3 credits

Prerequisite: Reading Placement Test score Level 2 or READ110 (C or better) or Co-requisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ 110

EDUC115 Observing and Recording the Behavior of Young Children
Course content is based on the development of skills in observing, recording, assessing, and evaluating the behavior of young children. Field experiences are required to acquaint students with a genuine teaching learning environment. 3 Credits

EDUC120 Early Learning and Development I (Experimental)
Development in the cognitive, language, physical, emotional and social domains, theory, and research are studied with emphasis on birth through age five. Cultural diversity, family, and educational concerns are examined. The course includes five hours of field experience. 3 credits

EDUC130 Early Development and Learning II (Experimental)
Development in the cognitive, language, physical, emotional and social domains, theory, and research are studied with emphasis on children ages six through nine years old. The course includes five hours of field experience. 3 credits

EDUC141 Practical Psychology for the Childcare Worker
An exploration of the interpersonal and affective skills necessary for the childcare worker to interact with children, parents, and co-workers. Included is an overview of child development, communication skills, and the recognition of the childcare worker as a professional. Emphasis placed on dealing positively with stresses peculiar to children and adults in the childcare setting. 3 Credits

EDUC142 Childcare Program Planning
This course provides an introduction to the childcare profession. It includes an exploration of child development from infancy through school age, with emphasis on planning developmentally appropriate activities in a safe and healthy learning environment. Included are investigations of childcare for special needs children, mildly ill children, and alternative groupings. 3 Credits

EDUC143 Childcare Standards and Regulations
This course provides an overview of formal regulations and acceptable standards impacting childcare programs. Students will compare and contrast local, state, and federal regulations, and the agencies that set and enforce those regulations. The student will be introduced to procedures necessary to maintain program compliance. 3 Credits

EDUC144 Infants and Toddlers
This course will explore the physical, social, emotional, and cognitive development of infants and toddlers. An emphasis will be placed on developmentally appropriate educational practice for this age group. Students will design learning experiences and create learning environments to facilitate development. 3 Credits

EDUC150 Science and Math Experiences for Young Children
Participants in this course will identify science and math experiences relevant to different childhood ages and levels. Students will create science and math experiences, select appropriate materials, learn specific scientific and mathematical techniques for working with young children, learn how to integrate science and math instruction, and enrich their own background knowledge in science and math for young children. 3 Credits

EDUC155 Math Experiences for Young Children PreK-4 (Experimental)
Participants in this course identify mathematics education relevant to the PreK-4 child. Students create math experiences, select appropriate materials, learn specific mathematical techniques, design developmentally appropriate lesson plans, and learn how to integrate math instruction into the PreK-4 curriculum. Field experience is required. 3 credits

EDUC160 Introduction to Exceptionalities
This course provides an overview of the different categories of exceptional learners. Issues in the education of individuals with 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

EDUC206 Introduction to Exceptionalities (Experimental)
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, including inclusion and other placement options. 3 credits
EDUC270 Leadership in the Early Childhood Program
This course is designed for individuals currently working as directors in the early childhood field or for those who are preparing to assume administrative positions. It explores the many dimensions of leadership and offers participants the chance to apply learning to specific projects and plans that will enhance their centers. 3 Credits
Prerequisite: Experience as a Director or Assistant Director of a child care center or permission of the Education Coordinator.

EDUC290 Applied Behavior Analysis for Teachers
EXPERIMENTAL
Motivation and behavior management in classrooms is the focus of this introductory behavior analysis course. Topics will include reinforcement, task analysis, prompting, shaping, increasing appropriate behaviors and the reduction of problem behaviors. 3 Credits
Prerequisite: PSYC110 (C or better) or PSYC130 (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).

PHYS221 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) or PHYS122 (C or better) and MATH120 (C or better).

PHYS222 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: PHYS221 (C or better)

Fire Science

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 contamination 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 the student 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

FRSC106 Fire Investigation
This course introduces the students to scientific procedures for determining the causes of fires. Students will learn to recognize the fire scene, burn patterns, thermal indicators, arson indicators, and the dynamics of fire development. Students will gain an insight into the fire setter's motives and personality characteristics. 3 Credits

FRSC107 Pre-Emergency Planning and Computer Assisted Design
This course introduces the student to the intricacies of preparing pre-emergency plans and diagrams for fire investigation reports using CAD technology. Students will understand the importance of pre-emergency planning for the Fire Service and will prepare a pre-emergency plan and diagrams. 3 Credits

FRSC108 The Organization and Management of Emergency Services
This course introduces the student to the contemporary administrative issues that challenge managers in the Fire Service and Emergency Medical Service. The course covers topics, such as recruiting, legal issues, information management, long-range planning, budgets, and professional development. 3 Credits

FRSC109 Fire Service Occupational Health and Safety
This course introduces the Fire Science student to contemporary occupational safety and health issues in the Fire Service. This course comprehensively covers emergency scene safety for both fire suppression and emergency medical personnel. 3 Credits

FRSC110 Fire Prevention and Fire Safety Education
This course will provide the student with an understanding of fire prevention and fire safety education programs. Students will review the effectiveness of existing programs and identify future trends in both fire prevention and fire safety education. 3 Credits
"We are all about words. We are the world in words – spoken and written. Reading and writing give form to our ideas and allow us to communicate with the world. Literature allows us to imagine other's lives and experiences. The world of our imagination is limitless, not confined to a screen. The Department of Language and Literature offers all this and more. Study a foreign language. Embrace another culture. Write a news story. Take a Women's Studies course. Understand the world. Everything is about words."

Susan Darrah, Assistant Academic Dean, Department of Language and Literature Faculty

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**Foreign Language Placement Guidelines**

A. Incoming students with no previous language training or only one year of high school study are placed into the 110 level courses (see E below).

B. Students with two years of recent (within the last 4 years), successful (B or better) high school language study or one semester (C or better) at another college belong in the 111 courses, the second level elementary course.

C. Students having completed 3 or 4 years of recent, successful high school foreign language study, or one year college level, are placed into the 201/202 Intermediate level courses.

D. Students who have recently and successfully completed the full sequence of foreign language study at their high school (4-5 years), belong in the Advanced 250 level courses.

E. Students with 3 or more recent years of successful foreign language study or native speakers cannot take 110 courses for credit. High school transcripts will be checked and misplaced students will be transferred to the appropriate level or dropped from the course. In general, native and heritage speakers must begin at the intermediate (201/202) level. Auditing elementary level courses is permissible for review purposes. Students who do not wish to do upper-level work are encouraged to begin another language. Students may seek to earn credits for intermediate language courses by taking the C.L.E.P. examination. Anyone with questions should contact the Division of Language & Literature at (213) 968-8130.

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**American Sign Language**

**AMSL110 American Sign Language I**
This is an introduction to the study of American Sign Language, the native language of the American Deaf Community. Students will develop visual receptive skills, with a focus on visual memory and visual discrimination, gestural expressive skills, and will learn basic ASL vocabulary and grammatical structures. Students will also be introduced to the American Deaf Community as a linguistic and cultural minority. 3 Credits

**AMSL111 American Sign Language II**
This is an introduction to the study of American Sign Language, the native language of the American Deaf Community. Students will develop visual receptive skills, with a focus on visual memory and visual discrimination, gestural expressive skills, and will learn basic ASL vocabulary and grammatical structures. Students will also be introduced to the American Deaf Community as a linguistic and cultural minority. 3 Credits

Prerequisite: AMSL110 or equivalent

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**French**

**FREN110 Elementary French I**
This is an interactive course in which students acquire a working knowledge of French necessary to accomplish basic tasks. Emphasis is placed on comprehension and opportunity is provided for practice in pronunciation and conversation. Listening, speaking, reading, and writing skills are addressed within an authentic French cultural context. 3 Credits

**FREN111 Elementary French II**
This is an interactive course in which students acquire a working knowledge of French necessary to accomplish basic tasks. Emphasis is placed on comprehension and opportunity is provided for practice in pronunciation and conversation. Listening, speaking, reading, and writing skills are addressed within an authentic French cultural context. 3 Credits

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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

**GRMN111 Elementary German II**
A continuation of Elementary German I. In this course the student continues to learn more 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

**GRMN202 Intermediate German I**
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

**GRMN201 Intermediate German I**
This course focuses on developing greater proficiency in listening, speaking, reading, and writing French through study of more complex language structure, reading and discussing current newspaper and magazine articles, listening to French radio broadcasts, viewing French television programs and film, reading more difficult literary texts, and deeper study of the culture and history of the French-speaking world. The texts chosen will vary from year to year. 3 Credits

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**Advanced French**

**FREN250 Advanced French**
This course emphasizes developing greater proficiency in listening, speaking, reading, and writing French through study of more complex language structure, reading and discussing current newspaper and magazine articles, listening to French radio broadcasts, viewing French television programs and film, reading more difficult literary texts, and deeper study of the culture and history of the French-speaking world. The texts chosen will vary from year to year. 3 Credits

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**Prerequisite: FREN250 (C or better) or equivalent**
GRMN250
Advanced German I
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

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: GRMN250 (C or better)

International Cultures

FCUL110
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

Italian

ITAL110
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

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

ITAL201
Intermediate Italian I
In this course students broaden their proficiency with advanced study of vocabulary, grammar, idiomatic constructions, and practice in composition. Continued emphasis is placed on speaking. Contemporary culture and media are examined in the first semester, modern literature in the second. 3 Credits
Prerequisite: ITAL111 (C or better) or equivalent

ITAL202
Intermediate Italian II
In this course students broaden their proficiency with advanced study of vocabulary, grammar, idiomatic constructions, and practice in composition. Continued emphasis is placed on speaking. Contemporary culture and media are examined in the first semester, modern literature in the second. 3 Credits
Prerequisite: ITAL201 (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
JPNS 102 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: SPAN250 (C or better) or equivalent

SPAN111
Elementary Spanish II
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: SPAN110 (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: SPAN111 (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

PHED106 Art of Personal Defense
This is an introductory course in the theory and techniques of self-defense. The content focuses on recognition and avoidance of dangerous situations, techniques of eliminating dangers, and the physical skills and strategies of personal defense. Basic concepts and principles of nutritional and physiological fitness are included in the course. 2 Credits

PHED110 Tennis
This course is designed to enable any student to learn the leisure time sport of tennis and to enhance and enrich his leisure time. This course will also help the student improve his organic, social, and mental wellness. 2 Credits

PHED116 Competitive Activities
This course is designed to provide the student with opportunities to participate in a variety of leisure sports and games. Activities are carefully selected to enrich the student's leisure time. Concepts of exercise physiology and proper nutrition are introduced. 2 Credits

PHED118 Tennis and Competitive Activities
This course is designed to enable the general student to learn and participate in a wide variety of competitive sports and games with an emphasis on tennis. Emphasis will also be applied to enrich, enhance, and improve the student's organic, social, and mental wellness. 2 Credits

PHED120 Horsemanship
This course is for beginners or non-riders of Hunt Seat Equitation. The basic fundamentals of English riding techniques are taught. The course includes ring riding, trail riding, horsemanship, theory of horses, tack, and stable care. Basic principles of exercise physiology and nutrition will be presented as they apply to the individual rider. 2 Credits

PHED122 Skiing
This Course is designed to teach students the fundamentals of downhill skiing. Basic concepts of exercise physiology and nutrition are presented. 2 Credits

PHED124 Badminton and Volleyball
This course provides students with the opportunity to participate in badminton and volleyball as leisure time pursuits. Instructions will emphasize skill fundamentals, strategy, and rules. It will also include basic principles of exercise physiology and nutrition as they pertain to an individual engaged in this lifetime sport. 2 Credits

PHED126 Modern Dance
This is an introductory course in creative dance that includes dance fundamentals of technique, improvisation, and choreography. Basic dance movements will be used to develop an understanding of body language and an articulation between movement and creativity. Basic concepts of exercise physiology and nutrition are presented. 2 Credits

PHED129 Tai Chi 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

PHED130 Yoga
This course is designed to introduce the student to the fundamental philosophies, skills, techniques, and terms of Hatha Yoga. Emphasis is placed on how to correctly practice yoga and how to incorporate it into one's daily habits. This course will also teach valid concepts of nutrition and exercise physiology. 2 Credits

PHED133 Archery
This course is designed to teach the student fundamentals in archery skills and competition. Special attention will focus on the selection and rules for competitive shooting and skills involved in target field, clout, and flight shooting. Concepts of exercise physiology and proper nutrition will be presented. 2 Credits

PHED134 Aerobics
This course is designed to enable any student to plan and progressively develop a personalized fitness program based on participation in a regular system of aerobic dance and other aerobic exercise. Basic concepts of exercise physiology and nutrition will be presented. 2 Credits

PHED135 Walk-Jog-Run
This course is designed to give the student an opportunity to improve his/her fitness through the activity of walking or jogging. The emphasis will be on the walking aspect of fitness. Basic concepts of exercise physiology and proper nutrition will be presented. 2 Credits

PHED141 Golf
This course is designed to teach the student the skills, techniques, and rule interpretation of golf as a leisure time activity. Principles of physiology of exercise, proper nutrition, care of equipment, safety, and etiquette will be presented. 2 Credits
PHED142
Fencing
This course is designed to give the student a fundamental background in the skills, techniques, and rules of fencing. Special attention will focus on conditioning, technique, competitive bouts, and safety. Basic concepts of exercise physiology and nutrition will be presented. 2 Credits

PHED145
Bowling and Golf
This course teaches fundamental skills, techniques, and 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 are presented. 2 Credits

PHED154
Swim for Fitness
This course is designed to improve cardiovascular capacity and personal wellness through an individual program of aquatic training. Basic concepts of exercise and nutrition are presented. 2 Credits
Prerequisite: The student must be able to swim a minimum of 50 meters without stopping

PHED155
Lifeguarding
This course satisfies the transfer requirements for Physical Education majors. It is designed to meet all American Red Cross requirements. Students will receive certification in lifeguarding, first aid, and other appropriate certifications. Basic concepts of exercise physiology and nutrition will be presented. 2 Credits
Prerequisite: Must be 15 years of age, able to swim 500 yards, retrieve an object from under 10 feet of water and tread water for 2 minutes, no hands

PHED156
Red Cross Water Safety Instructor
This course is designed to teach students swim strokes and water safety techniques for American Red Cross certification in specific water safety courses. Included are specific concepts of planning, organizing, and teaching techniques. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits
Prerequisite: Be at least 17 years old, show a current certificate for American Red Cross Emergency Water Safety Course or American Red Cross Lifeguard Training Course

PHED170
Individual Fitness and Wellness
This course is designed to guide the student to develop a personal fitness program utilizing concepts of muscle physiology and nutrition. Each student will be evaluated and an individual exercise and nutrition program will be recommended. 2 Credits

PHED172
Gymnastics
This course satisfies requirements for physical education majors. Content includes an introduction to elementary tumbling and apparatus skills. It requires performance of specific skills, compulsory routines, and safe-class participation. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED175
Dance: Square and Folk
This course satisfies the transfer requirements for Physical Education majors. Students are taught and practice square and folk dances. The course also teaches proper etiquette and appreciation of dance. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED176
Basketball and Softball
This course satisfies the transfer requirements for Physical Education majors. Fundamental skills and strategies of basketball and softball are introduced with emphasis on learning, teaching, playing, and coaching using current national and state rules. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED177
Soccer and Wrestling
This course satisfies the transfer requirements for Physical Education majors. It covers fundamental skills, NCAA rules, history, selection and care of equipment, and strategy needed to play, teach, officiate, and coach soccer and wrestling. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED178
Basketball and Baseball
This course satisfies the transfer requirements for Physical Education majors. Fundamental skills and basic strategies of basketball and baseball are introduced according to Men's rules. Instructional drills and progressions on various skill levels are emphasized. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED179
Field Hockey and Soccer
This course satisfies the transfer requirements for Physical Education majors. It teaches rules and strategy needed to play, officiate, teach and coach, and proper selection and care of equipment. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED180
Foundations of Physical Education
This course gives the prospective teacher of Health, Physical Education and Recreation insight into this area, including the historical, philosophical, and sociological principles with a survey of the latest research and literature in the field. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 3 Credits

PHED183
Movement and Physical Education for Early Childhood
A study and application of the theories of movement, games, self-testing, and challenge activities suitable for young children. The growth patterns, developmental needs, interests, and related movement activities of elementary school children are examined. Field experience is included. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 3 Credits

PHED188
Net Games: Tennis and Badminton
This course satisfies the transfer requirements for Physical Education majors. Students are given instruction and practice fundamentals, drills, court strategy, doubles play, and conditioning. They are taught about rules and equipment. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED189
Bowling and Volleyball
This course satisfies the transfer requirements for Physical Education majors. Content includes the history, etiquette, rules, terminology, and safe performance. Teaching, practice, and team play experience is provided. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

PHED190
Introduction to Recreation Leadership
This course 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 hiking, cross-country skiing, orienteering, backpacking hiking, rock climbing, and repelling. Instruction includes classroom seminars, supervised outdoor practices, and field trips. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 3 Credits

SPMT200
Introduction to Sport Management
This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course introduces the student to sport management career opportunities in the sport industry and to sport principles as they apply to management, leadership style, communication, and motivation. 3 Credits

SPMT201
Sport Marketing
This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course will introduce students to the sport management career opportunities in the sport industry and sport principles as they apply to management, marketing, leadership style, communication, and motivation. 3 Credits

SPMT202
Facility Management and Event Planning
This course analyzes effective management strategies and knowledge associated with pursuing a career in sport management. It will introduce students to the sport management career opportunities in the sport industry and to sport principles as they apply to facility management and event planning, leadership style, communication, and motivation. 3 Credits

SPMT203
History and Philosophy of Sport Management
This course is a survey of the philosophical 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
“We are an area committed to the role of play, the enhancement of health status, and the quality of life for all.”

Dr. Priscilla Rice
Assistant Academic Dean
Health, Physical Education & Nursing Department

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, and artistic achievements 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 frontlines 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
A interdisciplinary study of currently significant aspects of cultures of Africa south of the Sahara. Special attention will be paid to the economic, social, and political impact of the West and the nature of the African response. 3 Credits

HIST144
Latin America
An interdisciplinary study of Latin America from its colonial origins to the present with an emphasis on contemporary conditions. 3 Credits

HIST146
East Asia
An interdisciplinary study of the cultures of China, Japan, Korea and neighboring countries. Social, historical, economic, factors will be examined with special attention paid to philosophy, traditional cultures, national unification, modernization and East/West relations. 3 Credits

HIST149
American: 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

HIST153
Great American Speeches of the 20th Century
EXPERIMENTAL
Students will read, hear and/or watch fifteen notable political speeches of the 20th century and analyze them from historical, political, and rhetorical perspectives. After formulating their own analysis of a speech, students will research its immediate and long-term effects in American history. 3 Credits

HIST154
Photographic Image in American History
EXPERIMENTAL
An integral part of American culture for nearly 170 years, photographs teach us to remember, experience and understand our world. Students will critically analyze, evaluate, and interpret photographs as historical tools. More importantly, we will examine how the photographic image shaped our understanding of American History. 3 Credits

HIST155
The Peoples of Russia and Eastern Europe
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
HIST159  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

HIST160  History of American Labor  A study of the development of American Labor, the forces shaping that development, and the role of labor in American society. 3 Credits

HIST170  Colonial American History  A survey of the American experience from the age of discovery to the revolutionary convulsions of the late 18th century. European antecedents and the dynamics of America’s social, cultural, economic, and political life during these early years are explored. 3 Credits

HIST172  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

HIST173  The American Presidents  EXPERIMENTAL  The course is an examination of the character and personality of the forty-one men who have served as Chief Executive of the United States. 3 Credits

HIST174  America Between the Wars  EXPERIMENTAL  A study of the significant cultural and political themes of American development since WWII. Issues of race, class, gender, foreign policy, and economic and social reform are examined, as well as global implications for America as a super power. 3 Credits

HIST175  The Vietnam War  A study of the American involvement in the Second Indochina War. The roots, causes, and consequences of the war will be considered. Historical events, France’s First Indochina War, the anti-war movement, and the Vietnam veterans community today will be included in the content. 3 Credits

HIST176  United States Since World War II  EXPERIMENTAL  A study of the significant cultural and political themes of American development since World War II. Issues of race, class, gender, foreign policy, and economic and social reform are examined, as well as global implications for America as a super power. 3 Credits

HIST177  Historical Field Studies  EXPERIMENTAL  Students who participate in this course will be combining multiple facets of historical inquiry as part of a study abroad program that will provide the student with the opportunity to explore the places, monuments and museum artifacts they would otherwise only learn about in a traditional classroom setting. 3 Credits

HIST178  The American Indian  A study of the North American Indian, including daily life, social relationships, myths, legends, and their fate at the hands of European settlers in the New World. 3 Credits

HIST180  History of American Business  An historical survey of American business from its Colonial beginnings to the present. The main topics are the development of the business firm and the development of government-business relations. Of interest to business and history students who want to better understand the American business system. 3 Credits

HIST190  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 appreciations of the Black American’s contributions to the development of America. 3 Credits

HIST195  Introduction to Historical Archaeology I  An introduction to the methodology of historical research, excavation, classification, description, and analysis of historical sites. Field experience and laboratory practice are a major part of the course. 3 Credits

HIST196  Introduction to Historical Archaeology II  A continuation of the methods and techniques surveyed in Historical Archaeology I. Emphasis will be given to excavation, research, and laboratory experience. 3 Credits

HIST197  The History and Theory of Historic Preservation  This course will survey the historical antecedents of the historic preservation movement in America and introduce students to its theoretical foundations. 3 Credits

HIST198  History of American Architecture  A survey of American architectural styles with emphasis on Bucks County’s role in this development. 3 Credits

HIST199  Methodology and Documentation in Historic Preservation  The methodology of documenting historic sites will be studied and applied to local buildings and structures. 3 Credits

HIST200  Material Culture in Historic Preservation  An introduction to the role of material culture in the examination of historic buildings interiors that have significant architectural, historic, and cultural value. 3 Credits

HIST201  Building Conservation  The course teaches students to see buildings in a new way: as ever decaying artifacts in need of vigilant care. All components of a building are covered along with an understanding of a building’s relationship to its environment. 3 Credits

HIST202  Law, Taxes, and Zoning for Historic Preservation  Federal, state, and local laws are studied as they relate to the preservation of historic structures. Special attention is given to the role of historic architecture review boards, as well as planning commissions in the decision making process. 3 Credits

HIST203  Internship for Historic Preservation  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

Prerequisite: Must have completed at least 20 hours in Historic Preservation Program

HIST204  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

HIST205  Restoration Workshop I  The course is a hands-on approach to the conservation and preservation of buildings. Building techniques are stressed. 3 Credits

HIST206  Restoration Workshop II  The course is a hands-on approach to the conservation and preservation of buildings. Advanced building techniques are stressed. 3 Credits

HIST207  HABS 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

HIST210  Historic Preservation Field Studies  This course will offer a different emphasis each semester. Barns in Bucks County and Architectural Preservation in England have been studied in past years as important aspects of preservation history. 3 Credits

HIST214  Preservation Lab  EXPERIMENTAL  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

HIST216  Historic Garden Preservation  This course provides an overview of garden preservation and/or restoration for historic sites. The student will be introduced to American landscape design, the science of horticulture, and landscape site preparation. Students will receive hands-on training in many facets of a formal garden restoration project on campus. Field trips are included. 3 Credits

HIST217  Historic Gardens of Early 20th Century  This modular course is designed to study development of formal gardens in the first half of the 20th Century. The Tyler gardens on campus provide a laboratory for this work and the restoration efforts underway. Off-campus trips are included in the course schedule. 1 Credit

HIST218  The Fundamentals of drawing for HABS Workshop  This course is designed to introduce the student to standard drawing procedures employed in drafting official HABS drawings. Recommended for students with little or no drafting experience. 1 Credit
HIST219
Management of Historic Sites
EXPERIMENTAL
Students will examine how a successfully run historic site operates. Topics will include: mission statement, management style, personnel and financial management, fund-raising and programming. 3 Credits

HIST239
American Pop Culture: History of Rock
This course will focus on American popular culture through the lens of rock-n-roll music, including rock’s roots, influences, and impact on popular culture. Students will experience the subtleties, power, and excitement of the music. 3 Credits

HIST245
Teaching Historic Places and Preservation in Schools
EXPERIMENTAL
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

HIST281
Ancient Egypt
EXPERIMENTAL
This course is designed to introduce students to the powerful contribution of Ancient Egypt. This course will examine the pre-dynastic C.1000 B.C. period to the Ptolemaic period C. 30 B.C.E. This program is an examination of Art, Archeology, Literature, Religion, History, and Social order of Ancient Egypt. 3 Credits

HIST288
The Islamic World
An overview of Islamic history, customs, and literature. Includes American media depiction of the many sects of Islam, the role of women within Islam, contemporary Islamic leaders in the Middle East, and the growth of Islam in the United States. 3 Credits

Hospitality & Tourism Management

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

HRIM101
Introduction to Travel and Tourism
This course is designed to develop skills in building domestic and international itineraries and an understanding of air travel products, airfares, policies and associated problems. International travel focuses on customs regulations, health and safety. The course reviews accommodations, cruises, retail and wholesale tours, sales, and marketing. 3 Credits

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

HRIM110
Financial Management in Tourism and Hospitality
A study of the Uniform System of Accounts for Hotels and Restaurants, covering practice with special journals and typical transactions, preparation of monthly and annual reports, analysis of accounting department responsibilities. 3 Credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM111
Conference and Business Meeting Planning
This course is designed to develop skills necessary to plan and organize traditional and technological conferences, meetings, conventions, trade shows and expositions. The student will learn to systemize and assemble reservations for lodging, air and ground transportation, food and beverages, site selection, room design, and conference and meeting materials. 3 Credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM115
Computer Reservations and Travel Information Systems
This course is designed to provide an understanding of various aspects of the travel and tourism reservations and information systems. Development of skills in utilizing automated computerized systems. 3 Credits
Prerequisite: HRIM105 or permission of the Department of Business Studies

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

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

HRIM200
Hotel and Lodging Operations Management
This course covers the responsibilities of the front office staff, including public relations and sales promotions; cash control procedures; night audit and accounting techniques; checking in and out; handling mail and information; and emergency procedures. 3 Credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM202
Food Purchasing/Techniques and Procedures
A study of the principles and practices concerned with the purchase of foods, beverages, supplies, and equipment for hotels, motels, and restaurant operations. Testing and evaluation techniques and storeroom controls are emphasized. 3 Credits
Prerequisite: HRIM100 or permission of the Department of Business Studies
HRIM203 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: HRIM100 or permission of the Department of Business Studies

HRIM210 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: HRIM100 and HRIM105; or permission of the Department of Business Studies

HRIM220 HRIM 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: HRIM210 or HRIM280 or Permission of the Department of Business Studies

HRIM280 Cooperative Education - Hospitality and Tourism Management
On the job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 Credits
Prerequisite: Permission of the Department of Business Studies. Students must meet Program of Study Criteria

Humanities

HUMN107 Survey of Greek Classics EXPERIMENTAL
This course explores the historical stages of the Hellenic-Greek World. Students will examine the development of the Bronze Age, Archaic, Classical, and Hellenistic societies of Ancient Greece. This program will have an interdisciplinary emphasis upon the development of art, primary sources, historical developments, and archeological remains left by the Ancient Greek Civilization. 3 Credits

HUMN108 Survey of Roman Classics EXPERIMENTAL
This course is designed to introduce students to the grandeur of Rome and the Empire period. We will follow the growth of Rome from the Bronze Age Etruscan World through the glory of Rome's Empire. This program will place an emphasis upon artistic developments, social changes, literary contributions, and historical documentation. 3 Credits

HUMN110 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 imprinted 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 300-1630 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 Reformations, 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 (Taoism, 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 (Cor 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 resultant reactions and repercussions. Major historical trends and phenomena are stressed. 3 Credits

HUMN127 Spirituality - Encountering the Sacred in Major World Religions EXPERIMENTAL
A study of spirituality as it emanates from some of the major religions of the world. The course is designed to challenge the student to articulate and grapple with the spiritual essence and meaning in one’s life. 3 Credits

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

HUMN166 Europe Since 1789 - An Operatic Approach EXPERIMENTAL
The political and intellectual movements that swept Europe from the French Revolution to the present have found some of their most powerful expressions in a characteristically European art form - opera. This course examines fifteen major operas of the period, focusing on the historical fusion of literature and music in presenting ideals, philosophies, and political goals. 3 Credits

Independent Study
Students may register for credit in independent study courses designed to free students from the usual course requirements and to offer an opportunity to independently and individually choose an area for study, to develop an individual approach, and to effect an educationally meaningful outcome. No more than six credits per year or three credits in a semester are granted under independent study. A maximum of fifteen credits may be earned under this method. Procedures for enrolling in an independent study course are available in the Office of the Dean of Academic Affairs and in academic department offices. If the student wishes to transfer to a baccalaureate institution, the student is urged to check with that institution regarding transferability. Because of the requirements accompanying this course, students are cautioned to begin the procedure well in advance of registration.
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.”

Integration of Knowledge
INTG285
These courses share the following characteristics:
• They are theme based. (A theme is a topic that provides an organizing framework for the course).
• They include, but are not limited to, cultural, societal, and scientific perspectives.
• They are writing intensive.
• They require students to work together and study in groups.
• They examine the implications of the theme by analyzing the past, assessing the present, and planning for the future.

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

INTG285 Integration of Knowledge
This writing-intensive, team-taught course examines themes from the perspectives of multiple disciplines (scientific, cultural and societal). Students analyze the past, assess the present, and plan for the future with regard to a theme. Through individual and collaborative activities students analyze perspectives and synthesize positions informed by the different disciplines.

3 credits
Prerequisite: Successful completion (C or better) of 30 credits and a College Level 11 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.

The Art of Science and Nature
This section engages students in activities enabling them to discover relationships among art, nature, and science. The focus is on the application of art and science in cooperative efforts and group projects that benefit the natural environment and community. Includes nature walks, journal keeping, discussions, writings and readings about nature.

Capital Punishment
Students examine assumptions and beliefs about capital punishment in the U.S. and elsewhere from multiple perspectives. Topics may include historical, legal, ethical, and moral implications of capital punishment, DNA testing, depictions of capital punishment and death row in the arts.

Communication Revolutions
This section explores the evolution of communication within cultural, social, and scientific contexts. Students focus on communication methods from early civilizations to technologies for communication today. Through analytic research of how humans acquire knowledge, students develop an appreciation for the power of six Information Revolutions as catalyst for social change.

Creativity
Students examine the nature of creativity from artistic, scientific, and social perspectives through the work of Leonardo da Vinci, studies of creativity, and group projects. Applications of creativity to school/work settings are considered. May include creative finance, business, and game creation. May require journal writing, online discussions, and field trips.

Evolution & Creation
The theory of evolution will be examined to explore how the theory works and how it contrasts with other ways of understanding the world. Topics include the nature of biological evolution and the implications of viewing biological organisms as the product of natural selection for ethics, religion, and cultural and scientific evolution.

Food Glorious Food
This course explores the complex inter-relationship among people, culture, society, and their food. Students will examine the history of food and culture, foodlore and foodways, and the science of nutrition and diet.

Genocide
Students examine the nature and impact of genocide on society. By examining different genocides, students gain an understanding of the historical, economic, cultural, religious, scientific, and technological forces that make the near extermination of a particular people possible.

Guilt & Innocence
Students explore historical and contemporary notions of guilt and innocence from three perspectives. They contrast individual understandings expressed in religious, philosophical, literary and artistic forms with psychological, sociobiological and sociological theories ofdeviance, conformity, abnormality and social control. Throughout, students explore forensic and pseudo-scientific methods to determine guilt and innocence.

How Things Work
Students develop the foundation and skills to demystify and understand the principles of the way things work. They explore the functioning of familiar objects, structures, and phenomena, and gain an understanding of the principles, factors, and relationships that make them work.

Influence and Affluence
This section looks at consumerism and consumption from various disciplinary perspectives (scientific, cultural, and societal). Beginning with observations of consumption historically, in different cultures, and in America today, students also explore the ethical, political, and ecological implications of consuming. Finally, students develop strategies for being informed, responsible consumers.

Intelligence
Students explore what it means to be intelligent from a variety of disciplinary perspectives: psychology, biology, performing arts, and computer and information science among others. The social, political and ethical implications (present and future) of these various disciplinary perspectives will be considered.

Metapatterns
This course explores patterns of patterns in the natural world and in human behavior. Students may explore networks, organisms, organizations, economies, classification schemes, design, layout, movement, music, rhythm, numbers, and/or communication patterns from a variety of disciplinary perspectives. Field trips required.

Race & Racism
Students examine assumptions and beliefs about “race” and “racism” from multiple perspectives. Topics may include the science of race, genetics, discrimination in sports, white privilege, race in literature and film, orientations, critical race theory, and racial issues in other countries. Activities will include active participation in discussions of controversial topics.

Self, Identity, and the Human Experience
What is the Self? How is it rooted in the person's biological makeup? What aspects are socially constructed? How does the self develop and change? Students will explore these questions and be challenged to explore and write about their own evolving sense of self.

Spirituality and Emotion
Students will focus, in part, on the relationship between spirituality and religion. Working in groups, students will explore, compare and contrast various religious practices and how they fulfill emotional/spiritual needs. Students consider specific body needs (i.e. nervous and endocrine) and how they relate to emotions.
Technology Evolution
Technology has created an on demand society. Students examine the evolution of technology and how it has impacted our lives in a global economy and an international society. An investigation of this phenomenon will include exploring the history of technological development and making predictions of what lies ahead.

Warfare
Students examine the nature and impact of warfare in society. By examining a selection of wars from primitive warfare to today, and by examining additional wars through group projects, students arrive at a deeper understanding of one of man's most commonplace and complex experiences-warfare.

Work and Leisure
Students examine the historical, scientific, societal and cultural perspectives of the work environment by analyzing information and interpreting what it might mean or imply about work and leisure with emphasis on topics such as work bias, ethics, communication, volunteering, and the workplace of the future.

Journalism
JOUR155
Advertising Copywriting
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: Permission of the Department of Language & 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

LITR210
American Literature to 1865
This course surveys the development of American Literature from the Colonial beginning to Whitman, with emphasis upon thorough acquaintance with the work of significant writers of the period, including women and minorities, in their historical and cultural context. 3 Credits

LITR232
American Literature from 1865
This course surveys the development of American Literature from Whitman to the present, with emphasis upon thorough acquaintance with the work of the significant writers of the period, including women and minorities, in their historical and cultural context. 3 Credits

LITR234
Introduction to British Women Writers
Course features novels, short stories, poems, and other literature by, for, and about women in Britain from the medieval period to the present. Students examine the portrayal of 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

LITR236
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 the Middle Ages to the 20th Century. Students study the dynamics of reading aloud and explore creative techniques for presenting literature to children. 3 Credits

LITR237
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

LITR238
Themes in Literature - Psychology
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

LITR251
Introduction to the Novel
LITR251 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

LITR252
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, and economic 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

MGMT112
Current Problems in Small Business Management
Current problems of general interest in small business are analyzed by students under the guidance of the instructor. The courses are presented in modules of five-week duration, each considering different problems. 1 Credit

Prerequisite: MGMT110

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: Math Placement Test score of 5 or better or 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

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

This course focuses on a firm's financial goals and decisions to maximize shareholders' wealth. It examines financial concepts and analytical techniques, financial performance, time value of money, measurement of risk and return, capital budgeting, capital structure, short-term financial planning, working capital management, and international finance. 3 Credits

Prerequisite: Reading Placement Test score Level 3

MGMT200
Organizational Behavior
This course examines the nature of 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: MGMT100 or MGMT110 or permission of the Department of Business Studies

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.”

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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 Studies

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, technological, 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-packaging, adjustments, credit, accounts payable, audit, security, workrooms, and personnel. 3 Credits
Prerequisite: Permission of the Department of Business Studies

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

MKTG150 Introduction to Industrial Distribution EXPERIMENTAL
This course will introduce students to the industrial distribution industry. Topics will include ID careers, channels of distribution, supply chain management, the role of wholesalers and distributors in the supply chain, logistics, inventory control and management, and the importance of proper pricing and mark-up. 3 Credits

MKTG200 Advertising
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

MATH089 Fast Track Mathematics EXPERIMENTAL
This course provides a solid foundation and preparation in algebra for the study of higher mathematics. Topics include a review of basic arithmetic skills, fractions and decimals, an introduction to signed numbers, variables, equation solving, and algebraic manipulation of terms in equations. 1 Credit
Prerequisite: Recommendation by advisor and College Placement Test

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: 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)

MATH101 Mathematical Concepts I
This course is primarily for liberal arts and education majors, and emphasizes mathematical systems and reasoning. Course content includes sets, symbolic logic, and elementary probability and such optional topics as basic statistics, game theory, or linear programming. 3 Credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

MATH102 Mathematical Concepts II
This course is for liberal arts and education majors and emphasizes mathematical structures. Topics include numeration, number systems in other bases, elementary algebra and geometric structures. 3 Credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

MATH103 Intermediate Algebra
This course provides a preparation for more advanced study in mathematics and related fields. Topics include simplifying algebraic expressions, including fractional and radical expressions, solving linear, quadratic, rational, and radical equations, graphing algebraic functions, and an introduction to logarithms. 3 Credits
Prerequisite: Math Placement Test score of 5 or better 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
Prerequisite: Math Placement Test score of 7 or better or MATH101 (C or better) or MATH103 (C or better) or MATH110 (C or better)
MATH117
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 MATH103 (C or better)

MATH118
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.
3 Credits
Prerequisite: Math Placement Test score of 8 or better or 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 8 or better or MATH120 (C or better)

MATH125
Precalculus Mathematics
This course introduces the foundations of analysis designed to precede the calculus sequence with emphasis on functions and graphs. Topics include properties of absolute value, polynomial, rational, exponential, logarithmic and trigonometric functions; techniques for solving equations and inequalities, and an introduction to the concept of limits and the difference quotient.
4 Credits
Prerequisite: MATH Placement Test score of 9, or MATH122 (C or better), or MATH120 (C or better) and High School Trigonometry

MATH140
Calculus I
This is the first course in the calculus sequence for physical science, business, computer science, mathematics, and engineering students. Topics include: limits, the rate of a function, derivatives of algebraic and basic trigonometric functions, applications of derivatives, integration, and applications of the definite integral.
4 Credits
Prerequisite: Math Placement Test score of 11 or MATH123 (C or better)

MATH141
Calculus II
This course is a continuation of MATH140. Topics include differentiation and integration of transcendental functions, indeterminate forms, methods of integration, improper integrals, infinite series, parametric equations, and polar coordinates.
4 Credits
Prerequisite: MATH140 (C or better)

MATH215
Elementary Statistics II
EXPERIMENTAL
This course is a continuation of MATH115 and is designed primarily for business, economics, and management students. Topics include decision-making procedures in business and related fields that include ANOVA, simple and multiple regression, correlation, time series, forecasting, index numbers, total quality management, and nonparametric methods.
3 Credits
Prerequisite: MATH115 (C or better)

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-homogenous differential equations and their solutions, special techniques for solving ordinary differential equations, and Laplace transforms.
3 Credits
Prerequisite: MATH141 (C or better)

MATH260
Linear Algebra
Topics for this course include: vector spaces, linear transformations, matrix algebra, change of bases, similarity, diagonalization, eigenvalues and vectors; with application to solutions of systems of linear equations, linear programming, Leontief models, Markov chains, codes, and quadratic forms.
3 Credits
Prerequisite: MATH140 (C or better)

Medical Assisting

MEDA120
Medical Terminology
This is an introductory course in medical terminology. The course focuses on accurate spelling and pronunciation of terms and building knowledge of basic medical vocabulary with an emphasis on prefixes, suffixes, roots, combining vowels. Anatomical, physiological, and pathological terminology are covered. Terminology related to the body systems is discussed.
3 Credits

MEDA190
Introduction to Health Information Management
This course is an introduction to the health care delivery system with emphasis on health information management professions, health care settings, the patient record, standards and regulations, numbering and filing systems, record storage and circulation, indexes, registers, health data collection, legal aspects, and coding and reimbursement.
3 Credits

MEDA200
Clinical Procedures I
This course is designed to give the medical assistant student knowledge and practice in skills needed in a medical office. Topics include managing the clinical environment, patient teaching, obtaining a medical history and vital signs, assisting with examinations, sterilizing equipment, assisting with minor office surgeries, and understanding diet and nutrition.
3 Credits
Prerequisites: MEDA120 or BIOL115 (C or better)

MEDA201
Clinical Procedures II
This course offers the student knowledge and practice in medical assisting skills required in a medical office. Pharmacology, medication administration, and principles of medical assisting in specialized areas of medicine are the main focus.
3 Credits
Prerequisites: MEDA120 (C or better) or BIOL115 (C or better)

MEDA203
Laboratory Procedures
This course is a laboratory introduction to microscopic and chemical analysis of blood and urine as performed in the physician’s office. Basic procedures for diagnostic tests, including the handling and preservation of specimens, urinalysis, and capillary and venous blood withdrawal are performed.
3 Credits
Prerequisites: MEDA120 (C or better) or BIOL115 (C or better)
MEDA204 Phlebotomy Procedures and Techniques
This course provides skill development in the performance of blood collection using proper techniques and universal precautions. Topics include vacuum collection devices, capillary skin punctures, butterfly needles, and specimen collection on adults, children and infants with emphasis on patient identification, quality assurance, and specimen handling, labeling, processing, and accessioning. 3 Credits
Prerequisites or Corequisites: MEDA120 (C or better) or BIOL115 (C or better)

MEDA205 Medical Law and Ethics
This course is an introduction to the concepts of medical law and ethics for health care practitioners. Topics including criminal and civil acts, contracts, negligence, and ethical concepts as they relate to the medical profession. A review of managed care, HIPAA and other health care legislative rulings are discussed. 3 Credits

MEDA215 Medical Administrative Procedures
This course discusses the role and function of the medical professional. Topics including patient education, compliance with HIPAA, relationships with health care providers are covered. Students are introduced to the latest in financial procedures, financial management concepts, and communication technology and skills essential in preparing them for today's job market. 3 Credits
Prerequisites or Corequisites: OADM140 (C or better) or OADM101 plus OADM104 (C or better)

MEDA216 Medical Insurance, Billing and Reimbursement
This course covers advanced medical administrative procedures using billing software. Topics including maintaining files, entering patient data, inputting insurance, posting transactions, generating reports, and scheduling appointments are covered. 3 Credits
Prerequisites or Corequisites: OADM140 (C or better) or OADM101 plus OADM104 (C or better)

MEDA220 Medical Assistant Externship
The course prepares students to work in a medical office assisting physicians and office personnel by performing assigned duties in both administrative and clinical procedures. The work experience is supported by instructor site visits and classroom seminars. 3 Credits
Prerequisites: Completion of all courses in the medical assisting program and permission of the Department of Business Studies.

MEDA230 Phlebotomy Externship
The student is required to perform 160 hours of clinical practice at an affiliated clinical training site. Periodic meetings between the College’s Externship Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 4 Credits
Prerequisites: Completion of all courses in the Phlebotomy Certificate program and permission of the Department of Business Studies

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 International Classification of Diseases Coding Modifiers (ICD-9-CM) and Current Procedural Terminology (CPT) coding systems and related activities. 3 Credits
Prerequisites: Completion of all courses in the Medical Coding/Billing Certificate program and permission of the Department of Business Studies.

MEDA275 Medical Transcription I
The student will develop transcription skills to accurately transcribe medical papers and reports such as: history and physicals, consultation reports, operative reports, discharge summaries, x-ray reports, pathology reports, autopsy reports and letters. 3 Credits
Prerequisites: OADM140 (C or better) or OADM101 plus OADM104 (C or better) or MEDA120 or BIOL115 (C or better)

MEDA279 Medical Transcription II
The student will develop transcription skills to accurately transcribe medical papers and reports such as: history and physicals, consultation reports, operative reports, discharge summaries, x-ray reports, pathology reports, autopsy reports, and letters. 3 Credits
Prerequisites: MEDA275 (C or better)

MEDA289 Medical Transcription: Surgery
This advanced-level course will provide skills needed to accurately transcribe physician-dictated reports for surgical transcription practices from all major body systems and medical specialties. Emphasis is on developing accuracy, speed, and medical knowledge for transcribing chart notes, history and physical examination reports, consultations, operative reports, and discharge summaries. 3 Credits
Prerequisites: MEDA275 (C or better)

MEDA297 Medical Coding
This course covers principles of the International Classification of Diseases CodingModifiers (ICD-9-CM), Current Procedural Terminology (CPT), and third party reimbursement. Students are provided with the fundamentals of a classification coding system used in health care industries. 3 Credits
Prerequisites or Corequisites: OADM140 (C or better) or OADM101 plus OADM104 (C or better)

MEDA298 Advanced Procedural Coding
This advanced course covers Current Procedural Terminology (CPT), International Classification of Diseases (ICD-9 Volume 3), Health Care Procedural Coding Systems (HCPCS), modifier applications, evaluation and management services, and coding issues for specific body systems. 3 Credits
Prerequisites: MEDA297 (C or better)

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
Prerequisites: MEDA297 (C or better)

Music

MUSC100 Music Fundamentals
Music Fundamentals introduces basic musical concepts, develops rudimentary skills in musicianship, and functions as a precursor to the study of music theory and ear training. 3 Credits

MUSC101 Introduction to Music
Students will engage in a listening-oriented study of a variety of musical experiences, from the earliest notated German music to American society. 3 Credits

MUSC105 American Music
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 surveys the development of jazz from its origins to the present time, investigates representative composers, and examines the musical characteristics, compositional practices, and instrumental/vocal techniques associated with ragtime, blues, bebop, swing, progressive, and other styles. 3 Credits

MUSC111 Music Theory I
Music Theory I explores elements of diatonic harmony (including triads, chord progressions, cadences, and part-writing principles). This course, intended for music majors, must be taken in conjunction with MUSC115 Ear Training I. 3 Credits
Prerequisite: By qualifying exam Corequisite: MUSC115 Ear Training I

MUSC112 Music Theory II
Music Theory II explores elements of harmonic (including qualities and inversions of triads and seventh chords, non-harmonic tones, and modulation to closely related keys). A continuation of Music Theory I and intended for music majors, MUSC112 must be taken in conjunction with MUSC116 Ear Training II. 3 Credits
Prerequisite: MUSC111 (C or better) and by qualifying exam Corequisite: MUSC116 Ear Training II

MUSC115 Ear Training I
Ear Training I applies the aural skills of sight-singing, rhythmic, melodic, and harmonic dictation in diatonic relationships (including triads, chord progressions and cadences). This course, intended for music majors, must be taken in conjunction with MUSC111 Music Theory I. 3 Credits
Prerequisite: By qualifying exam Corequisite: MUSC111 Music Theory I

MUSC116 Ear Training II
Ear Training II MUSC116 applies sight-singing and dictation to diatonic relationships (including qualities and inversions of triads and seventh chords, non-harmonic tones and modulation to closely related keys). A continuation of Ear Training I and intended for music majors, MUSC116 must be taken in conjunction with MUSC112 Music Theory II. 3 Credits
Prerequisite: MUSC115 (C or better) and by qualifying exam Corequisite: MUSC112 Music Theory II
MUSC124  
Music Technology I  
Following a general historical survey of MIDI (Musical Instrument Digital Interface) technology, this course examines entry, transmission, and editing of MIDI data and its musical notation via industry standard software and hardware. Students apply music technology in creative projects ranging from song writing to film scoring to studio pre-production. 3 Credits

MUSC129  
Digital Recording Technology  
In this studio course students utilize a hands-on approach in applying principles and techniques of studio configuration, microphone placement, digital recording, digital signal processing, editing digital audio, and mixing. 3 Credits

MUSC187  
Jazz Workshop  
EXPERIMENTAL  
This course provides a forum in which students can develop essential skills needed for creative jazz improvisation. Jazz proficiency is refined through applicable theory and ear training exercises, jazz transcription and analysis, and small group performance. 3 Credits

MUSC188  
Jazz Musicianship  
EXPERIMENTAL  
This course provides a forum in which students refine the essential skills needed for creative jazz improvisation. Jazz musicianship is developed through applicable music theory and ear training exercises, jazz transcription and analysis, and solo and small group performance. 3 Credits  
Students are accepted into the course by audition only

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  
Music Theory III explores Eighteenth and Nineteenth Century chromaticism (including secondary dominants, primary, secondary, and double mixture, Neapolitan chords, and related chromatically altered sonorities). A continuation of Music Theory II and intended for music majors, MUSC211 must be taken in conjunction with MUSC215  
Ear Training III. 3 Credits  
Prerequisite: MUSC112 (C or better)  
and by qualifying exam  
Corequisite: MUSC215 Ear Training III

MUSC212  
Music Theory IV  
Music Theory IV explores Eighteenth and Nineteenth Century chromaticism (including secondary dominants, primary, secondary, and double mixture, Neapolitan chords, and augmented sixth chords) and analyzes stylistically altered sonorities. A continuation of Music Theory III and intended for music majors, MUSC212 must be taken in conjunction with MUSC216  
Ear Training IV. 3 Credits  
Prerequisite: MUSC211 (C or better)  
and by qualifying exam  
Corequisite: MUSC216 Ear Training IV

MUSC215  
Ear Training III  
Ear Training III applies sight-singing and dictation to chromatic tonal relationships (including modal mixture and secondary dominants). A continuation of Ear Training II and intended for music majors, MUSC215, must be taken in conjunction with MUSC211  
Music Theory III. 3 Credits  
Prerequisite: MUSC216 (C or better)  
and by qualifying exam  
Corequisite: MUSC211 Music Theory III

MUSC216  
Ear Training IV  
Ear Training IV applies sight-singing and dictation to chromatic tonal relationships (including secondary dominants, modal mixture, Neapolitan and augmented sixth chords). A continuation of Ear Training III and intended for music majors, MUSC216 must be taken in conjunction with MUSC212  
Music Theory IV. 3 Credits  
Prerequisite: MUSC215 (C or better)  
and by qualifying exam  
Corequisite: MUSC212 Music Theory IV

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

MUSE101  
Concert Choir  
Formerly: MUSA101  
Concert Choir is a mixed vocal ensemble that prepares stylistically diverse musical repertoire for one or more public performances each semester. It is open to all students. 1 Credit  
Prerequisite: MUSE101 (C or better) and Music Major and permission of the Department of the Arts

MUSE105  
Contemporary Vocal Ensemble  
Formerly: MUSA105  
Contemporary Vocal Ensemble is a mixed vocal jazz ensemble that prepares diverse musical repertoire for one or more public performances during the semester. It is accompanied by a jazz combo, provides opportunity for solo vocal performance, and is open to all students. 1 Credit

MUSE111  
Small Ensembles  
Formerly: MUSA111  
Small Ensembles is a course in which students prepare stylistically diverse musical repertoire for one or more public performances during the semester. It is open to all students. 1 Credit

MUSE115  
Jazz Orchestra  
Formerly: MUSA115  
Jazz Orchestra is an instrumental jazz ensemble ("big band") that prepares diverse musical repertoire for one or more public performances each semester. It is open to all students. 1 Credit

MUSE121  
Bucks County Community College Symphony  
Formerly: MUSA121  
The Bucks County Community College Symphony is an instrumental ensemble consisting of students, community members, professional musicians, and, by special arrangement, the Newtown Chamber Orchestra. It prepares stylistically diverse repertoire for public performance. 1 Credit  
Prerequisite: Entrance is by audition only.  
Ensemble is limited to ten (10) students. Music lessons have fees.

MUSL101  
Secondary Applied Lessons, Level I  
Formerly: MUSA255/265/175  
Private instruction for students enrolled in the Music Program of Study. Applied areas of emphasis include: Voice, Piano, Strings, Winds, Percussion, and Guitar. Piano students will develop skills in transposition, melody, harmonization, and creating accompaniments. 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 MUSA255/265/175). Private instruction for students enrolled in the Music Program of Study. Applied areas of emphasis include: Voice, Piano, Strings, Winds, Percussion, and Guitar. Piano students will continue to develop skills in transposition, melody, harmonization, and creating accompaniments. 1 Credit  
Prerequisite: MUSL101 (C or better) and Music Major and permission of the Department of the Arts
MUSL111 Principal Applied Lessons, Level I
Formerly MUSA150/160/170
MUSL111 is private instruction on the Principal Applied Lesson level that is offered in Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. 1 Credit
Prerequisite: MUSC100 or by placement exam (Music Fundamentals Test).
Enrollment in Music Transfer Major (curriculum code 1019).
Performance audition (See “Other Permanent Information”).
Permission of the Department of the Arts.
Registration in both Music Theory and Ear Training course sequences. Typically, MUSL111-series courses should be taken with the numerically equivalent MUSC111-series.
Music Theory course and its companion level of Ear Training as follows: MUSL111 (Principal Applied Lessons, Level I); MUSL111 (Music Theory I) and MUSC115 (Ear Training I).
Registration in an MUSE music ensemble course.

MUSL112 Principal Applied Lessons, Level II
Formerly MUSA151/161/171
MUSL112, a continuation of MUSL111, is private instruction on the Principal Applied Lesson level that is offered in Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. 1 Credit
Prerequisite: MUSL111 Enrollment in Music Transfer Major (curriculum code 1019) Permission of the Department of the Arts.
Registration in both Music Theory and Ear Training course sequences. Typically, MUSL111-series courses should be taken with the numerically equivalent MUSC111-series Music Theory course and its companion level of Ear Training as follows: MUSL112 (Principal Applied Lessons, Level II); MUSL112 (Music Theory II) and MUSC116 (Ear Training II).
Registration in an MUSE music ensemble course.

MUSL211 Principal Applied Lessons, Level III
Formerly MUSA250/260/270
MUSL211, a continuation of MUSL112, is private instruction on the Principal Applied Lesson level that is offered in Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. 2 Credits
Prerequisite: MUSL112.
Enrollment in Music Transfer Major (curriculum code 1019).
Permission of the Department of the Arts.
Registration in both Music Theory and Ear Training course sequences. Typically, MUSL111-series courses should be taken with the numerically equivalent MUSC111-series Music Theory course and its companion level of Ear Training as follows: MUSL211 (Principal Applied Lessons, Level III); MUSC211 (Music Theory III) and MUSC215 (Ear Training III).
Registration in an MUSE music ensemble course.

MUSL212 Principal Applied Lessons, Level IV
Formerly MUSA251/261/271
MUSL212, a continuation of MUSL211, is private instruction on the Principal Applied Lesson level that is offered in Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. 2 Credits
Prerequisite: MUSL211.
Enrollment in Music Transfer Major (curriculum code 1019).
Permission of the Department of the Arts.
Registration in both Music Theory and Ear Training course sequences. Typically, MUSL111-series courses should be taken with the numerically equivalent MUSC111-series Music Theory course and its companion level of Ear Training as follows: MUSL212 (Principal Applied Lessons, Level IV); MUSC212 (Music Theory IV) and MUSC216 (Ear Training IV).
Registration in an MUSE music ensemble course.

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
Prerequisite: MUSA155 (or better) or Permission of the Department of the Arts.

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
Prerequisite: MUSA165 (or better) or Permission of the Department of the Arts.

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
Prerequisite: Music Major, or permission of Department of the Arts
Corequisite: Music Major, or permission of Department of the Arts.

NANO211 Material, Safety and Equipment Overview
This course provides an overview of basic nanofabrication processing equipment and materials handling procedures with a focus on safety, environment, and health issues. Topics covered include operation of the several cleanroom systems necessary for environmental safety and health issues. Also specific materials handling issues are addressed. 3 Credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAb Associate degree curriculum or the certificate curriculum at the Bucks County Community College (BCCC)
Corequisite: NANO211

NANO212 Basic Nanofabrication Processes
This course provides an overview of basic process steps. The course details the steps needed to fabricate nano size devices. Types of structures studied include microelectromechanical systems, biomedical structures, displays, and microelectronic devices, such as diodes and transistors. Students will learn the process flow for each configuration through “hands-on” processing. 3 Credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAb Associate degree curriculum or the certificate curriculum at the Bucks County Community College (BCCC)
Corequisite: NANO211

NANO213 Materials in Nanotechnology
Thin films in NANOFABICATION. 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 NANOFAb Associate degree curriculum or the Certificate curriculum at the Bucks County Community College (BCCC)
Corequisite: NANO211 and NANO212

NANO214 Lithography for Nanofabrication
Lithography for NANOFABICATION: This course covers all aspects of lithography from design and mask fabrication to pattern transfer and inspection. The course is divided into three major sections. The first describes the lithographic process. The second section examines the process from development through inspection. The last section will discuss advanced optical lithographic techniques. 3 Credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAb Associate degree curriculum or the Certificate curriculum at the Bucks County Community College (BCCC)
Corequisite: NANO211 and NANO212
NANO215  Materials Modification in Nanofabrication
This course covers processing steps used in modifying materials. Included will be growth and annealing processes using furnaces. The impact of thermal processing, which may cause defects on electrical, mechanical, optical, and chemical properties will be studied. Substrate preparation processing, such as slicing, etching, polishing, and epitaxial growth is covered. 3 Credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the Certificate curriculum at the Bucks County Community College (BCCC)
Corequisites: NANO211 and NANO212

NANO216  Characterization, Packaging, and Testing of Nanofabrication Structures
This course will examine techniques for controlling fabrication and final packaging. Monitoring techniques will be discussed. Basic electrical measurements will be stressed. Mechanical, electrical, chemical, and biological characteristics will be considered. The student will learn about manufacturing issues involved in subjects, such as interconnects isolation, final assembly, and packaging. 3 Credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the Certificate curriculum at the Bucks County Community College (BCCC)
Corequisites: 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
Corequisites: 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
Corequisites: BIOL182 and BIOL228 and HLTH20

NURS120  Drug Calculations and their Implications
This course is designed for nursing students and for nurses returning to practice. Drug calculations, intravenous solutions, and their implications will be covered. 1 Credit
Prerequisite: Nursing major, RN, or LPN license. Elective.

NURS121  Pharmacology in Nursing
This course will discuss commonly used medications and their nursing implications. Related issues in gerontology, pediatrics, ethical concerns, and legal implications will be integrated throughout the course. 3 Credits
Prerequisite: NURS101 with a grade of C, RN or LPN license. Elective.

NURS201  Nursing III
Nursing III students care for individuals who have alterations in their functional health patterns with potentially ineffective responses. The nursing process is utilized to diagnose and treat the responses. Clinical experience is expanded to allow for increased student-patient interaction and practice settings. Students use current technology to analyze and integrate data. 9 Credits
Prerequisite: $100 nursing fee, plus other fees NURS102, BIOL228, BIOL182, HLTH120, PSYC110, SOCII10, and COMP111
Corequisites: PSYC110 and SOCII10 and COMP111

NURS202  Nursing IV
Nursing IV continues with the nursing care that assists individuals to respond to alterations in every functional health pattern and ineffective responses to each of those alterations, emphasizing the cognitive perceptual health pattern. Students care for patients and use current technology to analyze and integrate data. 9 Credits
Prerequisite: $150 nursing fee, plus other fees. NURS210, SOCII10, PSYC110, COMM110, and Cultural Perspective
Corequisites: COMM110 and Cultural Perspective

NURS220  Nursing Health Assessment
This course provides theory and technical skills to perform health and physical assessment. The legal and ethical aspects of the examination and documentation will be included. This course will fill the pre-requisite requirement for Registered Nurses pursuing a Bachelor of Science in Nursing (BSN) degree. 3 Credits
Prerequisite: BIOL181 (C or better) and BIOL182 (C or better)

Office Administration
OADM101  Electronic Keyboarding
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 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 applications. 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 and/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
A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft Outlook. Students will learn how to send and respond to email messages in Microsoft Outlook, as well as maintaining a Calendar, scheduling meetings, and working with tasks 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: OADM165

OADM210 Legal Secretarial Procedures
A study of specialized procedures used in legal 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
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 Microsoft PowerPoint Level II
A self-paced course designed for personal and/or vocational use for students wishing to master advanced levels of Microsoft PowerPoint. Students will learn how to add animation, sound, tables, and action to desktop presentations to enhance audience attention. 1 Credit
Prerequisite: OADM145

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 audiotapes. 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 observation 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 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, 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
Paralegal/Law

**LAW100**
Introduction to Paralegal Studies
A survey course encompassing the varied duties of a paralegal as practiced in Bucks, Montgomery and Philadelphia counties. This course describes work done by legal assistants in the areas of litigation, civil procedure, family law, criminal law, commercial law, corporate law, estates and trust, and creditors’ and debtors’ rights. 3 Credits

**LAW101**
Divorce and Family Law
This course covers the principles of the Divorce Code of 1980 in Pennsylvania counties, and a comparison with other states. Emphasis is on divorce law, annulment agreements, separation agreements, child custody issues, child support, alimony, tax consequences of divorce, and adoptions. 3 Credits

**LAW110**
Introduction to Nurse Paralegal Studies
A survey course covering opportunities, ethical considerations, and legal limitations of the paralegal profession and role of the nurse paralegal. This course describes the legal system and substantive areas of law in which the paralegal may work including the areas of litigation, civil and criminal law, and procedural rules. 3 Credits

**LAW140**
Civil Practice/Litigation Procedures
Civil Practice/Litigation Procedures is a college level course that provides a student with knowledge of theory, procedure and mechanics of the lawsuit from fact gathering through judgment enforcement, with emphasis on the Pennsylvania Court System. Students will be introduced to the litigation process through the use of sample cases. 3 Credits

**LAW150**
Elder Law
EXPERIMENTAL
This course covers ethical considerations and the paralegal’s role as a member of the law team preparing documents, such as advance directives, wills and guardianships. Attention is focused on patients’ rights in health care decision making, Medicare and Medicaid, managed care, long term care insurance, living facilities, and financial planning. 3 Credits

**LAW160**
Wills, Trusts, and Estates
Probate, Estate, and Fiduciary Code as amended and applied in Pennsylvania with emphasis on wills, trusts, administration of estate from death, through preparation and filing, to inheritance and estate tax return, accounting and distribution of assets. Adoption, living wills, durable powers of attorney, and appointment of guardians are covered. 3 Credits

**LAW170**
International Law
EXPERIMENTAL
International Business law is designed to be a basic course covering the law of international trade, licensing and investment. Students will be exposed to international business and the basics of the practice and procedures involved in the buying and selling of goods in foreign countries, through the case study method. 3 Credits

**LAW180**
Corporations 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

**LAW200**
Paralegal Accounting and Taxation
EXPERIMENTAL
This course introduces principles, assumptions and concepts of financial accounting used by paralegals in the law office including payroll, income, and estate and trust taxation. It focuses on procedures and practices from the accounting cycle through financial statement presentation and court required accounting presentations. It presumes no previous accounting knowledge. 3 Credits

**LAW210**
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 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

**LAW235**
Bankruptcy
EXPERIMENTAL
An overview of the federal bankruptcy law, its purposes and procedures with special emphasis on asset liquidation, business reorganization, and individual income rehabilitation plans. The course will further explore the relationship of debtor, creditor, and trustee. 3 Credits

**LAW25**
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

**LAW270**
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

**LAW280**
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

**LAW290**
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

**LAW295**
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
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: LAWS100 or LAWS110

LAWS260
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. 3 Credits
Prerequisite: Students must satisfy all of the requirements listed, before the Co-op Coordinator will permit registration for this course.
1. Successful completion of at least 15 credit hours in paralegal courses.
2. Completion of the Course LAWS100 (C or better)
3. Completion of the course LAWS220 (C or better)
4. To be eligible for the Co-op, students must have a grade point average of 2.0 or above.
5. In order to be eligible for the Co-op, students must have completed at least twelve (12) credit hours at Bucks County Community College before registering in LAWS285 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 Co-op Coordinator to evaluate whether the course or courses will satisfy the Bucks County Community College course requirement listed above.

LAWS290
Administrative and Municipal Law
EXPERIMENTAL
Introduction to the laws involving administration of government by various departments, agencies, boards, and commissions that implement and enforce government law and policy, including the laws and procedures affecting the administrative decision-making processes on a local, state, and federal government level. 3 Credits
Prerequisite: LAWS100 or LAWS110

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, other appropriate law-related setting, or a public legal aid. Students will be supervised by an attorney or experience paralegal in day-to-day, on-site office work. The course also includes internship seminar sessions. 3 Credits
Prerequisite: Students must satisfy all the requirements listed, before registration for this course.
1. Successful completion of at least fifteen (15) credit hours in paralegal courses.
2. Completion of LAWS220 (C or better).
3. Completion of LAWS140 (C or better).
4. 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.
5. 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 LAWS285 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.

COMT103
Introduction to Acting
Formerly COMT110
Students will experience a non-threatening introduction to basic acting techniques through improvisation, performance games in pairs and groups, and beginning scenes. Exploration of interpersonal relationships and non-verbal body language are stressed. 3 Credits
Prerequisite: COMT106

COMT106
Introduction to Improvisational Performance
This course will develop the student's performance skills in creating improvised theater. Emphasis is placed on developing ensemble compatibility, collaborative and creative skills, spontaneity, initiative, risk-taking, the creation of character and environment, as well as a full understanding of both character-driven comedy and drama. 3 Credits

COMT140
Children's Theatre
Production of theatre for children. Emphasis on dramatic structure, audience needs, directing and acting techniques. Some attention to scene design, costume, make-up, and lighting. The simple production of play for children. 3 Credits

COMT150
Theatre Production I
Students gain practical experience in technical or administrative aspects of theater through participation in the department's major theatrical production during the semester. 3 credits

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
Prerequisite: COMT162

COMT206
Improvisational Performance II
This course further develops the student's performance, design, and organizational skills in improvised theater. Emphasis is on developing ensemble compatibility, collaborative and creative skills, and the creation of character and environment. Students gain an understanding of creating and organizing an ensemble with regard to casting, designing, and performing a show. 3 Credits
Prerequisite: COMT106 (C or better)

COMT209
Acting for the Camera
This course provides the actor with an understanding of the special nature of performing before a camera. Taught in conjunction with COMC209, Directing the Actors for the Camera. Actor and directors experience working together toward a complete performance. 3 hours per week. 3 Credits
Prerequisite: COMT103 (C or better)

Philosophy
PHIL105
Critical Thinking
A study of the classical topics in logic-induction, deduction, definition, and explanation. Examples and exercises from across the curriculum - from mathematics to literature to biology - help students apply logical principles to their own 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 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

PHIL145 Aesthetics
An examination of the major philosophical issues raised in connection with music, the visual arts, literature and poetry, craft, and contemporary media art. Topics include the concept of beauty, critical evaluation, artistic truth, and meaning in the arts. Traditional, as well as contemporary viewpoints will be addressed. 3 Credits

Physics

PHYS106 Physics A
A non calculus study of the fundamental laws and properties of matter, mechanics, heat, and sound. Emphasis is on the mathematical solution of problems based on an understanding of the underlying physical phenomena. 4 Credits Prerequisite: MATH120 (C or better)

PHYS107 Physics B
A continuation of Physics A. Topics include electricity, magnetism, geometrical, and physical optics. 4 Credits Prerequisite: PHYS106 (C or better)

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)

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 Nanobath Statistics and Technology
This course will connect the educational experience at the community college with the nanofabrication capstone seminar 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 Science Internship
A hands-on opportunity to work in a legislative office thereby augmenting the political science classroom learning experience. Interaction with constituents and those in public office will heighten student understanding of the political process and the relationship of citizen and government. 3 Credits Prerequisite: COMP110 (C or better)

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

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

PSYC102 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 Prerequisite: COMP110 (C or better)

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 Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better) Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

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
Examines 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

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

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

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 status, life management, and adjusting to a decline in physical ability, are studied in the light of current research and theory. 3 Credits

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

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

PSYC205 The Psychology of Cultural Diversity EXPERIMENTAL
The purpose of this course is to increase one's ability to relate to people whose backgrounds and experiences are different from his or her own by critically examining one's own sense of self and others' identity, personal attitudes, values and norms. 3 Credits

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

PSYC230 Neuroscience of Psychology EXPERIMENTAL
This course is designed to introduce students to general neurological principles and to explore the interactions between physiological and psychological states. Topics include research methodology and technology, neural structure and functioning, substance abuse, cognition, sleep, stress, emotion, and various psychological disorders. 3 Credits

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

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

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

PUBS102 Hazardous Materials Management and Environmental Protection
This course will provide an overview of the Occupational Safety and Health Administrations/HAZPER and Hazard Communication standards and the Environmental Protection Agency Regulations governing hazardous materials. The course will examine the administrative roles of hazardous materials incident related personnel, management, decision making, and hazardous materials. 3 Credits

PUBS103 Emergency Services Human Resources
This course will examine the laws governing emergency services provided related to compensation, overtime, discipline, hiring practices, and human behavior observations. Other topics will include cultural differences, motivation, and human reaction to authority. Students will be introduced to Employee Assistance Programs and Critical Incident Stress. 3 Credits

PUBS104 Crisis Management and Critical Incident Stress
This course will provide an in-depth 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

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

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, and plans will be based on a hazard vulnerability assessment. Emphasis will be placed on pre-planning in targeted industries. 3 Credits

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

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

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 Introduction to College 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 inferences, 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 Strategies**
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 score Level 2 or permission of the Department of Language and Literature

Real Estate

**REAL101 Real Estate Fundamentals**
Real Estate Fundamentals is a basic course in the practice of real estate in Pennsylvania. Emphasis is on the fundamental principles and concepts of real property rights and the practices, methods, and laws governing the conveyance of these rights. This course qualifies for the Pennsylvania Real Estate Salesperson examination. 2 Credits

**REAL102 Real Estate Practice**
The course is designed to acquaint the student with the basic techniques, procedures, regulations, and ethics involved in 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**
A course designed for students who have completed the educational requirements for real estate licensing in Pennsylvania, and who are preparing to take or re-take the state licensing exam. The course will emphasize strategies that lead to passing the exam, including practical test taking, question analysis, and practice. 1 Credit
Prerequisite: REAL101 and REAL102; or evidence of successful completion of comparable course presented to the Department of Business Studies

**REAL200 Appraisal - Residential Property**
This course deals with basic appraisal concepts related to residential properties. Topics include, the nature of real property, the appraisal process, economic trends and neighborhood analysis, site analysis, building cost estimates, cost approach, income approach, sales comparison approach, reconciliation, and the appraisal report. 2 Credits
Prerequisite: REAL101 and REAL102 or permission of the Department of Business Studies

**REAL201 Appraisal - Commercial Property**
This course deals with appraisal concepts related to income producing properties. Topics include, real estate markets, impact of money and capital markets, highest and best use analysis, income capitalization, income and expense analysis, yield capitalization, cost and direct sales comparison, internal rates of return, and measures of investment performance. 2 Credits
Prerequisite: REAL200 or permission of the Department of Business Studies

**REAL210 Residential Property Management**
This course covers the fundamental principles involved in the management of residential property, including asset management, management agreements, residential leasing, physical management of the asset, mathematics of property management, laws, and ethics. 2 Credits
Prerequisite: REAL101 or REAL102 or permission of the Department of Business Studies

**REAL211 Commercial Property Management**
This course covers the fundamental principles included in the management of non-residential property, including defining the property and property management, the management agreement, fiscal management of the asset, non-residential tenants, physical management of the asset, laws, ethics, and mathematics related to commercial property management. 2 Credits
Prerequisite: REAL201 or permission of the Department of Business Studies

**LAW210 Real Estate Law**
Instruction in ownership, contractual limitations, property 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

Science

**SCIE101 Physical Science**
Physical Science provides an introduction to the phenomena of motion, force, energy, matter, sound, electricity, magnetism, and light. Emphasis is placed on studying nature's basic laws and how they govern human experience. 3 Credits
Prerequisite: Reading Placement test Level 3, or READ110 (C or better) Math Placement test score of 5 or higher, or MATH095 (C or better)

**SCIE102 Astronomy**
Astronomy provides a survey of our knowledge of the structure, formation and evolution of Earth, the solar system, the stars, and the galaxies. The course will focus on the logical development of ideas and concepts within the framework of science. 3 Credits
Prerequisite: Reading Placement test Level 3, or READ110 (C or better) Math Placement test score of 5 or higher, or MATH095 (C or better)

**SCIE103 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: Reading Placement test Level 3, or READ110 (C or better) Math Placement test score of 5 or higher, or MATH095 (C or better)

**SCIE105 Conservation Ecology**
An in-depth examination of the history of environmental conservation theory, environmental law 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

**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

“Starting with four faculty members in 1965, the social and behavioral science faculty now numbers over 100.”
John Pettito,
Assistant Academic Dean,
Social & Behavioral Sciences Department
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

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. SSWK120 competencies and skills will be practiced in class. 3 Credits

Prequisite: 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

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 prospective of family therapy with addicted families. Several models of family therapy will be discussed and the use of genograms as an effective tool for developing strategies for treating addicted families. 2 Credits

SSWK255 Drugs, Alcohol, Violence, and Crime
This course is designed to explore the relationship of crime and violence to alcohol and narcotics use. Characteristics of individuals likely to use illicit drugs will be examined in the conflict between individual freedom and society's desire to control drug use, as well as facts and myths regarding the role alcohol and other drugs play in violent behavior. Strategies to combat the growing problem will be identified. 2 Credits

SSWK265 Mental Health and Addiction - Dual Diagnosis/CAC
This course offers students the opportunity to gain a better understanding of the dual dynamics present in the majority of clients who seek treatment for chemical abuse in outpatient or inpatient settings. Assessment techniques and methods of treatment will be examined. Case vignettes will be presented for discussion and evaluation. 2 Credits

Sociology

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 American 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

SOCI150 Criminology
The sociological relationships involved in the causes and prevention of crime and juvenile delinquency in the treatment of criminal offenders. 3 Credits

SOCI160 Marriage and the Family
This course examines the institution of marriage and the family through history and across cultures with emphasis on the contemporary family. Topics, such as the changing family, love, mate selection, marital communication, divorce, gender roles, and domestic violence are studied. 3 Credits

Student Services

STUS110 Career Decision Making
Occupational and educational research is presented to acquaint the student with the requirements for and avenues toward entering or changing careers. A study of the decision-making process, goal setting, fundamental job-finding skills, resume writing, and interviewing techniques. Students will participate in an in-depth look at personal and job characteristics. 3 Credits
**Visual Arts**

**Foundation Year Studies**
Studio art supplies can be expensive. Lab fees may be required.

**VFAA100**
**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

**VFAA101**
**2-D Design Fundamentals**
This course introduces students to abstract and representational two-dimensional design concepts. Projects emphasize creativity, conceptualization, problem solving, skill building, expression, execution, teamwork, research techniques, and presentation. Black, white, and gray media serve as the basis for learning the vocabulary, concepts, and principles of two-dimensional design. 3 Credits

**VFAA102**
**3-D Design Fundamentals**
This foundation course covers the elements and principles of three-dimensional form in space and lays the groundwork for future 3-D courses. The materials employed introduce basic technical skills, and conceptual approaches are emphasized. The relationship between two- and three-dimensional thinking is stressed. 3 Credits

**VFAA103**
**Drawing Composition**
This course analyzes the systems of perspective, spatial illusions, flat planes, composition, and examines the elements of the structural arrangements of form and space. The approaches of both Western and non-Western cultures are appraised. Students practice appropriate drawing techniques and work with various media. 3 Credits

**VFAA104**
**2-D Design Color**
Students learn basic color concepts including theory, perception, chromatic relationships, phenomena, terminology, physics, psychology and harmony. Projects emphasize perception, creativity, conceptualization, problem solving, skill building, expression, execution, teamwork, research techniques, and presentation. Work in paper and pigment serves as the basis for learning the principles of color. 3 Credits

**VFAA105**
**3-D Design Materials/Modeling**
This course combines the study and examination of process-based forms and figurative-based forms. Students are introduced to drawing and modeling the human body. Students are introduced to various tools, materials, and techniques in the application of design to tactile forms in space. 3 Credits

Prerequisite: VFAA102 (C or better)

**VFAA111**
**Drawing Basics**
This course introduces and reinforces preliminary skills related to basic drawing concepts. The course is divided into three major units: (1) Simple shapes and Proportions; (2) Measuring and Perspective; and (3) Light and Composition. Students improve their concentration in a studio setting and develop essential skills related to drawing structural forms. 3 Credits

**VFAA201**
**Portfolio Seminar**
Students learn how to move from the role of the student artist to that of the professional. Students develop their portfolio and present their work. They 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

**VA: Art History**

**VFAA191**
**Art History Before 1450**
This survey course covers painting, sculpture, and/or architecture from the Paleolithic period through the age of Gothic cathedrals. Students gain a formal understanding of ancient, classical, and medieval art. They interpret selected examples of Western art using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. 3 Credits

**VFAA192**
**Art History After 1450**
This survey course covers painting, sculpture, and/or architecture from the Renaissance through Impressionism. Students gain a formal understanding of Western art by major artists of the fifteenth through nineteenth centuries. They interpret selected examples of art using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. 3 Credits

**VFAA193**
**History of Modern Art**
This survey course covers painting, sculpture, and/or architecture from the late-nineteenth century up to the present. Students gain a formal understanding of major twentieth-century stylistic movements. They interpret selected examples of Modern art using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. 3 Credits

**VFAA194**
**American Art History**
This survey course covers the history of American painting, sculpture, architecture, photography, and other significant arts and crafts from the settlement period to the present. Students gain a formal understanding of American art. Students examine American art from cultural, social, and economic perspectives. 3 Credits

**VFAA195**
**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

**VFAA196**
**History of Photography**
This course surveys the history of photography from its invention in 1839 to the present day. Specific artists, movements, and technical histories will be explored, together with some of the relationships between photography, aesthetics, culture, and social history. 3 Credits

**VA: Ceramics**

**VFAA181**
**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
VA: Drawing Second Year

VAF200 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: VAF100 (C or better) and VAF103 (C or better) or Permission of the Department of the Arts

VAF202 Figure Drawing
Students integrate and review the drawing experiences of the previous drawing classes. The figure is expressed within complex situations dealing with spatial concepts and composition through extended problems. These exercises encompass relationships to interior spaces, landscape, and still life situations. 3 Credits
Prerequisite: VAF200 (C or better) or Permission of the Department of the Arts

VAF203 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: VAF100 (C or better) and VAF103 (C or better) and VAF200 (C or better) and VAF202 (C or better) or permission of the Department of the Arts

VA: Glass Blowing and Stained Glass

Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAF147 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

VAF148 Glassblowing II
This course advances the processes and concepts in the forming of molten glass through the use of various tools and equipment. Students in this class are expected to have basic knowledge of studio operation and glassblowing techniques. 3 Credits
Prerequisite: VAF147 (C or better)

VAF149 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

VAF249 Stained Glass II
This course further develops ideas introduced in VAF149. 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: VAF149 (C or better)

VA: Graphic Design and Illustration

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

VGD101 Layout and Typography
This course provides a foundation in typography and layout for advertising, editorial design, marketing, and other publication materials. Students work with traditional methods and current software applications to develop page layout and design skills through a series of projects. 3 Credits

VGD102 Illustration - Drawing and Digital
This course introduces drawing strategies, concepts, and specialized illustration techniques used by designers and illustrators. Students create illustrations in both traditional and digital formats. Emphasis is on realistic modeling approaches and rendering skills, as well as expressive and historical perspectives that an illustrator-designer must have. 3 Credits
Prerequisite: VAMM100 (C or better) or VAF100 (C or better) or permission of the Department

VGD200 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 are explored. 3 Credits
Prerequisite: VAMM100 (C or better)

VGD201 Graphic Design
This course expands upon the fundamental concepts and principles of visual literacy. 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: VGD200 (C or better)

VGD202 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, foiling systems, paper, binding methods, and commercial printers are investigated. 3 Credits
Prerequisite: VAMM100 (C or better) and VGD100 (C or better) or permission of the Department

VGD203 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: VAMM100 (C or better) and VGD100 (C or better) or permission of the Department of the Arts

VA: Metalsmithing/Bowl Raising Experimental

Students are introduced to the basic techniques necessary for the creation of raising bowls and are taught through demonstrations, lectures, critiques, and guided work time. This course is the foundation for further exploration into metalsmithing as a vehicle for self-expression. 1 credit

Prerequisite: VAMM100 (C or better)
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

### Experimental Enamels

**VAFA 132**
**Bas-taille Enamals**
Students are introduced to the basic techniques necessary for the creation of bas-taille enameled objects through demonstrations, lectures, critiques, and guided work time. This course is the foundation for further exploration into enameling for jewelry design and metalsmithing as a vehicle for self-expression. 1 credit

**VAFA 133**
**Champleve Enamels**
Students are introduced to the basic techniques necessary for the creation of champleve enameled objects through demonstrations, lectures, critiques, and guided work time. This course is the foundation for further exploration into enameling for jewelry design and metalsmithing as a vehicle for self-expression. 1 credit

**VAFA 134**
**Cloisonn Enamels**
Students are introduced to the basic techniques necessary for the creation of cloisonn enameled objects through demonstrations, lectures, critiques, and guided work time. This course is the foundation for further exploration into enameling for jewelry design and metalsmithing as a vehicle for self-expression. 1 credit

**VAFA 135**
**Enamel Bead Making**
Students are introduced to the basic techniques necessary for the creation of enamel beads through demonstrations, lectures, critiques, and guided work time. This course is the foundation for further exploration into enamel beads for jewelry design and metalsmithing as a vehicle for self-expression. 1 credit

**VAFA 136**
**Plaque A Jour Enamels**
Students are introduced to the basic techniques necessary for the creation of plaque a jour enameled objects through demonstrations, lectures, critiques, and guided work time. This course is the foundation for further exploration into enameling for jewelry design and metalsmithing as a vehicle for self-expression. 1 credit

**VAFA 137**
**Raku Enamels**
Students are introduced to the basic techniques necessary for the creation of raku fired enameled objects through demonstrations, lectures, critiques, and guided work time. This course is the foundation for further exploration into enameling for jewelry design and metalsmithing as a vehicle for self-expression. 1 credit

### VA: Painting

**VAFA 171**
**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 paint from models, still life, landscape, and imagination. 3 Credits

**VAFA 271**
**Painting II**
This course is a continuation of Introduction to Painting. Students work from the traditional subject matter with the emphasis upon development of individual concepts and imaginative statements. Students also develop aesthetic values and quantitative judgment in terms of creative painting and critical appraisal of any art work. 3 Credits

### VA: Photography

**VAFA 110**
**Digital Photography Fundamentals**
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

**VAFA 151**
**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

**VAFA 157**
**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

**VAFA 210**
**Digital Photography II**
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

**VAFA 211**
**Studio and Lighting Fundamentals**
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

**VAFA 257**
**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

**VAFA 153**
**Visualization of Light**
This course will explore the potential of digital photography. Students will produce photographs as fine art and refine advanced technical and printing techniques. 3 Credits

**VAFA 257**
**Photo I**
This course introduces 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

### VA: Printmaking

**VAFA 151**
**Introduction to Printmaking**
Students explore a wide variety of printmaking processes, including intaglio, relief, lithography, and serigraphy. Students focus on the comprehensive of techniques and materials and their relationship to the printed image and visual concepts. 3 Credits

**VAFA 253**
**Printmaking II**
This course will introduce 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

**VAFA 257**
**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

**VAFA 153**
**Visualization of Light**
This course will explore the potential of digital photography. Students will produce photographs as fine art and refine advanced technical and printing techniques. 3 Credits
VAFA161 Printmaking/Silkscreen
Students employ screenprinting processes using water-based inks. They explore a variety of techniques, including photo silkscreen, cut paper stencils, direct drawing techniques, color registration, and textile printing. Students gain an understanding of these techniques and develop their individual imagery. 3 Credits

VAFA165 Book Arts
Students will gain skills in and understanding of the processes involved in basic design of traditional and non-traditional book formats. 3 Credits

VAFA167 Papermaking
This course provides an introduction to both Western and Eastern handmade papermaking processes through the exploration of a variety of fibers and techniques. Students gain an understanding of the basics of fiber preparation, papermaking history and terminology, sheet formation, stencil lamination, and pulp painting. 3 Credits

VAFA168 Papermaking/Pulp Painting
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, pigmenting, and a variety of pulp pouring and pulp painting techniques. 1 Credit

VAFA169 Papermaking/Pulp Spraying
Students will explore image making in handmade paper by using a pulp sprayer, and they can further explore sculptural applications. Large-scale works are created in paper without the use of molds or a press. Students will block out and layer different colored pulps onto large sheets of stretched fabric. 1 credit

VAFA260 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: VAFA160 (C or better)

VAFA261 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 mono-printing, intaglio, relief printing, screen-printing, and lithographic processes, may be used. 3 Credits

Prerequisite: VAFA160 (C or better) and VAFA260 (C or better)

VA: Sculpture
Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAFA141 Introduction to Sculpture
This course introduces basic sculpture techniques, such as carving, casting, modeling, and welding, with emphasis on understanding issues of line, plane, shape, and volume. Materials, such as plaster, metal, clay, and wood are utilized to help the student understand the form and content of sculpture. 3 Credits

VAFA242 Sculpture II
Students develop an understanding of the aesthetics and vocabulary of sculpture by expressing their personal vision. They explore and determine the visual content of their work and increase their knowledge of sculpture history. Works are created through casting, fabricating, using mixed media, and/or may be developed for a specific site. 3 Credits

Prerequisite: VAFA141 (C or better)

VAFA246 Sculpture/Foundry
This advanced course emphasizes foundry practices. Initial work is done in foundry wax or Styrofoam. Topics covered are procedures in ceramic shell or investment and burnout of wax preparatory to casting in metal. Basic foundry procedures are followed and studied. Finish and treatment of metal castings are also explored. 3 Credits

Prerequisite: VAFA141 (C or better) or VAFA105 (C or better)

VA: Web Design & Multimedia
Software required to complete assignments can be expensive. Students may plan extra time to use campus computing labs to complete course projects.

VAMM100 Digital Imaging
This studio course presents in-depth techniques for image creation and manipulation using current software applications. Peripherals, file formats, resolution requirements, media storage, and digital photo processing are explored. Emphasis is on image-making methods used to create raster and vector graphics for print and the web. 3 Credits

VAMM110 Web and Interactive Design
This course is an introduction to the XHTML coding and techniques used to create websites. Students learn to design and develop interactive websites using both editors and hand coding skills. Project management and design skills are introduced. The semester culminates in the development of a website. 3 Credits

Corequisite: VAMM100 or CISC110

VAMM120 Interface Design
The theoretical foundation needed to design user interfaces for digital projects is established. Topics discussed include human computer interaction, current trends, and basic methods for design, as well as project management techniques. Software is used to create the menus and navigation systems needed. 3 Credits

Corequisite: VAMM100 or CISC102 or equivalent knowledge with permission of the Department of the Arts

VAMM209 Multimedia Concepts I
Through lecture and studio work, students create multimedia projects. Students import or create video clips, sound bytes, still imagery, and copy; to produce a digital multimedia project. Graphic editing, video editing, and animation applications are used in this course. 3 Credits

Prerequisite: VAMM100 (C or better) or CISC102 (C or better) or equivalent knowledge with permission of the Department of the Arts

VAMM210 Multimedia Concepts II
Building on the foundation of Multimedia Concepts I, students add interactivity to their projects. Basic scripting and advanced design are covered. The course provides students with the skills needed to develop an advanced interactive multimedia project. 3 Credits

Prerequisite: VAMM209 (C or better) or equivalent knowledge with permission of the Department of the Arts

VAMM230 3-D Animation
Three-dimensional animation techniques are presented through lecture and demonstration. Students build on the concepts of 3-D modeling to expand their project to include motion scripting of fully mapped and lighted scenes. Animation and graphic editing applications are used in the course. 3 Credits

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

VA: Fine Woodworking
Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAFW100 Fine Woodworking Fundamentals
This studio course focuses on structural, functional, and sculptural properties of wood, together with the traditional studio techniques of professional woodworkers. Emphasis is on a variety of design approaches, the execution of working drawings, and completing wood projects. 3 credits

VAFW133 Woodcarving/Furniture
This studio course focuses on the creation of well-crafted functional and sculptural carved wood objects. Students explore low and high relief, 3-dimensional forms, figurative and decorative subjects, tool use and care to develop their carving skills and creative expression. 3 credits

VAFW136 Bending and Veneering
This studio course focuses on design, drawing, and execution of curved forms and laminating techniques. Students employ bending and veneering techniques in the design and construction of a piece of furniture. Emphasis is on a variety of joinery, bending, and veneering techniques. 3 credits

Prerequisite: VAFW100 (C or better)
VAFW137  
Chair Construction  
This comprehensive course covers the structural, design, and historical basis of good seating devices. Students learn to develop designs and construct models and finished pieces, using classical and contemporary guidelines that satisfy functional requirements and reflect personal creativity. 3 credits  
Prerequisite: VAFW100 (C or better)

VAFW138  
Table Systems  
This studio course focuses on table design and construction. Students study classical and contemporary shapes and employ construction techniques. Students explore the relationship of structural issues and design. 3 Credits  
Prerequisite: VAFW100 (C or better)

VAFW140  
Cabinetmaking  
Safe shop practices are emphasized. In addition to class studio time, students work 5 hours outside of class each week in the woodshop area under the supervision of a Lab Assistant or at home. 3 Credits  
Corequisite: VAFW100

VAFW145  
Conceptual Furniture  
This course focuses on designing and creating conceptually-based furniture. Students create functional furniture through the process of exploring ideas, construction methods, and finishes. 3 Credits

VAFW180  
Woodturning  
This studio course explores the historical and contemporary basics of lathe work. This course investigates both spindle (between center) and bowl (faceplate) turning techniques. Students learn how to care for, sharpen, and use a variety of lathe tools. Students design and make a variety of lathe-turned objects. 3 Credits

VAFW181  
Woodturning II  
This course provides an in-depth exploration of lathe turning in the traditional, as well as the contemporary context. Multi-axis spindle turning, split turning, and turning in conjunction with processes off the lathe, including carving, shaping, surface ornamentation, and joinery are used to create sculptural and functional items. 3 Credits  
Prerequisite: VAFW180 (C or better)

VAFW190  
History of American Furniture  
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  
Prerequisite: VAFW100

VAFW280  
Cooperative Education/Fine Woodworking  
On-the-job experience occurs in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between the College Coordinator and the student are held to evaluate the student’s performance. 3 Credits  
Prerequisites: Fine Woodworking major, 30 BCCC credits, a GPA of 2.5 earned in courses offered by the Department of the Arts

Women’s Studies  
WMST110  
Introduction to Women’s Studies  
Women’s studies critically examines the totality of women’s experiences from both historical and contemporary perspectives. Its goal is to unveil, document, restore, and validate the diversities of women’s lives, traditions, identities, and voices through feminist perspectives, integrating knowledge from various disciplines to analyze issues and public policies affecting women’s lives. 3 Credits

WMST280  
Cooperative Education - Women’s Studies  
On-the-job experience and observations in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between the faculty coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically. 3 Credits  
Prerequisite: Permission of the Department of Language and Literature

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

Admission to some majors is limited by available facilities, the number of faculty, or other factors. The College may guide the enrollment of entering students in an effort to improve their opportunity to succeed in college.

Admission for selected curricula is considered first for residents of Bucks County and then for residents of the Commonwealth of Pennsylvania.

Applying for Admission
Applicants for admission must submit an official Application for Admission to the Office of Admissions, Records and Registration. Please visit www.bucks.edu to apply online. Students who are intending to receive financial aid 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 a date graduated, for high school, and a degree conferred, for college, is stated.

It is important to note that Placement Testing is mandatory for all students who are planning to enroll at the College. Students must make application to the College prior to Placement Testing.

The results of the Placement Testing have no bearing on a student’s acceptance to the College; rather they are used for academic advising and program planning that will help to ensure student success.

Individuals qualifying for an exemption from Placement Testing must complete the Form available through the following link: www.bucks.edu/testing/assessment.php

Application Deadline
Students should apply for admission as early as possible to ensure optimal course availability. Applications are accepted on a rolling admissions basis.

Specific Admissions Concerns
Readmission
Students who seek readmission must complete the readmission information found on the website apps.bucks.edu/apply/index.php.

Applicants with Previous College Experience
Applicants who attended other colleges and are in good standing may be considered for admission to the College. Transfer students must have an official copy of their transcripts in order to obtain transfer credits. For purposes of placement testing or prerequisite course waivers, an unofficial copy may be submitted.

High School Enrichment Program
The College allows juniors and seniors from Bucks County high schools to enroll. 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 and provide written approval from the high school or governing agency, in the case of home school. For more information: bucks.edu/admissions/admiss_hs.php

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.

Dual Enrollment
Bucks County high school students have the opportunity to take college level courses. By earning credits now, students can get a head start on life after high school. Classes are held in participating high schools. 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:

- Bucks International Student Application, which includes the items below
- 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**

Other non-US citizens seeking admission to the College, including Resident Aliens, should follow the regular application process but must supply proof of immigration status.

Please contact the Admissions-Multicultural Student Services Office for application materials and information or download the information from the College’s website at [www.bucks.edu/international](http://www.bucks.edu/international).

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**Senior Citizens**

Bucks County residents aged 65 and over may enroll tuition-free in credit courses on a space-available basis. To qualify for this waiver, students must register during the period designated by the College in its semester registration publication. Tuition is waived but all other applicable fees must be paid at registration. Proof of age and Bucks County residency may be required. Students may elect to pay full tuition to secure a seat but, in doing so, forfeit their tuition waiver for the semester. Students who choose this option should report to a scheduled registration.

**Residency Verification**

All applicants for admission and enrolled students are legally bound to certify the county and state of their legal residency and are obligated to the College for the established tuition and fees. Bucks County Community College adheres to the Regulations of the State Board of Education of Pennsylvania, Chapter 35, Community Colleges, which defines residency and domicile. The regulations define domicile as “the place where one intends to and does, in fact, permanently reside. A copy of the regulations is available in the Office of Admissions, Records, and Registration (Pemberton Hall). 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

For in-county tuition, a student must be a continuous resident of Bucks County for at least 12 months prior to registration.

Non-US citizens must supply admissions with their immigration documents. Visa holders and those who are not legal residents are subject to the out-of-state tuition.

Ownership of property or a business in Bucks County while not actually residing in the County does not qualify a person to attend the College as a County resident.

A student’s residence is determined at the time the student makes application for admission, readmission, or registration. If you are visiting or living with a relative who is not your parent or guardian, you are not considered a legal resident of Bucks County.

However, the College reserves the right to challenge a student’s residence at any time if there is reason to suspect that the student’s address is incorrect.

In order for a student to be classified or reclassified as a Bucks County resident for a particular semester, the classification or reclassification must be approved by the Office of Admissions, Records and Registration by the end of the third week of classes. Any questions concerning residency should be directed to the Director of Admissions, Records and Registration, 215-968-8117.

**College Credit for High School Students**

Bucks County Community College has developed articulation agreements with several area high schools:

- Bucks County Technical High School
- Centennial School District
- Eastern Center for Arts & Technology
- Lancaster County Career and Technical Center
- Middle Bucks Institute of Technology
- Northern Montgomery County Technical Career Center
- Upper Bucks County Area Vocational Technical High School
- Western Center for Technical Studies

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**Important Phone Numbers**

- **Admissions**
  - 215-968-8100
- **Newtown Campus**
  - 215-968-8000
- **Lower Bucks Campus**
  - 267-685-4800
- **Upper Bucks Campus**
  - 215-258-7700

**Application Deadlines**

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 basis.
Programs of study at the above-named schools in which students can earn a specified number of credits in related majors at BCCC include:

- Accounting
- Automotive Collision Technology
- Automotive Technology
- Building Trades Technology
- Carpentry/Masonry Technology
- Cinema/Video
- Collision Repair Technology
- Commercial Arts
- Computer Repair Technology
- Computer Programming
- Computer Technology
- Cosmetology
- Criminal Justice
- Diesel Technology
- Early Childhood Education
- Electrical Technology
- Emergency Management Training/Medical Assistant
- Emergency Management/Public Safety
- Fine Woodworking
- Fire Science
- Graphic Arts
- Graphic Design
- Health Care/Medical Assistant
- Health Care/Social Services
- Hospitality
- HVAC/R Technology
- Law Enforcement/Correction Administration
- Law Enforcement/Police Administration
- Law Enforcement/Social Services
- Multimedia
- National Occupational Competency Testing Institute (NOCTI)
- Networking Technology/Electronics
- Outdoor Power Equipment Technology
- Plumbing/Heating Technology
- Precision Machining Technology
- 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. Please visit www.bucks.edu/pla for additional details or contact Prior Learning Assessment at 215-968-8161.

Other area high school students and/or previous high school graduates may be interested in pursuing an Associate Degree in Occupational Studies.

If you have questions regarding the Occupational Studies Program, call the Department of Business Studies, 215-968-8227 or the Office of Academic and Curricular Services, 215-968-8212.

**Advanced Placement**

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

Applicants for credit for advanced placement should request the CEEB to send their test scores to the Director of Admissions, Records, and Registration. Students are notified of the action taken on advanced placement and credit.

**Evaluation of Transfer Credits**

To have credits from prior colleges and universities evaluated, students must provide an official transcript to the Office of Admissions, Records and Registration. Please note that the official transcript must be sent directly from the issuing institution. Students must indicate “Evaluation” on the college application or submit a Transcript Evaluation Form available on our website at www.bucks.edu/forms.

Unofficial and/or “student copy” transcripts will not be accepted for credit transfer. However, they can be reviewed for possible assessment testing waivers and/or an informal, unofficial evaluation. Please refer to page 131 for acceptable exemptions from placement testing.

All transcripts will be evaluated provided that:

- they are from a regionally accredited institution;
- the student possesses a student number (student numbers are assigned when initial application is made to the College);
- evaluation does not require further information (i.e. course descriptions, syllabi). If further information is needed, the student will be contacted by the Office of Admissions.

Once an evaluation is completed, the student will receive a postcard notification when credits are posted to the student’s record. Students can view records on Web Advisor.

**Evaluation of Military Experience**

The College evaluates previous military experience in accordance with the recommendations of the American Council on Education (ACE) through the Guide in the Evaluation of Educational Experience in the Armed Forces. Veterans seeking credit for previous military experience must submit one of the following documents:

- DD-295 Evaluation of Learning Experiences During Military Service.
- Army/American Council on Education Registry Transcript (AARTS) (commonly referred to as a SMART transcript).
- DD-214 Certificate of Release or Discharge from Active Duty.

Once an evaluation is completed, the student will receive a postcard notification when credits are posted to the student’s record. Students can view records on Web Advisor.

**Foreign College or University Experience**

Credits will be accepted from a foreign college or university after a course-by-course evaluation is conducted by an approved Credential Evaluation Service. A list of acceptable services is available in the Office of Admissions.
Supplemental External Credits

External credits are credits earned outside of Bucks County Community College. Currently, the College accepts external credits from the following sources:

1. transfer credits from other accredited colleges and universities
2. military experience
3. business related non-collegiate courses
4. advanced placement

A maximum of 30 credits may be earned through these sources.

Please note: Credit will be granted only for courses that pertain to the student's program of study and/or are needed as prerequisites for higher level course work. Only courses with a grade of a C- or better will be considered.

Supplemental Internal Credits

Internal credits are earned at the College and satisfy the degree requirements of completion of not fewer than thirty semester credit hours at the College. See the website for further details of this requirement.

Prior Learning Assessment Program

www.bucks.edu/pla

Bucks 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 student's program of study.

Experiential Learning Assessment Program.

1. Courses Taken at Work Bucks 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 CreditRecommendation Service, and by the University of the State of New York’s National Program on Non-collegiate Sponsoring Instruction (PONSI).

2. Credit through Testing
A variety of exams are used to demonstrate college level knowledge in particular subjects

(a) CREX - Credit through Bucks Academic Departmental Examination
BCCC students may challenge certain courses through departmental examinations, known as CREX exams. If students have taken or are enrolled in, a course which they wish to challenge by a CREX exam, they must first ask 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 exams open to challenge by CREX exam see hopeful.edu/catalog/crex.php.

(b) CLEP The College-Level Examination Program
www.bucks.edu/pla/clep.php

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. Any grade 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/pla/clep.php.

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/clep equiv.php

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.php.

DANTES fact sheets outlining the topics covered by each test, a list of sample questions, and other useful information is available www.getcollegecredit.com

DANTES Application forms are available www.bucks.edu/pla/dantesapp.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, Newtown, Penn Hall, room 221.
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.php](http://www.bucks.edu/pla/certificates.php)

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 for Technical School Students on the previous page, and these webspaces College Credit for Technical School Students and [www.bucks.edu/pla/techhighschool.php](http://www.bucks.edu/pla/techhighschool.php)

To have a non-credit course or certificate program reviewed for Bucks Credit

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: Bucks 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.php](http://www.bucks.edu/pla/methods.php)

Portfolio assessment is open to currently enrolled students who wish to challenge a Bucks 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 Bucks credit are required to make an appointment to discuss this with the Coordinator, Experiential Learning by calling (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 Director of Admissions, Records, and Registration and will pay the host college sponsored student rate for courses that they take at the host college.

Shared Program opportunities include:

<table>
<thead>
<tr>
<th>Host College</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delaware</td>
<td>Automated Manufacturing and Robotics Technology</td>
</tr>
<tr>
<td></td>
<td>Machine Tool Technology</td>
</tr>
<tr>
<td></td>
<td>Mechanical Technology</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>Amer. Sign Language/ Interpreter Education</td>
</tr>
<tr>
<td></td>
<td>Architecture</td>
</tr>
<tr>
<td></td>
<td>Chemical Technician</td>
</tr>
<tr>
<td></td>
<td>Computer Assisted Design Construction Manager</td>
</tr>
<tr>
<td></td>
<td>Facilities</td>
</tr>
<tr>
<td></td>
<td>Management</td>
</tr>
<tr>
<td></td>
<td>Interior Design</td>
</tr>
<tr>
<td>Montgomery</td>
<td>Automotive Technology</td>
</tr>
<tr>
<td></td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td></td>
<td>Medical Laboratory Technology</td>
</tr>
<tr>
<td></td>
<td>Computer-aided Drafting &amp; Design</td>
</tr>
</tbody>
</table>

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](http://www.bucks.edu/transfer)

Have you taken advanced courses in high school? Are you experienced in your field? Consider taking a challenge exam.
### Department of the Arts • Hicks 123 • 215-968-8425

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Exam Type</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC100</td>
<td>Music Fundamentals</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>MUSC111</td>
<td>Music Theory I &amp; Ear Training I</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>MUSC115</td>
<td>Music Theory II &amp; Ear Training II</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>MUSC211</td>
<td>Music Theory III &amp; Ear Training III</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>MUSC215</td>
<td>Music Theory IV &amp; Ear Training IV</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
</tbody>
</table>

*Since Music Theory and Ear Training courses are co-requisites, examinations must be taken concurrently.

### 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>Exam Type</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>MGMT140</td>
<td>Introduction to Business</td>
<td>3</td>
<td>DANTES</td>
<td>46</td>
</tr>
<tr>
<td>MGMT150</td>
<td>Business Mathematics</td>
<td>3</td>
<td>DANTES</td>
<td>48</td>
</tr>
<tr>
<td>MGMT160</td>
<td>Risk and Insurance</td>
<td>3</td>
<td>DANTES</td>
<td>47</td>
</tr>
<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>
</tr>
</tbody>
</table>

### Department of Mathematics, Science & Technology Founders 112 • 215-968-8305

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Exam Type</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</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>MATH101/2</td>
<td>Mathematical Concepts I and II</td>
<td>6</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>MATH115</td>
<td>Elementary Statistics</td>
<td>3</td>
<td>CREX</td>
<td></td>
</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 &amp; 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>
</tr>
<tr>
<td>MATH141</td>
<td>Calculus II</td>
<td>4</td>
<td>CLEP</td>
<td>65</td>
</tr>
</tbody>
</table>

### Department of the Arts • Hicks 123 • 215-968-8425

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Exam Type</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>pass</td>
</tr>
<tr>
<td>NURS102</td>
<td>Nursing II</td>
<td>6</td>
<td>CREX*</td>
<td>pass</td>
</tr>
</tbody>
</table>

*Available to students transferring from other nursing programs, and/or Licensed Practical Nurses. Challenge examination may be retaken only once.

### Department of Language & Literature • Penn 101 215-968-8150

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Exam Type</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>
</tr>
<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>59</td>
</tr>
<tr>
<td>GRMN110/111</td>
<td>Elementary German I &amp; II</td>
<td>6</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>GRMN201/202</td>
<td>Intermediate German I &amp; II</td>
<td>6</td>
<td>CLEP</td>
<td>60</td>
</tr>
<tr>
<td>JOUR276</td>
<td>Feature Writing*</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>JOUR275</td>
<td>News Editing and Copyreading*</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>LITR231</td>
<td>Survey of American Literature I</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>LITR232</td>
<td>Survey of American Literature II</td>
<td>3</td>
<td>CREX</td>
<td></td>
</tr>
<tr>
<td>SPAN110/111</td>
<td>Elementary Spanish I and II</td>
<td>6</td>
<td>CLEP</td>
<td>50</td>
</tr>
<tr>
<td>SPAN201/202</td>
<td>Intermediate Spanish I and II</td>
<td>3</td>
<td>CLEP</td>
<td>63</td>
</tr>
</tbody>
</table>

*Examination requires performance or demonstration

To find the CLEP Exam equivalencies, go to http://bucks.edu/pla/clepequiv.php
Tuition and Fees per Semester*

<table>
<thead>
<tr>
<th>Tuition/Fee</th>
<th>Bucks County Resident</th>
<th>Out-of-County Resident</th>
<th>Out-of-State Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>per semester credit hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-6 credit hrs.</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>7-11 credit hrs.</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>12 or more credit hrs.</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Capital Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>per 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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>per semester credit hour</td>
<td>26</td>
<td>26</td>
<td>26</td>
</tr>
</tbody>
</table>

*Fall 2010

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.

Associate Degree Nursing Fees
In addition to tuition and fees, the following are estimates of other expenses incurred by students in the Associate Degree nursing program: nursing fee, $100/course (1st year), $150/course (2nd year); student uniforms, $160; laboratory fees $20/course both years; malpractice insurance $15/course covered and billed by college both years; NCLEX-RN Assessment tests (required each semester). Application for NCLEX-RN

Expenses Per Semester
Tuition and fees are subject to change by action of the Board of Trustees of Bucks County Community College.

In addition to the tuition and fees listed below, some courses or majors require additional expenditures for travel, supplies, materials, performance tickets, and the like. Additional expenses are shown with the course description where applicable.

All tuition and fees are due by the posted deadline for each semester. For registrations occurring after the deadline, payment will be due immediately.

Out-of-county residents who receive permission and county financial support to attend the College do so at the resident tuition rate.

All full-time students who register for more than eighteen credits must have the approval of their academic advisor.

Some courses are billed at a different rate than the credits awarded. Such courses are noted in the course descriptions listing.

Sample Cost Illustration
12 semester hour credits
$105 each credit = $1260

Activity Fee
(12 or more credit hours) 12
Capital Fee (County Resident) 0
College Services Fee 25
Technology Support Fee ($26 per credit hr) 312
Illustrative Total (per semester) 1609

Other Fees/Costs
Return Check Fee 25
Deferred Payment Fee 25
Late Registration Fee 25

Music Lesson Fees
All MUSL courses have lesson fees.

Studio Art Supplies
In addition to tuition and fees, students enrolled in studio art courses can anticipate required expenses for materials. For several classes, listed below, the College will facilitate the process of ordering required supplies. Studio supply costs that follow are intended to assist the student in obtaining artist's materials, but will not comprehensively cover all materials required.

Students enrolled in the following courses will incur an expense of $20 each:

- VAFA 102, 105, 132, 133, 134, 135, 136, 137, 141, 163
- Students enrolled in the following courses will incur an expense of $25 each:
  - VAFA 168

Students enrolled in the following courses will incur an expense of $40 each:
  - VAFA 109, 160, 260, 261

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, 256, 257, 282

Students enrolled in the following courses will incur an expense of $75 each:
  - VACV 145, 246, 247

Expenses for studio courses not listed will likely be comparable, and will be the responsibility of the individual student.
examination, Permit-to-Practice, PA Licensure Examination, graduation nursing pin (price varies based on pin selected). Additionally, students will have various fees for achievement tests and conferences that they must attend. Fees listed are subject to change.

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

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

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

College Services Fee (per semester)
A general services fee covering registration, parking decal, computer use, etc. $25 fee.

Technology Support Fee
This fee is assessed to cover the cost of technology resources. It supports Internet access, computing network services, and other technical services and resources. $26 per credit hour.

Tuition Refund Policy
Tuition and fees paid for classes cancelled by the College due to insufficient registrations are fully refundable. Other tuition refunds are generally granted under the following official policy of the College.

1. An official withdrawal or drop of courses becomes effective upon receipt of written notice from the student in the Office of Admissions, Records and Registration.
2. Official withdrawal or drop from courses prior to the first day of a term: 100 percent tuition refund, activity fee, capital fee and college services fee. (Note: application fee non-refundable)
3. For each semester’s refund schedule visit bucks.edu/refundschedule.

All Title IV aid recipients, who totally withdraw from classes at or before the 60% point in the semester, will have a calculation performed to determine the amount of unearned aid that must be returned. Based on the withdrawal date recorded in the Office of Admissions, Records and Registration, we determine how many calendar days a student has attended in the semester. We divide the calendar days attended by the calendar days in the semester to get the “percentage completed.” Total disbursed aid is then multiplied by this percentage completed to determine “earned aid.” If “earned aid” is less than disbursed aid, we must perform another calculation to determine how much of the “unearned aid” has to be returned by Bucks County Community College and how much has to be returned by the student. Once the amount of unearned aid that needs to be returned is determined, it must be returned to the Title IV aid programs in the following order:
• Unsubsidized Federal Stafford Loans
• Subsidized Federal Stafford Loans
• 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 incompletion 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 third week of the semester (or equivalent during summer sessions or modular courses). However, students may appeal their refunds if extenuating circumstances prevented them from dropping from classes by the refund deadline. The deadline for submitting appeals to Admissions, Records and Registration is by the last day of the semester that the student is appealing. Students may appeal their refunds if (if extenuating circumstances occur) by submitting the appropriate appeal form to the Admissions, Records and Registration office.

Indebtedness to the College
The College uses a standard collection process for unpaid indebtedness to the College. In addition, student transcripts are withheld and the College will deny registration and readmission to students who:
1. are indebted to the College.
2. have failed to return books or equipment loaned to them.

Payments of Tuition and Fees
Students are expected to pay all tuition and fees due at the designated time(s) before classes begin each semester. Failure to pay or attend classes neither cancels registration nor reduces the amount due. To have courses and charges removed, submit written and signed notification to the Admissions office by the deadline. Deadlines are published in the credit course brochure each semester.

Students may pay by cash, check, or credit card at the Student Accounts office, in The Hub, Pemberton Hall, during regular business hours, or at the Evening Programs office, Founders Hall Lobby, Monday through Thursday, 8:30 a.m. to 8:00 p.m.; Friday, 8:30 a.m. to 4:00 p.m.

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

Tax Credits
Hope Scholarship
Students taking at least six credits in the first two years of college are eligible for the Hope Scholarship, a federal tax credit. A tax credit is subtracted from the amount of tax owed, unlike a tax deduction, which is subtracted from the amount of taxable income.

Under the Hope credit, a family may claim a tax credit of up to $1,800 of tuition and fees for each eligible student for up to two tax years. The amount of the credit is affected by income, and the amount of scholarships, grants and untaxed income used to pay tuition and fees.

Lifetime Learning
For those beyond the first two years of college, or taking classes part-time to improve or upgrade their job skills, up to $2,000 credit per tax return can be taken. The credit is available for net tuition and fees (less grant aid) on a per-taxpayer (family) basis. Like the Hope tax credit, higher-income families are not eligible.

For specific information, consult a tax advisor or visit www.irs.gov/publications/p970.
Financial Aid

Financial aid is any grant, scholarship, loan or employment opportunity with the express purpose of helping a student meet educationally-related expenses while attending college. During the 2007-2008 academic year, approximately 2,565 students received some form of financial aid. The total amount of financial aid received by these students exceeded $9.7 million.

Financial Aid Office
The Financial Aid Office is located 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 on 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 2010-2011, for an in-county commuter student living with parents is listed below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$3750</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$1500</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1500</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2950</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$1,350</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$11,050</strong></td>
</tr>
</tbody>
</table>

General Application Eligibility Criteria
To apply for assistance, students MUST:

• be U.S. citizens or permanent residents;
• provide the BCCC Office of Admissions with either 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 enrolling on a non-degree seeking basis are not eligible for financial aid. Some financial aid programs will not cover the College’s Certificate Programs. Contact the Financial Aid Office for details.)
• not be in default status on a previously secured student loan;
• not owe a refund due to an overpayment received from a federal or state student aid program;
• be making satisfactory academic progress.

Verification
If the student is selected for verification, a school’s financial aid administrator must check the information the student reported on the FAFSA, usually by requesting a copy of signed tax returns filed by the student and, if applicable, by the student’s parent(s) or spouse. At Bucks we also require students selected to provide a Verification Form as well. A student selected for verification will be sent a letter requesting the information that is needed to perform this process.

Failure to provide these verification documents within the specified time frame will result in deactivation of their financial aid file, and no further processing will take place. If this documentation is received after the specified time, the file will be reactivated and processed providing adequate time for delivery of aid and available funds.

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 federal regulations and became effective in 2005.

1. A student’s academic progress will be checked at the end of each semester. All prior semesters are reviewed whether or not a student has received financial aid during each semester.

2. Students who have attended Bucks County Community College for less than (2) two academic years must maintain a grade point average which complies with the following scale:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8</td>
<td>no minimum</td>
</tr>
<tr>
<td>9-16</td>
<td>at least 1.00</td>
</tr>
<tr>
<td>17-30</td>
<td>at least 1.60</td>
</tr>
<tr>
<td>31-45</td>
<td>at least 1.75</td>
</tr>
<tr>
<td>46 or more</td>
<td>at least 1.85</td>
</tr>
</tbody>
</table>

Credits Attempted G.P.A.
Includes “F” grades, Withdrawals (W) and Incompletes (I) and Transfers (TR)
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 2007, spring 2008, summer 2008 and fall of 2009 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), and Incompletes (I) and Transfer Credits (TR).

4. Once a student attempts more than 150% of the credits 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 class(es) 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 and could delay your refund.

You may be able to charge your books if you have financial aid awards in excess of the amount needed to pay tuition and fees. To take advantage of this service, please come to the Financial Aid Office during the first week of class during any semester.

Financial Aid Refunds
Financial aid awards in excess of the amount needed to pay any outstanding balance owed to the College are refunded directly to students. Late financial aid awards are processed as soon as administratively possible, and late refund checks are issued to students throughout the processing year. In general, students can expect to receive their refund check within 14 days of the date their financial aid is paid to their student account, assuming that classes have started, and there is no change in enrollment or other eligibility criteria.

Change in Financial Circumstances
Students and/or parents who have experienced an unexpected reduction in income may complete a Special Condition Form with the Financial Aid Office. You must provide documentation such as tax returns, pay stubs, W2 forms, etc. Students/parents will be notified of the outcome in writing.
Reappplication for Financial Aid

All students must reapply for financial aid each year. New applications are generally available each January for the ensuing academic year. Students who have received financial aid during one academic year will automatically receive a federal renewal application. Preference is given to applications received by May 1st for the fall semester and November 1st for students entering in the spring semester. Applications received after the deadlines are processed as soon as administratively possible, dependent upon available funding.

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 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>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Federal Government Program</td>
<td>2. Enrolled or planning to enroll for at least six (6) credits, half-time status.</td>
</tr>
<tr>
<td>Federal Work-Study Program</td>
<td>Federal Government - 75% Bucks - 25%</td>
<td>3. Federal Pell Grant eligibility is extended to less than half-time students.</td>
</tr>
<tr>
<td>Federal Perkins Loan Program</td>
<td>Federal Government - 75% Bucks - 25%</td>
<td>4. enrolled in a major on a degree-seeking basis.</td>
</tr>
<tr>
<td>Dean's Academic Scholarships</td>
<td>Bucks</td>
<td>5. not in default status on a previously secured student loan.</td>
</tr>
<tr>
<td>Trustee's Grant</td>
<td>Bucks</td>
<td>6. making “satisfactory academic progress.”</td>
</tr>
<tr>
<td>Happ-Grover Fund of the Bucks County Founda</td>
<td>Happ-Grover Fund of the Bucks County</td>
<td>7. a recipient of a high school diploma or a high school equivalency diploma (GED).</td>
</tr>
<tr>
<td>PHEAA Grants Pennsylvania Higher Education Assistance Agency Grants</td>
<td>Commonwealth of Pennsylvania</td>
<td>Students enrolled on at least a half-time basis who are from the Central Bucks County School District.</td>
</tr>
<tr>
<td>Federal Direct Loan Program (both subsidized and unsubsidized)</td>
<td>Federal Government</td>
<td>Students intending to enroll on at least a half-time basis (six credit hours).</td>
</tr>
<tr>
<td>Federal Direct PLUS Loan</td>
<td>Federal Government</td>
<td>Parents of dependent undergraduate students. Students must enroll at least half-time.</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](http://www.fafsa.ed.gov).

<table>
<thead>
<tr>
<th>Award Amounts</th>
<th>How Eligibility is Determined</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yearly amounts range from $600 to $5,350 at Bucks. (Dependent upon eligibility and enrollment status.)</strong></td>
<td>Eligibility is based on the federal methodology needs analysis, student's enrollment status, and cost of attendance.</td>
<td><strong>Complete:</strong> 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><strong>An ACG grant will provide up to $750 the first year and up to $1300 the second year.</strong></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><strong>Yearly awards range from $100 to $1,000 per year at Bucks.</strong></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><strong>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.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Amounts range from $250 to $2,000 per year at Bucks.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scholarship received for the fall semester of the Academic Year. Maximum award: full-time tuition and fees.</strong></td>
<td>Final selection is determined by the Dean of Academic Affairs. Restricted to legal residents of Bucks County.</td>
<td><strong>Contact the Office of the Dean of Academic Affairs for additional information.</strong></td>
</tr>
<tr>
<td><strong>$100 per year</strong></td>
<td>Final eligibility is determined by the Financial Aid Office.</td>
<td><strong>Complete the Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA.</strong></td>
</tr>
<tr>
<td><strong>Yearly awards range from $200 to $1,000.</strong></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><strong>Complete the Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA.</strong></td>
</tr>
<tr>
<td><strong>Yearly grants are based upon a percentage of tuition</strong></td>
<td>Awards are determined by a State formula based on financial need.</td>
<td><strong>Complete the Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA.</strong></td>
</tr>
<tr>
<td><strong>Maximum amounts for dependent students (Subsidized and Unsubsidized):</strong></td>
<td>Eligibility is determined by the school, based upon certification requirements. Eligibility is based upon cost of education, expected family contribution, and other financial resources received by the student.</td>
<td></td>
</tr>
</tbody>
</table>
| Academic grade level 1 |  | 1. Complete a FAFSA Form  
2. Loan application or Master Promissory Notes may be completed at [www.dlenote.ed.gov](http://www.dlenote.ed.gov)  
3. Entrance counseling must also be completed at [www.dl.ed.gov](http://www.dl.ed.gov)  
4. A loan request form is available from the Financial Aid office. |
| $5,500 per academic yr. |  |  |
| Academic grade level 2 |  | If interested, please contact the Financial Aid office for application information and credit requirements. |
| $6,500 per academic yr. |  |  |
| **Maximum amounts for independent students (Subsidized and Unsubsidized):** |  |  |
| Academic grade level 1 |  |  |
| $9,500 per academic yr. |  |  |
| Academic grade level 2 |  |  |
| $10,500 per academic yr. |  |  |
| Loan amount may not exceed cost of attendance minus financial aid student received. |  |  |

Listing of restricted scholarships in the Financial Aid Office, [www.bucks.edu/financialaid](http://www.bucks.edu/financialaid) and at [www.fastweb.com](http://www.fastweb.com)
Course Registration
For Continuing/Returning Students
Dates for course registration are announced by the Office of Admissions, Records, and Registration. Currently enrolled students are sent priority registration information from that office. Dates and locations for registration are also published in each semester’s registration brochure and at www.bucks.edu.

Before course registration, students are encouraged to meet with an appropriate academic advisor. Please see the section below titled Academic Advising and be sure to note the steps on how to prepare for the advising appointment prior to course registration.

For New Students
Registration for new students who have been formally accepted to the College begins as early as May for the fall semester or December for the spring semester. Upon completion of placement testing, students are directed to sign up for an advising and registration group session appointment.

Late Registration
Late registration is conducted during the drop/add period only and students are responsible for completing any course work they may have missed.

Academic Advising
Academic Advising assists students with setting educational goals, planning how to achieve the goals, and making informed decisions on matters related to academic success. The Advisor is a source of information about institutional policies, procedures and programs, and helps students use College resources for integrating academic pursuits with personal and vocational goals. It is best to meet with advisors well before course registration periods so that adequate time and attention can be devoted to student concerns, apart from the urgency of registration itself. Advisors are prepared to assist students in considering career choices, transfer of courses, selection of transfer colleges, major requirements, and course choices.

Advising Requirements
For students in certain enrollment categories (eg., full-time, probationary, select programs of study) Advisor approval is required in order to register. Students in good academic standing who wish to register for a part-time course load are generally not required to obtain advisor approval in order to register.

Obtaining Advising
Students are encouraged to seek advising from Faculty Advisors in their academic field of study. Students who are undecided about their field of study are encouraged to work with Student Planning Career Counselors. Advising and Counseling services can be accessed at 215-968-8182 or advising@bucks.edu.

Academic department-specific advisor contact information is available to students via their WebAdvisor accounts under the My Advisor heading.

In order to prepare for the advising discussion, students should:
1. Become familiar with required courses for their program of study. This information can be found in this Catalog and/or in the Program Evaluation available through WebAdvisor.
2. Consult with a Transfer Counselor in the BCCC Transfer Services office, 215-968-8031 if a bachelor’s degree is the educational goal.
3. Prepare a trial schedule of classes for the upcoming semester and propose this to an Advisor for approval.
4. Request the transcript evaluation for any prior coursework that has been completed at other colleges or universities prior to Bucks enrollment.

Choosing Courses
Course Scheduling
Students should expect to schedule courses during other than morning hours. The large number of students, a limited number of classroom and other instructional spaces, parking, and food service capacities combine to make it impossible for all students to attend the College during the popular morning hours. Courses, therefore, are also scheduled during afternoon and evening hours and on Saturdays, and are open to all students. In addition, courses are offered through online Learning.

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

The Web Advisor Search and Register feature is the most convenient way for students to find available courses at times and locations convenient to them.

Prerequisites
A prerequisite is a course condition or requirement which must be met before enrolling in a course. Students are not permitted to enroll in a course without first satisfying the prerequisite. Courses requiring prerequisites are so noted in the College Catalog and course schedules. Requests for the waiver of prerequisites are considered by Assistant Academic Deans.

Corequisites
A corequisite is a course which is required to be taken simultaneously with another. For example: Preparatory Chemistry (CHEM100) must be taken in conjunction with College Algebra (MATH120).

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

Course Format
Every instructor is required to distribute a course format to students in a class. The course format contains information on the teaching methods to be employed in the class, student evaluation criteria and devices, required instructional materials, and other information pertinent to the organization and conduct of the class.
Student Schedules
Class schedules are available online (via WebAdvisor) or may be requested through the Office of Admissions, Records and Registration.

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

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

The Writing Sample, used to determine English course placement, is required of all students who are planning to register for English Composition I (COMP110) or Business Communication (OADM110).

The Mathematics Placement Test is used to determine the level at which a student is best prepared to begin the study of mathematics.

The Reading Test measures vocabulary and comprehension.

The Chemistry Placement Test measures comprehensive, basic chemical vocabulary and math applications. The Chemistry Placement Exam is only required for students planning to enroll in CHEM121.

American English as a Second Language Students for whom English is their second language should take the American English as a Second Language (AESL) placement test which consists of a Language Usage Test, a Reading Skills Test, and a Sentence Meaning Test. An oral interview may also be required. Students must contact the AESL Coordinator, at 215-968-8018, for information on testing, advising and registering for classes.

The purpose of placement testing is to assess the level of student learning and skills for placement at the appropriate level in courses. If test results do not meet the standards of college-level courses, students are required to register in courses which help them to improve their learning and skills and increase their opportunity to succeed in college work.

The placement tests are given on regularly-scheduled days and at other times when demand is adequate. For additional Placement Testing information and to view the Placement Testing Schedule visit www.bucks.edu/testing.

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

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

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

Who Must Be Tested
• All applicants and reapplicants for full-time or part-time status;
• Students with a degree or course work from a foreign country’s college or university;
• All students planning to enroll in reading, writing, or math courses, or CHEM121.

Exemptions from Testing (Waivers) Individuals qualifying for an exemption from Placement Testing must complete the Form available through the following link: www.bucks.edu/testing/assessment/php

• Previous Success in the College Level Course: Students who have taken English composition and/or mathematics courses from a regionally accredited college within the United States, and earned a grade of C or better in these courses, are exempt from Placement Testing for that course. In order to be eligible for this exemption, please contact your previous college(s) and request that they mail an official copy of your transcript to Bucks County Community College’s Office of Admissions.

• Already Earned a Bachelors Degree: Students who have already earned a Bachelors degree from a regionally accredited college within the United States are exempt from Placement Testing. In order to be eligible for this exemption, please contact your previous college(s) and request that they mail an official copy of your transcript to Bucks County Community College’s Office of Admissions.

• Senior Citizens: Students 65 years of age or older are exempt from the Math and Reading Placement Tests, but must take the Writing Placement Test to register for COMP110.

• Personal Enrichment: Students who at the time of application indicated they are enrolling at Bucks solely for personal enrichment (not seeking a degree or certificate program, or taking a course to transfer credit) are not required to take Placement Tests, unless they are enrolling as a full time student or in courses that specifically require Placement Tests.

• Questions regarding exemptions from Placement Testing can be directed to the Office of Admissions, at (215) 968-8100, testexempt@bucks.edu.

Testing Accommodations
If testing accommodations are necessary as a result of a physical or learning disability, notify the office of Disability Services, in advance, 215-968-8463 (V/TDD).
Use of Test Results
Depending upon placement test scores, students may be required to enroll in one or more of these courses:
AESL081 - Writing Fundamentals for International Students
AESL083 - Reading Fundamentals for International Students
AESL085: Oral Communication Fundamentals for International Students
AESC101 - Writing Skills for International Students
AESC103 - Reading Skills for International Students
AESC105 – Oral Communicative Skills for International Students
READ090 - Introduction to College Reading
READ110 - College Reading and Study Strategies
COMP090 - Basic Writing
COMP107 - Introduction to Rhetorical Skills
MATH090 - Pre-Algebra
MATH095 - Basic Algebra
CHEM100 - Preparatory Chemistry

Students who test into the above courses should complete them as quickly as possible at a required rate of no less than one per semester of enrollment.

Reading Placement:

<table>
<thead>
<tr>
<th>Score</th>
<th>Required Reading Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 (ESL)</td>
<td>AESL103 Reading Improvement for International Students (a required course, must be taken the semester immediately following the test)</td>
</tr>
<tr>
<td>Level 1</td>
<td>READ090 Introduction to College Reading (a required course, must be taken the semester immediately following the test)</td>
</tr>
<tr>
<td>Level 2</td>
<td>READ110 College Reading and Study Strategies (a strongly recommended course but not required)</td>
</tr>
<tr>
<td>Level 3</td>
<td>No Reading Course Required</td>
</tr>
</tbody>
</table>

Students with a Level 1 Reading score are limited in their enrollment to certain courses until they pass READ090 with a grade of C or better. Students who take READ090 must also successfully complete READ110 with a grade of C or better in the subsequent semester. All academic advisors have the list of currently approved courses for READ090 students. Students enrolled in AESL103 must next register for READ090 unless they take the placement reading test at the end of AESL103 and score at Level 2 or 3. Students must pass READ090 with a grade of C or better and a placement score of Level 2 or 3. Students enrolled in READ090 must next register for READ110 unless they take the placement reading test at the end of READ090 and score a level 3 and receive a C grade or better.

Inquiries about the reading test, scores, or course placement should be directed to the Reading Coordinator in the Department of Language and Literature, 215-968-8133.

Writing Placement

<table>
<thead>
<tr>
<th>Score</th>
<th>Required Writing Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>COMP090 Basic Writing</td>
</tr>
<tr>
<td>4</td>
<td>COMP107 Introduction to Rhetorical Skills</td>
</tr>
<tr>
<td>6</td>
<td>Depending upon major: COMP110 English Composition I or OADM110 Business Communication</td>
</tr>
</tbody>
</table>

Students placed in AESL081 must complete with (grade C or better) AESL081, AESL083, and AESL085. Students placed in AESL101 must complete satisfactorily (C grade or better) AESL101, AESL103, and AESL105 in order to move on to other courses. Inquiries about AESL courses, AESL scores, or AESL course placement should be directed to theAESL Coordinator in the Department of Language and Literature, 215-968-8018.

Students placed in COMP090 must complete the course with a C grade or better before they are permitted to register for COMP 107. Students placed in COMP107 must complete the course with a grade of C or better before they are permitted to register for COMP110 or OADM110.
Each student planning to take COMP110 English Composition I or OADM110 Business Communication is required to write a multi-paragraph placement essay.

Each essay will be read by two readers and scored 1 (lowest) - 6 (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 Pre-Algebra</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MATH095 Basic Algebra</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Depending upon major: MATH101 Intermediate Algebra or MATH110 Mathematics for Technology I or MATH101 Mathematical Concepts I or MATH102 Mathematical Concepts II or MGMT120 Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Depending upon major and previous coursework: MATH115 Elementary Statistics or MATH117 Finite Mathematics for Businesses or MATH120 College Algebra</td>
<td></td>
</tr>
</tbody>
</table>
Depending upon major MATH122 Trigonometry or MATH125 Pre-Calculus (if Trigonometry was previously studied) or MATH140 Calculus I (with appropriate high school background)

Depending upon major MATH125 Pre-Calculus

Depending upon major MATH140 Calculus I (with appropriate high school background)

In general, a Liberal Arts major could take either MATH101 or MATH102. Each course is independent of the other and either may be taken before the other.

MATH117 is not a preparation for calculus. It is for students in majors in business, biology, information science, and social science.

Students are not permitted to register for a course higher than the score level indicates but may register for lower level courses.

Inquiries about the Math placement test or course should be directed to the Department of Mathematics, Science, and Technology, 215-968-8305.

Chemistry Placement

In order to enroll in CHEM121, students must take and pass the Chemistry Placement Exam irrespective of any prior courses they have taken or degrees they have completed.

Inquiries about the Chemistry placement test or course should be directed to the Department of Mathematics, Science & Technology, 215-968-8305.

Transfer of Bucks Courses to Other Schools

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Transfer Services, first floor, Charles E. Rollins Center, 215-968-8031, offers materials and counseling helpful to students planning transfer. Students should consult with Transfer Services as early as their first semester at Bucks rather than waiting until they are close to degree completion. Since policies and procedures may change at transfer institutions, students should maintain contact with Transfer Services and with their transfer school’s admissions representatives during the course of their study at Bucks County Community College.

Course Audit

Students auditing courses are expected to attend classes regularly although they do not take examinations or receive a grade or credits for the courses. Standard tuition and fees are charged for audit registration. If space is limited, preference in registration will be given to those seeking academic credits.

Students wishing to audit the same course more than once must petition the Chairperson of the Department in which the course is offered for permission to register for the course. Under no circumstances, however, may the same course be taken for audit more than three times.

Students may register to audit courses or change their registration from audit to credit only during the specified drop/add period.

How to Make Changes after Registration

Changes of Curriculum

Students who wish to change their majors/programs of study must submit a Change of Major form available in the Office of Admissions, Records & Registration the Director’s office at the Lower and Upper Bucks campuses and at www.bucks.edu. The form must be returned to the Admissions Office.

Drop and Add

Each semester begins with a period when courses may be added or dropped with no grade being recorded. Students must complete and submit the required forms to have any drop/add changes officially recorded. Dates for this drop/add period (and related refund percentages) are published in each semester calendar.

Once the drop/add period ends for a semester, no further adds or late registration is permitted. Students may still withdraw from courses (with a grade of “W” recorded and no refund) until the date specified in the semester calendar. Any request to change to or from “audit” status must be submitted by the end of the drop/add period.

A course that begins later than the first week of a semester is known as a modular course. A modular course may be dropped or added no later than one day after its start date. Full refund for a modular course ends the business day before the course begins. 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 a instructor has withdrawn them from class(es). Students may appeal the withdrawal to the Committee on Academic Performance if they believe the instructor-initiated withdrawal is unjustified.

Student-Initiated. From the second week of classes (or its equivalent in summer sessions) until the deadline for student-initiated withdrawal (see the College calendar at www.bucks.edu for specific dates), students may withdraw from a course with a grade of W recorded on the transcript. The course instructor’s signature is not required. No courses may be added. A grade of F will be given for withdrawals made after the deadline.

Failure to attend class is not an official withdrawal. Students who discontinue class attendance and who do not complete the official withdrawal procedures may receive a grade of F.
Students may withdraw from a course(s) by completing a Withdrawal Form in the Office of Admissions, Records, and Registration. Students who are unable to withdraw from class(es) in person may do so by sending written notice, by letter, fax, or appropriate form, to the Office of Admissions, Records, and Registration. The withdrawal becomes effective the day that the Office of Admissions, Records, and Registration receives written notice. It must be received before the deadline which is stated in the College calendar.

Withdrawal after the Deadline.
Any student who needs to withdraw from class after the withdrawal deadline, as listed in the College Calendar, must provide evidence of the circumstances which require the late withdrawal. The student must file a petition for withdrawal with the Committee on Academic Performance. Petition forms are available in the Office of Admissions, Records, and Registration, the Director’s offices at the Lower and Upper Bucks Campuses, and in the Office of the Evening Director. If the appeal is denied by the Committee, the student may not withdraw from class. If the appeal is upheld and the instructor agrees with the Committee’s decision, the grade will be changed to a withdrawal.

No appeal for a change of a grade to W will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

Students completely withdrawing from the College must secure a clearance from the Financial Aid Office prior to submitting a withdrawal form.
Grading System
Each instructor will explain the grading system used in a course. Students are responsible for obtaining a clear understanding of the system.

Grades Numerical Points
A Excellent 90-100 4
B+ 87-89 3.5
B Good 80-86 3
C+ 77-79 2.5
C Average 70-76 2
D+ 67-69 1.5
D Lowest Passing Grade 60-66 1
F Failure Below 60
W Withdrawn
I Incomplete A grade of F is automatically recorded if course work is not completed within thirty calendar days after the start of the following academic year semester.

AU Audit
Advisory Grades
At the midpoint of each semester an S (Satisfactory) or U (Unsatisfactory) grade is reported for each student officially enrolled in a course. This grade is advisory only, indicates the quality of the work up to that point of the semester, and is not a permanent part of the academic record.

Satisfactory Academic Progress
To continue to be eligible for financial aid, students are required by federal and state regulations to make satisfactory academic progress towards the completion of their major.

To continue to receive financial aid from the federal aid programs, students must adhere to the “Satisfactory Academic Progress” policy outlined in the Financial Aid section of this catalog.

To continue to receive financial aid from the Pennsylvania Higher Education Assistance Agency (PHEAA), state regulations require that students be in good academic standing and progress an academic grade level for each year of assistance received. For the PHEAA Grant Program, students must successfully complete (Grade A,B,C, or D) at least twenty-four (24) credits for each academic year of state grant that is received.

Course Load
A full time course load is 12-18 credits. A part time course load is 11-11 credits. Students wishing to register for more than 18 credits in a semester must obtain approval for the overload from their academic advisor or the Department Assistant Academic Dean.

Grade Changes and Challenges
The College provides an appeal procedure for students who believe that a recorded grade is not the one earned in a course. Students should first see the course instructor to resolve the matter. If resolution is not achieved, then the Department Assistant Academic Dean should be consulted. The final step in the appeal process is the Committee on Academic Performance. It should be noted that only the instructor of a course makes a grade change. Other steps in the appeal process are advisory. Students are urged to retain all graded work until final grades have been received from the College.

No appeal for a change of a grade will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

Student Academic Scale
Acceptable: A cumulative grade point average (C.G.P.A.) of 2.000 or greater.

Academic Warning: An indication that students are experiencing academic difficulty and are “at risk” of not successfully completing their academic program.

Enrollment restricted to a maximum of 12 billable credit hours for the Fall and Spring semesters and a maximum of 6 billable credits in any summer session.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Credits Attempted</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>0-8</td>
</tr>
<tr>
<td>9-16</td>
</tr>
<tr>
<td>17-30</td>
</tr>
<tr>
<td>31-45</td>
</tr>
<tr>
<td>46-</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</td>
<td>3</td>
<td>3 x 3 = 9</td>
</tr>
<tr>
<td>PSYC110</td>
<td>3</td>
<td>3 x 2 = 6</td>
</tr>
<tr>
<td>MATH101</td>
<td>3</td>
<td>3 x 2 = 6</td>
</tr>
<tr>
<td>BIOL101</td>
<td>4</td>
<td>4 x 3.5 = 14</td>
</tr>
<tr>
<td>HLTH103</td>
<td>3</td>
<td>3 x 3 = 9</td>
</tr>
</tbody>
</table>

Thus, the Cumulative Grade Point Average is 44/16 = 2.75.

Academic Probation: A second level warning category. Students falling into this category are in serious academic difficulty and “at risk” of academic dismissal.

Enrollment restricted to a maximum of 7 billable credit hours for the Fall and Spring semesters and a maximum of 3 billable credits in any summer session, as well as other conditions as specified by the College. Appeals to enroll above the 7 credit limit will be heard by the Academic Performance Committee. Guidelines denoting acceptable and unacceptable appeals will govern all Academic Probation students.

Students who fall into one of the above categories and who pre-register for an upcoming semester will be restricted according to the conditions stated. Students who improve their academic status may adjust their schedules accordingly.
Academically Dismissed: A student who is on “Academic Probation” for two consecutive semesters and who earns less than a 2.0 semester G.P.A. will be separated from the college for the subsequent (fall or spring) semester. Further, the student will be prohibited from registering for any summer or intersession course while academically dismissed.

Students who have been dismissed must apply for readmission to the college. Permission to register (with attendant conditions) will be determined by the Academic Performance Committee. A formal appeal for reinstatement must be submitted to the Academic Performance Committee in the semester preceding the student’s intended re-enrollment. Readmitted students will be designated “Academic Probation” and the conditions described for that category will apply.

A mandatory period of separation of two semesters will be required for students who are “Academically Dismissed” for a second time. If a student is “Academically Dismissed” for a third time, a three year period of separation will be required, at which time the student may be eligible for the “Academic Restart” program.

Credits Attempted: Includes all academic credits taken at Bucks County Community College for which the final grades of A, B+, B, C+, C, D+, D, F were recorded. If a student repeats a course, the most recent grade will take precedence over the former in determining credits attempted. (See Repeating Courses.)

Credits Earned: Includes all academic credits taken at Bucks County Community College for which the final grades of A, B+, B, C+, C, D+, D, CX, P were recorded. Credits earned also include credits accepted through CLEP, AP, and other means.

Quality Points: Are determined by multiplying the academic credit hours of a course by the quality point value of the grade received (A=4, B+=3.5, B=3, C+=2.5, C=2, D+=1.5, D=1, F=0).

Academic Restart
This program is for students who attended Bucks in the past and compiled an unsuccessful academic record. The Academic Restart program provides certain students with an opportunity to redirect their academic goals or renew their college careers. This one-time-only option permits students to reset the Bucks County Community College grade point average (GPA) and the cumulative credits earned total to zero.

In order to be eligible for this program, you must meet these criteria:
- You have not been enrolled at Bucks County Community College for a period of three (3) consecutive years. The effective date of the restart is the semester you return to the College after the three year absence.
- You were never granted the Academic Restart option previously.
- You must take the College’s battery of placement tests administered by the Office of Testing.

Test scores are valid for placement purposes for three years. If a student does not enroll in the College within three years or register and fulfill courses tested into, new placement scores will be required.

Completing the Semester, Completing the Major
Final Examinations
Final examinations, for those courses in which instructors require them, are scheduled during the week following the last day of classes. Examination periods are two hours long.

The schedule of final examinations is posted throughout the campus several weeks before the end of classes and instructors giving final examinations in their courses announce in class the day, hour, and place of the examinations.

Students with conflicts in their final examination schedule take one of the examinations during the scheduled hour and arrange in advance with the department office to take the other at another hour. All final examinations are to be completed by the close of the final examination period.

If students must miss a final examination, notice should be given to the instructor or Department office in advance to avoid a failing grade on the examination. The instructor will determine if and when the final examination will be given.

Repeating Courses
Students may repeat courses in which they earned grades of D or F to improve these grades. Students wanting to repeat a course in which a C or higher grade was earned must petition the Assistant Academic Dean of the department in which the course is offered for permission to register for the course.

The grade earned by retaking a course is the grade, other than W, counted in the cumulative grade point average. The previous grade will continue to be recorded on the transcript but the semester hour and quality points will not be used in computing the total semester hours or cumulative grade point average.

Revisions in Major
(see page 6 “Revision in Major”) 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.

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 encompasses eLearning, hybrid, and face-to-face courses that use online technologies for instruction.

- **eLearning** courses provide the most flexibility for students, as they are taught completely online. Some classes may have a single on-campus orientation meeting.

Your coursework and interactions with your instructor and fellow students occur primarily online. Online instruction may be supplemented with printed or online textbooks and perhaps videos DVDs or CD-ROMs. Some courses require proctored testing. Email, discussion groups, and chat rooms provide a high degree of student-to-student and student-to-instructor interactivity.

Some eLearning courses may allow students to proceed at their own pace; others follow a schedule provided by the instructor.

- **Hybrid** courses meet on campus more than once, but replace some on-campus meetings with online instruction and interaction. Some courses may have as few as two or three on-campus meetings; others may meet weekly or on a more regular basis.

Not all hybrid courses have the same requirements for number, days, and times of face-to-face meetings. Additionally, hybrids may meet at any of our campus locations.

- **Face-to-face** courses meet on campus on a regular basis, and may also have online instructional components.

Many of our face-to-face courses use online extensions to provide additional notes, research, assignments, and links to further reading and study resources. Some instructors are also conducting quizzes and assessments online.

eLearning and Hybrid courses are fully accredited college courses. The credits earned and requirements fulfilled by them are identical to those for face-to-face sections of the same course. Application and registration procedures, tuition/fees, assessment tests and prerequisites are also identical to face-to-face classes. eLearning and Hybrid courses appear exactly the same as face-to-face courses on transcripts. All courses have specific beginning and ending dates. For greater scheduling flexibility, eLearning and Hybrid courses are also offered in 6 to 10 week formats with starting dates in March, April, May, June, July, October, and November.

**Technology Requirements**

Students in online courses should have regular access to a computer with a DVD/CD-ROM drive and an Internet connection. Comfort using a word processing program, web browser and email is also recommended. All three BCCC campuses, Newtown, Upper Bucks, and Lower Bucks, have computer labs available for student use.

**Who Should Take eLearning and Hybrid Courses?**

Self-motivated and self-disciplined students who can handle college level work and who are comfortable studying independently are successful in these courses. Online Learning provides the flexibility that mature students need to juggle their many responsibilities while advancing their career and personal goals in a more convenient manner. Successful eLearning and hybrid students include those with full-time jobs, homemakers with young children, the elderly, those on rotating work schedules, the disabled, and anyone who has difficulty traveling.

**Are eLearning & Hybrid Courses Right For You?**

If you answer yes to the following questions, then an online class may be for you:

- I need this course — NOW!
- I am self-motivated to study and self-disciplined at completing assignments without close supervision.
- I have time available each week to devote to the coursework.
- I have reliable access to an internet-connected computer with a CD or DVD drive.
- I usually have no difficulty understanding texts and written assignments.
- I am comfortable using, or learning to use, technology.

- I am comfortable communicating through email and/or discussion boards.
- I can attend an on-campus orientation meeting if one is scheduled (eLearning).
- I can attend all scheduled on campus meetings of the course (Hybrid).

There is a strong correlation between a student’s success in online classes and his/her maturity, past educational performance, and motivation. Students who are aware of the additional work and discipline required to excel in an online class are much more likely to succeed in that environment.

Some students mistakenly sign up for online courses believing the courses will be easier or the workload lighter because there are no regular face-to-face meetings. In reality, eLearning and hybrid courses often require more work and self-discipline than their face-to-face counterparts. For example, students should plan a minimum of 6-9 hours per week for each 15 week (standard semester) online course, 8-12 hours per week for each 10 week (modular) course and 12-15 hours per day for each Intersession course.

Students with weak study skills or who are marginally motivated are advised to register for face-to-face classes with more traditional classroom instruction and preset meeting times.

**Find Out More**

Full descriptions of all online courses, including the specific technology and meeting requirements for each course, can be found on our website at [www.bucks.edu/welcome](http://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](http://www.bucks.edu/online) or contact the Online Learning Office.
Our course offerings provide quality training, enhancement and advancement.

- ACT 48 for Educators
- Allied Health Professionals
- Certified Alcohol Counselors
- Certified Public Accountants
- Child Development Associates
- Food Service
- Information Technology Professionals
- Management
- Nursing
- Radiography
- Real Estate
- Tax Collection

Workforce Development Programs

Upon successful completion of the following training programs, students will receive a certificate from Bucks County Community College. Programs with an asterisk (*) also prepare individuals for industry standard certification and state licensure examinations.

- Allied Health Programs
- AMA Certificate Programs
- Certified Bookkeeper
- Child Development Associate*
- Construction Estimating
- Construction Management
- Construction Supervisory Series
- Electrical Pre Apprenticeship Program I
- Fashion Design
- Green Technician Basics/Technical Core Skills
- Human Resources
- HVAC Technician
- Information Technology
- Large Wind Turbine Technician
- Leadership & Management
- Lean Six Sigma
- Mechanical Maintenance/Mechatronics Technician Fast Start
- Non Profit Management
- Payroll Management
- Photovoltaic (NABCEP) Entry Level Certification Prep Course*
- Project Management
- ServSafe®
- Small Business Management
- Sustainable Building Advisors Program*
- Technical Writing
- Teller Excellence (Banking)

Allied Health Programs

Continuing Education for Nursing and Allied Health is responsive to the needs of the healthcare community for career training, enhancement and advancement. Our course offerings provide quality educational opportunities for a variety of practice specialties for those who wish to continue their professional and personal development. Programs with an asterisk (*) also prepare individuals for industry standard certification of state licensure examinations. Programs include:

- ARC Lifeguard Training
- ARC Water Safety Instructor
- Aquatics Fitness Instructor
- Bedside Harp
- Clinical Trial Specialist
- CPR & First Aid*
- Computed Tomography
- Continuing Education for Nurses
- Dental Assisting
- Direct Care Worker
- EKG Technician
- Gerontology
- Holistic Therapies
- Hypnotherapy
- Mammography
- Massage Therapy
- Medical Coding & Billing
- Medical Office Administration
- Medical Transcription
- Magnetic Resonance Imaging
- Nurse Aide Training
- Nursing Review & Reentry
- Patient Care Technician
- Personal Trainer
- Pharmacy Technician
- Phlebotomy Technician
- Reiki
- Thanatology

Information Technology Academy

The IT Academy provides the community with cutting edge, career focused training that prepares our diverse student population for vendor and vendor neutral certifications in an increasingly technology oriented society. Certified instructors focus on practical, hands-on applications throughout all courses and programs. The IT Academy promotes career awareness, skill development, and workplace experiences within the Information Technology field. Programs with an asterisk (*) also prepare individuals for industry standard certifications. Programs include:
- Networking and Computer Fundamentals
- A+ Certification*
- Net+ Certification*
- Linux+
- Security+ Certification*
- HTML, XHTML & CSS
- ASP.NET/ VB.NET
- CCNA*
- CCNA Security (Cisco IOS Security Network Security - IINS)*
- CCAP*
- MCSE/MCSA 2003*
- SQL (Database Basics)
- MCITP: Microsoft Technology Specialist (SQL Server 2005)*
- Microsoft SQL Server 2005 Business Intelligence*
- MCITP: Microsoft Certified IT Professional:Database Administrator*
- Microsoft Exchange Server Design and Implementation
- MCAS: Microsoft Certified Applications Specialist
- Prometric Testing Center
- Pearson VUE Testing Center
- Microsoft IT Academy
- Cisco Networking Academy
- Member CompTIA

For more information on IT Academy programs, please visit: www.bucks.edu/italley

Green Jobs Academy

The Green Jobs Academy is a new venture that includes a variety of academic and private industry partners in addition to Bucks County Community College. The Green Jobs Academy provides both long and shorter-term training programs geared toward workers looking for new skill sets in the green and sustainability industries. For more information on programs, please call 215-504-8532.

Business and Industry Services

The Center for Workforce Development provides customized training services for employers seeking to increase productivity, improve quality, and retain employees through workforce Education. Area of expertise include:
- AutoCAD
- Business Writing
- Computer Software Applications
- Customer Service
- Diversity Awareness
- Effective Communications
- Executive Management
- English as a Second Language
- First Aid & CPR*
- Industrial Safety
- Lean Six Sigma
- Mechanical Maintenance/Mechatronics
- Presentation Skills
- Skills Assessments
- Spanish for the Workplace
- Supervisory and Leadership Training
- Teambuilding
- Train-the-Trainer
- Employee Safety

Services are delivered at your location or one of our sites located throughout Bucks County. We offer relevant flexible, short format workshops designed to meet your objectives, and scheduled at your convenience. Call 215-968-8006 or go to www.bucks.edu/cwd.

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.

Online Learning

Ed2go, Galatin, Pro Train and ACT online courses provide the opportunity for students to continue their education by choosing from a variety of online courses in the following areas:
- Computers and Information Technology
- Foreign Language
- Industrial Technology & Safety Skills
- Management and Leadership
- Professional and Personal Development
- Adult Literacy/Employability Skills

We also offer online certification and license testing, workplace assessments, and educational and career guidance. Please visit us online at www.bucks.edu/actonline.

Adult Education Programs

Adult Education Programs are offered to county residents seeking to upgrade their basic skills or prepare for the GED exam. For program information call 215-968-8533. Employment assistance is available at the Team PA CareerLink sites in Perkasie 215-358-7755 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 year the Cultural Programs Office presents a variety of musical and theatrical programs of the highest quality aimed at providing the entire family with opportunities for cultural enrichment. Other College organizations sponsor concerts, art exhibits, poetry readings, music and theatre programs, as well as film and lecture series for both students and the public. For a complete brochure listing these events, call 215-968-8087.

Personal Growth and Enrichment

Opportunities for personal growth are offered in art, culture, fitness, health, language and more. In the summer, the Kids on Campus program for children provides a variety of enriching experiences, which are both fun and challenging. Additionally, enrichment programs for seniors are available both on and off campus at many retirement centers. Foreign Language classes are also offered in various elementary schools in Bucks County with the Foreign Language Experience (FLEX) program. Enhance, a program designed to supplement the educational experiences of homeschooled children in the local community offers a variety of courses each year in the spring semester. This program offers creative, interactive activities to augment the education that is taking place in the homeschool environment. Each course targets students in different age groupings, ranging from ages 5 to 14. For complete information, on our programs, call the Office of Continuing Education at 215-968-8409 or visit the website at www.bucks.edu/con-ed.
Transferring

Transfer Services
Transfer Services are available in the Student Services area of each of our three campuses. Counselors, a library of resources, and a web page are available to assist Bucks students with decision making for the transfer planning process. Visit www.bucks.edu/transfer or call 215-968-8031.

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 Bucks 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 are available at all three campuses and at 215-968-8195.
• 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;
• 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 Bucks courses transfer to their colleges.

Certain schools have direct transfer agreements with Bucks. These agreements guarantee a student junior status at the bachelor's degree school, if the student completes the appropriate Associate degree and meets specified admission requirements. 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 at all three campuses 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.
Pennsylvania State System of Higher Education (PASSHE)
The Pennsylvania State System of Higher Education (PASSHE) Universities includes the following PA Universities: Bloomsburg, California, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock and West Chester. The PA Transfer Credit Framework among these universities and PA community colleges allows students to transfer up to 30 credits of foundation courses from Bucks County Community College to any of the PASSHE universities or other PA community colleges and have those courses count toward graduation. The Framework includes courses in English, public speaking, math, science, art, humanities, history and the behavioral and social sciences. The website www.PAcollegetransfer.com outlines how to work with a transfer advisor to plan a smooth transfer and provides information on the transferability of foundation courses to any of the PASSHE universities.

Temple University
Bucks and Temple University have signed Dual Admissions and Core-to-Gen Ed 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-Gen Ed Agreement assures that students completing specific Associate Degree programs at Bucks will satisfy all Temple’s core requirements with the exception of two upper-level writing intensive courses.

www.bucks.edu/transfer
Academic Advising and Counseling Services

Academic Advising
Advising is a process by which students work with faculty advisors to discuss appropriate course selections and future educational plans. Discussion may also include assistance with understanding the institution’s curriculum, policies, and procedures, the transferability of skills and knowledge, academic success strategies, progress toward the degree, career objectives and transfer assistance. Students following a specific major or degree program are strongly encouraged to seek academic advising from faculty in the academic department in which their major is housed. Faculty Advisor contact information is made available to students via My Advisor on the student Web Advisor account.

Counseling
Counseling helps students to meet the challenges associated with their higher education endeavors. Student Planning Counselors assist students with transfer planning, career and major exploration, job search, understanding college policy and procedures, setting and working toward educational and life goals, and responding effectively when personal issues—such as family crises or depression—interfere with academics. While Bucks County Community College counselors do not provide long-term mental health therapy and do not replace outside help when indicated, they are an essential element in providing student support and ensuring student success.

Learning Resources
Learning Resources provides academic support for students, and professional development and training for faculty and staff members. Resources include Library Services, Online Learning, MInDSpace (Media and Instructional Design Lab) Services, 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 also 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
- 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
- Credo Reference: Information from over 300 reference sources covering all major subjects.
- EBSCOhost: 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
- 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
- MLA Bibliography by the Modern Language Association of America: includes literature, languages, linguistics, folklore
- netLibrary: search for thousands of electronic books online
- Opposing Viewpoints: provides information on social issues from diverging points of view
- Oxford Art Online: all aspects of the visual arts from prehistory to present
- Oxford English Online: reference work for musicians
- Oxford Music Online: reference work for musicians
- Oxford Reference: huge general reference database
- PsycArticles: full text database of psychology articles
- Safari Tech Books Online: computer and information technology books online
- ScienceDirect: science journals

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 (email) or IM a Librarian (chat) via the library web site. Other contacts:

Newtown: 215-968-8009
Lower Bucks Campus: 267-685-4825
Upper Bucks Campus: 215-258-7721
or visit www.bucks.edu/library for hours and additional information.

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.

MInDSpace (Media and Instructional Design Lab)
MInDSpace provides support to faculty in instructional design, new media literacies, and emerging technologies, and assists faculty members in developing assignments that take advantage of students’ multiple learning styles. MInDSpace staff members support students in carrying out multimedia assignments, providing an workspace, technical tools, and training in 21st Century literacy skills.

In addition, the team provides a wide variety of audio visual support to College programs on all campuses. Audio, video, and video conferencing equipment and support are provided for use in the instructional program, both credit and non-credit, for special campus events, and for use by campus organizations. Production services are also provided to capture events for archiving and streaming, and to develop presentations in support of College initiatives.
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, with supplemental assistance available in the Tutoring Center. Please call 215-968-8305 for information and hours.

Bookstore: The College Bookstore, located on the second floor next to the library, is a self-service operation for service to students, faculty, and staff. In addition to the required materials for all classes, the Bookstore carries stationery supplies, clothing, gift items, and greeting cards. Bookstore hours the first week of a semester are 8:30 a.m. to 9:00 p.m. Monday through Thursday; 8:30 a.m. to 4:00 p.m. Friday, and 10:00 a.m. to 2:00 p.m. Saturday. The second week store hours are 8:30 a.m. to 7:00 p.m. Monday through Thursday; Friday and Saturday are the same as the week before. The remainder of the semester store hours are 8:30 a.m. to 7:00 p.m. Monday through Thursday and 8:30 a.m. to 4:00 p.m. Friday; closed Saturday.

Refunds, under certain conditions, are allowed. See policy posted in Bookstore and KEEP YOUR RECEIPT.

The Bookstore conducts a used book buy-back at the end of each semester. Watch for dates in The Centurion, posted on bulletin boards throughout campus, or advertised on Visual Information Services (VIS) television monitors.

KEYS Program (Keystone Education Yields Success) KEYS is a grant funded program of the PA Department of Public Welfare (DPW). It has been designed to provide the opportunity for PA TANF (Temporary Assistance for Needy Families) cash recipients to enroll in Pennsylvania’s community colleges. KEYS students may be enrolled on either a part-time or full-time basis. DPW and PA’s community colleges provide a KEYS Facilitator to work with TANF students to help them get the services and support they need to be successful in college and achieve their career goals.

Bucks County Community College KEYS staff will provide career counseling, tutoring and academic support including help with financial aid, and discuss other supportive services available through the County Assistance Office, as well as assist in connecting the student to other community agencies and College resources.

How to enroll in KEYS: If you are currently enrolled at any of the Bucks County Community College campuses and are receiving TANF cash benefits, or if you are receiving TANF cash benefits and are not currently enrolled at BCCC, but would like to learn more about the program, contact the BCCC KEYS Facilitator, or your case worker at the County Assistance Office.

Bucks County Community College KEYS contact information: Newtown Campus, Charles E. Rollins Center, Room 16, 215-504-8621.

Adopt Student Services The Adopt 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 Adopt and Multicultural Student Services office is located in Pemberton Hall West and is open from 8:30 a.m. - 4:30 p.m., Monday through Friday. Appointments may be made for evening hours, if required. For assistance or information, call 215-968-8107/8137.

Perkins Academic Support Services (PASS) The Carl D. Perkins Vocational and Applied Technology Education Act of 1998 provides grants to colleges and secondary schools to improve student outcomes in vocational/technical education. Each year the College, with the assistance of the community based Participatory Planning Committee, develops and submits a plan to assist students enrolled in occupational degree and certificate programs. Most students enrolled in occupational majors at Bucks County Community College fall into one of the “special populations” or categories as defined in the grant. These categories include students who are educationally disadvantaged, economically disadvantaged, disabled, single parents, displaced homemakers, ESL (English as a Second Language), and persons in non-traditional majors.
Services provided through PASS include both direct and indirect supports such as purchasing and upgrading computer and technical equipment; technology oriented instructional support and supplies; new program development and implementation; direct tutoring, career development and advising assistance for students, and training and assistance to occupational faculty in upgrading technical skills.

The PASS Office is located in the Charles E. Rollins Center, first floor. 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 students who are undecided about choosing a major, setting occupational goals, planning their career, or searching for a job. Several services are offered:
• Individual counseling and group workshops on career exploration and job search.
• Print and digital resources for occupational research, job search, and career exploration.
• Interest and personality assessments, as appropriate.

Job Search Assistance
Students can view and apply for jobs, internships and volunteer opportunities through the Bucks Online Job Board at www.bucks.edu/jobs
• Employers post job openings and review student resumes
• Students can post their resumes (optional) and access full-time, part-time and seasonal job openings plus internships and Bucks work study openings online.
• Students registered on the Online Job Board can receive updates and announcements from Career Services about upcoming workshops and recruiting events like job fairs and information tables.
• Career Services hosts general job fairs throughout the semester at the three Bucks campuses plus two large scale profession specific job fairs each year at Newtown. Employers are encouraged to schedule visits to BCCC campuses to recruit students for available job opportunities or internships.

Career Services are available at all three campuses. Hours may vary when classes are not in session. Please call 215-968-8195 or visit www.bucks.edu/careerservices for more information.

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-Kinderergarten. 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/dele.

Drop-in care is available for pre-schoolers. For information, call 215-968-8180.

disAbility Services
Students with disabilities who are 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. 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
Admissions develops and implements programs and services for the purpose of recruitment, retention, and education of under-represented cultural groups and international students.

For more information, call 215-968-8107. International students, should visit www.bucks.edu/admissions/international for application information.
Security and Safety
This department is staffed by trained officers who patrol the Newtown campus buildings and grounds on a 24-hour daily basis, the LBC and UBC campuses all hours those campuses are open, and provide security and safety to the College community. Security and Safety officers render services that include motor vehicle registration and assistance, traffic control, routine campus-wide safety checks, crime prevention services, emergency assistance and also act as sources for directional and general information. The Office of Security and Safety is located in Cottage 4.

Emergencies
Report ALL emergencies, medical or otherwise to Security and Safety at 215-968-8395. Officers are trained in CPR/AED, First Aid, and are equipped to handle emergencies of all types.

Campus Crime Information

A daily log of reported complaints, statistical data and the Security Information Report are also published on the College's website at www.bucks.edu/security.

Parking Lot
Emergency Assistance
Each major campus parking area is equipped with an emergency two way communication system that allows immediate access to a staff member of the Office of Security and Safety. These emergency radio/phones are housed in white boxes identified by blue lights and large signs. Campus buildings and grounds are 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, AESL, 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.
• Course testing for On-Line Learning and Hybrid classes and Make-Up Testing for on-campus classes.
• Exam proctoring for Distance Learning students from other colleges.

Testing schedules can be viewed at on-line at www.bucks.edu/testing. This testing schedule can also be accessed by phone at 215-968-8460. Testing Services staff can be reached by e-mail through testing@bucks.edu or at 215-968-8466.

Transfer Services
Transfer Services staff members assist with transfer planning for students interested in pursuing a bachelor's degree Counseling is available at the Student Services area of each of our three campuses. Students planning to transfer should visit www.bucks.edu/transfer or contact 215-968-8031 for further information.

Veterans Services
The Veterans coordinator, located in the Hub, serves the needs of veterans on campus as the link between the Veterans Administration and the veteran. All students must register with the coordinator to receive G.I. Benefits and to initiate any action concerning the Veterans Administration.

To register for benefits:
1. Apply to the Veterans Administration for approval using the online application found at www.gibill.va.gov.
2. Consult the VA for determining which benefit is best for you.
3. Register for classes and complete the Veterans Certification and Deferment forms and submit these to the Veterans Coordinator. Both forms are required each semester for which you register.

Tuition Deferments are available for all veterans receiving benefits, who have no outstanding financial obligation to the College. The deferment is effective until the end of the semester; however you are responsible for tuition and fees, if you are denied benefits.

The “Stars & Stripes” Lounge, located in the Rollins Center, provides a welcoming space for our veterans to study, relax, or network. For more information, please visit our website at www.bucks.edu/admissions/vabenefits.php

Information Technology Services
Information Technology (ITS), is located in Pemberton Hall, and provides the technical planning, installation and support for the College’s technology infrastructure, including enterprise and web systems, instructional and administrative desktop and notebook computers, telecommunications equipment and voicemail systems, instructional support equipment, and network equipment and systems.

ITS supports multiple servers, primarily HP Unix and Microsoft Windows which host the College’s web page, email, student and administrative systems, web registration and related services, student files and programs, intranet, document imaging, library and other instructional and administrative support systems. The servers are connected to the campus-wide Ethernet-based network, running multiple network protocols. ITS also supports the Internet connections to the College’s Internet Service Provider and to the Public Safety Training Center, Lower Bucks Campus and Upper County Campus, including providing Internet2 services to the College and county school districts.

ITS provides primary desktop support to instructional labs and offices throughout the College. This support includes assistance with the selection, procurement and deployment of desktop and notebook computers, printers and instructional/audiovisual and video conferencing equipment.

The Enterprise Systems group in ITS is primarily responsible for development, support and training for the College’s administrative systems, including student records, applications, registration, assessment test scoring, tuition and billing, grading, schedules, transcripts, degree audits, financial aid, budget, general accounting, accounts payable, accounts receivable, human resources and payroll, and the foundation office’s gift and pledge processing. ITS also supports web-based registration, and other online services such as student records, degree audit, test scores, grades, transcripts, class rosters, and schedules, as well as the College web services which include the website and intranet.
Food Service
The campus food service operation is under the direction of a private contractor, Culinart Inc. Located at the Newtown campus in the Charles E. Rollins Center, the Cafeteria has a seating capacity of 1,000. A variety of hot and cold food is available. The food service is open, except on holidays, from 7:30 a.m. to 8:45 p.m. Monday through Thursday; from 7:30 a.m. to 1:30 p.m. on Friday and 7:30 a.m. to 1:00 p.m. on Saturday. When College is not in session, and on holidays, hours are variable and posted in advance. Vending machines for candy, pastries, hot and cold beverages, and sandwiches are available at all times outside of the cafeteria area, Founders Hall and scattered throughout campus. The Upper and Lower Bucks Campuses have 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/life/housing.php and is updated regularly by the Student Life Information Center.
Student Life Programs

Getting Involved in student activities can lead to success in many areas of life both during and after one’s term as a student.

Getting Involved in your College brings the obvious benefits of peer contact, productivity, and meaningful leisure time. But in addition to that, students participating in activities, clubs, or organizations also gain the opportunity for practical application of their classroom skills to a working project and the experience that can round out their resumes.

Getting Involved in student leadership opportunities will enable you to discover your leadership potential, build your confidence, and develop and/or sharpen skills you will use throughout your life.

Student Life opportunities and programs are on every Bucks campus. The Office of Student Life Programs assists students in supplementing academic experiences with experience in service, social, and recreational pursuits. This Office not only helps students in programming extracurricular activities, those viewed primarily as active, fun, or social. It also helps in programming co-curricular activities, those which are related to academic pursuits at the College and which help improve skills in communication, organization, and leadership and demonstrate acceptance of responsibility.

The Office of Student Life Programs is located in the Rollins Student Center, second floor and can be reached at 215-968-8257. Please visit us on the web at www.bucks.edu/life/slic.php.

Student Judicial Process

Bucks County Community College is committed to the integrity and personal growth of each individual. Joining the College community obligates members to make positive contributions to the community and be accountable for their own behavior. As adults and members of the community, students are expected to conduct their lives in a manner that is consistent with good citizenship. The Office of Student Life Programs holds all Bucks students accountable to the College Code of Conduct which is found under Student Records, Rights & Responsibilities portion of the college catalog, in the Student Planner, and online at www.bucks.edu/catalog. The staff in the Office of Student Life Programs will respond promptly and fairly to all behavioral problems in a confidential and neutral manner.

Student Government Association

The Student Government Association (SGA) is the elected representative student structure of the College. The functions of this organization include the representation of student interests, the coordination of campus activities for clubs and organizations, and the planning of social activities through the administration of the College Activity Fee.

The Student Government Association is composed of several standing committees. The Student Government consists of four officer and five councilor positions.

Elections are conducted each spring semester by the Student Government Association through the Election Committee. Elections are conducted for officers and representatives positions.

The Director of Student Life Programs is the advisor for Student Government Association.

The Student Government Association office is located in the Rollins Student Center of the Newtown campus, Room 111-2. Contact the Student Government Association at 215-968-8375 or on the web at www.bucks.edu/life/sga

Student Programming Board (SPB)

The Student Programming Board is dedicated to planning and providing educational, cultural, social, and recreational activities for the students of Bucks County Community College. Whether it be coffee house music performers, coffee and donut nights or welcome week festivities, the Board strives to maintain a variety of programming through the efforts of its student 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 exist on campus. This has enabled students to grow and succeed in many aspects of their lives. Contact the Student Life Office at 215-968-8257 or cipriano@bucks.edu for more information.

Civic Engagement/ Volunteering/ Community Service

Looking to do some volunteering or community service? When you volunteer in the community, you gain new friends, life experience and resume building skills. Student Life Programs has a database of community agencies, contact information, programs, and events that will fit any student’s needs. Contact the Student Life Programs Office at 215-968-8257 or go to the website: www.bucks.edu/life/volunteer.php.

Educational Enrichment Programs

The sole mission of Educational Enrichment Programs (EEP) is to introduce subject matter considered to have educational value to the students of Bucks County Community College. The mode will be through speakers, performances, discussions, and multimedia. Our goal is to graduate well rounded students who are exposed to a variety of ideas and opinions that will assist them in creating their own educated decisions and opinions. Contact 215-968-8015 or kayer@bucks.edu for more information.

Bulletin Boards

Policies and procedures on the use of Student Life bulletin boards must be obtained from the Office of Student Programs in the Charles E. Rollins Center, Room 112. In order to prevent damage to painted and finished surfaces, only bulletin boards may be used to post notices. All postings must be approved and stamped by the Student Life Information Center (SLIC) prior to being posted. Posting approvals at the Upper Bucks and Lower Bucks campuses will be handled by the Executive Director of each campus.

New Student Orientation

All new students to Bucks are expected to attend New Student Orientation. Orientation is designed to help students successfully make the transition to college life at Bucks. Whether one has just graduated from high school, is transferring in from another college, or is a returning student, the Orientation experience will assist 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.

Athletics
The College offers intramural and club sports along with intercollegiate athletics. It is a member of the Eastern Pennsylvania Collegiate Conference and also a member of the NJCAA Region XIX in the sport of golf.

Varsity Fall Sports
Men’s Basketball,
Women’s Basketball, Men’s Baseball,
Coed Golf, Coed Soccer,
Women’s Volleyball,
Equestrian (Hunt Seat & Western)

Varsity Winter Sports
Men’s Basketball

Varsity Spring Sports
Coed Golf, Coed Tennis,
Men’s Baseball,
Equestrian (Hunt Seat & Western)

Athletic Director: Dr. Priscilla Rice ricep@bucks.edu, 215-504-8537

The Intramural Program runs from 12:30-1:30 p.m. every Tuesday and Thursday. Some or all of the following activities are offered: flag football, volleyball, basketball, softball, and tennis. Students are encouraged to submit their ideas for future events to the Intramural Office 102 in the Gym Lobby.

The tennis courts are available to students when no classes are in session. The Gym is available during intramural and open gym hours that are posted outside of office 102 in the Gym. There is open swimming during posted hours.

Physical education facilities include tennis courts, and fields for archery, soccer, baseball and softball. The physical education building features a swimming pool and a gymnasium.

Wellness Center
The Bucks County Community College Wellness Center offers a new model for health. This model addresses itself to enriching life, preventing illness and encouraging individuals to accept a greater degree of responsibility for their own life and well-being. This commitment to the positive is at the heart of a wellness lifestyle.

The Wellness Center programs include Physical Fitness Assessments and Personal Fitness Training through the Health Enhancement System, Sport-Specific Conditioning programs, individualized and group Weight Management Counseling through the Healthy Choices Program and various health and wellness-related programs and events. The Wellness Center, located outside the gymnasium, contains state-of-the-art testing and exercise equipment. Individuals can receive comprehensive fitness tests and personalized fitness programs designed specifically to suit their needs. The Wellness Center has a variety of aerobic training equipment inclusive of treadmills, elliptical trainers, rowers, versa-climbers and exercise bikes. The center also provides a large selection of resistance training modalities including two comprehensive resistance training stations, two Selectorized cable stations and an extensive free weight area.

The Wellness Center is open for use to all current students and staff of the College. Identification cards are required of all members of the Wellness Center. Each member is required to complete a signed Agreement and Waiver of Liability form, as well as a Physical Activity Readiness Questionnaire prior to beginning exercise within the Wellness Center. For more information call 215-968-8447.

College Committees
Participation in the College’s committees includes faculty, students, and administrators, as determined by the President.

Administrators are appointed to College committees by the President of the College. Faculty representatives for committees are nominated by the faculty through their representative organization. These nominations are submitted to the President of the College for appointment.

Students are nominated to serve on committees by the Student Council. The nominations are submitted to the President of the College for appointment.

Students are appointed to those College committees which annually request student representatives.

Music
For students interested in musical performing activities, the College offers a variety of organizations sponsored by the Department of the Arts. Some College-owned instruments are available for use by students in instrumental ensembles. It is possible to receive College academic credit for participation in some of these organizations. College-wide participation is encouraged. Students should contact the Department of the Arts Office, 215-968-9425, concerning meeting times and details of the following:

Musical organizations open to non-music majors: BC3 Music Society, Concert Choir, Jazz Orchestra, Contemporary Singers, Madrigal Singers, BCCC Symphonic Orchestra.

Ensembles are opened to students who meet the stated prerequisites. Brass, Guitar, Piano, Sax, Percussion, Bass, and Woodwind.

Alumni Association
Since 1983, the Bucks County Community College Alumni Association has provided leadership and means for the College’s alumni to unite in their efforts to support and strengthen the institution. Its mission is to keep the alumni well informed about the College and the Association and to support the College community by raising funds that will directly benefit students and student services. The Alumni Completion Scholarship, which is annually awarded at the College’s Honors Convocation in May, the “Leave a Legacy” program, and a variety of other events and awards all promote and recognize Bucks’ growing student and alumni population. The College encourages the more than 200,000...
individuals who have enrolled in courses to remain active in supporting Bucks County Community College through its alumni programs. The Alumni Association also offers those who graduate with an associate's degree, complete a certificate program, or accumulate a minimum of 30 credits at Bucks the opportunity to apply for a “Key to the College” Alumni Card. This complimentary membership card allows graduates to take full advantage of the many benefits Bucks offers its alumni.

For more information about the Alumni Association or to update an Alumni file, call 215-968-8224, email alumni@bucks.edu or visit www.bucks.edu/alumni.

Use of College Facilities
Requests for use of College facilities should be directed to the Office of the Dean of Administration. For guidelines and information please call 215-968-8301.

Types of requests include, but are not limited to, training programs, state and local conferences, social affairs of non-profit community groups and local schools, shows, exhibits, and festivals.

As a rule, facilities will be limited to single event scheduling. Groups wishing to use the facilities for regular meetings must do so on a month-by-month basis. Fees may be involved.

Requests for permission to solicit funds on the campus by off-campus organizations will not be considered.
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.
1. A concern or complaint that a College employee engaged in sexual harassment may be reported to the Office of Security and Safety and the Office of Affirmative Action and Equal Opportunity (EEO) Officer and College Coordinator for Sexual Harassment Policy compliance efforts (Room 130, Tyler Hall, 215-968-8090).

2. Firearms and other weapons are prohibited on all Bucks Campuses.

3. All fees must be paid before the date of the violation. Payments are accepted in Student Accounts in the HUB 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.

4. Unpaid parking fines are considered financial obligations to the College and will result in withholding of student grades, transcripts, registration, or other official records.

5. 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.

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 payment is made to remove the boot and all outstanding fines have been satisfied. 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.

6. Appeal of Violation Notices/Parking Privileges

Violation Notices may be appealed to a special Traffic Appeals Committee, and appeal forms are available at the Office of Security and Safety located in Cottage 4.

Completed appeal forms must be received in the Office of Security and Safety, within 14 calendar days of the date of the violation.

A concern or complaint about a student may be reported to the Director for Student Life Programs.

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).

**Guide dogs are the exception.** All requests for additional exceptions should be directed to the Office of Security and Safety.

**Buildings and Grounds**

Skateboarding, rollerblading, ice skating, skiing, sledding and snowmobiling are prohibited on the grounds and in the buildings of all campuses.

**Buildings - Hours of Use**

College buildings are closed from midnight to 6:00 a.m. Exceptions will be considered for special events. All requests for exceptions should be directed to the Office of Security and Safety at least three days in advance.

**Children/Visitors**

All children under the age of sixteen must be accompanied by a student, faculty, or staff member, who will stay with them, in order to utilize College facilities. "Children are not permitted to attend class with a parent or guardian."

Community members or visitors will be asked to register with the Office of Security and Safety. Should these persons exhibit disruptive behavior, they will be asked to leave. If it becomes necessary, Security will be called.

**Emergency Calls**

Emergency telephone calls to students should be made only to the Office of Admissions, Records, and Registration, 215-968-8100. That office will try to contact students in their scheduled classes or, if possible, elsewhere on campus. The content of the emergency message will be given to students for their decision on any further action. Non-emergency calls are discouraged and may be refused by Admissions, Records, and Registration.

**Lost and Found**

If you have lost something, please notify the Office of Security and Safety immediately. A lost and found drop is located at the Student Life Information Center in the Charles E. Rollins Student Center or the Office of Security and Safety, Cottage 4 (Newtown Campus).

**Mail**

The College is not responsible for delivery of student mail. Under no circumstances should students give the College as their mailing address. For purposes of intra-campus mail, each club and organization is assigned a mailbox located in the Student Life Information Center of the Charles E. Rollins Center.

**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.

Motorists are advised that all Pennsylvania laws and regulations pertaining to the use of motor vehicles apply to all drivers and vehicles on all campuses of Bucks County Community College.

**Every vehicle parked on the campuses of Bucks County Community College is required to display a valid parking permit.** Permits are free and 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.** Students and employees may register as many vehicles as needed, but permits may not be transferred from one vehicle to another.

**Student parking is permitted in Lots A, B, C, D, and E. Parking in the Visitors Lot by either employees or students is prohibited at all times.** Vehicles parked in violation of campus regulations may be subject to ticketing.
For assistance, there are 16 emergency call boxes on the Newtown Campus, providing direct contact with the Office of Security and Safety.

Evening Student Shuttle Service
The College operates a shuttle service Monday through Thursday nights between 6:00 p.m. and 11:00 p.m.

Students will be picked up in the parking lots and dropped off between Penn Hall and Founder’s Hall. After class, students will be picked up between Penn Hall and Founder’s Hall and dropped off near their vehicles.

Visitors
College departments expecting visitors should notify the Office of Security and Safety and secure visitor permits. These can be mailed to visitors along with parking instructions.

Visitors to campus should park in Lot B-Visitors Area. If this area is full, visitors are requested to report to the Office of Security and Safety, located in Cottage 4, for issuance of a permit and instructions on where to park.

Special Parking
Arrangements for all special, temporary and visitor parking permits are coordinated through the Office of Security and Safety.

• “30-minute” parking spaces are located in Employee Lot K for Admissions visits only.
• “Short-term” (15 minute) parking spaces are located in front of the Cottages for use by anyone who requires only a few minutes to transact college business.

Handicapped Parking/Temporary 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.

Parking arrangements are also available to individuals with temporary mobility impairments. Applications for these “Infirmary” spaces are available from the Office of Security and Safety.

Overnight Parking
Parking on campus between the hours of 12:00 midnight and 5:00 a.m. is prohibited, except for those people who have prior approval from the Office of Security and Safety.

Miscellaneous
Parking near the baseball field is at your own risk.

The college is not responsible for the safety of vehicles or their contents.

Additional information concerning parking and the operation of motor vehicles on campus is available at www.bucks.edu/security

Handicap Access
Elevators:
• Allied Health Building
• Founders Hall (right side)
• Gateway Center (left side, rear of building)
• Pemberton Hall (rear of Admissions)
• Penn Hall (left side)
• Charles E. Rollins Center - outside rear entrance connecting with the Fireside Lounge and Library

Ramps:
• Charles E. Rollins Center - Fireside Lounge
• Founders Hall
• Hicks Art Center - main entrance and rear hallway
• Cooper Homestead - main entrance
• Penn Hall - right side and rear entrances
• Portable Classrooms - each entrance
• Tyler Hall - front entrance and inside first floor

Evening Student Shuttle Service
The College operates a shuttle service Monday through Thursday nights between 6:00 p.m. and 11:00 p.m. Students are picked up in the parking lots and dropped off behind Penn Hall and Founder’s Hall. After class, students are picked up behind Penn and Founder’s Halls and dropped off near their vehicles.

Emergency Closings
Snow, ice or other types of emergency conditions may force the college to cancel or delay the start of classes. Announcements are made on the college main telephone number (215) 968-8000 and website, www.bucks.edu, as well as a number of radio stations including KYW RADIO 1060 AM (Philadelphia) and TV stations including CHANNEL 3-KYW.

All stations announce the name of the school, except for KYW which uses code numbers to provide the status of classes at the college.

Closing codes are as follows:
760 - Code number for Newtown/Bristol day classes, including Saturday and Sunday
759 - Code number for Perkasie day classes including Saturday and Sunday.
2760 - Code number for Newtown/Bristol evening classes.
2759 - Code number for Perkasie evening classes.

It is important for everyone to remember the following information when a delayed opening is announced:

One (1) hour delay - all classes ending prior to 10:00 AM are cancelled. Classes starting prior to 10:00 AM, but ending after 10:00 AM, would be held from 10:00 AM until regular class ending time. To aid Physical Plant in clearing roads/sidewalks, the gates to campus will not be opened until 9:30 AM. Employees and students are not to arrive at the campus prior to 9:30 AM.

Two (2) hour delay - all classes ending prior to 11:00 AM are cancelled. Classes starting prior to 11:00 AM, but ending after 11:00 AM, would be held from 11:00 AM until regular class ending time. To aid Physical Plant in clearing roads/sidewalks, the gates to campus will not be opened until 10:30 AM. Employees and students are not to arrive at the campus prior to 10:30 AM.

NOTE: The College will not open for evening, Saturday or Sunday classes on a delayed basis.
Student Privacy

Buckley Amendment
This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Education Rights and Privacy Act (FERPA) Office concerning alleged failures by the College to comply with the act.

Local policy explains in detail the procedures to be used by the College for compliance with the provisions of the act. Copies of the policy can be obtained in the Office of Admissions, Records, and Registration in Pemberton Hall and at www.bucks.edu. An appendix to the policy contains a Directory of Records which lists all education records maintained in regard to students by the College.

Questions concerning FERPA may be directed to the Office of Admissions, Records, and Registration. The College has designated the following student information as public or Directory Information. Such information may be disclosed by the College for any purpose.

- Name
- Address
- Telephone number
- 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; publication of newspapers, commencement programs, etc.; recognition of participation in College sports and activities by publishing in newspapers, programs, etc.; and, student insurance plans that are approved by the Board of Trustees of the College. Directory Information will not be disclosed for purposes unrelated to activities approved by and associated with Bucks County Community College. Examples of these unrelated activities are: developing mailing lists to engage in a commercial enterprise; dissemination of political information; solicitation of funds by individuals, agencies, and institutions; and notification of opportunities to attend meetings of, engage in a contract with, 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.

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 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 post-graduate activities. This study includes information on numbers of students transferring to other colleges and universities and locating full and part-time jobs.

Additional information on retention rates, number of students completing majors, and similar types of information should be requested from: Office of Institutional Research, Bucks County Community College, Newtown, PA 18940.

The College’s contact person for Student Consumer Information Services is the Director of Financial Aid. Questions and requests for information should be directed to: Director of Financial Aid, Bucks County Community College, Newtown, PA 18940.
As a result of the Higher Education Amendments of 1998, the following list and brief descriptions are being made available so that students and parents will know what office(s) to contact for required disclosures:

- Rights Under Family Education Rights and Privacy Act - This Act was written to protect the privacy of education records. Questions may be addressed to the Office of Admissions, Records and Registration.

- Completion/Graduation Rates - This will show completion or graduation rate of cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program of study within 150% of the normal time for graduation or completion. Questions may be addressed to the Office of Institutional Research.

- Report on Athletic Program Participation Rates and Financial Support Data - Includes disclosures regarding institutional revenues and expenses attributable to intercollegiate athletic activities as well as disclosures regarding athletic participation. Questions may be addressed to the Department of Health, Physical Education and Nursing.

Student Right-to-Know Act
In response to the Right-to-Know and Campus Security Act, Public Law 101-542 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 ombudsman for students and can assist in directing students to the most appropriate area or person to resolve concerns. Counseling services, Assistant Academic Dean, and area administrators can also provide assistance in this area.

Students are encouraged to address concerns in an appropriate and timely manner and to utilize resources available to best assist in the process.

Procedure
1. Students should discuss their concern/issue with faculty, or at point of origin.
2. If the issue is not resolved, student should consult with the appropriate dean or department head.
3. If the issue is still unresolved, the student should consult with the Provost/Dean, Academic Affairs
4. If a student thinks he is not getting a fair hearing or feels the need for an ombudsman, the student should contact the Dean, Student Affairs.

Student Body Bill of Rights and Responsibilities
Rallies, Free Speech, and Communication
1. The College affirms the right of its students to hold rallies, speeches, and demonstrations after students observe the routine procedures designated by orderly scheduling of facilities and activities. In order to permit the normal and uninterrupted use of buildings, picketing shall be confined to out-of-doors in such a manner as to permit normal and orderly egress and ingress.
2. The placing of signs, posters, and banners shall be in conformity with the regulations set forth in this Catalog.

Rights
1. Freedom of expression in the classroom.
2. Protection against improper academic evaluation.
3. Protection against improper disclosure on the basis of 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: College Code of Conduct

Student Responsibilities
It is the expectation of the faculty and administration of the College that students will act maturely and develop the ability to lead and govern themselves.

In order to provide the maximum opportunity for learning and to support the mutual respect necessary within the teaching/learning environment, students are expected to adhere to the following guidelines within the classroom, laboratories, library, and other College facilities and on College sponsored trips.

Students are expected to:
a. report to class on time and remain for the duration of the class.
b. be responsible for all material covered and announcements made within class, even when absent from class.
c. come to class prepared (completed homework and readings).
d. refrain from conversations whenever the instructor or another student is speaking.
e. maintain an atmosphere conducive to the teaching/learning process.
f. silence all electronic devices during class.
1. Infractions/Violations
The following student actions are Code of Conduct Violations and may result in sanctions:

a. Plagiarism or academic cheating.
b. Forgery or alteration of the College identification card or records.
c. Destruction of, damage to, malicious misuse of, or abuse of College property, or personal property on campus.
d. Assault upon another person or the threat thereof while on campus.
e. Theft of College property or personal property on campus.
f. Lewd or indecent conduct on campus.
g. Possession, use, or sale of unauthorized narcotics or illegal substances on campus.
h. Unauthorized use, possession, or sale of firearms or other dangerous weapons on campus.
i. Drunk and/or disorderly conduct on campus.
j. Possession of alcoholic beverages on campus property except where expressly authorized by the President.
k. Sexual harassment
l. Violation of other College rules and regulations after publication, distribution, or posting thereof in such a manner to ensure fair notice to the student.
m. Willful destruction of the passageway, or exit or entrance to the College campus, of a College building or facility, or any portion thereof.
n. Failure to provide proper identification of oneself when requested by a College official including security officers, faculty, and staff members.
o. Failure to respond to official correspondence and communication from the College.
p. Gambling on College property.
q. Smoking in unauthorized locations.
r. Disruptive behavior or conduct.
s. Misrepresentation of proper identification of oneself in the transaction of College business and dealings with College officials and representatives.
t. Unauthorized possession of animals on College premises.
u. Abuse of privileges of access to electronic information and communication.

II. Sanctions
If a student is found guilty of a violation(s) one or more of the following sanctions may be imposed:

a. Expulsion: permanent separation of the student from the College. Notification will appear on the student's transcript and the official disciplinary file in the Office of Student Life Programs. The individual will also be barred from College premises.
b. Suspension: separation of the student from the College for a specified period of time. Notification may appear on the student's transcript. Notification will appear in the official disciplinary file. The individual shall not participate in any College sponsored activity and may be barred from College premises.
c. Temporary Suspension: the College reserves the right to temporarily suspend any individual charged under the Code with any violation which is a serious threat to the physical well being of any individual(s) or property. In the event of such temporary suspension, a hearing must be held before the appropriate College official within seven (7) calendar days of the date of the incident or discovery thereof.
d. Monetary Fines: not to exceed $125. Notification will appear on the student's financial records and in the official disciplinary file.
e. Restitution: the student is required to make payment to the College or other persons, groups, or organizations for damages incurred as a result of commission of a Code violation.
f. Other Sanctions: to include disciplinary probation consisting of written letters of reprimand, restrictions upon participation in College activities, requirement of formal apologies, explanations, and assignments of research and/or work projects. Other academic sanctions might include expulsion from a class or instructor initiated withdrawal from a course or courses. See policy on cheating and plagiarism for sanctions related to these violations.

III. Procedures
Any person who exhibits conduct not in keeping with the established standards of the College is subject to penalty with possible fine, probation, suspension, or expulsion from the College. Any member of the College community may charge any other member of the College community with a Code of Conduct violation.

A. Violations
All Code of Conduct violations must be filed in writing within seven (7) calendar days of their occurrence:

a. Non-academic (non-classroom) violations must be filed with the Director, Student Life Programs in the Office of Student Life Programs.
b. Academic violations regarding plagiarism and cheating must be filed with the Provost/Dean of Academic Affairs.
c. Academic violations regarding classroom offenses must be filed with the appropriate Assistant Academic Dean in the Academic Affairs Division. Academic violations regarding classroom offenses in Integration of Knowledge (INTG) classes must be filed with the INTG Coordinator.
1. Non-classroom oriented violations are filed with the Director, Student Life Programs in the Office of Student Life Programs.

The following procedure will take place after a non-classroom Code of Conduct violation:

When a Code of Conduct violation is filed, the Director, Student Life Programs will issue written notice of the code violation to the alleged code violator(s) within seven (7) calendar days of receiving the code violation incident report. This notification will include the alleged violator (s) and date, time, and location of the disciplinary hearing.

There are two options for a hearing in a non-classroom oriented violation:

a. Option #1 for disciplinary hearing:
   The alleged code violator(s) may choose to have the hearing with the Director, Student Life Programs. The Director, Student Life Programs will meet with the alleged code violator(s) in a one-on-one setting. Once all evidence has been reviewed, the Director, Student Life Programs has the option of deciding any sanctions at that time. The Director, Student Life Programs will inform the alleged code violator(s) of the official College ruling in writing no later than seven (7) calendar days following the disciplinary hearing.

b. Option #2 for disciplinary hearing:
   The alleged code violator(s) may choose to have the hearing with the Student Judiciary. The Student Judiciary is a committee of five (5) students who will review the code violation, evidence, and documentation and make a written recommendation regarding findings and sanctions against the alleged code violator(s) to the Director, Student Life Programs. The Director, Student Life Programs will review the recommendation of the Student Judiciary. The Director, Student Life Programs will inform the alleged code violator(s) in writing of the official College ruling no later than seven (7) calendar days following the disciplinary hearing.


3. Academic violations regarding classroom offenses:
   Disruptive classroom behavior and other classroom offenses will be filed with the Assistant Academic Dean in the department where the violation occurred, or with the INTG Coordinator for such offenses in INTG classes. Faculty make primary decisions regarding student discipline in the classroom. These decisions are subject to review by the appropriate Assistant Academic Dean responsible for the department, or by the INTG Coordinator for those classes.

The following procedure will take place after a classroom Code of Conduct violation:

   Faculty member will ask the student to cease the disruptive or code violating behavior.

   a. If student does not cease the behavior, the faculty member may ask the student to leave the class.

   b. If asked to leave a class, the student must meet with the faculty member before the next scheduled class meeting to resolve the behaviorial issue before continuing in the class.

   c. If in subsequent classes the student does not change his/her disruptive or code violating behavior, the faculty member will refer the student to the Assistant Academic Dean or the INTG Coordinator responsible for that department or class for a disciplinary hearing.

   d. The Assistant Academic Dean or the INTG Coordinator will give the alleged code violator(s) written notice of what they are accused within seven (7) calendar days of the most recent violation, including the date and time of their hearing.

   e. A disciplinary hearing will be conducted by the Assistant Academic Dean or INTG Coordinator who will determine the sanctions, if any.

   f. The Assistant Academic Dean or the INTG Coordinator will inform the alleged code violator (s) in writing of the official College ruling no later than seven (7) calendar days following the disciplinary hearing.

B. Appeals
   • Appeals to all rulings may be made in writing within fourteen (14) calendar days of the disciplinary hearing date.

   • All academic oriented appeals will be filed with the Provost/Dean of Academic Affairs.

   • Non-classroom oriented appeals will be filed with the Dean, Student Affairs.

   • A subsequent appeal may be made in writing within fourteen (14) calendar days of the Dean level appeal hearing date to the College President. The decision of the College President shall be final.

C. Disciplinary Records
   Student disciplinary records are kept by the Office of Student Life Programs. These records are:

   • confidential;

   • available for examination by the student upon request;

   • held indefinitely;

   • excluded from an academic transcript and placement record;

   • disclosed to all persons only upon subpoena, by written permission of the student, or as provided for elsewhere in this document.

IV. Enforcement

Enforcement of a College Code of Conduct requires the cooperation of the college community.

• The ultimate responsibility for enforcement of the Code of Conduct rests with the College President and Board of Trustees.

• The College President may delegate enforcement of the Code of Conduct to appropriate College administrative officials and staff members.

• Chief responsibility for the enforcement of academic-oriented violations rests with the Provost/Dean, Academic Affairs.

• Chief responsibility for the enforcement of non-academic oriented violations rests with the Vice President/Dean, Student Affairs.

College Policy Regarding Cheating and Plagiarism

The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors. This assumes that all work will be done by the person who purports to do the work without unauthorized aids. In addition, when making use of language and some idea not his or her own, whether quoting them directly or paraphrasing them into his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a footnote.

Individual instructors are responsible for completing the Plagiarism/Cheating Incident Report within fourteen (14) days of the discovery of an offense. The instructor should maintain copies and forward originals of the Report and supporting documentation to the Office of the Dean of Academic Affairs. The Dean of Academic Affairs will notify the instructor’s Assistant Academic Dean, the student’s Assistant Academic Dean, and the Dean of Students.
Instructors should include in their course formats an explanation of the Cheating and Plagiarism Policy and its penalties. The Office of the Dean of Academic Affairs will maintain a central record and monitor all policy violations.

Penalties for Cheating and Plagiarism

First Recorded Offense
When an instructor charges a student with cheating or plagiarism, the instructor must complete a Plagiarism/Cheating Incident Report within fourteen (14) days of the incident's discovery. The instructor must take one of the following two actions:

Level 1—Issue a warning with the requirement that the offending portions of the work be revised.

-OR-

Level 2—Issue an automatic failing grade (F) for the work in question, e.g., quiz, essay, examination.

Second Recorded Offense
When the Office of the Dean of Academic Affairs receives a Plagiarism/Cheating Incident Report, a review of the central record file will be made to determine if any previous incidents have been reported on the same student. If one previous offense has been recorded, the instructor filing the Incident Report will be contacted and must resubmit the Incident Report taking one of the following two actions:

Level 3—Issue an automatic withdrawal grade (W) for the course. (This action must be taken within the normal course withdrawal period).

-OR-

Level 4—Issue an automatic failing grade (F) for the course.

NOTE: Instructors should always complete the Incident Report as a First Recorded Offense unless contacted by the Office of the Dean of Academic Affairs to resubmit the Incident Report as a second offense.

Third Recorded Offense
If the Office of the Dean of Academic Affairs receives a third recorded offense on the same student, it will notify the instructor and the College will take the following action:

Level 5—Three year suspension from the College.

- Any incident or penalty, except Level 5, shall be levied by the instructor in writing and recorded in the Office of the Dean of Academic Affairs.

- No information pertaining to the offense shall be disclosed to external entities such as colleges, employers, or agencies.

Cheating and Plagiarism Appeals
Normal appeal routes shall be followed with normal time allocation for the student to seek counsel, should he or she desire to appeal the instructor's actions.

- Appeals pertaining to Levels One and Two should be directed to the Assistant Academic Dean. If resolution is not achieved at that level, the final step in the appeal process is the Dean of Academic Affairs.

- Appeals pertaining to Levels Three and Four should be directed to the Committee on Academic Performance.

- Appeals pertaining to Level Five should be directed to the Dean of Students.

Responsible Use of Electronic Communications
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, photocopiers, 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.

Personal computers are issued to faculty and staff with College licensed software installed. Other software can be installed only by authorized staff after proper licensure information has been supplied to either Learning Resources Technology Services or Information/Network 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 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. Student users should report such abuse to Information Network Services at 215.968.8472.

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 email 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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Public Safety Training Center

Information Technology Services
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Network & Technology
Desktop Operations
Audio Visual Systems

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Clark, Adrienne, Coordinator, Foundation and Alumni Development; BA, Rivier College
Blough, Debra, Administrative Assistant; BS, Delaware Valley College

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Ford, William, Executive Assistant, Academic Affairs; BA, Catholic University of America; MS, DA, Lehigh University
Lovett, Terri, Senior Administrative Assistant; AA, Bucks County Community College

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Kush, Lynn, Administrative Assistant; AA, Bucks County Community College

Perkins Academic Support Services (The PASS Center)
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McGann, James, Computer Instructional Support;

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Cutshall, Sharon, Administrative Assistant; AA, Bucks County Community College

Lower Bucks Campus
Sell, James, Executive Director; AA, Bucks County Community College; BA, MEd, Temple University
Scott, Robin, Coordinator, Campus Services; BBA, Ohio University; MBA, Pennsylvania State University
Tomkins, Christine, Administrative Assistant
Kalix, Lynn, Information Technology Services

Upper Bucks Campus
Altemose, Rodney, Executive Director; BA, York College; MS, Shippensburg University; EdD, Wilmington University
Fillman, James, Coordinator, Campus Services; BA, DeSales; MA, Rider University
Glass, Paul, Technical Support
McLaughlin, Sandra, Administrative Support; AA, Bucks County Community College
Reilly, Mandy, Counselor; BA, Mt. St. Mary’s University
MA, The College of New Jersey

The following list includes full-time staff members at presstime. For a complete and updated staff directory (full-time and part-time) visit www.bucks.edu.
Learning Resources
McCreary, Maureen, Dean, Learning Resources; AB, Cornell University; MS, Simmons College; PhD, Rutgers University
Bornsak, Mary Ellen, Instructional Designer; BA, Holy Family College; MS, Philadelphia University
Puchalski, Marilyn, Professor, teaching and learning technologies; AB, College of William and Mary; MS, Drexel University
Smith, Dolores, Administrative Assistant

Learning Technologies Services
Carter, Karl, Director, Learning Technologies Services; BS, University of the Arts
Fafalios, John, Media Services Operations Technician; AA, Bucks County Community College; BA, Temple University
Spier, Paul, Media Services Operations Technician; AA, Bucks County Community College; BA, Temple University

Library
McCann, Linda, Director, Library Services; BS, SUNY at Oneonta; MS, Catholic University
Fritz, Jacqueline, New Media Librarian; BA, Dickinson College; MS, Drexel University
Hemmig, William, Online Learning Librarian; BA, University of Pennsylvania; MFA, Columbia University; MLS, Rutgers University
Johnstone, Brian, Digital Resources Librarian; BA, Eastern College; MS, Drexel University
Montet, Margaret, Information Literacy Librarian; BM, MM, Temple University; MLS, Rutgers University
Ostrowski, Marzena, Collection Management Librarian; MS, State University of New York at Buffalo; MS, Warsaw University School of Law and Administration
Seibert, Matthew, Emerging Technologies Librarian; BA, Millersville University; MS, University of Pittsburgh
Brown, Kate, Specialized Support; BA, Richard Stockton College
Gilmore, Barbara, Specialized Support; AA, Mt. San Antonio Community College
White, Deborah, Specialized Support, Technical Processing; AA, Bucks County Community College

Online Learning
Davidson, Georglyn, Director, Online Learning & User Support; BA, Pennsylvania State University
Seufert, Carol, Assistant Director, Online Learning; BS, University of Phoenix
DiPrimio, Jennifer, Coordinator, Online Learning Student Services; AA, Bucks County Community College
Schwartz, Cheryl, Administrative Assistant

Technology Learning Center (TLC)
Sette, Liz, Director; BA, Chestnut Hill College; MEd, Pennsylvania State University
Chaffinch, Brian, Specialized Support; BS, Willington University

Tutoring Center
Tracey, Nicole, Director, Tutoring Center; BA, St. Peter's College; MA, The College of New Jersey
Humphries, Lauren, Tutorial Coordinator, Writing; BA, Gwynedd-Mercy College; MA, Arcadia University
Traub, Charlene, Tutorial Coordinator, Math; BSE, Mansfield University

Academic Departments
Department of the Arts
Mathews, John, Assistant Academic Dean; BS, Skidmore College; MFA, University of Pennsylvania
Orlando, Fran, Director, Exhibitions/Artmobile; BA, University of Delaware; MA, Philadelphia College of Art
Cafiero, Susan, Administrative Support
Lamartine, Ann, Administrative Assistant; AA, Bucks County Community College
Laub, Patricia, Administrative Assistant
Powers, Patricia, Administrative Assistant
Baumeister, Jeff, Assistant Professor; BM, William Paterson University; MM, University of the Arts
Bresnen, Steven M., Professor, Music Area Head; BM, MM, DMA, Ohio State University
Byer, Jack, Professor; BA, Boston University; MA, PhD, Carnegie Mellon University
Dominez, Frank, Professor; BFA, Pratt Institute; MFA, Yale University
Dumlaio, Maria, Instructor; MFA, Hunter College; BA, Rutgers College
Feeback, Ronald, Associate Professor; BA, Mary Baldwin College
Ferdinand, Edward, Assistant Professor, music; BM, MA, The Juilliard School
Friedman, Caren, Professor; BFA, Cornell University; MFA, Cranbrook Academy of Art
Hagen, Susan, Assistant Professor; BFA, Minneapolis College of Art and Design; MFA, Cranbrook Academy of Art
Hoffman, Michael, Professor; BA, C.W. Post College; MA, New York University; PhD, New York University
Konkel, Jean, Professor, Multimedia Area Head; BS, Drexel University; MS, University of Houston
Mayer, Roberta, Associate Professor, Visual Area Head; BS, MS, BA, Rutgers University; MA, PhD, University of Delaware
McMillan, Cameron, Associate Professor; BFA, Indiana University; MFA, Yale University
Milhous, Rochelle, Assistant Professor, music; BA/BM, University of Washington; MM, New England Conservatory
Pentimall, Michelle, Associate Professor; BA, West Chester University; MA, Eastern Michigan University
Queeney, Shawn, Associate Professor; AS, Lackawanna Junior College; BS, Wilkes University; MA, Bloomsburg University
Rozenratter, Douglas, Professor; BA, University of South Florida; MA, Northwestern University
Sfirri, Mark, Professor; BFA, MFA, Rhode Island School of Design
Sheridan, John, Associate Professor; BM, Temple University; MA, New York University
Tumminello, Wendy, Assistant Professor; BS, University of Maryland; MFA, American University
Wilkinson, Daniel, Associate Professor; BA, Davidson College; BFA, Indiana University; MFA, Yale University School of Art
Witham, Kimberly, Assistant Professor; BA, Duke University; MFA, University of Massachusetts-Dartmouth
Business Studies
Zaheer, Thomas, Assistant Academic Dean; BS, Wilkes College; MBA, Temple University; CPA (PA)
Kuna, Mary, Administrative Assistant;
Gift, Kathy, Administrative Support; AA, San Diego Evening College
Grow, Joan, Administrative Support;
AA, Bucks County Community College
Aglow, Mitchell, Assistant Professor;
BA, Pennsylvania State University; JD, Duquesne University
Angeline, John, Instructor; AA, Bucks County Community College;
BS, Post University
Arrowood, Earl, Professor, HRIM & chef apprenticeship;
AOS, Culinary Institute of America;
BS, Florida International University;
MS, Rochester Institute of Technology
Ashmen, Barry, Professor, management/marketing;
BS, MEd, Rider College; EdD, Temple University
Beem, Charles, Professor, management & marketing;
AA, Bucks County Community College;
BBA, MBA, Temple University
Biegel, Bernard, Professor, accounting; BS, La Salle College;
MBA, University of Notre Dame; CPA (PA)
Dilcher, John, Associate Professor, accounting;
BS, Kutztown University; MBA, Rosemont College
Donegan, Gail, Instructor, STC; BSMT (ASCP) CPI (ACA)
BSMT College of Staten Island, SUNY
Dunn, Colleen, Associate Professor, management/marketing;
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MA, Webster University
Giannini, Richard, Professor, paralegal;
BSC, University of Notre Dame;
JD, Temple University School of Law
Goldman, Martin, Associate Professor, HRIM;
BS, Temple University; MS, University of Pennsylvania
Grady, Lori, Associate Professor, accounting;
BS, University of Delaware; MBA, LaSalle University
Gredone, Kelly, Associate Professor, management/marketing;
BS, MBA, Philadelphia University
Imber, Bruce, Instructor, management & marketing;
BS, Drexel University; MBA, Columbia Business School
Koerber, Kenneth, Professor, accounting; BS, Villanova University
Luce, Greg, Assistant Professor, management/marketing;
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Manders, Anita, Professor, office administration;
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Moy, Robert, Associate Professor, accounting;
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Toland, Judith, Associate Professor, accounting;
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Health, Physical Education & Nursing
Rice, Priscilla, Assistant Academic Dean;
BS, Johnson C. Smith University; MS, Iowa State University;
PhD, University of Iowa
Keane, Claire, Director, Associate Degree Nursing;
BSN, Villanova University; MSN, University of San Diego
Clark, Saurra, Administrative Assistant;
Barris, Cindy, Assistant Professor, nursing;
BSN, MSN, Holy Family University
Bobbie, Mary, Professor, nursing;
BSN, MSN, Thomas Jefferson University
Boehling, Mark, Instructor; MS, BS, West Virginia University
Bradshaw, Scott, Assistant Professor, health & physical education;
BA, Millersville University; MEd, Temple University
Coyne, Steve, Instructor; BS, West Chester University;
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DeSpirito, Diane, Assistant Professor, nursing;
BSN, LaSalle University; MSN, Gwynedd Mercy College
Garcia, Linda, Associate Professor, nursing;
BSN, University of Pittsburgh;
MSN, The State University of Pennsylvania
Grace, Evelyn, Instructor, nursing, RN, AS, BN
Gwynedd Mercy College; MSN Holy Family University
Green, Eleanor, Professor, nursing;
RN, BSN, Central Philippine University;
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Jones, Dec, Assistant Professor, health & physical education;
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Singer, Susan, Professor, nursing; BSN, Lebanon Valley College;
MSN, Gwynedd Mercy College
Strecker, Ann Marie, Instructor, nursing;
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MSN, University of Phoenix
Treglia, Linda, Assistant Professor; BS, Hunter College;
MS, Lehman College
Wierenga, Jan, Assistant Professor, nursing;
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**Language & Literature**

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**Field, Chris,** Administrative Assistant; AA, Bucks County Community College; BSBA, Thomas Edison State College

**Schafer, Donna,** Administrative Assistant; AA, Bucks County Community College; BSW, Temple University

**Wilson, Terri,** Administrative Assistant

**Bates, David,** Professor; BA, Virginia Commonwealth; MAT, University of Florida; MA, George Mason University

**Bruck, Sarahlyn,** Instructor; BA, California State University; MA, California State University

**Bursk, Chris,** Professor; BA, Tufts University; MA, PhD, Boston University

**Cianni, Patricia,** Instructor; BS, West Chester University; MA, Rowan University

**Diamond, Jenn,** Assistant Professor; BA, University of California San Diego; MA, University of California; PhD, University of California SD

**doCarmo, Stephen,** Assistant Professor; BA, MA, Radford University; PhD Lehigh University

**Eichert, Sherry,** Assistant Professor; BA, Chatham College; MS, Gwynedd-Mercy College

**Engle, Patricia,** Assistant Professor, language & literature; AA, Bucks County Community College; BA, Holy Family University; MA, Arcadia University; PhD, Lehigh University

**Estes, Sharon,** Instructor; BA, Cedarville College; MA, Ohio State University

**Freeman, James,** Professor, M.A.T.W. Humboldt University; BA Reed College; AA Shasta College

**Gilmore, Dr. Lois,** Professor; BA, Parsons College; MA, University of California, Riverside; PhD, Temple University

**Groth, Charlie (Susan Charles),** Assistant Professor; BA, Middlebury College; MA, College of New Jersey; University of Pennsylvania; PhD, University of Pennsylvania

**Hennessey, Michael,** Associate Professor; BA, MA, M Ed, Temple University

**Hoey, Allen,** Professor; BA, SUNY at Potsdam; MA, DA, Syracuse University

**Kandl, Cecile,** Associate Professor; AA, Union County College; BA, LaSalle University; MA, University of Notre Dame; PhD, Lehigh University

**Kelleway, Kelly,** Assistant Professor; BFA, University of Southern California; MA, California State University, Fullerton; PhD, University of California, Riverside

**Kobylinski, Wayne,** Instructor; BA, University of Richmond; MA, PhD, University of North Carolina-Chapel Hill

**Kumarage, Erangee,** Assistant Professor; BA, University of Maine; MA, PhD, Lehigh University

**Luciano, Elizabeth,** Instructor; BA, MFA, University of Massachusetts, Amherst; MA, PhD, Lehigh University

**May, Denise,** Associate Professor; BA, LaSalle University; MEd, Temple University

**O’Neill, Steve,** Professor; BA, Duquesne University; MA, Carnegie Mellon University

**Piotrowicz, Julie,** Assistant Professor; BA, St. Lawrence University; EdM, Temple University

**Pratofoirito, Ellen,** Professor; BA, MA, PhD, Rutgers University

**Reder, John,** Instructor; BA, MA, PhD, UCLA

**Rogers, Tony,** Associate Professor; BA, University of Wisconsin-Madison; MS, Columbia University

**Rubin, Alan,** Assistant Professor; BA, Lafayette College; MA, Lehigh University

**Rusnak, Matthew,** Professor; BA, Temple University; MA, University of Pennsylvania; PhD, Rutgers University

**Shakely, Joseph,** Instructor; BA, LaSalle University; MA, University of Delaware

**Smolen, Carol,** Professor; BA, Ohio State University; MA, Spanish, University of Pennsylvania

**Strauss, John,** Professor; BA, Franklin and Marshall College; MA, University of Pennsylvania

**Toro, Arlene,** Assistant Professor; BA, University of Puerto Rico; MA, Temple University

**Venditto, David,** Instructor; BA, Rider University; MA, The College of New Jersey

**Math, Science and Technology**

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**Geddes, Ann M.,** Administrative Assistant; AA, Bucks County Community College

**Staroscik, Lorraine,** Administrative Support

**Donley, Donnie,** Biology Lab Supervisor; AA, Bucks County Community College

**Young, Sarah,** Chemistry Lab Supervisor; AA, Bucks County Community College

**Afshar, Amir,** Assistant Professor; biology; BS, Tehran University; MS., Shahid University; PhD, Tehran Tarbiat Moallem University

**Chen, Kay,** Professor, computer science; BS, MS, University of Wisconsin

**Corn, Joann,** Associate Professor, biology; BS, Millersville University; MS, East Stroudsburg University

**Cornell, Doreen,** Associate Professor, computer science; BS, Millersville State University; MA, Trenton State College

**Crowley, John,** Associate Professor, computer science; BS, Widener University; MBA, Philadelphia College of Textiles and Science
Delahanty, Christine, Assistant Professor, physics; BS, Villanova University; MS, University of Pennsylvania
El Naggar, Letícia, Professor, chemistry; BS, MS, National University of Mexico; PhD, Ohio State University
Erickson, Joseph, Assistant Professor, mathematics; BS, MS, California State University
Fitt, Elaine, Assistant Professor, mathematics; BS, Gwynedd-Mercy College; MA, Arcadia University; PhD, Loyola University
Fratantaro, Stefanie, Associate Professor, mathematics; BS, Trenton State College, MA, Villanova University
Geoghan, Debra, Associate Professor, computer science; BS, Temple University; MA, Beaver College
Gleim, George, Professor, mathematics; BA, North Central College; MA, Loyola University; Ed D, Rutgers University
Goshorn, Stephen, Assistant Professor, bio-technology; BS, Cook College, Rutgers University; PhD, University of Minnesota
Heeney-Stemple, Millicent, Assistant Professor, biology; BS, Ursinus College; MS, Philadelphia College of Osteopathic Medicine
Klein, Nelson, Professor, physics; BS, PhD, Drexel University
Klicka, Mary Ann, Professor, mathematics; BA, Mount St. Mary; MEd, Trenton State College
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Korb, Barbara, Professor, computer science; AA, Bucks County Community College; BA, Temple University; MBA, Philadelphia University; MFA, University of the Arts
Lane, June, Instructor, Computer Science, BA, University of Maryland, MS West Chester University
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Martin, Lisa, Professor, mathematics; BS, St. John’s University; MS, Polytechnic Institute of Technology
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Phillips, Paul, Associate Professor, biology; BS,Indiana University of Pennsylvania; MS, Indiana University of Pennsylvania; PhD, Pennsylvania State University
Porche, Robert, Associate Professor, information science; BS, Southern University; MEd, Loyola University
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Taylor, Stephen L., Professor, mathematics; BS, Pennsylvania State University; MA, University of California
Termine, Janine, Assistant Professor, mathematics; BS, ME, Pennsylvania State University; MA, Villanova University
Webb, Kathy, Professor, biology; AB,Immaculata College; MS, St. Joseph’s University; MEd, Temple University
Wehner, André, Assistant Professor, physics; BS, Humbolt-University; MS, Idaho State University; PhD, Utah State University
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Social & Behavioral Science
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Brahinsky, David, Professor, philosophy; BA, Brooklyn College; MA, Brooklyn College; PhD, SUNY Binghamton
Bunkin, Mitchell, Professor, history & political science; BA, MA, University of Pennsylvania
Chambers, Alli, Instructor, history & sociology; BS, Fisk University; MA, Temple University
Cobb, Mark, Assistant Professor, humanities & philosophy; AB, BA, MA, University of Georgia; PhD, University of California
D’Auria, Kate, Instructor, education; BA, College of the Holy Cross; MEd, University of Pennsylvania
Ellis, Harvey, Instructor, criminal justice; AB Psychology, Temple University; EdM, Temple University
Fallon-Kline, Kathie, Professor, psychology; BA, Moravian College; MEd, Kutztown State University; PhD, Temple University
Fisher-Olsen, Patricia, Instructor, Coordinator, historic preservation; MS, Pratt Institute
Ford, William, Professor, psychology; BA, Catholic University of America; MS, DA, Lehigh University
Horbach, Sachi, Assistant Professor, psychology; BA, Millersville State University; MA, Immaculata College; PsyD, Chestnut Hill College
Kapinski, Karen, Professor, education & psychology; AB, Douglass College; EdM, Rutgers University; PhD, Temple University
Kepler, Marianne, Associate Professor, psychology; AA, Bucks County Community College; BA, Immaculata University; MA, Rider University
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Niclaus, Erin, Instructor, Sociology; BS, Saint Joseph’s University; MA, Lehigh University
O’Brien, Raymond, Professor, geography; BA, Hunter College; MA, McGill University; PhD, Rutgers University
O’Keefe, Thomas, Professor, education; BA, LaSalle University; MA, Villanova University; Graduate work, University of Pennsylvania
Probst, T. Max, Instructor, sociology; MA, William Paterson University; BA, University of Southern Maine
Ready, Jack, Associate Professor, economics; BS, MA, Temple University
Rieger, Albert, Associate Professor, economics; BA, La Salle College; MS, Purdue University
Ritchie, Robert J., Associate Professor, criminal justice; BS, Temple University; MS, St. Joseph’s University
Sedik, Deborah, Assistant Professor, psychology; BA, MEd, MS, Lehigh University
Shah, Mehul, Assistant Professor, philosophy & religion; PhD, City University of New York; BA, Clark University
Starr, Wilma, Professor, psychology; BA, Muhlenberg College; MEd, Temple University
Sutton, Martin, Professor; BS, Holy Cross College; MA, Harvard University
Totten, Jason, Instructor, history; BA, MA, West Chester University
Walsh, Joseph, Professor, anthropology & sociology; BS, Villanova University
Wolf, Anthony, Professor, sociology; BA, LaSalle University; MS, London School of Economics
Physical Plant
Grisi, Mark, Executive Director; AA, Bucks County Community College; BS, Drexel University; MA, Goucher College
Snyder, Martin, Director, Buildings & Grounds Services; BS, Penn State University; MBA, Temple University
Ryan, Gary, Supervisor, Plant Operations; Calhoun MERB Engineering School
Aja, Ed, Manager of Electrical Services;
Lowery, Terrie A., Director, Custodial and Trans. Services; BBA, The Wharton School
Christopher, Robert, Custodial Supervisor, 2nd shift;
Krier, Harry, 3rd Shift Custodial Supervisor;
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Lieber, Cathrine, Administrative Support;
Foley, Rosemary, Specialized Support; AA, Bucks County Community College

Purchasing
Loughery, James E., Director; BS, St. Joseph's University; MBA, La Salle University; CPM
Hammerman, Bruce, Buyer; BBA, Temple University; MBA, La Salle University
Bonfig, Kathy, Assistant Buyer
Cauvin, Denise, Administrative Support

Security & Safety
McCauley, Dennis, Director, Office of Security and Safety; BS, La Salle University; MS, Villanova University
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McGinnis, Mary, Administrative Assistant
Piccotti, Olivia, Administrative Support

Student Accounts
Scarborough, Sandy, Supervisor, Student Accounts; AA, Bucks County Community College
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Student Affairs, Planning & Assessment
Dawkins, Karen, Vice President, Planning & Assessment and Dean, Student Affairs; BS, Wagner College; MA, Syracuse University
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Admissions, Records & Registration
Barlow, Marlene, Director, Admissions; BA, St. Joseph’s University; MA, LaSalle University
Korn, Nancy, Director, Records; AA, Bucks County Community College
Maley, Robert, Director, Registration; BA, Villanova University
Anzalone, Danielle, Assistant Director of Admissions; B.S., University of Pittsburgh
Clark, Francis, Assistant Director, Enrollment; BA, Temple University; MA, New York University
Gannon, Rosemary, Assistant Director, Registration; BA, Temple University
Weber, Linda, Coordinator, Admissions Front Counter Services; BS, Elizabethtown College
Brandt, Bonnie, Telephone Operator; AA, Mercer County Community College; BA, The College of New Jersey
Cleal, Li, Transcripts
Gleason, Joseph, Receptionist; AA, Bucks County Community College
Grunneimer, Casey, Administrative Assistant; Jones, Janelle, Archiving
Luyando, Maria, Administrative Assistant; AA, Bucks County Community College
Marchini, Donna, Application Specialist
Nelson, Marianne, Files
Rueh, Olga, Telephone Operator; AA, Bucks County Community College
York, Gladys, Graduation; AA, Bucks County Community College

Advising & Counseling Services
Hagedorn, Christine, Assistant Dean, Advising and Student Planning; BS, St. John’s University; MBA, Wagner College
Sell, Betsy, Director, Counseling & Success Grant Programs; BA, Muhlenberg College; MEd, Lehigh University
Hazlett, Katharine, Administrative Assistant
Gilligan, Jim, Faculty Counselor; BA, Millersville University; BS, Drexel University; M Ed, Temple University
Reilly, Mandy, Faculty Counselor; BA, Mr. St. Mary’s University MA, The College of New Jersey

Career & Jobs Services
Riffee, Sarah, Administrative Assistant; BA, Temple University

Disability Services
Cooper, Marie, Director; BS, Syracuse University; MS, Virginia Commonwealth University
Zipin, Marge, Learning Disabilities Specialist; BA, University of Rochester; MEd, Lesley University
Raymond, Maryellen, Administrative Support; BS, East Stroudsburg University

Early Childhood Learning Center
Short, Dee, Director; BA, Villanova University

Enrollment Services
Kulick, Elizabeth, Assistant Dean, Enrollment Services; BA, M Ed, Antioch University; JD, Rutgers University School of Law
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Financial Aid
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Young, Nicole, Assistant Director; AA, Bucks County Community College; BS, Temple University
Christopher, Angela, Specialized Support
Forsyth, Amy, Specialized Support; AA, Bucks County Community College
Karl, Kristal, Financial Aid Representative; AA, Bucks County Community College; BA, Shippensburg University
Shukes, Diane, Specialized Support
Solar, Sandra, Specialized Support
Webb, Jennifer, Financial Aid Representative; BA, West Chester University

Institutional Research
Yetman, Barbara, Executive Director, Planning, Research and Assessment; BS, Montclair State University; MA, Rider University
Boyle, Christine, Director; PhD, Rutgers University; MEd, BA, The College of New Jersey; AA, Bucks County Community College
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**Marketing & Public Relations**

Kaufmann, Marta, Executive Director; AB, Bryn Mawr College; MAT, Johns Hopkins University

Bacher, Steve, Director, E-Marketing; BA, Wesleyan University; MFA, The University of Texas at Austin

Dufner, Michael, Graphic Design Coordinator; BFA, College of New Jersey

Dolan, Jean, Assistant Director, Public Relations; AA, Bucks County Community College; BA, MA, La Salle University

Mahoney, Ann, Administrative Assistant; AA, Bucks County Community College

**Student Life**

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Colello, David, Specialized Support; BA, Boston University

Brandt, Carol, Administrative Assistant, Student Life

**Telephone Operators**

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Rueh, Olga, AA, Bucks County Community College

**Testing Center**

Woodruff, Lou, Director, Testing Services; DMA, Doctoral Fellowship, MA, BS, Temple University

Sorens, Arlene, Administrative Assistant; BS, Harcum College; BA, Temple University; MEd, College of New Jersey

Cataldi, Christine, Administrative Support

**Transfer Services**

Ford, Barbara, Director; BA, MA, Catholic University

Bergen, Debra, Assistant Director; BA, Ithaca College; MA, Rider University

Cook, Jan, Administrative Assistant; B.F.A., Virginia Commonwealth University

**Continuing Education**

Miller, Barbara, Vice President, Continuing Education, Workforce Development & Public Safety; BA, Gwynedd Mercy College; MA, Villanova University

Gillespie, Christine, Assistant Vice President for Continuing Education/Workforce Development; BS, Indiana University of Pennsylvania; MS, Pennsylvania State University

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Baker, Janet, Director, Allied Health; BS, MEd, The College of New Jersey

Christianson, Joan, Director; BA, West Chester University; M Ed, College of New Jersey

Laskey, Michelle, Director, Practical Nursing

Lee, Jonathan, Director, Theater & Community Programming

Leodore, Marie, Director, Radiography Program; MS, University of Medicine and Dentistry; BS, Drexel University; ARRT

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Bonelli, Carol, Coordinator, Nurse Aide Training; MSN, University of Phoenix

Palmer, Patricia, Coordinator, Practical Nursing Program

Murray, Kimberly, Coordinator, Healthcare Programs

Wynkoop, Jackie, Coordinator, Practical Nursing Program

Forst, Barbara, Registration Supervisor

Hartwell, Richard, Manager, Business Operations

McCardle, Denise, Executive Assistant to the Vice President; BMed, Combs College of Music; MEd, University of Pennsylvania

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Lydon, Elena, Administrative Support; AA, Bucks County Community College

Paterna, Helene, Support Specialist

Robinson, Seth, Staff Associate

**Public Safety Training Center**

Grunmeier, Robert, Executive Director

Freese, E. Rob, Director, Certification & Curriculum

Hashagen, Fred, Director, Facility Operations

Hunsinger, Fredrick, Director, Field Operations

Vaughan, Charles, Director, Industrial Safety Training

Copper, Edward, Assistant Director, Industrial Safety Training

Hatrak, Matthew, Assistant Director, Certification & Curriculum

Wuckovich, Nicholas, Assistant Director, Field Operations

Fossler, Linda, Coordinator, Programs

Moritz, Charles, Coordinator, Fire Training

Walter, Craig, Coordinator, Fire Training

Amato, Christianne, Administrative Support

Dunn, Joan, Administrative Support

Griffin, Anne, Specialized Support

Hannon, Amy, Senior Fire Training Specialist

Leiggi, Susan, Specialized Support

Randall, Ronald, Facility Attendant

Sliwka, Shannon, Specialized Support

AquaViva, Rachel, Administrative Assistant

Bruce, Shannon, Administrative Assistant

**Center for Workforce Development**

November, Ronni, Executive Director, Workforce Development; BA, University of Massachusetts; MA, George Washington University

Evans, Emily, Director, Workforce Development; BA, SCAT, Temple University

Taylor, Georgina, Director, Corporate Training; BS, Memorial University

Beck, Holly, Coordinator, Workforce Development; AA, Bucks County Community College

McKinney, Sherry, Coordinator, Workforce Development; AA, Bucks County Community College

O’Neill, Regina, Coordinator, ABLE Program; BA, Pennsylvania State University; MA, St. Charles Borromeo

Worman, Diana, Coordinator, EARN Program; BA, Messiah; MEd, Temple University

Rush-Day, Eunice, Manager, Government Funded Initiatives; BA, Goshen College

Brennan, Maryann, Computer Lab Instructor, PA CareerLink-Bucks County; BA, CUNY-Baruch

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Edgar, Linda, Administrative Assistant

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Information Technology Services
Noble, Deborah, Vice President, Information Technology; BA, Muhlenberg College; MS, Temple University; CPA (PA)
Warfield, Rhonda, Senior Administrative Assistant; AA, Bucks County Community College
Kovalchick, Eugene, Executive Director; BS, Moravian College; MS, Villanova University
Shlifer, Randy, Enterprise Data Manager/Project Manager; BA, Temple University; MBA, Widener University

Enterprise and Web Systems
Goeller, Karen, Director, Enterprise and Web Systems; BA, Temple University
Ashton, Victoria, Coordinator, Database Systems
Kunitskiy, Natalie, Database Analyst; BS, Halan University
Moore, Matt, Web Master; AA, Bucks County Community College
Nasta, Damian, Senior Database Analyst; AA, Bucks County Community College
Steen, Brant, Coordinator, Web Systems; BA, Shippensburg University; MS, LaSalle University
Strumfels, Charles, Senior Database Analyst

Network and Telecommunications
Ron Smith, Director, Network and Telecommunications; AA, Bucks County Community College; BSEE, Rutgers University
White, Cedric, Manager, Telecommunications; BS, University of New Haven
Dixon, Clovis, Network Administration Technician; AA, Bucks County Community College
Oughton, Carol, Lead Network Technician; AA, Bucks County Community College; BS, Philadelphia University
Sharkey, Thomas, Network Administration Technician

Desktop Operations
McKown, Thomas, Director, Desktop Operations; AA, Bucks County Community College
Chapman, Doug, Technical Support; Network Administration Certificate, AA, Bucks County Community College
Davis, Frank, Technical Support
Ebingier, Christopher, Technical Support; MCSE, MCSA, MCP, AA, Bucks County Community College
George, David, Technical Support; MCP, AA, Pennco Tech
Glass, Paul, Technical Support, Upper Bucks County Campus; Network Administration Certificate, Bucks County Community College; BA, George Washington University
Kalix, Lynn, Technical Support, Lower Bucks County Campus; MCSE, MCSA, MCP, Network Administration Certificate, AA, Bucks County Community College
Kuznicki, Mary, Technical Support; Network Technology and Network Administration Certificates, Bucks County Community College
McGraw, Dominic, Technical Support; ACSP, AA, Bucks County Community College; AS, Full Sail University; BS, Delaware Valley College
Plaisted, Andrew, Technical Support; AA, Bucks County Community College

Audio Visual Systems
Holly Madison, Director, Audio Visual Systems; AA, Bucks County Community College
Hornchek, David, Lead Audio Visual Technician
Tunaco, Orlando, Technical Support MBA, De La Salle University

Enterprise Servers
Gimpel, Patricia, Director, Enterprise Servers; BS, La Salle University; MS, La Salle University
Siciliano, Anthony, Lead Server Technician; MCSA

Software Licensing
Castello, Jeanette, Coordinator, Software Licensing; AA, Bucks County Community College
### Academic Degrees and Credit Courses

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<th>Field</th>
<th>Credits</th>
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<td>American English as a Second Language</td>
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<td>Biology</td>
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<td>Business</td>
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<td>Business Administration</td>
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<td>Management/Marketing</td>
<td>48</td>
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<tr>
<td>Loans</td>
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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 ..................8:00 a.m. to 4:30 p.m.
Friday ..................8:00 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
www.bucks.edu

For immediate application go to: 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.
2. Send your official high school transcript to the Director of Admissions. G.E.D. recipients should have their official G.E.D. scores sent to the Director of Admissions 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.
3. Placement testing is required of all students before registration. 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/assessment.php
4. Transfer students who have attended other colleges must have an official copy of their transcript sent from all previous colleges attended, in order to obtain transfer credit. A request for evaluation form is available at the Admissions Office or online. For purposes of placement testing or prerequisite course waivers, an official copy of transcript may be submitted.
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.

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.

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Title</th>
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<tr>
<td>2016</td>
<td>Accounting</td>
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<td>2056</td>
<td>Chef Apprenticeship: Food</td>
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<td>2098</td>
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<td>Communications/Cinema/Video</td>
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<td>2134</td>
<td>Computer Application Development</td>
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<td>2136</td>
<td>Computer Networking Technology</td>
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<td>2182</td>
<td>Digital Game and Simulation Design</td>
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<td>2026</td>
<td>Early Childhood Education</td>
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<tr>
<td>2159</td>
<td>Environmental Science</td>
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<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>2101</td>
<td>Hospitality and Tourism:</td>
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<tr>
<td></td>
<td>Foodservice Management Emphasis</td>
</tr>
<tr>
<td>2022</td>
<td>Hospitality and Tourism:</td>
</tr>
<tr>
<td></td>
<td>Management Emphasis</td>
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<tr>
<td>2164</td>
<td>Information Technology Studies</td>
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<tr>
<td>2034</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>2015</td>
<td>Management/Marketing</td>
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<tr>
<td>2131</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>2167</td>
<td>Nanotechnology Fabrication</td>
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<tr>
<td>2035</td>
<td>Nursing</td>
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<tr>
<td>2068</td>
<td>Occupational Studies</td>
</tr>
<tr>
<td>2150</td>
<td>Office Administration and Systems Technology</td>
</tr>
<tr>
<td>2128</td>
<td>Paralegal Studies</td>
</tr>
<tr>
<td>2017</td>
<td>Retail Management</td>
</tr>
<tr>
<td>2054</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>2171</td>
<td>Travel and Event Planning</td>
</tr>
</tbody>
</table>

For information on majors, call the appropriate departments:

- **Arts**: 215-968-8425
- **Business Studies**: 215-968-8227
- **Health, Physical Education and Nursing**: 215-968-8451
- **Language & Literature**: 215-968-8151
- **Mathematics, Science & Technology**: 215-968-8305
- **Science & Technology**: 215-968-8350
- **Social & Behavioral Science**: 215-968-8270

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 135, Tyler Hall, Newtown.
Application for Admission or Re-Admission
BUCKS COUNTY COMMUNITY COLLEGE

1. Legal Name ________________________________________________________________ Soc. Sec. # _____________________________________
   Last                                                                 First     Middle

2. Any other legal name (☐ former) __________________________________________________________________________________________
   Last                                                                 First     Middle

3. Permanent Address __________________________________________________________________________________________________________
   No. and Street                                                                 Apt.
   City                                                                 State                                                                 Zip

4. Home Telephone: (_______) ________________________    E-mail ________________________________________________________________

5. Gender: ☐ Female ☐ Male
   6. Date of Birth _____________/____________/____________
   Month                    Day                      Year

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
   or Alaska Native ☐ 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 _________

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. Our staff is available to answer your questions about the College. For further information, call 215-968-8100. The office is open at the following times:
8:00 a.m. to 4:30 p.m., Monday through Thursday and 8:00 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)

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 __________________________

Save time – apply online: buck.edu/apply

For Admissions Office Use Only

Received by __________________________ Date ______________

Student No. ___________________________________________
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 road
perkasie, pa 18944
215.258.7700

online classes
www.bucks.edu