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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 (from the Bucks home page search "Calendars").

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

This catalog is designed to provide you with the information you need to plan your educational experience at Bucks. The official version is posted at www.bucks.edu. 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.



Printed on recycled stock made
from 30% post-consumer waste.

A Message from the President



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

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

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

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

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

A handwritten signature in black ink, which appears to read "James J. Links". The signature is stylized and fluid.

Dr. James J. Links
President

- 2 Campus Sites
- 3 Accreditations
- 3 Mission/Philosophy
- 4 College History

Campus Sites



Bucks County Community College offers a wide range of academic programs, services and facilities right in your neighborhood. Classes are held at our beautiful 200-acre campus along the Neshaminy Creek in Newtown, our Upper Bucks Campus along the East Branch of the Perkiomen Creek in Perkasio, and our Lower Bucks Campus adjacent to the Delhaas woods in Bristol Township. What's more, Online Learning allows you to take courses over the internet, while evening classes are also held at a number of community sites. Noncredit continuing education opportunities, including business and industry training, are available as well. With all these convenient and affordable options, it's clear that Bucks is "where to learn, where to return."

Newtown Campus

275 Swamp Road ■ Newtown, PA ■ 215-968-8000

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

Lower Bucks Campus

1304 Veterans Highway ■ Bristol, PA ■ 267-685-4800

- Students can complete associate degree programs in Business Administration, Criminal Justice and Education, Liberal Arts-General Emphasis; plus certificate programs in Phlebotomy and Management, continuing education and business and industry training
- The environmentally friendly campus includes classrooms, laboratories, library, conference and meeting rooms
- Conveniently located on 14 acres near the Delhaas woods on Veterans Highway, Route 413, near Interstate 95.

Upper Bucks Campus

One Hillendale Drive ■ Perkasio, PA ■ 215-258-7752

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

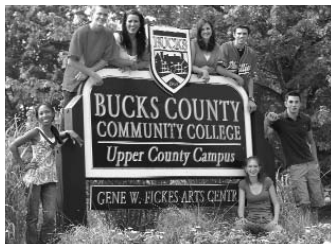
Online Learning

www.bucks.edu/online ■ 215-968-8052

- More than 120 eLearning and hybrid credit courses offered each semester
- Hundreds of noncredit courses available through Continuing Education
- Provides scheduling flexibility for the highly motivated learner (See page 138)

Off-Campus Locations

Pennswood Village
1382 Newtown-Langhorne Road
Newtown, PA 18940



Accreditations and Approvals

Bucks County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Postsecondary Accreditation.

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

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

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

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

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

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

Our Educational Program

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

Education at Bucks County Community College provides:

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

Our Core Values

We value:

- Respect for the individual.
- Continuous learning, which fosters success in and out of the classroom.
- Excellence in teaching and the work we do.
- Innovation and open-mindedness.
- Diversity and an understanding of world cultures.
- Collaboration with co-workers, individuals, business, the community and other learning institutions.
- Responsible stewardship of resources.
- Excellence in service to our students, the community and each other.

Institutional Goals

The goals of Bucks County Community College are to:

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

Our Vision

Bucks County Community College will be a center for innovative educational opportunities with a national reputation for learning earned by the success of our students and the integrity and skill 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 accessible, affordable, convenient, and comprehensive educational, training, and cultural opportunities that will equip them to be competent 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.

College History



About the College

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

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

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

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

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

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

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

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

BCCC Foundation

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

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

Foundation funds support instructional resources, campus facilities, scholarships and awards, cultural activities and special College projects. The Foundation assists donors in creating the maximum benefit from their gifts, thereby enabling immediate and endowment goals to be enjoyed by both the College and the benefactor. In addition to soliciting and receiving funds and other gifts on behalf of the College, the Foundation encourages community awareness through special events, such as the annual Tyler Tasting Party and Golf Classic.

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

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Majors and Certificate Programs



All associate degree majors are designed to reflect the faculty's philosophy of curriculum as stated in

"A Definition of an Educated Person."

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

(see page 11)

The College catalog
posted at

www.bucks.edu

is the official version
and contains the
most current
catalog information.

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:

Option	Requirements	Reflection on Transcript
Award of Associate of Arts Degree or Associate of Applied Science	See Catalog section on Degree Requirements.	Occupational or Transfer major specified. Satisfaction of both degree and major requirements recorded.
Completion of Major Requirements only	Varies from major to major. See footnote under the major.	Major specified. Satisfaction of only major requirements recorded. No degree awarded.
Award of a Certificate of completion	See Catalog section on Certificate Programs.	Certificate program specified. Satisfaction of certificate requirements recorded. Award of certificate recorded.
Completion of one or more courses	Complete course requirements.	Major specified.

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 www.bucks.edu/catalog/degreedeadlines.html

Please see the section on Deactivated Majors (following).

Revisions in Major

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

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

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

Deactivated Majors

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

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

For a list of inactive majors, please visit www.bucks.edu/catalog/inactivemajors.html

For a list of obsolete majors, please visit www.bucks.edu/catalog/obsolete.html

The College catalog posted at 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 no fewer than thirty semester credit hours at Bucks County Community College
- completion of one of the associate degree programs
- a cumulative grade point average of at least 2.0
- enrollment during the semester the degree is anticipated
- fulfillment of all financial and other obligations to the College.

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

Associate Degree Requirements

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

(Certain modifications may be approved in a few occupational majors. See Categories I and II on page 9)

Category I: Essential Skills and Perspectives)

College Writing Level I . . . 3 credits
Cultural Perspectives 3 credits
Social Perspectives 3 credits
College Level
Mathematics or Science . 3 credits
Personal Health 2 credits
Creative Expression 2 credits

Category II: Extended Skills and Perspectives)

College Writing Level II 3 credits
Integration of Knowledge 3 credits
Total 22 credits

Category III: Specialized Skills

Writing Intensive Course

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

Specialized Skills and Perspectives:

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

- Oral presentation
- Responsible citizenship

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

Students Not Seeking the Associate of Arts Degree

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

Students who enroll in a major in order to receive preparation for upper division work for the baccalaureate degree are encouraged to check with the appropriate transfer institution to determine course transferability.

For students who want to enroll in a major only to take specific courses, the degree requirements and the major requirements do not have to be met. In this instance, only a list of courses, grades, and credits will appear on the transcript.



Certificate Programs

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

The following procedures govern enrollment and completion of certificate programs:

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

Attention PHEAA Grant Applicants or Recipients

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

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

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

Financial Aid Applicants or Recipients

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

Courses Approved for Inclusion within the Subcategories of the Core Curriculum

Each major contains a core set of educational experiences which have been constructed from the following lists of courses which meet the criteria for each of the categories (and subcategories) of the associate degree curriculum. Students should consult their major for specific course requirements within each subcategory. When so indicated by the major, students may choose courses from the appropriate subcategory listing. Certain courses may be chosen only by students enrolled in an occupational major. These courses are designated "occupational majors only."

Category I: Essential Skills and Perspectives

College Writing Level I

COMP110	English Composition I
OADM110	Business Communication

(Occupational majors only)

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

AMSL110	American Sign Language I
AMSL111	American Sign Language II
VAF191	Art History Before 1450
VAF192	Art History After 1450
VAF193	History of Modern Art
VAF194	American Art History
COMT101	Introduction to Theatre
FCUL110	Communication Between Cultures
FREN110	Elementary French I
FREN111	Elementary French II
FREN201	Intermediate French I
FREN202	Intermediate French II
FREN250	Advanced French I
FREN251	Advanced French II
GRMN110	Elementary German I
GRMN111	Elementary German II
GRMN201	Intermediate German I
GRMN202	Intermediate German II
GRMN250	Advanced German I
GRMN251	Advanced German II
HIST111	History of Western Civilization I
HIST112	History of Western Civilization II
HIST151	History of the United States I
HIST152	History of the United States II
HUMN111	Humanities I
HUMN112	Humanities II
HUMN113	Humanities III
HUMN114	Humanities IV
HUMN120	Survey of World Religions
ITAL110	Elementary Italian I
ITAL111	Elementary Italian II
ITAL201	Intermediate Italian I
ITAL202	Intermediate Italian II
JPNS 101	Conversational Japanese I
JPNS 102	Conversational Japanese II
LITR205	English Literature to the 19th Century
LITR206	English Literature of the 19th and 20th Century
LITR231	American Literature to 1865
LITR232	American Literature from 1865
LITR254	World Literature I
LITR255	World Literature II
LITR261	Themes in Literature: Women
LITR271	Introduction to Drama
LITR275	Introduction to the Novel
LITR278	African-American Literature
MUSC101	Introduction to Music
MUSC105	American Music
PHIL125	Basic Problems of Philosophy
RUSS110	Elementary Russian I
RUSS111	Elementary Russian II
SPAN110	Elementary Spanish I
SPAN111	Elementary Spanish II
SPAN201	Intermediate Spanish I
SPAN202	Intermediate Spanish II
SPAN250	Advanced Spanish I
SPAN251	Advanced Spanish II

Social Perspectives

COMM111	Media and Society
ECON111	Principles of Economics: Macro
GEOG110	World Geography
MGMT100	Introduction to Business
POLI111	American National Government
PSYC110	Introduction to Psychology
SOCI110	Introduction to Sociology
WMST110	Introduction to Women's Studies

College Level Mathematics or Science

BIOL101	Biological Science I
BIOL110	Field Biology
CHEM101	Chemistry A
CHEM121	Chemistry I
MATH101	Math Concepts I
MATH102	Math Concepts II
MATH110	Math for Technology I (Occupational majors only)
MATH115	Elementary Statistics
MATH117	Quantitative Methods I: Finite Mathematics for Business
MATH120	College Algebra
MATH122	Trigonometry and Analytic Geometry
MATH125	Precalculus
MATH140	Calculus I
MGMT120	Business Mathematics (Occupational majors only)
SCIE101	Physical Science
SCIE102	Astronomy
SCIE103	Earth Science

Personal Health

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

Creative Expression

VAF100	Drawing Fundamentals
VAF141	Introduction to Sculpture
VAF151	Introduction to Photography
VAF161	Printmaking/Silkscreen
VAF181	Introduction to Ceramics
VAFW100	Basic Woodworking
COMM110	Effective Speaking
COMM230	Oral Interpretation
COMP115	Creative Writing I
COMP116	Creative Writing II
COMT103	Introduction to Acting
MUSC124	Electronic Music Synthesis
PHED126	Modern Dance

Category II: Extended Skills and Perspectives

College Writing Level II

COMP111	English Composition II
OADM114	Technical Writing

(Occupational majors only)

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).

INTG 285: Integration of Knowledge

Current themes include, but may not be limited to:

- Affluence
- Art of Science and Nature
- Communication Revolutions
- Creativity
- Food & Culture
- Genocide
- Guilt & Innocence
- How Things Work
- Intelligence
- Race & Racism
- Self, Identity & the Human Experience
- Spirituality & Emotion
- Turn of the Century
- Utopia & Revolution
- Warfare
- Work & 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 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.

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

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.

AESL081	Writing Fundamentals for International Students
AESL083	Reading Fundamentals for International Students
AESL085	Oral Communication Fundamentals for International Students
AESL101	Writing Skills for International Students
AESL103	Reading Skills for International Students
AESL105	Oral Communication Skills for International Students
COMP090	Basic Writing
COMP092	Beginning Composition
COMP107	Introduction to Rhetorical Skills
READ090	Developmental Reading
READ092	Building Reading Skills
MATH090	PreAlgebra
MATH092	Beginning Algebra
MATH095	Basic Algebra
MATH103	Intermediate Algebra

Career & Technical Programs



Office of Academic and Curricular Services

The Office of Academic and Curricular Services administers the College's occupational majors. The office is located in Tyler Hall 127 and is open Monday through Friday from 8 a.m. to 4:30 p.m. For further information, call 215-968-8212 or 8213.

Perkins Academic Support Services

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

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

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

Cooperative Education Program

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

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

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

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

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

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

- Accounting
- Bookkeeping
- Chemistry
- Computer Science
- Criminal Justice
- Environmental Science
- Fine Woodworking
- Graphic Design
- Hospitality and Tourism Management
- Journalism
- Management
- Marketing
- Office Administration
- Paralegal
- Sport Management
- Women's Studies

Majors and Certificate Programs

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

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

Occupational majors—

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

Although occupational programs are designed for students seeking employment immediately after completion, many of the courses in these programs will transfer to four-year colleges and universities. Transfer of these courses is made easier because of the College's accreditation by Middle States Association of Colleges and Schools, the Business Studies Department's accreditation by the Association of Collegiate Business School and Programs (ACBSP), and, in the Department of the Arts, accreditation by the National Association of Schools of Art and Design (NASAD) and the National Association of Schools of Music (NASM). Consult with the Transfer and Job Placement Office for the transferability of courses.

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

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

Transfer majors—

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

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

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

A Touchstone for the Curriculum at Bucks County Community College

A Definition of an Educated Person

A Statement from the Faculty:

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

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

Degrees and Certificates: Alphabetical Listing



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."

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

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

Please visit www.bucks.edu for current requirements.

Degrees and Certificates: Listing by Department

Arts

Associate Degree Programs

Transfer

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

Occupational

- 2092 Fine Woodworking
- 2111 Graphic Design

Certificate Programs

- 3152 3-D Animation
- 3147 Web Design & Multimedia

Business Studies

Associate Degree Programs

Transfer

- 1009 Business Administration

Occupational

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

Certificate Programs

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

Health, Physical Education & Nursing

Associate Degree Programs

Transfer

- 1031 Health/Physical Education
- 1154 Sports Management

Occupational

- 2035 Nursing

Language & Literature

Associate Degree Programs

Transfer

- 1045 Journalism
- 1002 Liberal Arts: General
- 1058 Liberal Arts: Humanities
- 1160 Liberal Arts: Women's Studies

Certificate Programs

- 3161 Women's Studies

Mathematics, Science & Technology

Associate Degree Programs

Transfer

- 1003 Biology
- 1004 Chemistry
- 1103 CIS: Computer Science Emphasis
- 1028 Engineering
- 1102 Information Science and Technology
- 1006 Mathematics
- 1105 Pre-Allied Health
- 1117 Science
- 1169 Secondary Education - Biology
- 1170 Secondary Education - Chemistry
- 1177 Secondary-Education - Mathematics
- 1146 Individual Transfer Studies
- 2182 Digital Game and Simulation Design

Occupational

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

Certificate Programs

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

Social & Behavioral Sciences

Associate Degree Programs

Transfer

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

Occupational

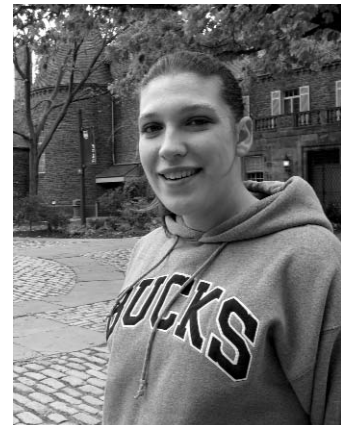
- 2026 Early Childhood Education
- 2178 Emergency Management & Public Safety
- 2158 Fire Science
- 2034 Paraprofessional Instructional Assistant

Certificate Programs

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

Special Non-Degree Programs

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



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

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

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

Please visit www.bucks.edu for current requirements.

3D Animation (formerly Digital Animation)

CERTIFICATE PROGRAM
Curriculum Code No. 3152

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

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.

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

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

Certificate Course Requirements*

VAMM100	Digital Imaging	3
VAMM120	Interface Design	3
VAMM130	3-D Modeling Concepts ^A	3
VAMM209	Multimedia Concepts I ^A	3
VAMM230	3-D Digital Animation ^A	3
VAGD102	Illustration: Drawing and Digital ^A	3
	Multimedia Electives	6
		24

Multimedia Electives (select 2 courser):

CISC113	Visual Basic Programming I ^A
CISC115	Computer Science I ^A
VACV130	Media Scriptwriting
VACV135	Video Studio Production I
VACV137	Audio Production
MUSC124	Electronic Music Synthesis I
VAFA100	Drawing Fundamentals
VAFA110	Digital Photography Fundamentals
VAMM110	Web and Interactive Design
VAMM210	Multimedia Concepts II ^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.

Accounting

OCCUPATIONAL MAJOR
Curriculum Code No. 2016

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 paraprofessionals, 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
- prepare journal entries and complete the accounting cycle;
- prepare financial statements on a GAAP Basis; understand financial accounting pronouncements and relate them to financial reporting and disclosure;
- prepare audit working papers and financial information;
- utilize computers and software in accounting; research and analyze tax problems;
- prepare tax returns;
- analyze and use financial statements to make economic decisions and communicate results to decision makers;
- utilize cost accounting systems; and
- understand and utilize managerial accounting concepts.

Degree Course Requirements

ACCT105	Principles of Accounting I ^F	4
ACCT106	Principles of Accounting II ^F	4
ACCT130	Accounting Applications for the Computer ^F	3
ACCT280	Cooperative Education ^{B,F}	3
COMM110	Effective Speaking ²	3
CISC110	Introduction to Information Systems ^F	3
MGMT100	Introduction to Business ⁴	3
MGMT130	Business Law	
	or	
MKTG100	Principles of Marketing ^F	3
	College level Writing ^{A,1}	6
	Cultural Perspectives ³	3
	College level Mathematics ^{A,5}	3
INTG285	Integration of Knowledge ^{D,E,6}	3
	Personal Health ^C	3
	Accounting Electives ^E	18
		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 sequence recommended.

First Semester

ACCT105	Principles of Accounting ^{1F}	4
MGMT100	Introduction to Business ⁴	3
	College level Writing ^{A,1}	3
	College level Mathematics ^{A,5}	3
	Cultural Perspectives ³	3
		16

Second Semester

ACCT106	Principles of Accounting II ^F	4
CISC110	Introduction to Information Systems ^F	3
MGMT130	Business Law	
	or	
MKTG100	Principles of Marketing ^F	3
COMM110	Effective Speaking ²	3
	College level Writing ^{A,1}	3
		16

Third Semester

ACCT130	Accounting Applications for the Computer ^F	3
	Accounting Electives ^E	9
	Personal Health ^C	3
		15

Fourth Semester

CEPR110	Cooperative Education-Business ^B	3
INTG285	Integration of Knowledge ^{D,E,6}	3
	Accounting Electives ^E	9
		15

Whether you're beginning your college education, starting a new career or gaining skills to enhance your resume or enrich your life.

Bucks has the programs to help you meet your personal and professional goals.

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

Please visit www.bucks.edu for current requirements.

- A Placement testing required.
 B All academically qualified students must enroll in CEPR110.
 C Any of the following may be chosen:
 HLTH103, HLTH120, PSYC100, PSYC125.
 D Any INTG course may be chosen.
 E Select any six of the following (with proper prerequisites):
 ACCT110, ACCT120, ACCT200, ACCT201, ACCT210,
 ACCT230, ACCT240, ACCT241, ACCT250.
 F Course requires prerequisite.
 1 Satisfies College Writing requirement. Select any two of the following (with proper prerequisites): OADM110, COMP110, COMP111.
 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): : MGMT120, MATH110, MATH115, MATH117, MATH120, MATH122, MATH125, MATH140.
 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.

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

- prepare journal entries and complete the accounting cycle;
- prepare financial statements on a GAAP Basis;
- recognize financial accounting pronouncements and relate them to financial reporting and disclosure;
- prepare audit working papers and financial information;
- demonstrate the use of computer software designed for accounting processes;
- research and analyze tax problems;
- prepare tax returns;
- analyze and use financial statements to make economic decisions and communicate results to decision makers; and
- articulate and utilize managerial accounting concepts.

Certificate Requirements

ACCT103	Introductory Accounting	3
ACCT105	Principles of Accounting I ^B	4
ACCT106	Principles of Accounting II ^B	4
ACCT130	Accounting Applications for the Commuter ^B	3
ACCT240	Federal and States Taxes I ^B	3
ACCT241	Federal and State Taxes II ^B	3
ACCT200	Intermediate Accounting I ^B	3
ACCT201	Intermediate Accounting II ^B	3
ACCT250	Auditing ^B	3
OADM110	Business Communication ^{A,B}	3
MGMT120	Business Mathematics ^{A,B}	3
		35

Recommended Semester Sequence

First Semester

ACCT103	Introductory Accounting
OADM110	Business Communication ^{A,B}

Second Semester

ACCT105	Principles of Accounting I ^B
MGMT120	Business Mathematics ^{A,B}

Summer Semester

ACCT106	Principles of Accounting II ^B
ACCT130	Accounting Applications for the Commuter ^B

Third Semester

ACCT200	Intermediate Accounting I ^B
ACCT240	Federal and State Taxes I ^B

Fourth Semester

ACCT201	Intermediate Accounting II ^B
ACCT241	Federal and State Taxes II ^B
ACCT250	Auditing ^B

A Placement testing required

B Course requires prerequisite.

Biology

TRANSFER MAJOR

Curriculum Code No. 1003

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

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

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

Graduates of this program are able to

- Demonstrate understanding of the organization of plant and animal systems;
- Collect and analyze information, and make sound conclusions; and
- Communicate effectively in both oral and written forms.

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

Degree Course Requirements

BIOL121	Biological Principles I ^F	4
BIOL122	Biological Principles II ^F	4
CHEM121	Chemistry I ^{A,F}	4
CHEM122	Chemistry II ^F	4
CHEM221	Organic Chemistry I ^F	5
CHEM222	Organic Chemistry II ^F	5
COMP110	English Composition I ^{A,E,1}	3
COMP111	English Composition II ^{2,F}	3
MATH122	Trigonometry and Analytic Geometry ^{A,B,E,3}	3
MATH125	Pre-Calculus ^{C,F}	4
COMM110	Biology Electives ^E	7
	Effective Speaking	3
	Cultural Perspectives ^D	3
INTG285	Integration of Knowledge ^{E,4}	3
	Personal Health ^D	2
	Social Perspectives ^D	3
		60



KATRINA WEIDMAN attended Bucks for two years ('02-'04) then transferred to Penn State's main campus, where she's carrying a double major in integrative arts and theater. The actress also appears as herself in a "Paranormal State," a new series on the A&E cable network.

"The small classes at Bucks were just what I needed to keep me motivated to reach my goal of attending PSU. Bucks was the perfect transition from high school to a four-year college. I had a lot of incredible teachers, especially my acting, music, and improv teachers, who kept me going and gave me a strong work ethic that I know helped carry me through PSU. For me, Bucks was the best thing and it completely changed my life for the better."

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

Please visit www.bucks.edu for current requirements.



JOHN COLLINS attended Bucks for two years, then transferred in 1997 to Drexel University, where he triple-majored in International Business, Finance, and Economics. He's currently regional vice president for Global Bank in Panama, where he also owns a Philly Cheese Steak restaurant and exports coffee to the U.S. John's favorite teacher was Professor Joan Weiss, long-time advisor to Students in Free Enterprise.

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

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

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

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

Please visit www.bucks.edu for current requirements.

Recommended Semester Sequence

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

First Semester

BIOL121	Biological Principles I ^F	4
CHEM121	Chemistry I ^{D,F}	4
COMP110	English Composition I ^{A,E,1}	3
MATH122	Trigonometry and Analytical Geometry ^{A,B,F,3}	3
		14

Second Semester

CHEM122	Chemistry II ^F	4
COMP111	English Composition II ^{F,2}	3
BIOL122	Biological Principles II ^F	4
	Cultural Perspectives ^D	3
	Personal Health ^D	2
		16

Third Semester

CHEM221	Organic Chemistry I ^F	5
MATH125	Pre calculus ^{C,F}	4
	Biology Elective ^E	4
	Social Perspectives ^D	3
		16

Fourth Semester

CHEM222	Organic Chemistry II ^F	5
	Biology Elective ^E	4
COMM110	Effective Speaking	3
INTG285	Integration of Knowledge ^{F,4}	3
		15

A Placement testing required.

B MATH140 may be substituted.

C MATH141 may be substituted.

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

E Choose from BIOL110, BIOL181, BIOL182, BIOL228, BIOL240, BIOL270, BIOL280, CHEM242, SCIE105, SCIE107

F Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies College level Mathematics or Science.

4 Satisfies Writing Intensive requirement.

5 Satisfies Creative Expression

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.

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

- demonstrate competency in accounting skills using the microcomputer;

- exhibit knowledge of accounting software applications that are typically found in the office environment;
- prepare and modify spreadsheets under varied conditions using standard program functions; and
- develop business communication skills.

Certificate Requirements

ACCT103	Introductory Accounting* ^A	3
ACCT105	Principles of Accounting I ^B	4
ACCT120	Payroll Records and Accounting ^B	3
ACCT130	Accounting Applications for the Computer ^B	3
ACCT280	Cooperative Education - Accounting ^B	3
CISC110	Introduction to Information Systems ^B	3
MGMT120	Business Mathematics ^{A,B}	3
OADM105	Administrative Office Procedures ^B	3
OADM110	Business Communication ^{A,B}	3
COMM110	Effective Speaking	3
	or	
PSYC125	Stress Management	3
		31

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.

Degree Course Requirements

ACCT105	Principles of Accounting I ^H	4
ACCT106	Principles of Accounting II ^H	4
COMP110	English Composition I ^{A,H,1}	3
COMP111	English Composition II ^{H,2}	3
COMM110	Effective Speaking ³	3
CISC110	Introduction to Information Systems ^H	
	or	
CISC115	Computer Science I ^H	4
ECON111	Principles of Economics: Macro ⁴	3
ECON112	Principles of Economics: Micro	3
MGMT100	Introduction to Business	3
MGMT130	Business Law	3
	or	
MGMT180	Legal Environment of Business ⁴	3
MGMT230	Principles of Management ^H	3
MKTG100	Principles of Marketing ^H	3
	Cultural Perspectives ^B	6
	College level Mathematics ^A	
	or	
	Science ^C	3
	Mathematics ^{A,D}	3
	Personal Health ^E	3
	Electives ^G	6
INTG285	Integration of Knowledge ^{F,H,5}	3
		63

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

ACCT105	Principles of Accounting I ^H	4
MGMT100	Introduction to Business	3
COMP110	English Composition I ^{A,H,1}	3
	Mathematics ^{A,D}	3
CISC110	Introduction to Information Systems ^H	
	or	
CISC115	Computer Science I ^H	4
		17

Second Semester

ACCT106	Principles of Accounting II ^H	4
MKTG100	Principles of Marketing ^H	3
COMP111	English Composition II ^{H,2}	3
	Mathematics A or Science ^C	3
	Elective ^G	3
		16

Third Semester

MGMT130	Business Law	
	or	3
MGMT180	Legal Environment of Business	
ECON111	Principles of Economics: Macro	3
COMM110	Effective Speaking ³	3
MGMT230	Principles of Management ^H	3
	Cultural Perspectives ^B	3
		15

Fourth Semester

	Cultural Perspectives ^B	3
ECON112	Principles of Economics: Micro	3
	Personal Health ^E	3
	Elective ^G	3
	Integration of Knowledge ^{E,H,5}	3
		15

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 (with proper prerequisites): SCIE102, BIOL101, CHEM101, SCIE103, MATH115, MATH117, MATH120, MATH122, MATH125, MATH140.

D Any of the following may be chosen: MATH115, MATH117, MATH118, MATH120, MATH122, MATH125, MATH140, MATH141, MATH242, MATH250, MATH260.

E Any of the following may be chosen: HLTH103, HLTH120, PSYC100, PSYC125.

F Any INTG course may be chosen.

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

H Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies Social Perspectives.

5 Satisfies Writing Intensive requirement.

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

*See Revisions to Degree/Major for important information on Requirements. 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.

Chef Apprenticeship

OCCUPATIONAL MAJOR

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

Foods Emphasis

Pastry Emphasis

Department of Business Studies

Penn 401 • Phone: (215) 968-8227

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

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

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

Graduates of this program are able to

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



DR. CHRISTOPHER FIORENTINO ('73), who earned a Ph.D. in Economics from Temple University after starting his education at Bucks, is the Dean of Business and Public Affairs at West Chester University, where he sees a lot of Bucks transfer students.

"Bucks played a key role in my development, and it's an excellent influence on today's students, too. Bucks transfer students enjoy the same levels of achievement as those who are here for four years."

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

Please visit www.bucks.edu for current requirements.

Chef Apprenticeship: Foods Emphasis

Curriculum Code No. 2056

Degree Course Requirements

COMM110	Effective Speaking ²	3
COMP110	English Composition I ^{A,B,1}	3
HIST152	U.S. History II ⁴	3
HLTH120	Nutrition ³	3
HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation Certification Course	3
HRIM120	Basic Food Preparation and Management ^B	3
HRIM121	Advanced Food Preparation and Management ^{B,7}	3
HRIM130	Baking and Decorating -- Techniques and Procedures ^B	3
HRIM131	Buffet Planning and Preparation/Basic ^B	3
HRIM132	Buffet Planning and Preparation/Advanced ^B	3
HRIM140	Culinary Arts Practicum ^B	2
HRIM141	Culinary Arts Practicum ^{B,8}	2
HRIM142	Culinary Arts Practicum ^B	2
HRIM143	Culinary Arts Practicum ^B	2
HRIM144	Culinary Arts Practicum ^B	2
HRIM145	Culinary Arts Practicum ^B	2
HRIM202	Food Purchasing/Techniques and Procedures ^B	3
HRIM203	Menu Planning/Costing/Design ^B	3
MGMT100	Introduction to Business ⁵	3
MGMT120	Business Mathematics ^{A,B,6}	3
OADM110	Business Communication ^{A,B,1}	3
		60

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
HRIM105	Safety and Sanitation Certification Course	3
HRIM140	Culinary Arts Practicum ^B	2
		8

Second Semester

HRIM120	Basic Food Preparation and Management ^B	3
HRIM130	Baking and Decorating -- Techniques and Procedures ^B	3
HRIM141	Culinary Arts Practicum ^{B,8}	2
		8

Summer Session

COMP110	English Composition I ^{A,B,1}	3
MGMT100	Introduction to Business ⁵	3
		6

Third Semester

HRIM121	Advanced Food Preparation and Management ^{B,7}	3
HRIM131	Buffet Planning and Preparation/Basic ^B	3
HRIM142	Culinary Arts Practicum ^B	2
		8

Fourth Semester

HRIM202	Food Purchasing/Techniques and Procedures ^B	3
MGMT120	Business Mathematics ^B	3
HRIM143	Culinary Arts Practicum ^{A,B,6}	2
		8

Summer Session

COMM110	Effective Speaking ²	3
HIST152	U.S. History II ⁴	3
		6

Fifth Semester

HLTH120	Nutrition ³	3
HRIM144	Culinary Arts Practicum ^B	2
HRIM203	Menu Planning/Costing/Design ^B	3
		8

Sixth Semester

HRIM132	Buffet Planning and Preparation/Advanced ^B	3
HRIM145	Culinary Arts Practicum ^B	2
OADM110	Business Communication ^{A,B,1}	3
		8

^A Placement testing required.

^B Course requires prerequisite.

¹ Satisfies College Writing requirement.

² Satisfies Creative Expression.

³ Satisfies Personal Health.

⁴ Satisfies Cultural Perspectives.

⁵ Satisfies Social Perspectives.

⁶ Satisfies College level Mathematics or Science.

⁷ Satisfies Integration of Knowledge requirement for this program only.

⁸ Satisfies Writing Intensive requirement.

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

Chef Apprenticeship: Pastry Emphasis

Curriculum Code No. 2098

Degree Course Requirements

COMM110	Effective Speaking ²	3
COMP110	English Composition I ^{A,B,1}	3
HLTH120	Nutrition ³	3
HIST152	U.S. History II ⁴	3
HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation Certification Course	3
HRIM120	Basic Food Preparation and Management ^B	3
HRIM121	Advanced Food Preparation and Management ^{B,7}	3
HRIM130	Baking and Decorating -- Techniques and Procedures ^B	3
HRIM140	Culinary Arts Practicum ^B	2
HRIM141	Culinary Arts Practicum ^{B,8}	2
HRIM142	Culinary Arts Practicum ^B	2
HRIM143	Culinary Arts Practicum ^B	2
HRIM144	Culinary Arts Practicum ^B	2
HRIM145	Culinary Arts Practicum ^B	2
HRIM202	Food Purchasing/Techniques and Procedures ^B	3
HRIM203	Menu Planning/Costing/Design ^B	3
INDP291	Independent Study I	1
INDP292	Independent Study II	2
INDP293	Independent Study III	3
MGMT100	Introduction to Business ⁵	3
MGMT120	Business Mathematics ^{A,B,6}	3
OADM110	Business Communication ^{A,B,1}	3
		60

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.



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

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

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

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

Please visit www.bucks.edu for current requirements.

First Semester		
HRIM100	Introduction to Tourism and Hospitality	3
HRIM140	Culinary Arts Practicum ^B	2
HRIM105	Safety and Sanitation Certification Course	3
		8
Second Semester		
HRIM120	Basic Food Preparation and Management ^B	3
HRIM130	Baking and Decorating -- Technique and Procedures ^B	3
HRIM141	Culinary Arts Practicum ^{B,8}	2
		8
Summer Session		
COMP110	English Composition I ^{A,B,1}	3
MGMT100	Introduction to Business ⁵	3
		6
Third Semester		
HRIM121	Advanced Food Preparation & Management ^{B,7}	3
HRIM142	Culinary Arts Practicum ^B	2
INDP291	Independent Study I	1
INDP292	Independent Study II	2
		8
Fourth Semester		
HRIM143	Culinary Arts Practicum ^B	2
HRIM202	Food Purchasing/Techniques and Procedures ^B	3
MGMT120	Business Mathematics ^{A,B,6}	3
		8
Summer Session		
COMM110	Effective Speaking ²	3
HIST152	U.S. History II ⁴	3
		6
Fifth Semester		
HLTH120	Nutrition ³	3
HRIM144	Culinary Arts Practicum ^B	2
HRIM203	Menu Planning/Costing/Design ^B	3
		8
Sixth Semester		
HRIM145	Culinary Arts Practicum ^B	2
INDP293	Independent Study III	3
OADM110	Business Communication ^{A,B,1}	3
		8

^A Placement testing required.

^B Course requires prerequisite.

¹ Satisfies College Writing requirement.

² Satisfies Creative Expression.

³ Satisfies Personal Health.

⁴ Satisfies Cultural Perspectives.

⁵ Satisfies Social Perspectives.

⁶ Satisfies College level Mathematics or Science.

⁷ Satisfies Integration of Knowledge requirement for this program only.

⁸ Satisfies Writing Intensive requirement.

Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their 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.

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 (215) 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 oceanography. Students planning to enter medical school could also enter this major and select additional courses in biology.

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

Degree Course Requirements

CHEM121	Chemistry I ^{A,E}	4
CHEM122	Chemistry II ^E	4
CHEM221	Organic Chemistry I ^E	5
CHEM222	Organic Chemistry II ^E	5
COMP110	English Composition I ^{A,E,1}	3
COMP111	English Composition II ^{E,2}	3
MATH140	Calculus I ^{A,E,3}	4
MATH141	Calculus II ^E	4
PHYS121	Physics I ^E	4
PHYS122	Physics II ^E	4
	Chemistry Electives ^B	7
COMM110	Effective Speaking ⁴	3
	Cultural Perspectives ^D	3
INTG285	Integration of Knowledge ^{D,E,5}	3
	Personal Health ^D	2
	Social Perspectives ^D	3
		61

Recommended Semester Sequence

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

First Semester

CHEM121	Chemistry I ^{A,E}	4
COMP110	English Composition I ^{A,E,1}	3
MATH140	Calculus I ^{A,E,3}	4
	Social Perspectives ^D	3
		14

Second Semester

CHEM122	Chemistry II ^E	4
COMP111	English Composition II ^{E,2}	3
MATH141	Calculus II ^E	4
COMM110	Effective Speaking ⁴	3
	Personal Health ^D	2
		16

Third Semester

CHEM221	Organic Chemistry I ^E	5
PHYS121	Physics I ^E	4
	Cultural Perspectives ^C	3
INTG285	Integration of Knowledge ^{D,E,5}	3
		15

Fourth Semester

CHEM222	Organic Chemistry II ^E	5
PHYS122	Physics II ^E	4
	Chemistry Electives ^B	7
		16

^A Placement testing required.

^B Any Chemistry course above CHEM121, other than those required. All academically qualified chemistry students are urged to enroll in Chem280. 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.

Students planning to enter medical school may choose to major in chemistry and select additional courses in biology.

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

Please visit www.bucks.edu for current requirements.



DANIEL J. MAGRO ('06) earned a scholarship to complete his bachelor's degree at the University of the Arts in Philadelphia, where he graduated in 2008. The Hollywood-bound director, producer, and actor has completed two feature films, nine commercials, two television series and 12 short films, many of which have gone on to win various festivals, awards, and honors. Dan, who's also the son of proud alumnus Ronald Magro (see page 28), still recalls with fondness the projects he worked on at Bucks.

"Looking back at all I've accomplished, and more importantly all the potential and room and permission I was given to pursue my dreams, I cannot imagine going anywhere else but Bucks. Also it never hurts when tuition is very affordable and now almost every university accepts transfer students and community college transcripts."

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

Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except COMP110, COMP111, three credits in cultural perspectives, three credits in social perspectives, two credits in personal health and three credits of integration of knowledge.

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

Cinema/Video Production

TRANSFER MAJOR

Curriculum Code No. 1181

Department of the Arts

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

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

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

Graduates of this program are able to

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

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

Degree Course Requirements

COMM105	Interpersonal Communications ⁵	3
COMM111	Media and Society ⁶	3
COMP110	English Composition I ^{A,C,1}	3
COMP111	English Composition II ^{C,2}	3
INTG285	Integration of Knowledge ^{C,4}	3
VACV130	Media Scriptwriting	3
VACV135	Video Studio Production I	3
VACV137	Audio Production	3
VACV140	Digital Editing	3

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

Please visit www.bucks.edu for current requirements.

VACV141	The Art of Independent Cinema OR	3
VACV142	The Art of Theatrical Cinema	3
VACV145	Film Production I	3
VACV231	Video Field Production	3
VACV246	Film Production II ^C	3
VACV250	Cinema/Video Portfolio Seminar ^C	3
VAF151	Introduction to Photography ³	3
VAF193	History of Modern Art ⁷	3
	College Level Mathematics ^A or Science ^B	3
	Cinema/Video Electives (Choose from list)	9
		60

Cinema/Video Electives (Select at least 9 credits):

MUSC124	Electronic Music Synthesis I	2
MUSC129	Digital Audio Technology	2
VACV141	The Art of Independent Cinema	3
VACV142	The Art of Theatrical Cinema	3
VACV232	Cable TV Production I ^C	3
VACV235	Video Studio Production II ^C	3
VACV242	Cable TV Production II ^C	3
VACV247	Film Production III ^C	3
VACV280	Cooperative Education - Media ^C	3
VAF110	Digital Photography Fundamentals	3
VAF120	Digital Photography II ^C	3
VAGD102	Illustration: Drawing and Digital ^C	3
VAMM100	Digital Imaging	3
VAMM130	3D Digital Modeling Concepts ^C	3
VAMM209	Multimedia Concepts I ^C	3
VAMM210	Multimedia Concepts II ^C	3
VAMM230	3D Digital Animation ^C	3

Recommended Semester Sequence

First Semester

COMP110	English Composition I ^{A,C,1}	3
VACV135	Video Studio Production I	3
VACV137	Audio Production	3
VACV140	Digital Editing	3
VACV130	Media Scriptwriting	3
		15

Second Semester

COMM111	Media and Society ⁶	3
COMP111	English Composition II ^{C,2}	3
VACV145	Film Production I	3
VACV231	Video Field Production	3
VAF151	Introduction to Photography ³	3
		15

Third Semester

COMM105	Interpersonal Communications ⁵	3
VACV141	The Art of Independent Cinema or	
VACV142	The Art of Theatrical Cinema	3
VACV246	Film Production II ^C	3
	Cinema/Video Elective	3
	College Level Mathematics ^A or Science ^B	3
		15

Fourth Semester

INTG285	Integration of Knowledge ^{C,4}	3
VACV250	Cinema/Video Portfolio Seminar ^C	3
VAF193	History of Modern Art ⁷	3
	Cinema/Video Electives	6
		15

^A Placement testing required.

^B Consult the list of courses approved for this subcategory here of the catalog. Any course may be chosen.

^C Course requires prerequisite.

¹ Satisfies College Writing Level I.

² Satisfies College Writing Level II.

³ Satisfies Creative Expression.

⁴ Satisfies Writing Intensive requirement.

⁵ Satisfies Personal Health.

⁶ Satisfies Social Perspective.

⁷ Satisfies Cultural Perspective.

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

CIS: Computer Science Emphasis

TRANSFER MAJOR

Curriculum Code No. 1103

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

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

This major prepares students for upper-division course work leading to a bachelor's degree in computer or information science. The major parallels the first two years of study required by similar majors offered at four-year colleges and universities. Students select the area of concentration best suited to their interests and aptitudes.

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

Degree Course Requirements*

CISC110	Intro to Information Systems ^G	3
CISC115	Computer Science I ^G	4
CISC122	Computer Science II ^G	4
CISC215	Database Design & Application Development ^G	3
COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
MATH140	Calculus I ^{A,G,4}	4
MATH141	Calculus II ^G	4
	Computer Science Electives ^D	6
	Electives ^F	12
	Cultural Perspectives ^B	3
	Personal Health ^B	2
	Mathematics Elective ^C	3
	Social Perspectives ^B	3
	Integration of Knowledge ^{E,5}	3
		63

Recommended Semester Sequence

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

First Semester

CISC110	Intro to Information Systems ^G	3
CISC115	Computer Science I ^G	4
COMP110	English Composition I ^{A,G,1}	3
MATH140	Calculus I ^{A,G,4}	4
	Personal Health ^B	2
		16

Second Semester

CISC122	Computer Science II ^G	4
CISC215	Database Design & Application Development ^G	3
COMP111	English Composition II ^{G,2}	3
MATH141	Calculus II ^G	4
	Social Perspectives ^E	3
		17

Third Semester

	Computer Science Elective ^D	3
	Cultural Perspectives ^B	3
	Electives ^F	3
	Integration of Knowledge ^{E,5}	3
	Mathematics Elective ^C	3
		15

Fourth Semester

	Computer Science Elective ^D	6
COMM110	Effective Speaking ³	3
	Electives ^F	6
		15

A Placement testing required.

B Consult the list of courses approved for this subcategory here. Any course may be chosen.

C Choose MATH242, MATH250, or MATH260.

D Choose any CISC course except CISC100.

E Any INTG course may be chosen.

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

G Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies College Level Mathematics or Science.

5 Satisfies Writing Intensive requirement.

Communication: Performance

TRANSFER MAJOR

Curriculum Code No. 1121

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

Department of the Arts: Communication Office
 Hicks 125 • Phone (215) 968-8085

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

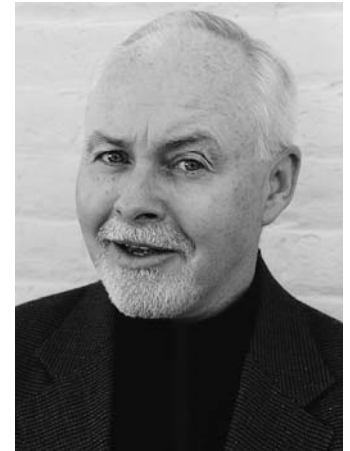
This major develops the student interested in the performing arts, but also in other careers in communication fields such as public relations, mass communication, advertising and marketing, intra- and interpersonal communication, to name just a few.

Graduates of this program are able to

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

Degree Course Requirements

COMM111	Media and Society	3
COMM230	Oral Interpretation ³	3
COMP110	English Composition I ^{A,1}	3
COMP111	English Composition II ^{1,2}	3
COMT101	Introduction to the Theatre ⁴	3
COMT103	Intro to Acting ³	3
COMT203	Acting II ¹	3
COMT150	Theatre Production ¹	1
COMT209	Acting for the Camera ¹	3
	Acting Elective ^F	3
	College level Mathematics ^A or Science ^C	6
	Cultural Perspectives ^B	6
	Electives ^H	6
INTG285	Integration of Knowledge ^{G,4,5}	3
	Personal Health ^D	2
	Social Perspectives ^C	6
	Speaking Elective ^E	3
		60



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

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

Interested in developing computer applications or software?

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

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

Then consider a career in computer and information sciences.

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

Please visit www.bucks.edu for current requirements.



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.

"Clearly Professor Blaine Greenfield most influenced my life at BCCC and after. His ready acceptance of some of my more kooky ideas gave me the sense that anything was possible and that I should try everything I wanted to try – at least once."

Recommended Semester Sequence

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

First Semester

COMM111	Media and Society	3
COMP110	English Composition I ^{A,1}	3
COMT103	Acting I ³	3
COMT150	Theatre Production I	1
	Personal Health ^D	2
	Social Perspectives ^C	3
		15

Second Semester

COMM230	Oral Interpretation ³	3
COMP111	English Composition II ^{1,2}	3
COMT203	Acting II ¹	3
	Cultural Perspectives ^B	3
	Elective ^H	3
		15

Third Semester

COMT101	Introduction to Theatre ⁴	3
COMT209	Acting for the Camera ¹	3
	College level Mathematics ^A or Science ^C	3
	Elective ^H	3
	Speaking Elective ^E	3
		15

Fourth Semester

	Acting Elective ^F	3
	College Level Mathematics ^A or Science ^C	3
	Cultural Perspective	3
INTG285	Integration of Knowledge ^{G,1,5}	3
	Social Perspectives ^C	3
		15

^A Placement testing required.

^B Consult the list of courses approved for this subcategory. Any course may be chosen except COMT101.

^C Consult the list of courses approved for this subcategory. Any course may be chosen.

^D Choose from PHED106, PHED126, PHED129, PHED130, PHED175.

^E Choose from COMM105, COMM110, COMM120, COMM150.

^F Choose from COMT209, COMT210, COMT211.

^G Any INTG course may be chosen.

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

¹ Course requires prerequisite.

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 six credits in mathematics or science, six credits in cultural perspectives, three credits in history, two credits in personal health, three credits in integration of knowledge and six credits of electives. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Communication Studies

TRANSFER MAJOR

Curriculum Code: 1120

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

Department of the Arts: Communication Office

Hicks 125 • Phone (215) 968-8085

The Communication Studies major is designed to serve the needs and interests of students who want to explore various subject areas in the communication field with-

out committing themselves immediately to any one area of concentration. Students in this major, through the required courses and the recommended elective list, have the opportunity to explore such diverse areas as speech communication, theatre, video-production, journalism, public relations, mass communication, advertising and marketing, and film within the context of a well-balanced liberal arts curriculum. Students who plan to transfer into a Communication major at a four-year college will find this program well suited to their individual needs.

Graduates of this program are able to

- demonstrate a basic knowledge of communication theory and awareness of the responsibilities associated with communication in a free society;
- evaluate various types of communication through the application of standardized criteria;
- acquire skills in analyzing their own communication and the communication of other individuals and groups; and
- demonstrate skills in a specific area within the communication field.

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

Degree Course Requirements

COMM105	Interpersonal Communication ⁵	3
COMM110	Effective Speaking ⁴	3
COMM111	Media and Society ⁶	3
COMM230	Oral Interpretation ^{E,4}	3
COMP110	English Composition I ^{A,1,1}	3
COMP111	English Composition II ^{E,1,2}	3
COMT101	Introduction to Theatre	3
INTG285	Integration of Knowledge ^{E,1,3}	3
	Cinema Elective ^C	3
	College Level Mathematics ^{A,F}	3
	Cultural Perspectives ^B	3
	Electives ^H	6
	Foreign Language and/or Literature	3
	College Level Science ^{A,G}	3
	Program Electives (choose from list)	15
		60

Program Electives (Select at least 15 credits):

COMT103	Introduction to Acting	3
COMT106	Introduction to Improvisational Performance	3
COMT203	Acting II ^{E,1}	3
COMT206	Improvisational Performance II ^{E,1}	3
JOUR155	Advertising Copywriting	3
JOUR175	News Reporting and Writing I	3
MGMT100	Advertising	3
MKTG200	Introduction to Business	3
PHED126	Modern Dance	2
PHED130	Yoga	2
VACV130	Media Scriptwriting	3
VACV135	Video Studio Production I	3
VACV137	Audio Production	3
VACV145	Film Production I	3
VAF110	Digital Photography Fundamentals	3
VAGD200	Visual Literacy ^E	3
VAMM100	Digital Imaging	3
VAMM120	Interface Design	3
VAMM209	Multimedia Concepts I ^{E,1}	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.

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

Please visit www.bucks.edu for current requirements.

First Semester		
COMM105	Interpersonal Communication ⁵	3
COMM111	Media and Society ⁶	3
COMP110	English Composition I ^{A,1}	3
	College level Mathematics ^{A,F}	3
	Cultural Perspectives ^B	3
		15

Second Semester		
COMM110	Effective Speaking ⁴	3
COMP111	English Composition II ^{E,1,2}	3
COMT101	Introduction to Theatre	3
	Program Elective ^D	3
	Cinema Elective ^C	3
		15

Third Semester		
	College Level Science ^{A,G}	3
	Foreign Language and/or Literature	3
	Program Electives ^D	6
	Elective ^H	3
		15

Fourth Semester		
COMM230	Oral Interpretation ^{E,4}	3
INTG285	Integration of Knowledge ^{E,1,3}	3
	Program Electives ^D	6
	Elective ^H	3
		15

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, MATH125 or MATH140.

G Choose from BIOL101, BIOL110, CHEM101, CHEM121, SCIE101, SCIE102 or SCIE103.

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

1 Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Writing Intensive requirement.

4 Satisfies Creative Expression.

5 Satisfies Personal Health.

6 Satisfies Social Perspective Social Perspective.

Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except COMP110, three credits in mathematics or science, three credits in cultural perspectives, three credits in social perspectives, two credits in personal health, 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

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

CISC105	Windows/DOS Concepts	4
CISC128	Comparative Operating Systems ^A	4
CISC113	Visual Basic Programming ^A	
	or	
CISC115	Computer Science I ^A	3/4
CISC114	Visual Basic Programming II ^A	
	or	
CISC122	Computer Science II ^A	3/4
CISC215	Database Design and Application Development ^A	3
CISF102	Cybercrime	3
CISF110	Computer Forensics I ^A	3
CISF210	Computer Forensics II	3
CRIJ120	Criminal Evidence	3
CRIJ140	Criminal Procedure	3
		32/34

A Course requires prerequisite.

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

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

Computer Hardware Installation and Maintenance

CERTIFICATE MAJOR

Curriculum Code No. 3162

Mathematics, Science & Technology Department

Founders 112 • phone (215) 968-8305

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

Graduates of this program are able to:

- sit for the A+ Certification and Network + Certification examination;
- install Software and Hardware;
- support users in a PC environment; and
- troubleshoot Hardware and Software Problems.

Certificate Course Requirements

CISC105	Windows/DOS Concepts	4
CISC128	Comparative Operating Systems ^A	4
CISC143	Essentials of Networking ^A	4
CISC201	Managing and Maintaining the PC ^A	4
COMM105	Interpersonal Communication	3
		19

A Course requires prerequisite.

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

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

Computer Networking Technology

OCCUPATIONAL MAJOR

Curriculum Code No. 2136

Mathematics, Science & Technology Department

Founders 112 • phone (215) 968-8305

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



KAREN CAVALIERE ZITOMER ('95), who earned her bachelor's degree at Temple University after completing her associate degree in communication at Bucks, has worked as a writer, editor, and marketing/public relations specialist in higher education, including Penn State and the University of Georgia

"When I decided to attend Bucks County Community College after high school... I had no idea that attending Bucks would actually help me focus my entire life ... but it has! Through Bucks' thoughtful and inspiring faculty, comprehensive and compelling academic programs, engaging student activities and valuable student work-study opportunities, I discovered my passion for higher education... My heart is still writing poetry in the Orangery, performing on stage in the Auditorium, and interacting with my peers in the Tutoring Center. Quite simply, I love Bucks and feel privileged to have been a part of it."

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

Please visit www.bucks.edu for current requirements.



JAN VISLOSKY-DUFFY ('77), who earned her bachelor's degree at Penn State after getting her associates at Bucks, has served as District Justice in Falls Township for more than a decade. The former tax collector for Falls and former BCCC Trustee says she's proud to be a Bucks graduate.

"The opportunity that the College offers to Bucks County residents is immeasurable. They offer a quality education at a reasonable price with credits that are highly respected by four-year universities when the students transfer. I loved my time at Bucks."

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*

COMM110	Effective Speaking ¹	3
MGMT100	Introduction to Business ²	3
COMM105	Interpersonal Communications	3
CISC105	Windows/DOS Concepts	4
CISC143	Essentials of Networking ^G	4
CISC144	Introduction to MS Windows Professional ^G	4
CISC201	Managing & Maintaining the PC ^G	4
CISC202	Network Administration ^G	4
CISC203	Advanced Network Administration ^G	4
	or	
CISC244	Intro to MS Windows Server ^G	
CISC234	Topics in Networking ^G	3
CISC235	Network Devices (CISCO) ^G	4
CISC245	Network Troubleshooting ^G	4
	Computing Elective	3
	Cultural Perspectives	3
	College Level Writing ^{A,B}	6
	College Level Mathematics	
	Elective ^{A,D,3}	3
INTG285	Integration of Knowledge ^{G,4}	3
		62

Recommended Semester Sequence

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

First Semester

CISC105	Windows/DOS Concepts	4
CISC143	Essentials of Networking ^G	4
MGMT100	Introduction to Business	3
	College Level Writing ^{A,B}	3
	Mathematics ^{A,D,3}	3
		17

Second Semester

CISC144	Introduction to MS Windows Professional ^G	4
CISC201	Managing & Maintaining the PC ^G	4
CISC202	Network Administration ^G	4
	College Level Writing ^{A,B}	3
		15

Third Semester

CISC203	Advanced Network Administration ^G	4
	or	
CISC244	MS Windows Server ^G	
CISC235	Network Devices (CISCO) ^G	4
COMM110	Effective Speaking	3
	Cultural Perspectives ^C	3
	Computing Elective	3
		17

Fourth Semester

CISC234	Topics in Networking ^G	3
CISC245	Network Troubleshooting ^G	4
COMM105	Interpersonal Communications	3
INTG285	Integration of Knowledge ^{E,G,4}	3
		13

- 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. Any course may be chosen.
 D Consult an advisor. At least one course must be chosen from the following: MATH110, MATH115, MATH117, MATH120, MATH122, MATH125 or MATH140.

- E Any computer science course except CISC100.
 F Any INTG course may be chosen.
 G Course requires prerequisite.
 1 Satisfies Creative Expression
 2 Satisfies Social Perspectives
 3 Satisfies College Level Mathematics or Science.
 4 Satisfies Writing Intensive requirement.

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

Correction Administration

TRANSFER MAJOR

Curriculum Code No. 1021

Department of Social & Behavioral Science

Founders 210A • Phone (215) 968-8060 or 8061

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

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

The transfer majors have the following objectives

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

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

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

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

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

Degree Course Requirements

COMM110	Effective Speaking ⁶	3
COMP110	English Composition I ^{A,E,2}	3
COMP111	English Composition II ^{E,3}	3
CRIJ100	Introduction to the Administration of Criminal Justice	3
CRIJ120	Criminal Evidence	3
CRIJ140	Criminal Procedure	3

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

Please visit www.bucks.edu for current requirements.

CRIJ160	Juvenile Delinquency and Laws Pertaining to Children	3
CRIJ260	Probation and Parole	3
CRIJ275	Introduction to Correctional Administration	3
BIOL101	Biological Science I ¹	4
HLTH110	Responding to Emergencies	3
PSYC110	Introduction to Psychology ⁴	3
SOCI110	Introduction to Sociology ⁴	3
SOCI150	Criminology	3
	Criminal Justice Elective	3
	Cultural Perspectives ^B	6
	Electives ^D	5
INTG285	Integration of Knowledge ^{C,E,S}	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

COMP110	English Composition I ^{A,E,2}	3
CRIJ100	Introduction to the Administration of Criminal Justice	3
HLTH110	Responding to Emergencies	3
PSYC110	Introduction to Psychology ⁴	3
	Cultural Perspectives ^B	3
		15

Second Semester

COMP111	English Composition II ^{E,3}	3
CRIJ120	Criminal Evidence	3
CRIJ160	Juvenile Delinquency and Laws Pertaining to Children	3
SOCI110	Introduction to Sociology ⁴	3
	Cultural Perspectives ^B	3
		15

Third Semester

BIOL101	Biological Science I ¹	4
COMM110	Effective Speaking ⁶	3
CRIJ140	Criminal Procedure	3
	Criminal Justice Elective	3
SOCI150	Criminology	3
		16

Fourth Semester

CRIJ260	Probation and Parole	3
CRIJ275	Introduction to Correctional Administration	3
	Electives ^D	5
INTG285	Integration of Knowledge ^{C,E,S}	3
		14

^A Placement testing required.

^B Any of the following may be chosen: HIST111, HIST112, HUMN111, HUMN112, HUMN113, HUMN114, HIST151, HIST152, PHIL125.

^C Any INTG course may be chosen.

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

^E Course requires prerequisite.

¹ Satisfies College Level Mathematics or Science.

² Satisfies College Writing Level I.

³ Satisfies College Writing Level II.

⁴ Satisfies Social Perspectives.

⁵ Satisfies Writing Intensive requirement.

⁶ Satisfies Creative Expression requirement.

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

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

Certificate Requirements

HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation (Certification Course)	3
HRIM120	Basic Food Preparation and Management ^A	3
HRIM121	Advanced Food Preparation & Management ^A	3
HRIM130	Baking and Decorating - Techniques and Procedures ^A	3
HRIM131	Buffet Planning and Preparation/Basic ^A	3
HRIM132	Buffet Planning and Preparation/Advanced ^A	3
HRIM202	Food Purchasing/Techniques and Procedures ^A	3
HRIM203	Menu Planning/Costing/Design ^A	3
		27

^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.

Digital Game and Simulation Design

OCCUPATIONAL MAJOR

Curriculum Code 2182

Please see www.bucks.edu for program details.

The Digital Game and Simulation Design major will prepare students for careers in the digital media industry such as, entry-level game programmers, quality assurance testers or level designers.

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) 968-8060



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

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

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

Please visit www.bucks.edu for current requirements.



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

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

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	4
COMM110	Effective Speaking ⁴	3
COMP110	English Composition I ^{A,D,2}	3
COMP111	English Composition II ^{D,3}	3
EDUC100	Foundations of Education	3
EDUC105	Early Childhood Education: Its History, Organization and Management	3
EDUC115	Observing and Recording the Behavior of Young Children	3
EDUC150	Science and Math Experiences for Young Children	3
EDUC170	Language Development	3
EDUC200	Art Experiences for Young Children	3
EDUC220	Practicum in Education ^D	6
HLTH120	Nutrition ⁵	3
LITR246	Children's Literature	3
MUSC230	Music for Early Childhood	2
PSYC110	Introduction to Psychology ⁶	3
PSYC180	Human Growth and Development ^D	3
PSYC190	Educational Psychology ^D	3
SOCH160	Marriage and the Family	3
	Cultural Perspectives ^B	3
INTG285	Integration of Knowledge ^{C,D,7}	3
		63

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,D,2}	3
EDUC100	Foundations of Education	3
PSYC110	Introduction to Psychology ⁶	3
	Cultural Perspectives ^B	3
		15

Second Semester

BIOL101	Biological Science I ¹	4
COMP111	English Composition II ^{D,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 ^D	3
		16

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
PSYC190	Educational Psychology ^D	3
SOCH160	Marriage and the Family	3
		17

Fourth Semester

EDUC170	Language Development	3
EDUC220	Practicum in Education ^D	6
LITR246	Children's Literature	3
INTG285	Integration of Knowledge ^{C,D,7}	3
		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 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.

Students who do not seek the Associate of Arts Degree may earn the legend, "Majors Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except LITR246, MUSC230, COMM110, BIOL101, SOCH160, EDUC150, and INTG. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Education

TRANSFER MAJOR

Curriculum Code No. 1061

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

Department of Social & Behavioral Science

Founders 210A • Phone (215) 968-8060

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

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

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

Please visit www.bucks.edu for current requirements.

Degree Course Requirements		
BIOL101	Biological Science I ¹	4
BIOL102	Biological Science II ^E	4
COMM110	Effective Speaking ⁴	3
COMP110	English Composition I ^{A,E,2}	3
COMP111	English Composition II ^{E,3}	3
EDUC100	Foundations of Education	3
HLTH110	Responding to Emergencies ⁵	3
MATH101	Mathematical Concepts I ^{A,E,1}	3
MATH102	Mathematical Concepts II ^{A,E,1}	3
PSYC110	Introduction to Psychology ⁶	3
PSYC180	Human Growth and Development ^E	3
PSYC190	Educational Psychology ^E	3
	Cultural Perspectives ^B	6
	Electives ^D	9
INTG285	Integration of Knowledge ^{C,E,7}	3
	Literature Elective	3
	Music Elective	3
		62

Recommended Semester Sequence

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

First Semester

COMP110	English Composition I ^{A,E,2}	3
EDUC100	Foundations of Education	3
HLTH110	Responding to Emergencies ⁵	3
PSYC110	Introduction to Psychology ⁶	3
	Cultural Perspectives ^B	3
		15

Second Semester

COMM110	Effective Speaking ⁴	3
COMP111	English Composition II ^{A,E,2}	3
PSYC180	Human Growth and Development ^E	3
	Elective ^D	3
	Music Elective	3
		15

Third Semester

BIOL101	Biological Science I ¹	4
MATH101	Mathematical Concepts I ^{A,E,1}	3
PSYC190	Educational Psychology ^E	3
	Cultural Perspectives ^B	3
	Elective ^D	3
		16

Fourth Semester

BIOL102	Biological Science II ^E	4
MATH102	Mathematical Concepts II ^{A,E,1}	3
	Elective ^D	3
INTG285	Integration of Knowledge ^{C,E,7}	3
	Literature Elective	3
		16

^A Placement testing required.

^B Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, 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 Creative Expression.

⁵ Satisfies Personal Health.

⁶ Satisfies Social Perspectives.

⁷ Satisfies Writing Intensive requirement.

Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except three credits 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.

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) 968-8060

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

COMM105	Interpersonal Communication	3
COMM110	Effective Speaking ⁴	3
COMP110	English Composition I ^{A,D,1}	3
COMP114	Technical Writing ^{D,2}	3
CHEM101	Chemistry ^{A, D}	4
MATH110	Mathematics for Technology ^{A,D,3}	3
PSYC110	Introduction to Psychology ⁵	3
SPAN110	Elementary Spanish I ⁶	3
INTG285	Integration of Knowledge ^{B,D,9}	3
PUBS101	Introduction to Emergency Management/Public Safety	3
PUBS102	Hazardous Materials Management and Environmental Protection	3
PUBS103	Emergency Services Human Resources Management	3
PUBS104	Crisis Management and Critical Incident Stress ^D	3
PUBS105	Emergency Services Fiscal Administration	3
PUBS106	Collateral Hazard Planning and Hazard Vulnerability Assessment ^D	3
PUBS107	Emergency Management Exercise/Design and Disaster Recovery ^D	3
PUBS108	Leadership and Influence in Emergency Response ^D	3
PUBS109	Seminar in Emergency Management and Public Safety Personal Health ^{B,7}	2
	Elective C - Suggested elective from Criminal Justice or Fire Science	3
		60



KELLY BOURNE ('06), a self-described future principal, has her sights set on the University of Pennsylvania for graduate school after she completes her bachelor's degree at Temple University. The former Student Government Vice President and Bucks Ambassador was also 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."

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

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

Please visit www.bucks.edu for current requirements.



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

"Bucks County Community College gave me a great foundation to build my education in art and design that has led me to a successful career in the arts. ...That's what I love about Bucks – it builds dreams."

That love of Bucks runs in the family: Magro's son Dan graduated in 2006 (see page 20), while his aunt, Linda Laing, and sister, Sandra Magro, also attended BCCC.

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
PUBS101	Introduction to Emergency Management/Public Safety	3
COMP110	English Composition I ^{A,D,1}	3
CHEM101	Chemistry ^{A,D}	4
PSYC110	Introduction to Psychology ⁵	3
		16

Second Semester

COMP114	Technical Writing ^{D,2}	3
MATH110	Mathematics for Technology ^{A,D,3}	3
PUBS102	Hazardous Materials Management and Environmental Protection	3
PUBS103	Emergency Services Human Resources Management	3
SPAN110	Elementary Spanish I ⁶	3
		15

Third Semester

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

Fourth Semester

INTG285	Integration of Knowledge ^{B,D,9}	3
COMM105	Interpersonal Communication	3
PUBS107	Emergency Management Exercise/Design and Disaster Recovery ^D	3
PUBS108	Leadership and Influence in Emergency Response ^D	3
PUBS109	Seminar in Emergency Management and Public Safety	3
	Personal Health ^{B,7}	2
		17

^A Placement Testing Required

^B Any Personal Health Course May Be Taken

^C Any of the following may be chosen: FRSC 102, FRSC 104, FRSC 106, CRIJ 100, CRIJ 275

^D Course requires prerequisite.

¹ Satisfies College Writing Level I

² Satisfies College Writing Level II

³ Satisfies College Level Mathematics or Science

⁴ Satisfies Creative Expression

⁵ Satisfies Social Perspectives

⁶ Satisfies Cultural Perspectives

⁷ Satisfies Personal Health

⁸ Satisfies Integration of Knowledge

⁹ Satisfies Writing Intensive Course

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

Emergency Management and Public Safety

CERTIFICATE MAJOR

Curriculum Code No. 3179

Department of Social and Behavioral Science

Penn 301 • Phone (215) 968-8270

The certificate program provides the opportunity for an individual to pursue a career in Emergency Management or Public Safety and/or provide professional development for those already employed.

Graduates of this program are able to

- perform technically;
- interpret, analyze, and solve problems related to disasters;
- work effectively as a team member;
- adapt to changes in technology and regulations;
- identify modern concepts of emergency management; and
- seek professional certification in Emergency Management.

Certificate Requirements

PUBS101	Introduction to Emergency Management/Public Safety	3
PUBS102	Hazardous Materials Management and Environmental Protection	3
PUBS104	Crisis Management and Critical Incident Stress A	3
PUBS106	Collateral Hazard Planning and Hazard Vulnerability Assessment A	3
PUBS107	Emergency Management Exercise/Design and Disaster Recovery A	3
PUBS108	Leadership and Influence in Emergency Response A	3
		18

A Course requires prerequisite.

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

Engineering

TRANSFER MAJOR

Curriculum Code No. 1028

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

Mathematics, Science & Technology Department

Founders 112 • Phone (215) 968-8305

The academic major for the first two years of engineering is similar for all branches of the discipline. It is designed for students ready to enroll in any engineering major—civil, ME, EE, metallurgical, aeronautical, or others. Consequently, this major provides a foundation for all phases of engineering as well as for physics and prepares students to continue their education at a four-year institution or to enter industry as paraprofessional employees.

Graduates of this program are able to

- Demonstrate understanding of basic science (biology, chemistry, physics);
- Communicate effectively in both oral and written forms;
- Compute with proficiency and confidence, in both symbolic & numerical modes; and
- Apply Science, Math, and Environmental responsibility to the solution of Engineering Problems.

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

Degree Course Requirements

CHEM121	Chemistry I ^{A,H}	4
CHEM122	Chemistry II ^H	4
COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,H,1}	3
COMP111	English Composition II ^{H,2}	3
MATH140	Calculus I ^{A,H,4}	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 ^B	3
	Engineering Electives ^F	9
INTG285	Integration of Knowledge ^{G,H,5}	3
	Personal Health ^D	3
	Social Perspectives ^C	3
		<u>60</u>

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,H}	4
COMP110	English Composition I ^{A,H,1}	3
MATH140	Calculus I ^{A,H,4}	4
	Personal Health ^D	3
		<u>15</u>

Second Semester

CHEM122	Chemistry II ^H	4
COMP111	English Composition II ^{H,2}	3
MATH141	Calculus II ^H	4
PHYS121	Physics I ^H	4
		<u>15</u>

Third Semester

PHYS112	Engineering Graphics ^H	3
PHYS122	Physics II ^H	4
	Engineering Elective ^F	3
	Computer Programming	3
	Cultural Perspectives ^B	3
		<u>15</u>

Fourth Semester

COMM110	Effective Speaking ³	3
	Engineering Electives ^F	6
INTG285	Integration of Knowledge ^{G,H,5}	3
	Social Perspectives ^C	3
		<u>15</u>

A Placement testing required.

B Choose from HIST111, HIST112, HIST151, HIST152, VAFA193, HUMN111, HUMN120.

C Choose from ECON111, GEOG110, PSYC110, SOCI110.

D Choose from HLTH103, HLTH120, HLTH130, PSYC125.

E Choose from CISC103, CISC115, CISC210.

F Electives to be chosen from the following: PHYS222, PHYS223, DRFT252, MATH242, MATH250, MATH260.

G Any INTG course may be chosen.

H Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies College level Mathematics or Science.

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 COMP110, COMP111, three credits of cultural perspectives, three credits of social perspectives, two credits of personal health and three credits in integration of knowledge. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Environmental Science

OCCUPATIONAL MAJOR

Curriculum Code No. 2159

Mathematics, Science & Technology Department

Founders 112 • Phone (215) 968-8305

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

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

Graduates of this program are able to

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

Degree Requirements

BIOL101	Biological Science I ^F	4
BIOL102	Biological Science II ^{C,3}	4
BIOL110	Field Biology ³	3
BIOL280	Cooperative Education- Environmental Science	3
CHEM101	Chemistry ^{A,C,3}	4
CHEM102	Chemistry ^{B,C}	4
CHEM104	Environmental Chemistry	3
SCIE103	Earth Science ³	3
SCIE105	Conservation Ecology	4
SCIE106	GIS for Land Use Planning and Environmental Tech.	3
SCIE107	Intro. To Environmental Monitoring and Sampling	4
COMP110	English Composition I ^{A,C,1}	3
COMP114	Technical Writing ^{C,2}	3
MATH115	Elementary Statistics ^{A,C,3}	3
	Creative Expression ^B	2
	Cultural Perspectives ^B	3
INTG285	Integration of Knowledge ^{C,4}	3
	Personal Health ^B	2
	Social Perspectives ^B	3
		<u>61</u>



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

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

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

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

Please visit www.bucks.edu for current requirements.



STEFAN AVALOS, whose credits include “The Last Broadcast” and “The Ghosts of Edendale,” learned the art of filmmaking as a Communications – Cinema major at Bucks in the early 1990s before pursuing a career as a motion picture writer and director. In addition to horror films, he also produces action-adventure movies.

“Bucks County Community College provided education and experience that I use daily here in Hollywood. Not only were the classes invaluable, but many of my fellow classmates continue to be friends and co-workers. I look back on those ‘Bucks’ days with fondness and gratitude.”

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 ³	4
CHEM101	Chemistry ^{A,C,3}	4
COMP110	English Composition I ^{A,C,1}	3
SCIE105	Conservation Ecology	4
		<u>15</u>

Second Semester

BIOL102	Biological Science II ^{C,3}	4
CHEM102	Chemistry ^{B,C}	4
COMP114	Technical Writing ^{C,2}	3
MATH115	Elementary Statistics ^{A,C,3}	3
	Personal Health	2
		<u>16</u>

Third Semester

BIOL110	Field Biology ³	3
CHEM104	Environmental Chemistry	3
SCIE107	Intro. To Environmental Monitoring and Sampling	4
COMM110	Effective Speaking ⁵	3
	Social Perspectives ^B	3
		<u>16</u>

Forth Semester

BIOL280	Cooperative Education-Environmental Science	3
SCIE103	Earth Science ³	3
SCIE106	GIS for Land Use Planning and Environmental Tech.	3
	Cultural Perspectives ^B	3
INTG285	Integration of Knowledge ^{C,4}	3
		<u>15</u>
	Total	62

^A Placement testing required

^B Consult the list of courses approved for this subcategory here of the College Catalog. Any course may be chosen.

^C Course requires prerequisite.

¹ Satisfies College Writing Level I.

² Satisfies College Writing Level II.

³ Satisfies College level Mathematics or Science

⁴ Satisfies Writing intensive requirement

⁵ Satisfies Creative Expression

Fine Arts

TRANSFER MAJOR

Curriculum code No. 1001

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

Department of the Arts

Hicks Art Center • Phone (215) 968-8425

The Fine Arts major is designed to serve the fine arts major and the general college student. The major equips the art student with the skills, attitudes, and knowledge necessary for further training in a four-year professional or liberal arts institution and develops mastery of arts, crafts, and design in the student whose formal education ends after two years at the College.

Full-time day students entering as fine art majors require an assessment interview. A portfolio review is not required for admission, but is recommended for placement purposes. An art advisor will help select the appropriate sequence of courses. These art courses offer a chance for general college students to experience a variety of fine arts media and an opportunity to explore their own artistic potential. In addition to studio art courses, art history courses are available for the general college student.

For the non-art major many electives in art require no pre-requisite or portfolio evaluation.

Graduates of this program are able to

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

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

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

Degree Course Requirements*

VAF A100	Drawing Fundamentals ³	3
VAF A101	2-D Design Fundamentals	3
VAF A102	3-D Design Fundamentals	3
VAF A103	Drawing Composition ^G	3
VAF A104	2-D Design Color ^G	3
VAF A105	3-D Design Materials/Modeling ^G	3
VAF A200	Drawing Anatomy ^G	3
VAF A201	Portfolio Seminar ^G	3
VAF A202	Figure Drawing ^G	3
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
SOCI110	Intro. to Sociology ⁶	3
	Art History ^{C,4}	6
	College Level Math or Science ^{A,B}	3
INTG285	Integration of Knowledge ^{D,G,5}	3
	Personal Health ^B	2
	Digital Elective ^E	3
	Studio Electives	9
		<u>62</u>

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

VAF A100	Drawing Fundamentals ³	3
VAF A101	2-D Design Fundamentals	3
VAF A102	3-D Design Fundamentals	3
COMP110	English Composition I ^{A,G,1}	3
	Art History ^{C,4}	3
		<u>15</u>

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

Please visit www.bucks.edu for current requirements.

Second Semester

VAF103	Drawing Composition ^G	3
VAF104	2-D Design Color ^G	3
VAF105	3-D Design Materials/Modeling ^G	3
COMP111	English Composition II ^{G,2}	3
	Digital Elective ^E	
	OR	
	Art History ^{C,4}	3
		15

Third Semester

VAF200	Drawing Anatomy ^G	3
	Math/Science ^{A,B}	3
VAF201	Portfolio Seminar ^G	3
	Art History ^{C,4}	
	OR	
	Digital Elective ^E	3
	Personal Health ^B	2
	Studio Elective ^F	3
		17

Fourth Semester

VAF202	Figure Drawing ^G	3
SOCI110	Intro. to Sociology ⁶	3
INTG285	Integration of Knowledge ^{D,G,5}	3
	Studio Electives ^F	6
		15

^A Placement testing required.

^B Consult the list of courses approved for this subcategory. Any course may be chosen.

^C Any of the following may be chosen: VAF191, VAF192, VAF193.

^D Any INTG course may be chosen.

^E Any of the following may be chosen: VAMM100, VAF110.

^F Any studio course with the prefix of VAF, VAG, VAC, VAFW, and/or VAMM may be selected.

^G 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 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 courses listed in the major except credits in social perspectives, mathematics or science, English and three credits in integration of knowledge.

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

Fine Woodworking

OCCUPATIONAL MAJOR
Curriculum Code No. 2092

Department of the Arts

Hicks Art Center • Phone (215) 968-8425

The Fine Woodworking Program provides students with courses that meet their interests and long-term professional goals. Studio hands-on, design, and historical courses give the student a view of the field from different perspectives. Traditional woodworking techniques through recent innovations in the field are covered. Students design their projects and carry them through to completion. Craftsmanship is a very important concern for the projects from the initial designs to the finished projects. Before entering the Fine Woodworking Program all students are required to meet with a Fine Woodworking Program Advisor to review a portfolio of their work (if available), discuss goals, and receive advising on course selection.

Completion of this program of study will provide opportunities for securing an entry-level position in the field and for continuing educational experience in the field. Graduates could begin employment in positions with titles such as cabinetmaker, furniture maker, furniture designer, and machine operator.

Graduates of this program are able to

- develop a logical procedure of steps in which a concept becomes a drawing, which in turn becomes a three-dimensional finished product that meets structural and functional requirements and works within the physical properties of the selected media;
- use different materials, finishes, techniques, and forms to begin to explore and express their own creative voice;
- read about, write about, and analyze art, art history, and furniture history using basic research, critical thinking skills, and a visual arts vocabulary;
- prepare and present a formal, professional-quality portfolio of work which may be used to apply for an entry-level position in woodworking; and use and safely operate the many hand tools and machinery in the woodshop, and handle materials such as solvents, stains, and finishes in a safe manner.

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

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

Degree Course Requirements*

VAFW101	Fine Woodworking I	6
VAFW102	Design in Woodworking I	3
VAFW103	Fine Woodworking II ^G	6
VAFW104	Design in Woodworking II ^G	3
VAFW190	History of American Furniture	3
VAF201	Portfolio Seminar ^G	3
MGMT100	Introduction to Business ³	3
SCIE103	Earth Science ⁴	3
	Select Five VAFW Courses ^F	15
	Art History ^{D,1}	3
	Creative Expression ^B	3
	Personal Health ^B	2
	College Level Writing ^{A,C}	6
INTG285	Integration of Knowledge ^{E,G,2}	3
		62

Recommended Semester Sequence

First Semester

VAFW101	Fine Woodworking I	6
VAFW102	Design in Woodworking I	3
VAFW190	History of American Furniture	3
	College Level Writing I ^{A,C}	3
		15

Second Semester

VAFW103	Fine Woodworking II ^G	6
VAFW104	Design in Woodworking II ^G	3
MGMT100	Introduction to Business ³	3
	College Level Writing II ^{A,C}	3
		15

Third Semester

SCIE103	Earth Science ⁴	3
VAF191	Art History Before 1450 A.D. ^{D,1}	
	or	
VAF192	Art History After 1450 A.D. ^{D,1}	
	or	
VAF193	History of Modern Art ^{D,1}	3
	Select Three VAFW Electives ^F	9
	Personal Health ^B	2
		17



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."

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

Please visit www.bucks.edu for current requirements.

Fourth Semester		
VAFA201	Portfolio Seminar ^G	3
	Select Two VAFW Electives ^F	6
INTG285	Integration of Knowledge ^{E,G}	3
	Creative Expression ^B	<u>3</u>
		15

A Placement testing required.

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

C Any two of the following may be chosen (with the proper prerequisites): OADM110, COMP110, COMP111, COMP114.

D Any of the following may be chosen: VAFA191, VAFA192, VAFA193.

E Any INTG course may be chosen.

F Any selected from this list (with proper prerequisites): VAFW100, VAFW133, VAFW134, VAFW135, VAFW136, VAFW137, VAFW138, VAFW139, VAFW145, VAFW180, VAFW181, VAFW280.

G Course requires prerequisite.

1 Satisfies Cultural Perspectives.

2 Satisfies College Writing Intensive requirement.

3 Satisfies Social Perspectives.

4 Satisfies College Level Mathematics or Science.

* 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.

Prerequisites: For VAFW135, VAFW136, VAFW137, VAFW139: either VAFW100 or VAFW101. For VAFW145: either VAFW100, VAFW101 or VAFA102. For VAFW181: VAFW180. VAFW138 is recommended for VAFW137. For VAFW280: VAFW103.

Fire Investigation

CERTIFICATE PROGRAM

Curriculum Code No. 3144

Department of Social and Behavioral Science

Penn 301 • Phone (215) 968-8270

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

Graduates of this program are able to

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

Certificate Course Requirements

FRSC102	Hazardous Materials	3
FRSC103	Building Construction for the Fire Service	3
FRSC104	International Fire Prevention and Building Codes	3
FRSC106	Fire Investigation	3
FRSC107	Pre-Emergency Planning and Computer Assisted Design	<u>3</u>
		15

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

Prepare for a leadership position in the Fire Service with the Fire Science associate degree program.

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

Please visit www.bucks.edu for current requirements.

Fire Science

OCCUPATIONAL MAJOR

Curriculum Code No. 2158

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

Department of Social & Behavioral Science

Founders 210A • Phone (215) 968-8060

The Fire Science Associate Degree Program prepares the student for a leadership position in the Fire Service. In addition to the courses that prepare the student to manage a complex emergency scene, the Fire Science courses in this curriculum provide the student with technical information on a wide range of topics. Courses such as Pre-emergency Planning and Computer Assisted Design, Fire Investigation, the International Building and Fire Code and Fire Prevention and Fire Safety Education prepare the student for careers that are directly and indirectly related to the Fire Service. These careers include working in fire investigation, code inspection, insurance investigation, fire equipment inspection, risk analysis and pre-emergency planning. In addition this program provides individuals already working in the Fire Service, or in a related field, the opportunity to prepare for promotion while at the same time earning an Associate Degree.

Degree Course Requirements

COMP110	English Composition I ^{A,E,1}	3
COMP114	Technical Writing ^{E,2}	3
CHEM101	Chemistry ^{A,E,3}	4
MATH110	Mathematics for Technology ^{A,E}	3
COMM110	Effective Speaking ^C	3
	Social Perspective ^B	3
	Cultural Perspective ^B	3
	Personal Health ^B	2
	Elective ^D	3
INTG285	Integration of Knowledge ^{E,4}	3
FRSC101	Firefighting Strategy and Tactics	3
FRSC102	Hazardous Materials	3
FRSC103	Building Construction for the Fire Service	3
FRSC104	The International Fire Prevention and Building Code	3
FRSC105	Fire Protection Systems	3
FRSC106	Fire Investigation	3
FRSC107	Pre-emergency Planning and Computer Assisted Design	3
FRSC108	Organization and Management of Emergency Services	3
FRSC109	Fire Service Occupational Safety And Health	3
FRSC110	Fire Prevention and Fire Safety Education	<u>3</u>
		60

Recommended Semester Sequence

First semester

COMP110	English Composition I ^{A,E,1}	3
FRSC103	Building Construction for the Fire Service.	3
FRSC104	The International Fire Prevention and Building Code	3
MATH110	Mathematics for Technology ^{1E}	3
COMM110	Effective Speaking C	<u>3</u>
		15

Second Semester

FRSC108	Organization and Management of Emergency Services	3
FRSC109	Fire Service Occupational Safety & Health	3
FRSC110	Fire Prevention and Fire Safety Education	3
COMP114	Technical Writing ^{E,2}	3
CHEM101	Chemistry ^{A,E,3}	4
		16

Third Semester

FRSC101	Firefighting Strategy and Tactics	3
FRSC102	Hazardous Materials	3
FRSC105	Fire Protection Systems	3
	Social Perspective ^B	3
	Cultural Perspectives ^B	3
		15

Fourth Semester

FRSC106	Fire Investigation	3
FRSC107	Pre-emergency Planning and Computer Assisted Design	3
	Personal Health ^B	2
	Elective ^D	3
	Integration of Knowledge ⁴	3
		14

^A Placement testing required

^B Consult approved list.

^C Satisfies Creative Expression

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

^E Course requires prerequisite.

¹ Satisfies College Writing, Level I

² Satisfies College Writing, Level II

³ Satisfies College Level Math or Science

⁴ Satisfies Writing Intensive Requirement

Fire Science

CERTIFICATE PROGRAM

Curriculum Code No. 3143

Department of Social and Behavioral Science

Penn 301 • Phone (215) 968-8270

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

Graduates of this program are able to

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

Certificate Course Requirements

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

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

Graphic Design

OCCUPATIONAL MAJOR

Curriculum Code No. 2111

Department of the Arts

Hicks Art Center • Phone (215) 968-8425

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

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

Graduates of this program are able to

- demonstrate an understanding of the methods and materials associated with drawing and two-dimensional design;
- use traditional and new media to begin to explore and express their own creative voice;
- read about, write about, and analyze art and art history using basic research, critical thinking skills, and a visual arts vocabulary;
- prepare and present a formal, professional-quality portfolio of work which may be used to apply for an entry-level position in graphic design; and
- demonstrate the ability to develop concepts, apply skills, and provide creative visual solutions to graphic design and illustration problems.

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

Degree Course Requirements*

VAF A100	Drawing Fundamentals ³	3
VAF A101	2-D Design Fundamentals	3
VAF A104	2-D Design Color ^F	3
VAF A201	Portfolio Seminar ^F	3
VAG D100	Introduction to Desktop Publishing	3
VAG D101	Layout & Typography	3
VAG D102	Illustration: Drawing & Digital Design ^F	3
VAG D200	Visual Literacy ^F	3
VAG D201	Graphic Design ^F	3
VAG D202	Digital Prepress & Production Output ^F	3
VAM M100	Digital Imaging	3
VAM M209	Multimedia Concepts I ^F	3
COMP110	English Composition I ^{A,E,1}	3
COMP111	English Composition II ^{E,2}	3
	Social Perspective ⁶	3
	Art History ^{C,4}	3
	College Level Math or Science ^{A,B}	3
INTG285	Integration of Knowledge ^{D,E,5}	3
	Personal Health ^B	2
	Digital Elective or Co-op ^E	6
		62

Recommended Semester Sequence

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



MANNY KIVOWITZ ('83), founder of KSK: Studios in New York, is an award-winning executive producer of TV shows, documentary films, advertisements, and multimedia. He launched his career after earning an AA in Communication – Video Production from Bucks.

“BCCC provided me not only with great educational opportunities and hands-on experience, it offered me the chance to work closely with teachers and classmates in a supportive and intimate environment. Bucks was an absolutely great experience all around.”

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

Please visit www.bucks.edu for current requirements.



DENISE OSHINSKY ('07) returned to college in 2003 to pursue her dream of becoming a teacher. A wife, mother of three teenage sons, and caregiver for her father, the Langhorne resident still found time to become active with the Future Teachers Organization and Phi Theta Kappa, the national honors society for two-year schools. Her commitment to the College and community earned the 2007 President's Cup and a spot on the 2007 All-Pennsylvania Academic Team.

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

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

First Semester		
VAF100	Drawing Fundamentals ³	3
VAF101	2-D Design Fundamentals	3
VAMM100	Digital Imaging ³	3
VAGD100	Introduction to Desktop Publishing	3
COMP110	English Composition I ^{A,E,1}	3
		15

Second Semester		
VAF104	2-D Design Color ^F	3
VAGD101	Layout & Typography	3
VAGD102	Illustration: Drawing & Digital ^F	3
COMP111	English Composition II ^{E,2}	3
	Art History ^{C,4}	3
		15

Third Semester		
VAGD200	Visual Literacy ^F	3
VAGD202	Digital Prepress and Output ^F	3
VAMM209	Multimedia Concepts I ^F	3
	Digital/Drawing Elective ^E	3
	Social Perspectives ⁶	3
	Personal Health ^B	2
		17

Fourth Semester		
VAGD201	Graphic Design ^F	3
VAF201	Portfolio Seminar ^F	3
	Math/Science ^{A,B}	3
INTG285	Integration of Knowledge ^{D,E,5}	3
	Digital Elective or Co-op ^E	3
		15

- A Placement testing required.
 B Consult the list of courses approved for this subcategory. Any course may be chosen.
 C Any of the following may be chosen: VAF191, VAF192, VAF193.
 D Any INTG course may be chosen.
 E Suggested Digital Electives: VAGD203, VAGD204, VAMM110, VAMM130, VAMM210.
 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 MGMT100 is recommended.
 * Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied," on their transcripts by successfully completing all the courses listed in the major except credits in social perspectives, mathematics or science, English and three credits in integration of knowledge.

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

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. Graphic Designers work for advertising agencies, publishing companies, television stations, packaging companies, magazines, and other firms in the business of communicating information visually.

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

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

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

Graduates of this program are able to:

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

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

Degree Course Requirements*

VAF100	Drawing Fundamentals ³	3
VAF101	2-D Design Fundamentals	3
VAF102	3-D Design Fundamentals	3
VAF103	Drawing Composition ^F	3
VAF104	2-D Design Color ^F	3
VAF201	Portfolio Seminar ^F	3
VAGD100	Introduction to Desktop Publishing	3
VAGD101	Layout and Typography	3
VAGD102	Illustration: Drawing and Digital ^F	3
VAGD200	Visual Literacy ^F	3
VAGD201	Graphic Design ^F	3
VAMM100	Digital Imaging	3
COMP110	English Composition I ^{A,E,1}	3
COMP111	English Composition II ^{E,2}	3
	Social Perspective ⁶	3
	Art History ^{C,4}	6
	College Level Math or Science ^{A,B}	3
INTG285	Integration of Knowledge ^{D,E,5}	3
	Personal Health ^B	2
	Digital or Studio Electives	3
		62

Recommended Semester Sequence

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

First Semester

VAF100	Drawing Fundamentals ³	3
VAF101	2-D Design Fundamentals	3
VAMM100	Digital Imaging	3
VAGD100	Introduction to Desktop Publishing	3
COMP110	English Composition I ^{A,E,1}	3
		15

Second Semester

VAF103	Drawing Composition ^F	3
VAF104	2-D Design Color ^F	3
VAGD101	Layout and Typography	3
COMP111	English Composition II ^{E,2}	3
	Art History ^{C,4}	3
		15

Third Semester

VAF102	3-D Design Fundamentals	3
VAGD102	Illustration: Drawing and Digital ^F	3
VAGD200	Visual Literacy ^F	3
	Social Perspectives ⁶	3
	Art History ^{C,4}	3
	Personal Health ^B	2
		17

Fourth Semester

VAGD201	Graphic Design ^F	3
VAF201	Portfolio Seminar ^F	3
	Math/Science ^{A,B}	3
INTG285	Integration of Knowledge ^{C,E,5}	3
	Studio or Digital Elective	3
		15

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: VAF201, VAF202, VAF203.

D Any INTG course may be chosen.

E Suggested Digital Electives: VAGD202, VAGD203, VAGD204, VAMM110, VAMM130, VAMM209, VAMM210.

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 SOCI110 is recommended, but any course in this subcategory may be chosen.

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

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

Health and Physical Education

TRANSFER MAJOR

Curriculum Code No. 1031

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

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

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

Degree Course Requirements

COMM110	Effective Speaking ⁴	3
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
HLTH103	Life and Health ⁵	3
HLTH110	Responding to Emergencies ⁵	3
HLTH120	Nutrition ⁵	3
HLTH130	Principles and Applications of Diet and Fitness ⁵	3
PHED180	Foundations of Physical Education	3
PHED183	Movement and Physical Education for Early Childhood	3
PSYC110	Introduction to Psychology ³	3
SOCI110	Introduction to Sociology ³	3
	College Level Mathematics ^A or Science ^C	6
	Cultural Perspectives ^D	3
	Electives ^F	3
INTG285	Integration of Knowledge ^{E,G,6}	3
	Physical Education Skills Courses ^B	12
		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

COMP110	English Composition I ^{A,G,1}	3
HLTH103	Life and Health ⁵	3
PHED180	Foundations of Physical Education	3
	Physical Education Skills Courses ^B	4
	Mathematics A and/or Science ^C	3
		16

Second Semester

COMP111	English Composition II ^{G,2}	3
HLTH110	Responding to Emergencies ⁵	3
PHED183	Movement and Physical Education for Early Childhood	3
	Electives ^F	3
	Physical Education Skills Courses ^B	4
		16

Third Semester

COMM110	Effective Speaking ⁴	3
HLTH130	Principles and Applications of Diet and Fitness ⁵	3
PSYC110	Introduction to Psychology ³	3
	Cultural Perspectives ^D	3
	Physical Education Skills Course ^B	2
		14

Fourth Semester

HLTH120	Nutrition ⁵	3
SOCI110	Introduction to Sociology ³	3
INTG285	Integration of Knowledge ^{E,G,6}	3
	Mathematics A and/or Science ^C	3
	Physical Education Skills Courses ^A	2
		14

A Placement testing required.

B Health and Physical Education majors must take at least six of these physical education skills courses: PHED133, PHED145, PHED150, PHED155, PHED156, PHED170, PHED175, PHED176, PHED178, PHED179, PHED188, PHED189.

C Any of the following may be chosen: CHEM101, BIOL101, MATH101, MATH102, MATH120, MATH125, MATH140.

D Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.

E Any INTG course may be chosen.

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

G Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Social Perspectives.

4 Satisfies Creative Expression.

5 Satisfies Personal Health.

6 Satisfies Writing Intensive requirement.

Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied," on their transcripts by successfully completing all the courses listed in the major except three to five credits in mathematics or science. COMP111, 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.



SZILVIA KAMMERER ('06) credits her AA in business administration with preparing her to manage the office of a pediatric ophthalmologist.

"I would highly recommend BCCC to other students for the same reasons I attended classes there: the convenient location, great range of class choice, wide major selection, and most of all the excellent professors and staff I had the chance to work with."

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

Please visit www.bucks.edu for current requirements.

Historic Preservation

CERTIFICATE MAJOR

Curriculum Code No. 3127

Department of Social and Behavioral Science

Penn 301 • Phone (215) 968-8270

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

Graduates of this program are able to

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

Certificate Requirements

HIST197	History and Theory of Historic Preservation	3
HIST198	History of American Architecture	3
HIST199	Methodology and Documentation	3
HIST201	Building Conservation	3
HIST203	Internship for Historic Preservation ^A	3
		15

Electives: (9 credits required)

HIST195	Introduction to Historical Archaeology	3
HIST200	Material Culture in Historic Preservation	3
HIST202	Law, Taxes and Zoning for Historic Preservation	3
HIST204	Oral History in Preservation	3
HIST205	Restoration Workshop I	3
HIST206	Restoration Workshop II	3
HIST207	HABS Workshop	3
HIST208	History, Society & Architecture in the Delaware Valley	3
HIST209	Bucks County Architecture and Architects	1
HIST210	Preservation Field Studies	3
HIST213	Architecture and History of Newtown	2
HIST214	Preservation Lab	3
HIST216	Historic Garden Preservation	3
HIST217	Historic Gardens of Early 20th century	1
HIST218	Fundamentals of Drawing for HABS Workshop	1
HIST219	Management of Historic Sites	3
HIST220	Teaching Historic Places & Preservation in the Classroom	3
INDP290	Independent Study: Historic Preservation	3
VAFW190	History of American Furniture	3
		24



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.

Recommended Semester Sequence

First Semester		
HIST198	History of American Architecture	3
Second Semester		
HIST199	Methodology and Documentation in Historic Preservation	3
	Elective	3
Summer		
	Elective	3
Third Semester		
HIST197	The History and Theory of Historic Preservation	3
	Elective	3
Fourth Semester		
HIST201	Building Conservation	3
HIST203	Internship for Historic Preservation	3
	<i>A Course requires prerequisite.</i>	

Hospitality & Tourism: Management Emphasis

OCCUPATIONAL MAJOR

Curriculum Code No. 2022

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

Department of Business Studies

Penn 401 • Phone (215) 968-8227

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

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

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

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

Graduates of this program are able to

- work and communicate effectively with others through oral, written or graphic means to demonstrate interpersonal skills and professional attitudes and work habits;
- distinguish among moral, ethical and legal aspects of business law as applied to hospitality industry occupations;
- utilize principles of effective personnel management in the supervision of employees;
- plan and develop appropriate and nutritious menus that meet the requirements of hotels, restaurants and non-commercial operations;
- develop cost control and asset management techniques in various operations;

- organize and direct food production and service in a variety of settings. supervise employees in the front desk operation of a hotel or motel;
- exhibit knowledge of the terminology of the tourism, foodservice, and lodging industry; and
- be certified in Applied Foodservice Sanitation.

Degree Course Requirements*

ACCT103	Introductory Accounting or		
ACCT105	Principles of Accounting I ^E	3/4	
CISC100	Introduction to Computers or		
CISC110	Introduction to Information Systems ^E	3	
COMM110	Effective Speaking ²	3	
COMP110	English Composition I ^{A,E,1}	3	
HLTH120	Nutrition ³	3	
HRIM100	Introduction to Tourism and Hospitality	3	
HRIM105	Safety and Sanitation (Certification Course)	3	
HRIM110	Financial Management in Tourism & Hospitality E	3	
HRIM120	Basic Food Preparation and Management E	3	
HRIM121	Advanced Food Preparation and Management E	3	
HRIM200	Hotel & Lodging Operations Management E	3	
HRIM210	HRIM Internship E	3	
HRIM220	HRIM Seminar E,6	3	
HRIM280	Cooperative Education - HRI B,E	3	
MGMT130	Business Law	3	
MGMT100	Introduction to Business ⁴	3	
MGMT120	Business Mathematics A,E,5	3	
MKTG100	Principles of Marketing E	3	
OADM110	Business Communication A,E,1 Business Elective D Cultural Perspectives C	3 3 3	
			63/64

Recommended Semester Sequence

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

First Semester

HRIM100	Introduction to Tourism and Hospitality	3	
HRIM105	Safety and Sanitation (Certification Course)	3	
MGMT100	Introduction to Business ⁴	3	
OADM110	Business Communication A,E,1 Cultural Perspectives C	3 3	
			15

Second Semester

COMP110	English Composition A,E,1	3	
HRIM120	Basic Food Preparation and Management E	3	
HRIM200	Hotel & Lodging Operations Management E	3	
MGMT120	Business Mathematics A,E,5	3	
MKTG100	Principles of Marketing E	3	
			15

Summer Session

HRIM210	HRIM Internship E	3	
			3

Third Semester

ACCT103	Introductory Accounting or		
ACCT105	Principles of Accounting I E	3/4	
COMM110	Effective Speaking 2	3	
HRIM110	Financial Management in Tourism & Hospitality E	3	
HRIM121	Advanced Food Preparation and Management E	3	
MGMT130	Business Law	3	
			15/16

Fourth Semester

CISC100	Introduction to Computers or		
CISC110	Introduction to Information Systems E	3	
HLTH120	Nutrition 3	3	
HRIM220	HRIM Seminar E.6	3	
HRIM280	Cooperative Education-HRI B,E Business Elective D	3 3	
			15

A Placement testing required.

B All academically qualified students must enroll in HRIM280 in their 3rd or 4th semester.

C Consult the list of courses approved for this subcategory. Any course may be chosen.

D Any course with a prefix of ACCT, HRIM, MGMT, MKTG, or OFAD may be chosen. See advisor before making selection.

E Course requires prerequisite.

1 Satisfies College Writing requirement.

2 Satisfies Creative Expression.

3 Satisfies Personal Health.

4 Satisfies Social Perspectives.

5 Satisfies College Level Mathematics or Science.

6 Satisfies Integration of Knowledge

Hospitality and Tourism: Food Service Management Emphasis OCCUPATIONAL MAJOR Curriculum Code No. 2101

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

Department of Business Studies

Penn 401 • Phone: (215) 968-8227

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

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

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

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



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

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

Hospitality and Tourism majors advance to occupations as hotel and restaurant managers.

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

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

Degree Course Requirements*

COMM110	Effective Speaking ²	3
COMP110	English Composition I ^{A,E,1}	3
HLTH120	Nutrition ³	3
HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation (Certification Course)	3
HRIM110	Financial Management in Tourism & Hospitality ^E	3
HRIM120	Basic Food Preparation and Management ^E	3
HRIM121	Advanced Food Preparation and Management ^E	3
HRIM200	Hotel & Lodging Operations Management ^E	3
HRIM210	HRIM Internship ^E	3
HRIM220	HRIM Seminar ^{E,6}	3
HRIM280	Cooperative Education - HRI ^{B,E}	3
MGMT130	Business Law	3
MGMT100	Introduction to Business ⁴	3
MGMT120	Business Mathematics ^{A,E,5}	3
MGMT140	Supervision	3
MKTG100	Principles of Marketing ^E	3
OADM110	Business Communication ^{A,E,1}	3
	Business Electives ^D	6
	Cultural Perspectives ^C	3
		63

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	3
MGMT100	Introduction to Business ⁴	3
OADM110	Business Communication ^{A,E,1}	3
	Cultural Perspectives ^C	3
		15

Second Semester

COMP110	English Composition I ^{A,E,1}	3
HRIM200	Hotel & Lodging Operations Management ^E	3
HRIM120	Basic Food Preparation and Management ^E	3
MGMT120	Business Mathematics ^{A,E,5}	3
MKTG100	Principles of Management ^E	3
		15

Summer Session

HRIM210	HRIM Internship ^E	3
		3

Third Semester

COMM110	Effective Speaking ²	3
HRIM110	Financial Management in Tourism & Hospitality ^E	3
HRIM121	Advanced Food Preparation and Management ^E	3
MGMT130	Business Law	3
MGMT140	Supervision	3
		15

Fourth Semester

HLTH120	Nutrition ³	3
HRIM220	HRIM Seminar ^{E,6}	3
HRIM280	Cooperative Education-HRIM ^{B,E}	3
	Business Electives ^D	6
		15

A Placement testing required.

B All academically qualified students must enroll in HRIM280 in their 3rd or 4th semester.

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

D Select any two of the following: HRIM130, HRIM131, HRIM132, HRIM202, HRIM203. 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

** See Revisions to Degree/Major for important information 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 credits in Cultural Perspectives. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.*

Hotel/Restaurant/Institution Supervision

CERTIFICATE PROGRAM

Curriculum Code No. 3073

Department of Business Studies

Penn 401 • Phone: (215) 968-8227

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

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

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

Please visit www.bucks.edu for current requirements.

Certificate Requirements

ACCT103	Introductory Accounting	3
HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation (Certification Course)	3
HRIM110	Financial Management in Tourism and Hospitality ^A	3
HRIM200	Hotel and Lodging Operations Management ^A	3
HRIM120	Basic Food Preparation and Management ^A	3
HRIM121	Advanced Food Preparation and Management ^A	3
HRIM220	HRI Seminar ^A	3
MGMT130	Business Law	3
MGMT200	Organizational Behavior ^A	3
OADM110	Business Communication ^A	3
		<u>33</u>

^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.

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

Degree Course Requirements

COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,E,1}	3
COMP111	English Composition II ^{F,2}	3
	Cultural Perspectives ^B	3
	Social Perspectives ^C	3
	College Level Mathematics ^{A,B} or Science ^B	3
	Personal Health ^B	2
INTG285	Integration of Knowledge ^{F,2}	3
	Transferable Electives ^{D,E}	<u>39</u>
		<u>62</u>

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

COMP110	English Composition I ^{A,E,1}	3
	Cultural Perspectives ^B	3
	College Level Mathematics ^{A,B} or Science ^B	3
	Transferable Electives ^{D,E}	<u>6</u>
		<u>15</u>

Second Semester

COMP111	English Composition II ^{F,2}	3
	Social Perspectives ^C	3
	Personal Health ^D	2
	Transferable Electives ^{D,E}	<u>8</u>
		<u>16</u>

Third Semester

COMM110	Effective Speaking ³	3
	Transferable Electives ^{D,E}	<u>13</u>
		<u>16</u>

Fourth Semester

INTG285	Integration of Knowledge ^{F,2}	3
	Transferable Electives ^{D,E}	<u>12</u>
		<u>15</u>

^A Placement testing required.

^B Consult the list of courses approved for this subcategory here.

^C Any course under the subcategory, Cultural Perspectives, may be chosen except for VAFA194, HIST111, HIST112, LITR206, LITR231, LITR232, LITR261, MUSC105, RUSS110, RUSS111

^D Transferable electives are courses which contribute directly to the fulfillment of students' academic goals; they are selected by students in consultation with and must be approved by the chairperson of the Mathematics, Science & Technology Department.

^E A Transfer Education Plan (TEP) must be completed in consultation with the chairperson of the Mathematics, Science & Technology Department and must have the written approval of the department chairperson.

^F Course requires prerequisite.

¹ Satisfies College Writing requirement.

² Satisfies College Writing Intensive requirement.

³ Satisfies Creative Expression requirement.

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

Information Science and Technology

TRANSFER MAJOR

Curriculum Code No. 1102

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

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

This major prepares students for upper-division course work leading to a bachelor's degree in computer or information science. The major parallels the first two years of study required by similar majors offered at four-year colleges and universities. Students select the area of concentration best suited to their interests and aptitudes.

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

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

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

Please visit www.bucks.edu for current requirements.



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

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

Degree Course Requirements*		
CISC105	Windows/DOS Concepts	4
CISC110	Introduction to Information Systems ^G	3
CISC113	Visual Basic Programming I ^G	3
CISC115	Computer Science I (Java) ^G	4
CISC122	Computer Science II (Java) ^G	4
CISC213	Computer Science III (Java) ^G	4
CISC143	Essentials of Networking ^G	4
CISC215	Database Design and Application Development ^G	3
VAMM110	Web and Interactive Design ^G	3
COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
MGMT100	Introduction to Business	3
INTG285	Integration of Knowledge ^{E,G,6}	3
	Cultural Perspectives	3
	College level Mathematics	
	Electives ^{A,C,5}	6
	Personal Health ^B	2
	Elective ^F	3
		61

Recommended Semester Sequence

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

First Semester

CISC110	Introduction to Information Systems ^G	3
COMP110	English Composition I ^{A,G,1}	3
CISC115	Computer Science I (Java) ^G	4
MGMT100	Introduction to Business	3
	Cultural Perspectives ^B	3
		16

Second Semester

CISC105	Windows/DOS Concepts	4
CISC113	Visual Basic Programming I ^G	3
COMP111	English Composition II ^{G,2}	3
CISC122	Computer Science II (Java) ^G	4
	Mathematics ^{A,C,5}	3
		17

Third Semester

VAMM110	Web and Interactive Design ^G	3
CISC143	Essentials of Networking ^G	4
CISC213	Computer Science III (Java) ^G	4
	Personal Health ^B	2
	Mathematics ^{A,C,5}	3
		16

Fourth Semester

COMM110	Effective Speaking ³	3
CISC215	Database Design and Development ^G	3
INTG285	Integration of Knowledge ^{E,G,6}	3
	Elective ^F	3
		12

A Placement testing required.

B Consult the list of courses approved for this subcategory here. Any course may be chosen.

C Choose either MATH117 and 118 or MATH140 and 141.

D Choose MATH115, MATH260, or any CISC course except CISC100.

E Any INTG course may be chosen.

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

G Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies Social Perspectives.

5 Satisfies College Level Mathematics or Science.

6 Satisfies Writing Intensive requirement.

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

Please visit www.bucks.edu for current requirements.

Information Technology Studies

OCCUPATIONAL MAJOR - AAS

Curriculum Code No. 2164

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

Mathematics, Science & Technology Department

Founders 112 • Phone (215) 968-8305

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

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

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

- programmer/web developer
 - web master/developer
 - network administrator/developer
- Based on the choice of courses, graduates of this program are able to
- interpret, analyze, and solve problems using a computer;
 - adapt to changing technology; and
 - work effectively as a team member to plan and implement solutions to computer related problems.

Degree Course Requirements*

COMM110	Effective Speaking ¹	3
MGMT100	Introduction to Business ²	3
	Computing Electives ^E	37
	College Level Writing ^{A,B}	6
	Cultural Perspectives ^C	3
	Personal Health ^C	2
	College Level Mathematics Electives ^{D,3}	3
INTG285	Integration of Knowledge ^{E,G,4}	3
		60

Recommended Semester Sequence

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

First Semester

MGMT100	Introduction to Business ²	3
	College Level Writing ^{A,B}	3
	Computing Electives ^E	<u>9</u>
		15

Second Semester

	College Level Writing ^{A,B}	3
	Cultural Perspectives ^C	3
	Personal Health ^C	2
	Computing Electives ^E	<u>6</u>
		14

Third Semester

COMM110	Effective Speaking ¹	3
	College Level Mathematics Elective ^{D,3}	3
	Computing Electives ^E	<u>9</u>
		15

Fourth Semester

INTG285	Integration of Knowledge ^{F,G,4}	3
	Computing Electives ^E	<u>13</u>
		16

A Placement testing required.

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

O ADM110, COMP110, COMP111, COMP114.

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

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

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

F Any INTG course may be chosen.

G Course requires prerequisite.

1 Satisfies Creative Expression.

2 Satisfies Social Perspectives

3 Satisfies College Level Mathematics or Science

4 Satisfies Writing Intensive Requirement

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

Journalism

TRANSFER MAJOR

Curriculum Code No. 1045

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

Department of Language & Literature

Penn105 • Phone (215) 968-8150

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

Graduates of this program are able to

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

Degree Course Requirements

COMM110	Effective Speaking	3
COMM111	Media and Society	3
COMP110	English Composition I ^{A,K,1}	3
COMP111	English Composition II ^{K,2}	3
HIST151	U.S. History I ³	3
HIST152	U.S. History II ³	3
JOUR175	News Reporting and Writing I ^K	3
JOUR277	Public Affairs Reporting ^{L,K}	3
LITR232	American Literature from 1865 or	
LITR277	Introduction to Short Fiction	3
POLI120	American State and Local Government College Level Mathematics ^{A,E} or Science ^E	3
	Creative Expression ^B	2
	Electives ^J	11
INTG285	Integration of Knowledge ^{G,K,4}	3
	Journalism Electives ^F	6
	Personal Health ^D	2
	Social Perspectives ^C	<u>3</u>
		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

COMM111	Media and Society	3
COMP110	English Composition I ^{A,K,1}	3
JOUR175	News Reporting and Writing I ^K	3
COMM110	Effective Speaking	3
	Personal Health ^D	<u>2</u>
		14

Second Semester

COMP111	English Composition II ^{K,2}	3
LITR232	American Literature from 1865 or	
LITR277	Introduction to Short Fiction	3
POLI120	American State and Local Government Elective ^J	3
JOUR277	Public Affairs Reporting ^{K,1}	<u>3</u>
		15

Third Semester

HIST151	U.S. History I ³ or	
HIST152	U.S. History II ³	3
	Creative Expression ^B	3
	Electives ^J	3
	Journalism Electives ^F	3
	Social Perspectives ^C	<u>3</u>
		15



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

Please visit www.bucks.edu for current requirements.

Fourth Semester	
HIST151	U.S. History I or HIST152 U.S. History II
	College Level Mathematics ^{A,E} or Science ^E
	Electives
INTG285	Integration of Knowledge ^{G,K,4} Journalism Electives
	16

A Placement testing required.

B Choose from COMP115, COMP116, VAFA151.

C Choose from GEOG110, POLI111, PSYC110, SOCI110, WMST110.

D Consult the list of courses approved for this subcategory on page 9. Any course may be chosen.

E Consult the list of courses approved for this subcategory. Any course may be chosen.

F Choose from JOUR155, JOUR275, JOUR276.

G Any INTG course may be chosen.

H Corequisite or prerequisite: COMP107 or COMP110.

I Prerequisite: JOUR175.

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

K Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Cultural Perspectives.

4 Satisfies Writing Intensive requirement.

Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except three credits in mathematics or science, six credits in U.S. History, three credits in literature, two credits in personal health, 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: American Studies

TRANSFER MAJOR

Curriculum Code No. 1107

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

Department of Social & Behavioral Science

Penn 301 • Phone (215) 968- 8270, 8070

This major offers students a view of the American experience from different, though interrelated, perspectives in the social sciences, arts, and humanities.

Through the study of history, sociology, geography, economics, and political science, students explore how these independent disciplines define American culture in its social, intellectual, and physical environments.

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

Degree Course Requirements

VAFA194	American Art History	3
COMM110	Effective Speaking	3
COMP110	English Composition I ^{B,H,1}	3
COMP111	English Composition II ^{H,2}	3
ECON111	Principles of Economics: Macro ³	3
GEOG105	Geography of the U.S./Canada	3
HIST100	American Studies Seminar ^A	3
HIST151	U.S. History I ⁴	3
HIST152	U.S. History II ⁴	3
LITR231	American Literature to 1865 ⁴	3
LITR232	American Literature from 1865 ⁴	3
POLI111	American National Government ³	3

POLI112	American Political Issues or POLI120 American State and Local Government ³	3
SOCI110	Introduction to Sociology or SOCI140 Peoples of America	3
	College Level Mathematics ^B or Science ^E	3
	Creative Expression ^C Electives ^G	2 8
	Integration of Knowledge ^{E,5}	3
	Personal Health ^D	<u>2</u>
		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

COMP110	English Composition I ^{B,H,1}	3
HIST151	U.S. History I ⁴	3
POLI111	American National Government ³	3
SOCI110	Introduction to Sociology or SOCI140 Peoples of America	3
	Elective ^G	<u>3</u>
		15

Second Semester

VAFA194	American Art History	3
COMP111	English Composition II ^{H,2}	3
GEOG105	Geography of the U.S./Canada	3
HIST152	U.S. History II ⁴	3
COMM110	Effective Speaking	<u>3</u>
		15

Third Semester

ECON111	Principles of Economics: Macro ³	3
LITR231	American Literature to 1865 ⁴	3
POLI112	American Political Issues or POLI120 American State and Local Government ³	3
	College Level Mathematics ^B or Science ^E	3
	Elective ^G	<u>2</u>
		14

Fourth Semester

HIST100	American Studies Seminar 1	3
LITR232	American Literature from 1865 ⁴ College Level Mathematics ^B or Science ^E	3
	Creative Expression ^C Integration of Knowledge ^{E,5}	2 3
	Personal Health ^D	<u>2</u>
		16

A Prerequisites are two courses in U.S. History.

B Placement testing required.

C Consult the list of courses approved for this subcategory. Any course may be chosen except COMM110.

D Consult the list of courses approved for this subcategory. Any course may be chosen except PHED129, HLTH110, COMM105, and PSYC100.

E Consult the list of courses approved for this subcategory. Any course may be chosen except MATH110 and MGMT120.

F Any INTG course may be chosen.

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

H Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Social Perspectives.

4 Satisfies Cultural Perspectives. The following additional American content courses are recommended: GEOG115, HIST160, HUMN125, MUSC105.

5 Satisfies Writing Intensive requirement.

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

Please visit www.bucks.edu for current requirements.

Liberal Arts: General Emphasis

TRANSFER MAJOR

Curriculum Code No. 1002

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

Department of Language & Literature

Penn 105 • Phone (215) 968-8150

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

It is for students who

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

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

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

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

Degree Course Requirements

COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,L,1}	3
COMP111	English Composition II ^{L,2}	3
PHIL125	Basic Problems in Philosophy	3
	Arts ^G	3
	College Level Mathematics ^{A,B}	
	or Science ^C	3
	Cultural Perspectives ^D	3
	Electives ^K	3
	Foreign Language	
	or	
	Humanities	
	(HUMN111, HUMN112, HUMN113, HUMN114, HUMN120)	3
	History (any HIST course)	3
INTG285	Integration of Knowledge ^{J,L,4}	3
	Literature ^E	6
	Mathematics ^A (College level)	3
	Personal Health ^H	2
	Science ^C	3
	Social/Behavioral Science ^I	3
	Social Perspectives ^F	3
		<u>60</u>

Recommended Semester Sequence

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

First Semester

COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,L,1}	3
	College Level Mathematics ^A	
	or Science ^B	3
	Elective ^K	3
	Foreign Language	
	or	
	Humanities (HUMN111, HUMN112, HUMN113, HUMN114, HUMN120)	3
		<u>15</u>

Second Semester

COMP111	English Composition II ^{L,2}	3
	Electives ^K	4
	Mathematics ^A (College level)	3
	Personal Health ^H	2
	Science ^C	3
		<u>15</u>

Third Semester

	Arts ^G	3
	Cultural Perspectives ^D	3
PHIL125	Basic Problems in Philosophy	3
	Literature ^E	3
	Social Perspectives ^F	3
		<u>15</u>

Fourth Semester

	Elective ^K	3
	History (any HIST course)	3
INTG285	Integration of Knowledge ^{J,L,4}	3
	Literature ^E	3
	Social and Behavioral Sciences ^I	3
		<u>15</u>

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 CHEM090 or EDUC150.

D Any of the following may be chosen: FCUL110, HIST111, HIST112, HIST151, HIST152.

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

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

G Any of the following may be chosen: VAFA191, VAFA192, VAFA193, VAFA194, VACV141, VACV142, COMT101, MUSC101, MUSC105.

H Consult the list of courses approved for this subcategory. Any course may be chosen.

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

J Any INTG course may be chosen.

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

L Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies Writing Intensive requirement.

Completion of non-degree major is not available in this program.

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



AMY TOWELL is active on the Newtown campus as a Bucks Ambassador, giving tours of the campus and helping prospective students find their way. The education major, who's also pursuing a certificate in computer networking, says she chose Bucks "because education is power and I like to learn."

"Bucks has given me chances to grow as a person and as a leader. It also has given me the chance to decide what I really want to do in life."

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

Please visit www.bucks.edu for current requirements.

Liberal Arts Humanities Emphasis

TRANSFER MAJOR
Curriculum Code No. 1058

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

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

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

Graduates of this program are able to

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

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

Degree Course Requirements

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

Recommended Semester Sequence

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

First Semester

COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,M,1}	3
	College level Mathematics ^A or Science ^B	3
	Elective ^L	3
	Foreign Language	3
		15

Second Semester

COMP111	English Composition II ^{M,2}	3
	Electives ^L	4
	Foreign Language	3
	Mathematics ^A (College level) or Science ^C	3
	Personal Health ^J	2
		15



GUY PETROZIELLO ('76) has worked for the Bucks County Courier Times for nearly three decades, starting as a reporter and editorial writer, and is currently the editorial page editor.

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

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

Please visit www.bucks.edu for current requirements.

Third Semester

Arts ¹	3
Cultural Perspectives ^E	3
History (any HIST course)	3
Literature ^D	3
Social Perspectives ^G	3
	15

Fourth Semester

History (any HIST course)	3	
INTG285	Integration of Knowledge ^{K,M,4}	3
	Literature ^D	3
	Philosophy or Humanities ^F	3
	Social and Behavioral Sciences ^H	3
		15

^A Placement testing required.

^B Consult the list of courses approved for this subcategory. Any course may be chosen except MATH090, MATH093, MATH103, MATH110 or MGMT120.

^C Any science course may be chosen except CHEM090 or EDUC150.

^D Any LITR course may be chosen except LITR246, LITR262, LITR193.

^E Any of the following may be chosen: FCUL110, HUMN111, HUMN112, HUMN113, HUMN114, HUMN120.

^F Any PHIL course may be chosen or HUMN111, HUMN112, HUMN113, 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: VAFA191, VAFA192, VAFA194, VAFA193, 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.

¹ Satisfies College Writing Level I.

² Satisfies College Writing Level II.

³ Satisfies Creative Expression.

⁴ 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: Psychology - Interpersonal Emphasis

TRANSFER MAJOR
Curriculum Code No. 1067

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

The goals of the Psychology - Interpersonal Emphasis major are to

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

Graduates of this program are able to

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

Degree Course Requirements		
COMM105	Interpersonal Communications	3
COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
INTG285	Integration of Knowledge ^{G,7}	3
PSYC100	Psychology of Personal Awareness ⁶	3
PSYC105	Introduction to Group Dynamics ^G	3
PSYC110	Introduction to Psychology ⁵	3
	Cultural Perspectives ^B	6
	College Level Mathematics ^{A,C,4}	3
	Psychology Electives ^D	6
	Science ^{E,4}	8
	Social Science ^F	3
	General Electives ^H	<u>12</u>
		62

Recommended Semester Sequence

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

First Semester

COMP110	English Composition I ^{A,G,1}	3
PSYC110	Introduction to Psychology ⁵	3
COMM105	Interpersonal Communications	3
	Cultural Perspectives ^B	3
	Elective ^H	<u>3</u>
		15

Second Semester

COMP111	English Composition II ^{G,2}	3
COMM110	Effective Speaking ³	3
PSYC105	Introduction to Group Dynamics ^G	3
	Cultural Perspectives ^B	3
	College Level Mathematics ^{A,C,4}	<u>3</u>
		15

Third Semester

PSYC100	Psychology of Personal Awareness ⁴	3
	Psychology Elective ^D	3
	Science ^{E,4}	4
	Social Science ^F	3
	Elective ^H	<u>3</u>
		16

Fourth Semester

INTG285	Integration of Knowledge ^{G,7}	3
	Psychology Elective ^D	3
	Science ^{E,4}	4
	Electives ^H	<u>6</u>
		16

A Placement testing required.

B Consult the list of courses approved for inclusion within this sub-category. 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.

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

Liberal Arts: Psychology Pre-Professional Emphasis

TRANSFER MAJOR

Curriculum Code No. 1060

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

Department of Social & Behavioral Science

Founders 210 • Phone (215) 968-8060, 8061

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

Graduates of this program are able to

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

Degree Course Requirements

BIOL101	Biological Science I ¹	4
BIOL102	Biological Science II ^F	4
COMM110	Effective Speaking ⁶	3
COMP110	English Composition I ^{A,F,2}	3
COMP111	English Composition II ^{F,3}	3
MATH115	Elementary Statistics ^{A,F,1}	3
PSYC110	Introduction to Psychology ⁴	3
PSYC180	Human Growth and Development ^F	3
	or	
PSYC181	Developmental Psychology: Lifespan ^F	3
PSYC215	Introductory Psychological Statistics ^F	4
PSYC270	Experimental Psychology ^{F,5}	4
PSYC200	Social Psychology ^F	3
	or	
PSYC280	Psychology of Abnormal Behavior ^F	3
	Cultural Perspectives ^C	6
	Electives ^E	9
INTG285	Integration of Knowledge ^{F,5}	3
	Personal Health ^B	2
	Social Science D	<u>3</u>
		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 ¹	4
COMP110	English Composition I ^{A,F,2}	3
PSYC110	Introduction to Psychology ⁴	3
	Cultural Perspectives ^C	3
	Personal Health ^B	<u>2</u>
		15



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

"I discovered journalism at Bucks County Community College, and a career that involves no heavy lifting."

Looking to become a psychologist?

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

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

Please visit www.bucks.edu for current requirements.



STEPHANIE BUNNER balanced life as a single mom with studies at Bucks and volunteer work as a mentor with Big Brothers/Big Sisters.

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

Second Semester

BIOL102	Biological Science II ^F	4
COMP111	English Composition II ^{F,3}	3
MATH115	Elementary Statistics ^{A,1}	3
PSYC180	Human Growth and Development ^F	
	or	
PSYC181	Developmental Psychology: Lifespan ^F	3
	Cultural Perspectives ^C	3
		<u>16</u>

Third Semester

PSYC215	Introductory Psychological Statistics ^F	4
PSYC200	Social Psychology ^F	
	or	
PSYC280	Psychology of Abnormal Behavior ^F	3
	Electives ^E	6
	Social Science ^D	3
		<u>16</u>

Fourth Semester

PSYC270	Experimental Psychology ^{E,5}	4
COMM110	Effective Speaking ⁶	3
	Electives ^E	3
INTG285	Integration of Knowledge ^{E,5}	3
		<u>13</u>

A ¹ Placement testing required.

B ² Consult the list of courses approved for this subcategory. Any course may be chosen except PSYC100 AND PSYC125.

C ³ Consult the list of courses approved for this subcategory. Any may be chosen.

D ⁴ Select any GEOG, POLI, SOCI, or ECON course.

E ⁵ Pre-college level courses do not meet this requirement.

F ⁶ Course requires prerequisite.

1 ¹ Satisfies College level Mathematics or Science.

2 ² Satisfies College Writing Level I.

3 ³ Satisfies College Writing Level II.

4 ⁴ Satisfies Social Perspectives.

5 ⁵ Satisfies Writing Intensive requirement.

6 ⁶ Satisfies Creative Expression requirement.

Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcript by successfully completing all the courses listed in the major except six credits in cultural perspectives, three credits in social perspectives, three credits in integration of knowledge and twelve credits of electives and two credits in personal health.

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

Liberal Arts: Social Science Emphasis

TRANSFER MAJOR

Curriculum Code No. 1059

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

Department of Social & Behavioral Science

Penn 301 • Phone (215) 968-8270, 8070

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

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

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

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

Degree Course Requirements

COMP110	English Composition I ^{A,K,1}	3
COMP111	English Composition II ^{K,2}	3
	College Level Mathematics ^A	
	or Science ^D	6
	Creative Expression ^F	2
	Cultural Perspectives ^B	3
	Electives ^J	12
	History Electives	9
INTG285	Integration of Knowledge ^{L,K,3}	3
	Literature Elective ^H	3
	Personal Health ^E	2
	Social Perspectives ^C	3
	Social Science Electives ^G	9
COMM110	Effective Speaking	3
		<u>61</u>

Recommended Semester Sequence

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

First Semester

COMP110	English Composition I ^{A,K,1}	3
	Cultural Perspectives ^B	3
	History	3
	Personal Health ^E	2
	Social Perspectives ^C	3
		<u>14</u>

Second Semester

COMP111	English Composition II ^{K,2}	3
	History	3
	Social Science Electives ^G	6
COMM110	Effective Speaking	3
		<u>15</u>

Third Semester

	College Level Mathematics ^A	
	or Science ^D	3
	Electives ^J	6
	History	3
	Social Science Elective ^G	3
		<u>15</u>

Fourth Semester

	College Level Mathematics ^A	
	or Science ^D	3
	Creative Expression ^F	2
	Electives ^J	6
INTG285	Integration of Knowledge ^{L,K,3}	3
	Literature Elective ^H	3
		<u>17</u>

A ¹ Placement testing required.

B ² Any of the following may be chosen: HUMN111, HUMN112, HUMN113, HUMN114, HUMN120.

C ³ Any of the following may be chosen: ECON111, GEOG110, POLI111, SOCI110.

D ⁴ Choose among BIOL101, CHEM101, SCIE101 or any MATH course except MATH110.

E ⁵ Consult the list of courses approved for this subcategory. Any course may be chosen.

F ⁶ Any of the following may be chosen: VAFA100, VAFA181, COMP115, COMM110, COMM230, COMT103, PHED126.

G ⁷ Choose three from ECON, GEOG, POLI, or SOCI, with no more than two from any one discipline.

H ⁸ Any LITR course except LITR246.

I ⁹ Any INTG course may be chosen.

J ¹⁰ Pre-college level courses do not meet this requirement.

K ¹¹ Course requires prerequisite.

1 ¹ Satisfies College Writing Level I.

2 ² Satisfies College level Writing II.

3 ³ Satisfies Writing Intensive requirement.

Completion of a non-degree major is not available in this program.

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

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

Please visit www.bucks.edu for current requirements.

Liberal Arts: Women's Studies

TRANSFER MAJOR

Curriculum code No. 1160

Department of Language and Literature

Penn 105 • Phone (215) 968-8150

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

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

Degree Course Requirements

VACV141	The Art of Independent Cinema or	
VACV142	The Art of Theatrical Cinema	3
COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,J,1}	3
COMP111	English Composition II ^{J,2}	3
HLTH200	Intro. to Women's Health Issues	3
SOCI130	Contemporary Social Problems	3
WMST110	Introduction to Women's Studies ^{B,J}	3
	College-Level Mathematics ^{A,1}	3
	Cultural Perspectives ^C	3
	Electives ^{D,1}	12
	Foreign Language	6
INTG285	Integration of Knowledge ^{E,J,4}	3
	Literature ^F	6
	Psychology ^G	3
	Science ^H	3
		60

Recommended Semester Sequence

First Semester

COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,J,1}	3
WMST110	Introduction to Women's Studies ^{B,J}	3
	Elective ^{D,1}	3
	Foreign Language	3
		15

Second Semester

COMP111	English Composition II ^{J,2}	3
HLTH200	Intro. to Women's Health Issues	3
	College-Level Mathematics ^A	3
	Foreign Language	3
	Elective ^{D,1}	3
		15

Third Semester

VACV141	Introduction to Theatrical Cinema or	
VACV142	Introduction to Independent Cinema	3
SOCI130	Contemporary Social Problems	3
	Elective ^{D,1}	3
	Literature ^F	3
	Psychology ^G	3
		15

Fourth Semester

	Cultural Perspectives ^C	3
	Elective ^{D,1}	3
INTG285	Integration of Knowledge ^{E,J,4}	3
	Literature ^F	3
	Science ^H	3
		15

A Placement testing required

B Satisfies Social Perspectives

C Choose from the following courses: VAFA193, VAFA194, FCUL110, MUSC105, PHIL125

D WMST280 is recommended for 3 elective credits

E Any INTG course may be chosen

F Choose from LITR234, LITR235, LITR246, LITR261, LITR275, LITR278

G Choose from PSYC100, PSYC125, PSYC190, or PSYC200

H Any BIOL, CHEM, PHYS, SCIE course may be chosen.

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

J Course requires prerequisite.

1 Satisfies College Writing Level I

2 Satisfies College Writing Level II

3 Satisfies Creative Expression

4 Satisfies Writing Intensive requirement

Management/Marketing

OCCUPATIONAL MAJOR

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

Department of Business Studies

Penn 401 • Phone (215) 968-8227

General Emphasis

Curriculum Code No. 2015

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

- utilize accounting information as a management tool in planning and controlling business operations;
- demonstrate knowledge of how to market a product, service or idea;
- relate a basic understanding of business law to various business situations that are encountered;
- exhibit a knowledge of the terminology of the field in order to communicate orally with customers, employers, and supervisors;
- read and interpret business, periodical and technical reports;
- develop written reports on job-related problems; and
- depending upon business electives, display specific skills in such areas as supervision and advertising.

The structure of this program permits students to emphasize accounting, management, or marketing in the third and fourth semesters. Students should work closely with their academic advisors in the selection of courses. Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisors to develop a planned sequence of courses to meet their individual needs.



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

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 Intercoarse 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."

Degree Course Requirements

ACCT103	Introductory Accounting	
	or	
ACCT105	Principles of Accounting I ^F	3/4
CISC110	Introduction to Information Systems ^F	3
COMM110	Effective Speaking ²	3
COMP110	English Composition I ^{A,E,1}	3
MGMT100	Introduction to Business ³	3
MGMT120	Business Mathematics ^{A,E,4}	
	or	
MATH117	Quantitative Methods I ^{A,E,4}	3
MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
MKTG100	Principles of Marketing ^F	3
MKTG200	Advertising	3
OADM110	Business Communication ^{A,E,1}	3
PSYC125	Stress Management ⁵	3
	Cultural Perspectives ^B	3
	Accounting Elective ^D	3/4
	Business Electives ^C	18
INTG285	Integration of Knowledge ^{E,E,6}	3
		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	
	or	
ACCT105	Principles of Accounting I ^F	3/4
CISC110	Introduction to Information Systems ^F	3
MGMT100	Introduction to Business ³	3
OADM110	Business Communication ^{A,E,1}	3
	Cultural Perspective	3
		15/16

Second Semester

	Accounting Elective ^D	3/4
MKTG100	Principles of Marketing ^F	3
	Business Elective ^C	3
COMP110	English Composition ^{A,E,1}	3
MGMT120	Business Mathematics ^{A,4}	3
	or	
MATH117	Quantitative Methods ^{A,E,4}	3
		15/16

Third Semester

PSYC125	Stress Management ⁵	3
COMM110	Effective Speaking ²	3
MKTG200	Advertising ⁶	3
	Business Electives ^C	6
		15

Fourth Semester

MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
	Business Electives ^C	9
INTG285	Integration of Knowledge ^{E,E,6}	3
		15

^A Placement testing required.

^B Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN113, HUMN114.

^C Any course with a prefix of ACCT, EBUS, HRIM, LAWS, MEDA, 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.

¹ Satisfies College Writing requirement.

² Satisfies Creative Expression.

³ Satisfies Social Perspectives.

⁴ Satisfies College level Mathematics or Science.

⁵ Satisfies Personal Health.

⁶ 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.

Management

CERTIFICATE PROGRAM

Curriculum Code No. 3156

Department of Business Studies

Penn 401 • Phone: 215-968-8227

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

Retail Management Emphasis

Curriculum Code No. 2017

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

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

Graduates of this program are able to

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

Degree Course Requirements

ACCT103	Introductory Accounting	3
CISC110	Introduction to Information Systems ^F	3
COMM110	Effective Speaking ²	3
COMP110	English Composition I ^{A,E,1}	3
MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
MGMT100	Introduction to Business ³	3
MGMT120	Business Mathematics ^{A,E,4}	
	or	
MATH117	Quantitative Methods I ^{A,E,4}	3
MGMT200	Organizational Behavior ^F	3
MGMT280	Cooperative Education-Management ^F	
	or	
MKTG280	Cooperative Education-Marketing ^F	3
MKTG100	Principles of Marketing ^F	3
MKTG110	Selling	3
MKTG135	Retail Management	3
MKTG140	Retail Merchandising	3
MKTG200	Advertising	3
OADM110	Business Communication ^{A,E,1}	3
PSYC125	Stress Management ⁵	3
	Accounting Electives ^B	3/4
	Cultural Perspectives ^C	3
	Business Electives ^D	3
INTG285	Integration of Knowledge ^{E,E,6}	3
		60/61

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 program requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

ACCT103	Introductory Accounting	3
MGMT100	Introduction to Business ³	3
MKTG135	Retail Management*	3
OADM110	Business Communication ^{A,F,1}	3
MGMT120	Business Mathematics ^{A,F,4}	3
	or	
MATH117	Quantitative Methods I ^{A,F,4}	3
		15

Second Semester

	Accounting Elective ^B	3
CISC110	Introduction to Information Systems ^F	3
MKTG100	Principles of Marketing ^F	3
MKTG140	Retail Merchandising	3
COMP110	English Composition I ^{A,E,1}	3
		15

Summer Session

MGMT280	Cooperation Education **	
	or	
MKTG280	Cooperative Education-Marketing ^{F**,3}	3
		3

Third Semester

MGMT200	Organizational Behavior ^F	3
MKTG110	Selling	3
	Cultural Perspectives ^C	3
	Business Elective ^D	3
		12

Fourth Semester

PSYC125	Stress Management ⁵	3
COMM110	Effective Speaking ²	3
MKTG200	Advertising	3
MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
INTG285	Integration of Knowledge ^{E,F,6}	3
		15

A Placement testing required.

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

C Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.

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

E Any INTG course may be taken.

F 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 Personal Health.

6 Satisfies Writing Intensive requirement.

** Either Spring, Summer or Fall Semesters. Students who do not seek the Associate of Arts degree may earn the legend "Major Requirements Satisfied" on their transcripts by successfully completing all of the courses listed in the major except 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.

Small Business Management Emphasis

Curriculum Code No. 2054

Students who complete this program will be able to understand the managerial responsibilities necessary in a small business enterprise. Students will be able to understand and perform markup, display, bookkeeping, banking and day-to-day operations for a small business. The program will familiarize students with the broad entrepreneurial areas of marketing, choosing the proper legal organization, purchasing an existing business, insurance, franchising, self analysis, layout, advertising and financial responsibility. Emphasis is placed on starting one's own business and practical applications, across a broad range of common considerations, of the operational responsibilities of a small scale venture.

Degree Course Requirements

ACCT103	Introductory Accounting	
	or	
ACCT105	Principles of Accounting I ^F	3/4
CISC110	Introduction to Information Systems ^F	3
COMM110	Effective Speaking ²	3
COMP110	English Composition I ^{A,E,1}	3
MGMT100	Introduction to Business ³	3
MGMT110	Small Business Management	3
MGMT111	Current Problems in Small Business Mgt ^F	1
MGMT112	Current Problems in Small Business Mgt ^F	1
MGMT113	Current Problems in Small Business Mgt ^F	1
MGMT120	Business Mathematics ^{A,E,4}	
	or	
MATH117	Quantitative Methods I ^{A,F,4}	3
MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
MKTG100	Principles of Marketing ^F	3
MKTG110	Selling	3
MKTG200	Advertising	3
OADM110	Business Communication ^{A,E,1}	3
PSYC125	Stress Management ⁵	3/4
	Accounting Electives ^B	3
	Cultural Perspectives ^C	3
	Business Electives ^D	9
INTG285	Integration of Knowledge ^{E,F,6}	3
		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 sequence recommended.

First Semester

ACCT103	Introductory Accounting	
	or	
ACCT105	Principles of Accounting I ^F	3/4
OADM110	Business Communication ^{A,E,1}	3
MGMT110	Small Business Management	3
CISC110	Introduction to Information Systems ^F	3
	Cultural Perspectives ^C	3
		15/16

Second Semester

	Accounting Elective ^B	3/4
MGMT100	Introduction to Business ³	3
PSYC125	Stress Management ⁵	3
COMP110	English Composition I ^{A,E,1}	3
MGMT120	Business Mathematics ^{A,F,4}	
	or	
MATH117	Quantitative Methods I ^{A,F,4}	3
		15/16

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

Please visit www.bucks.edu for current requirements.

Third Semester

MGMT130	Business Law or	
MGMT180	Legal Environment of Business	3
MKTG200	Advertising	3
	Business Electives ^D	6
MKTG100	Principles of Marketing ^F	3
		<u>15</u>

Fourth Semester

COMM110	Effective Speaking ²	3
MGMT111	Current Problems in Sm Business Mgt ^{F**}	1
MGMT112	Current Problems in Sm Business Mgt ^{F**}	1
MGMT113	Current Problems in Sm Business Mgt ^{F**}	1
MKTG110	Selling Business Elective ^D	3 3
INTG285	Integration of Knowledge ^{E,F,6}	3
		<u>15</u>

⁸ Placement testing required.

⁸ Any of the following may be chosen: ACCT105, ACCT106, ACCT110, ACCT120, ACCT130.

⁸ Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.

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

^E Any INTG course may be chosen.

^F 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 Personal Health.

⁶ Satisfies Writing Intensive requirement.

^{**} Spring Semester only. Students who do not seek the Associate of Arts Degree may earn the legend "Major Requirements Satisfied" on their transcripts by successfully completing all the courses listed in the major except three credits of Cultural Perspectives, three credits of College level Mathematics, Integration of Knowledge and Personal Health. Credits exceeding the required minimum cannot be used to satisfy required credits in the other course 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 translate descriptive problems into mathematical formulas;
- communicate competently in mathematical language;
- develop skills to solve problems quantitatively;
- interpret a pictorial representation of numeric data.
- develop an enlightened awareness of the mathematical aspects of the natural sciences;
- combine knowledge from multiple sources to create new quantitative knowledge;
- demonstrate understanding of basic concepts of functions, limits, differentiation and integration;
- develop an ability to manipulate with abstract math deductively and prove theorems using definitions and axioms; and

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

Degree Course Requirements*

CISC115	Computer Science I ^F	4
CHEM121	Chemistry I ^{A,F}	
	or	
PHYS121	Physics I ^F	4
COMP110	English Composition I ^{A,E,1}	3
COMP111	English Composition II ^{E,2}	3
COMM110	Effective Speaking ³	3
MATH140	Calculus I ^{A,E,4}	4
MATH141	Calculus II ^F	4
MATH242	Calculus III ^F	4
MATH260	Linear Algebra ^F	3
	Cultural Perspectives ^B	3
	Electives ^E	15
INTG285	Integration of Knowledge ^{D,E,5}	3
	Mathematics Elective ^C	3
	Personal Health ^B	2
	Social Perspectives ^B	3
		<u>61</u>

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

CISC115	Computer Science I ^F	4
COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,E,1}	3
MATH140	Calculus I ^F	4
	Personal Health ^B	2
		<u>16</u>

Second Semester

COMP111	English Composition II ^{E,2}	3
MATH141	Calculus II ^F	4
CHEM121	Chemistry I ^{A,F}	
	or	
PHYS121	Physics I ^F	4
	Social Perspectives ^B	3
		<u>14</u>

Third Semester

MATH242	Calculus III ^F	4
MATH260	Linear Algebra ^F	3
	Cultural Perspectives ^B	3
	Electives ^E	6
		<u>16</u>

Fourth Semester

INTG285	Integration of Knowledge ^{D,E,5}	3
	Mathematics Elective ^C	3
	Electives ^E	9
		<u>15</u>

^A Placement testing required.

^B Consult the list of courses approved for this subcategory here. Any course may be chosen.

^C Any of the following may be chosen: MATH101, MATH115, MATH125, MATH250.

^D Any INTG course may be chosen.

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

^F Course requires prerequisite.

¹ Satisfies College Writing Level I.

² Satisfies College Writing Level II.

³ Satisfies Creative Expression.

⁴ Satisfies College Level Mathematics or Science.

⁵ Satisfies Writing Intensive requirement.

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

Please visit www.bucks.edu for current requirements.

Medical Assistant

OCCUPATIONAL MAJOR
Curriculum Code No. 2131

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

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

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

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

Graduates of this program are able to

- function as an assistant to the physician in medical and/or other clinical settings;
- demonstrate an understanding of the anatomical structure and physiological functioning of the human body and of medical terms descriptive of the body systems;
- identify the business/administrative and clinical duties of the medical assistant;
- describe the ethical and legal responsibilities of the medical assistant in the health care delivery system;
- apply selected principles of biophysical and psychosocial sciences in providing assistance to the physician;
- maintain business and patient health records; and
- prepare for entry-level employment in physicians' offices or in those capacities in which medical secretarial and/or basic clinical and laboratory training are required.

Degree Course Requirements

ACCT103	Introductory Accounting	3
BIOL115	Basic Human Anatomy	3
COMM110	Effective Speaking ³	3
COMP110	Composition I ^{A,D,1}	3
HLTH110	Responding to Emergencies ²	3
MEDA205	Medical Law and Ethics	3
MEDA220	Medical Assistant Externship ^D	3
MGMT120	Business Math ^{D,5}	3
OADM105	Administrative Office 2000 ^D	3
OADM110	Business Communication ^{A,D,1}	3
MEDA120	Medical Terminology	3
MEDA200	Clinical Procedures I ^D	3
MEDA201	Clinical Procedures II ^D	3
MEDA203	Laboratory Procedures ^D	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 ⁴	3
	Cultural Perspectives ^B	3
INTG285	Integration of Knowledge ^{C,D,6}	3

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Recommended Semester Sequence

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

First Semester

BIOL115	Basic Human Anatomy	3
OADM105	Administrative Office 2000 ^D	3
MEDA120	Medical Terminology	3
MGMT120	Business Math ^D	3
MEDA205	Medical Law and Ethics	3
		<u>15</u>

Second Semester

MEDA215	Medical Administrative Procedures ^D	3
COMP110	Composition I ^{1,D,A}	3
MEDA275	Medical Transcription I ^D	3
MEDA200	Clinical Procedures I ^D	3
ACCT103	Introductory Accounting	3
		<u>15</u>

Third Semester

MEDA203	Laboratory Procedures ^D	3
OADM110	Business Communication ^{1,D,A}	3
MEDA216	Medical Insurance, Billing & Reimbursement ^D	3
MEDA201	Clinical Procedures II ^D	3
HLTH110	Responding to Emergencies ²	3
COMM110	Effective Speaking ³	3
		<u>18</u>

Fourth Semester

MEDA220	Medical Assistant Externship ^D	3
MEDA297	Medical Coding ^D	3
INTG285	Integration of Knowledge ^{C,D}	3
PSYC110	Introduction to Psychology ⁴	3
	Cultural Perspectives ^B	3
		<u>15</u>

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.

1 Satisfies College Writing requirement.

2 Satisfies Personal Health.

3 Satisfies Creative Expression.

4 Satisfies Social Perspectives.

5 Satisfies College level Mathematics or Science.

6 Satisfies Intensive Writing requirement.



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

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

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

Please visit www.bucks.edu for current requirements.

Medical Assistant: Administrative

CERTIFICATE PROGRAM
Curriculum Code No. 3148

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

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

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

Graduates of this program are able to

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

Certificate Requirements

OADM140	Keyboarding/Typewriting I ^A	3
MEDA120	Medical Terminology	3
MEDA215	Medical Administrative Procedures ^A	3
MEDA216	Medical Insurance, Billing, & Reimbursement ^A	3
MEDA275	Medical Transcription I ^A	3
MEDA297	Medical Coding ^A	3
MEDA205	Medical Law and Ethics	3
MEDA220	Medical Assisting Externship ^A	3
		24*

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

Certificate Requirements

BIOL115	Basic Human Anatomy	3
MEDA120	Medical Terminology	3
MEDA200	Clinical Procedures I ^A	3
MEDA201	Clinical Procedures II ^A	3
MEDA203	Laboratory Procedures ^A	3
MEDA205	Medical Law and Ethics	3
MEDA220	Medical Assisting Externship ^A	3
		21

^A Course requires prerequisite.

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

Medical Coding/Billing

CERTIFICATE PROGRAM
Curriculum Code No. 3174

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

Department of Business Studies

Penn 401 • Phone (215) 968-8227

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

Graduates of this program are able to

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



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

Please visit www.bucks.edu for current requirements.

Certificate Requirements

OADM140	Keyboarding/Typewriting I*	3
MEDA120	Medical Terminology	3
MEDA190	Intro to Health Information Management	3
MEDA205	Medical Law and Ethics	3
MEDA215	Medical Administrative Procedures ^A	3
MEDA216	Medical Insurance, Billing & Reimbursement ^A	3
MEDA240	Medical Coding/Billing Externship ^A	3
MEDA297	Medical Coding ^A	3
MEDA298	Advanced Procedural Coding ^A	3
MEDA299	Advanced Diagnostic Coding ^A	3
		30

^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.

Medical Transcription

CERTIFICATE PROGRAM

Curriculum Code No. 3114

Department of Business Studies

Penn 401 • Phone (215) 968-8227

Provides graduates with knowledge and skills needed for a career in a paramedical profession that requires extensive transcription with word processing. Graduates apply their medical specialty in the following settings: medical care facilities, insurance companies, medical office service, or in entrepreneurial settings at home.

Graduates of this program are able to

- function as an entry-level transcriptionist in a medical environment;
- demonstrate a high level of competency in applying correct grammar, usage, and style when transcribing documents from dictated audio tapes that use medical terminology;
- provide word/information processing support by using software applications that require competency in basic to advanced functions;
- define the medical terms and abbreviations;
- define the prefixes, combining forms and suffixes presented and use them to build medical terms;
- demonstrate the proper use of reference material; and
- select the correct formats for dictated reports.

Certificate Requirements

BIOL115	Basic Human Anatomy	3
MEDA120	Medical Terminology	3
OADM140	Keyboarding/Typewriting ^A	3
OADM225	MS Word-Beginning ^B	3
OADM260	Keyboarding/Typewriting II ^B	3
OADM275	Medical Transcription I	3
OADM279	Medical Transcription II	3
OADM289	Medical Transcription: Surgical	3
		24

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

^A Open to Credit By Examination

^B Course requires prerequisite.

Multimedia

TRANSFER MAJOR

Curriculum code No. 1175

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

Department of the Arts

Hicks Art Center • Phone (215) 968-8425

The Multimedia Transfer Major provides students with experiences creating 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.

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

Graduates of this program are able to

- demonstrate an understanding of the methods and materials associated with fundamental drawing 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*

VAF100	Drawing Fundamentals ³	3
VAF101	2-D Design Fundamentals or 3-D Design Fundamentals	3
VAF102	Portfolio Seminar ^F	3
VAMM100	Digital Imaging	3
VAMM110	Web and Interactive Design	3
VAMM120	Interface Design	3
VAMM130	3D Modeling Concepts ^F	3
VAMM209	Multimedia Concepts I ^F	3
VAMM210	Multimedia Concepts II ^F	3
VAGD102	Illustration: Drawing and Digital ^F	3
COMP110	English Composition I ^{A,F,1}	3
COMP111	English Composition II ^{F,2}	3
SOCI110	Intro. to Sociology ⁶	3



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

“Before attending BCCC I felt anxious about my future, but now I feel ready for whatever life has to offer me. Attending Bucks was a great experience and a life-changing time that I will never forget.”

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

Please visit www.bucks.edu for current requirements.

Bucks is an accredited member of the National Association of Schools of Music. We maintain programs based on the same standards as the best professional and university music schools in the country.

	Art History ^{C,4}	6
	College Level Math or Science ^{A,B}	3
INTG285	Integration of Knowledge ^{D,E,5}	3
	Personal Health ^B	2
	Digital Elective ^E	3
	Studio Electives	6
		62

Recommended Semester Sequence

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

First Semester

VAFA100	Drawing Fundamentals ³	3
VAFA101	2-D Design Fundamentals or	
VAFA102	3-D Design Fundamentals	3
VAMM100	Digital Imaging	3
COMP110	English Composition I ^{A,E,1}	3
	Art History ^{C,4}	3
		15

Second Semester

VAMM120	Interface Design	3
VAMM110	Web and Interactive Design	3
VAGD102	Illustration: Drawing and Digital ^F	3
COMP111	English Composition II ^{E,2}	3
	Art History ^{C,4}	3
		15

Third Semester

VAMM130	3D Modeling Concepts ^F	3
VAMM209	Multimedia Concepts I ^F	3
SOCI110	Introduction to Sociology	3
	Math/Science ^{A,B}	3
	Elective ^E	3
		15

Fourth Semester

VAFA201	Portfolio Seminar ^F	3
VAMM210	Multimedia Concepts II ^F	3
	Personal Health ^B	3
INTG285	Integration of Knowledge ^{D,E,5}	3
	Electives ^E	6
		17

A Placement testing required.

B Consult the list of courses approved for this subcategory. Any course may be chosen.

C Any of the following may be chosen: VAFA191, VAFA192, VAFA193.

D Any INTG course may be chosen.

E Suggested Electives: VACV130, VACV135, VACV137, MUSC124, COMM111, VAFA101, VAFA102, VAFA110, VAMM230, 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.

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

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

Music

TRANSFER MAJOR

Curriculum Code No. 1019

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

Department of the Arts

Hicks 125 • Phone (215) 968-8425

Music Area

Hicks 125 • Phone (215) 968-8088

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

Graduates of this program are able to

- perform appropriate musical repertoire competently in both solo and ensemble environments;
- identify and analyze in both written and aural formats the musical forms, styles, genres, and compositional techniques inherent in representative Common Practice repertoire;
- analyze and construct diatonic and chromatic harmonies using techniques of Roman 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 (215-968-8088) for complete information and scheduling of these preliminary requirements.

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

Students must own or purchase an instrument (a one-time expense of \$500-\$5000) and buy music as required for study (up to \$100 per semester).

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

Degree Course Requirements:

COMP110	English Composition I ^{A,H,1}	3
COMP111	English Composition II ^{H,2}	3
MUSC101	Introduction to Music ³	
	or	
MUSC105	American Music ³	3
MUSC106	History of Jazz	
	or	
MUSC201	Musical Styles and Literature I ^H	3
MUSC111	Music Theory I ^H	2
MUSC112	Music Theory II ^H	2
MUSC115	Ear Training I ^H	2

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

Please visit www.bucks.edu for current requirements.

MUSC116	Ear Training II ^H	2
MUSC124	Electronic Music Synthesis I ⁴	2
MUSC202	Musical Styles and Literature II ^H	3
MUSC211	Music Theory III ^H	2
MUSC212	Music Theory IV ^H	2
MUSC215	Ear Training III ^H	2
MUSC216	Ear Training IV ^H	2
MUSL111	Principal Applied Lessons I ^H	1
MUSL112	Principal Applied Lessons II ^H	1
MUSL211	Principal Applied Lessons III ^H	1
MUSL212	Principal Applied Lessons IV ^H	1
SOCI110	Introduction to Sociology ⁶	3
	College level Mathematics ^A or Science ^C	3
	Ensembles ^G	4
INTG285	Integration of Knowledge ^{F,H,5}	3
	Music Electives ^E	8
	Personal Health ^C	2
		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

COMP110	English Composition I ^{A,H,1}	3
MUSC111	Music Theory I ^H	2
MUSC115	Ear Training I ^H	2
MUSC124	Electronic Music Synthesis I ⁴	2
MUSL111	Principal Applied Lessons, Level I ^H	1
	Music Electives ^E	2
	Personal Health ^C	2
	Ensemble ^G	1
		15

Second Semester

COMP111	English Composition II ^{G,H}	3
MUSC101	Introduction to Music ³	
	Or	
MUSC105	American Music ³	3
MUSC112	Music Theory II ^H	2
MUSC116	Ear Training II ^H	2
MUSL112	Principal Applied Lessons, Level II ^H	1
	Music Elective ^E	3
	Ensemble ^G	1
		15

Third Semester

MUSC106	History of Jazz	
	Or	
MUSC201	Musical Styles and Literature I ^H	3
MUSC211	Music Theory III ^H	2
MUSC215	Ear Training III ^H	2
MUSL211	Principal Applied Lessons, Level III ^H	1
	College level Mathematics ^A Or Science C Elective	3
	Music Electives ^E	3
	Ensemble ^G	1
		15

Fourth Semester

MUSC202	Musical Styles and Literature II ^H	3
MUSC212	Music Theory IV ^H	2
MUSC216	Ear Training IV ^H	2
SOCI110	Introduction to Sociology ⁶	3
MUSL212	Principal Applied Lessons, Level IV ^H	1
INTG285	Integration of Knowledge ^{F,H,5}	3
	Ensemble ^G	1
		15

- A Placement testing required.
 B Audit and placement testing required.
 C Consult the list of courses approved for this subcategory. Any course may be chosen.
 D Consult the list of courses approved for this subcategory. Any two courses may be chosen.
 E Any MUSA or MUSC course except MUSC114 and MUSC100.
 F Any INTG course may be chosen.
 G Any of the following courses may be chosen: MUSA101, MUSA105, MUSA111, MUSA115, MUSA121. All Ensemble courses may be repeated.
 H Course requires prerequisite.
 1 Satisfies College level Writing Level I.
 2 Satisfies College level Writing Level II.
 3 Satisfies Cultural Perspectives.
 4 Satisfies Creative Expression.
 5 Satisfies Writing Intensive requirement.
 6 Satisfies Social Perspectives.

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

Nanofabrication Technology

OCCUPATIONAL MAJOR
 Curriculum Code No. 2167

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

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

Degree Course Requirements

BIOL101	Biological Science I	4
CHEM101	Chemistry A ^D	4
COMP110	English Composition I ^{A,D,1}	3
COMP114	Technical Writing ^{D,2}	3
COMM110	Effective Speaking ^B	3
CISC100	Introduction to Computers	3
MATH110	Math for Technology I ^{D,3}	3
MATH111	Math for Technology II ^D	3
MGMT100	Introduction to Business	3
PHYS106	Physics ^{A,D}	4
PHYS107	Physics ^{B,D}	4
PHYS201	Solid State Electronic Devices ^D	3
PHYS202	Nanofabrication Statistics and Tech. Seminar	2
	Cultural Perspectives ^C	3
	Integration of Knowledge ^{C,D}	3
	Personal Health ^C	3
	Total Credits on BCCC Campus	51

Nanofabrication Capstone Semester Courses to be taken at Penn State

NANO211	Material Safety and Equipment Overview ^D	3
NANO212	Basic Nanofabrication Processes ^D	3
NANO213	Thin Films in Nanofabrication ^D	3
NANO214	Lithography for Nanofabrication ^D	3
NANO215	Material Modification in Nanofabrication ^D	3
NANO216	Characterization, Packaging and Testing of Nanofabricated Structures ^D	3
	BCCC Credits taken at Penn State Campus	18
	Total Credits	69

Recommended Semester Sequence

First Semester		
CHEM101	Chemistry A ^{A,B,D}	4
COMP110	English Composition I ^{A,D,1}	3
MATH110	Math for Technology I ^{A,B,D,4}	3
MGMT100	Introduction to Business ⁵	3
	Personal Health ^E	3
		16



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

"I had a great time at Bucks. The teachers there were amazing. Bucks turned out to be a super-cool place where I met supercool people."

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

Second Semester		
COMP114	Technical Writing ^{D,2}	3
MATH111	Math for Technology II ^{B,D}	3
PHYS106	Physics A ^{B,D}	4
CISC100	Introduction to Computers	3
	Cultural Perspectives ^C	3
		<u>16</u>

Third Semester		
BIOL101	Biological Science I	4
COMM110	Effective Speaking ³	3
PHYS107	Physics B ^{B,D}	4
PHYS201	Solid State Electronic Devices ^D	3
PHYS202	Nanofabrication Statistics & Tech.	2
INTG285	Integration of Knowledge ^D	3
		<u>19</u>

Total Credits on BCCC Campus 51

Fourth Semester-Nanofab Capstone Semester Courses (To be taken at Penn State)

NANO211	Material Safety & Equipment Overview ^D	3
NANO212	Basic Nanofabrication Processes ^D	3
NANO213	Thin Films in Nanofabrication ^D	3
NANO214	Lithography for Nanofabrication ^D	3
NANO215	Material Modification in Nanofabrication ^D	3
NANO216	Characterization, Packaging & Testing of Nanofabricated Structures ^D	3
	Total Credits at Penn State Campus	<u>18</u>
	Total Credits	69

A Math Placement testing required

B Higher-level courses in Math, Chem and Phys may be substituted

C Choose any Category 1: Cultural Perspectives Courses

D Course requires prerequisite.

1 Satisfies College Writing level I

2 Satisfies College Writing level II

3 Satisfies Creative Expression

4 Satisfies College Level Mathematics or Science

5 Satisfies Social Perspectives

6 Satisfies College Writing Intensive

Nanofabrication

CERTIFICATE PROGRAM

Curriculum Code No. 3168

Mathematics, Science & Technology Department

Founders 112 • Phone (215) 968-8305

Certificate Requirements

BIOL101	Biological Science I	4
CHEM101	Chemistry A ^{A,B,C}	4
COMP110	English Composition I ^{A,C,1}	3
CISC100	Introduction to Computers	3
MATH110	Math for Technology I ^{A,B,C,2}	3
MATH111	Math for Technology II ^{B,C}	3
PHYS106	Physics A ^{B,C}	4
PHYS107	Physics B ^{B,C}	4
PHYS201	Solid State Electronic Devices ^C	3
PHYS202	Nanofabrication Statistics and Tech. Seminar	2
	Total Credits on BCCC Campus	33

Nanofabrication Capstone Semester

Courses to be taken at Penn State

NANO211	Material Safety and Equipment Overview ^C	3
NANO212	Basic Nanofabrication Processes ^C	3
NANO213	Thin Films in Nanofabrication ^C	3
NANO214	Lithography for Nanofabrication ^C	3
NANO215	Material Modification in Nanofabrication ^C	3
NANO216	Characterization, Packaging and Testing of Nanofabricated Structures ^C	3
	BCCC Credits taken at Penn State Campus	<u>18</u>
	Total Credits	51

Recommended Semester Sequence

First Semester

CHEM101	Chemistry A ^{A,B,C}	4
COMP110	English Composition I ^{A,C,1}	3
MATH110	Math for Technology I ^{A,B,C,2}	3
CISC100	Introduction to Computers	3
		<u>13</u>

Second Semester

MATH111	Math for Technology II ^{B,C}	3
BIOL101	Biological Science I ^A	4
PHYS106	Physics ^{A,B,C}	4
		<u>11</u>

Third Semester

PHYS107	Physics B ^{B,C}	4
PHYS201	Solid State Electronic Devices ^C	3
PHYS202	Nanofabrication Statistics & Tech. Seminar	2
		<u>9</u>

Fourth Semester

CAPSTONE SEMESTER (To be taken at Penn State)

NANO211	Material Safety & Equipment Overview ^C	3
NANO212	Basic Nanofabrication Processes ^C	3
NANO213	Thin Films in Nanofabrication ^C	3
NANO214	Lithography for Nanofabrication ^C	3
NANO215	Material Modification in Nanofabrication ^C	3
NANO216	Characterization, Packaging & Testing of Nanofabricated Structures ^C	3
		<u>18</u>

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

A Math placement testing required

B Higher-level courses in Math, Chem and Phys may be substituted

C Course requires prerequisite.

1 Satisfies College Writing Level I

2 Satisfies College level Mathematics or Science

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

CISC105	Windows/DOS Concepts	4
CISC143	Essentials of Networking ^A	4
CISC144	Intro to MS Windows Professional ^A	4
CISC202	Network Administration ^A	4
CISC203	Advanced Network Administration ^A	4
	or	
CISC244	MS Windows Server ^A	4
		<u>20</u>

A Course requires prerequisite.

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

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



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

Please visit www.bucks.edu for current requirements.

Nursing

OCCUPATIONAL MAJOR

Curriculum Code No. 2035

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

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

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

Program Outcomes

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

- communicate in a manner that is professional, that acknowledges and preserves the individual's dignity and worth and that recognizes and respects cultural differences between patients and care providers, and among patients;
- apply the nursing process to diagnose and treat individual and family responses to alterations in their functional health patterns;
- collaborate with the health care team to manage groups of patients with predictable outcomes while appropriately delegating duties to other health care providers; and
- 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 clinical component. Students must successfully meet the objectives of both of these components and demonstrate increasing proficiency on all drug calculation exams that start at a minimum of 80% in order to achieve a passing grade (of at least a C) in each nursing course. Nursing students must comply with the rules and policies as presented in the Nursing Student Handbook, in addition to those listed in the catalog. Students, who meet criteria for readmission into the program, must comply with the Nursing Student Handbook that is in place for the class to which they have been readmitted. The BCCC Nursing Program is fully approved by the Pennsylvania State Board of Nursing and is fully accredited by the National League for Nursing Accrediting Commission, 61 Broadway, 33rd floor, NY, NY 10006 (1-800-669-1656, ext 153).

ADMISSION REQUIREMENTS

for admission to the program of study

1. All applicants must fulfill the College's admission requirements, and the specific requirements for admission to the Nursing Program of Study.
2. Meeting High School Requirements
All students must have completed work equal to a standard high school program with a minimum of 16 units (a unit is the equivalent of a year's worth of study). These requirements are:
 - 4 Units of English
 - 3 Units of Social Studies
 - 2 Units of Science: 1 year of Chemistry with a grade of C or better or 70% and 1 year of Biology with a grade of C or better or 70%.
 - 2 Units of Mathematics with a grade of C or better or 70% (one unit must be algebra)All students must have a final official high school transcript on file in Admissions and must be enrolled in the College.
3. All enrolled nursing students must go to the fourth floor in Penn Hall, Nursing Office after receiving the permit to register from the Admissions Office and sign up on the Nursing Faculty door for an appointment during advising period fall/spring.



RICHARD DYER, RN ('92) is the clinical informatics coordinator at Fox Chase Cancer Center in Philadelphia, working as a project manager for software used by nurses and doctors in clinical applications. After receiving his nursing degree at Bucks Dyer worked as a nurse for more than a decade, then graduated from Temple University in 2003 with a B.S. in Information Science and Technology.

"The campus is beautiful... the college is affordable and the quality of the teaching staff was fantastic... I took a lot of credits and without hesitation, I can say I enjoyed every single instructor that I had at Bucks. It definitely prepared me well for Temple and for life."

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

Please visit www.bucks.edu for current requirements.

Associate Degree Nursing Program graduates are eligible to take the exam to become a registered nurse.

4. GED students must meet the same requirements.
 - Students who do not meet the high school requirements must take the following courses:
To satisfy the English requirement, a student must take the Writing Assessment Test and score a six (6) or complete COMP107 Introduction to Rhetorical Skills with a grade of "C" or better. (NOTE: Prerequisite courses, as determined by the College Assessment Tests, need to be taken prior to enrollment in this course.)
1. To satisfy the Social Studies Requirements a student must complete Introduction to Psychology OR Introduction to Sociology OR a course listed under Cultural Perspectives (as listed in the 2005-06 College Catalog).
2. To satisfy the Science Requirement, a student must complete BIOL181, Human Anatomy & Physiology I, for a deficiency in Biology; CHEM101, Chemistry A for a chemistry deficiency. It is recommended that the student enroll in Biological Science 101 or 102 if seven years have lapsed since their last high school science course.
3. To satisfy the Mathematics requirements a student must take the assessment test in order to determine the appropriate placement. The student needs to complete MATH095 OR receive a score on the Math Assessment Test of 5.
- Students who completed high school work in a foreign country must either:
 1. Have a course-to-course evaluation performed by one of the College- approved transcript evaluating agencies (information available in the Office of Admissions, in the Multicultural Student Services office, and on the College's website).
 2. Earn a "C" or better in all of the above College courses to meet high school requirements.

ADMISSION REQUIREMENTS for conditional acceptance into the clinical component of Nursing

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

After notification of conditional acceptance to the clinical component of the nursing program the student is required to submit the following documents to the director for full acceptance into the clinical component of the Nursing Program

1. Current CPR certification (BCLS course)
2. Current Health examination
3. Current Immunizations record
4. Current State Police criminal check and/or FBI check that shows the applicant is felony, for ten (10) years. This requirement is related to the Nurse Practice Act (Act No. 185-109) of Pennsylvania which states "... The Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the Act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled substance, Drug Device and Cosmetic Act", or convicted of a felony related to a controlled substance in a court of law of the United States or any other state, territory or country, unless: at least ten years have elapsed from the date of conviction..." In addition, applicants must be free of Prohibitive Offenses (which includes certain drug and substance abuse violations) as found in the Pennsylvania Older Adult Protective Services Act 169 of 1996 and as amended by Act 13 of 1997, within their lifetime.
5. Current Child Abuse Clearance that demonstrates child abuse free in lifetime.
6. Current negative drug and alcohol screen.

Prior to starting the 2nd year, students must re-submit the following to the Director of Nursing

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

PROGRESSION THROUGH AND COMPLETION OF THE NURSING PROGRAM RESUIREMENTS:

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

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

Please visit www.bucks.edu for current requirements.

ADVANCED PLACEMENT for Licensed Practical Nurses or applicants who have attended other accredited RN programs

Eligibility:

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

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

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

Additional Admission Criteria:

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

Placement in the Nursing Program

1. LPN's may challenge out of NURS 101 and NURS 102 and enter into NURS 201, after completing all of the NURS 101 and NURS 102 co-requisite courses, Drug Calculations and Health Assessment.
2. Transfer students will achieve placement based on review of individual nursing course syllabi.
3. Criteria for Challenge of Nursing I/Nursing 101
4. Completion of:
 - CHEM 101 Chemistry A
 - BIOL 181 Human Anatomy and Physiology I
 - COMP 110 English Composition I
5. Criteria for Challenge of Nursing II/Nursing 102
 - Satisfactory completion of above required courses, AND satisfactory completion of Nursing 101 Challenge exam
 - Completion of:
 - BIOL 182 Human Anatomy and Physiology II
 - BIOL 228 Microbiology
 - HLTH 120 Nutrition
 - NURS 120 Drug Calculations
 - NURS 220 Nursing Health Assessment
6. Courses to be taken with or before Nursing III/ Nursing 201
 - PSYCH 110 Introduction to Psychology
 - SOCI 110 Introduction to Sociology
 - COMP 111 English Composition II
7. Courses to be taken with or before Nursing IV/ Nursing 202
 - COMM 110 Effective Speaking
 - One cultural perspective course

Degree Course Requirements

BIOL181	Human Anatomy and Physiology I ^{B,F}	4
BIOL182	Human Anatomy and Physiology II ^{A,F}	4
BIOL228	Microbiology ^{A,F}	4
CHEM101	Chemistry A ^{B,F,1}	4
COMM110	Effective Speaking ^{4,E}	3
COMP110	English Composition I ^{C,B,F,2}	3
COMP111	English Composition II ^{3,D,F}	3
HLTH120	Nutrition ^{A,5}	3
NURS101	Nursing I ^{F,G}	6
NURS102	Nursing II ^{E,G}	6
NURS201	Nursing III ^{F,G}	9
NURS202	Nursing IV ^{F,G,7,8}	9
PSYC110	Introduction to Psychology ^{6,D}	3
SOCI110	Introduction to Sociology ^{6,D}	3
	Cultural Perspectives ^{H,E}	<u>3</u>
		67

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 ^{B,F}	4
CHEM101	Chemistry A ^{B,F,1}	4
COMP110	English Composition I ^{C,B,F,2}	3
NURS101	Nursing I ^{F,G}	<u>6</u>
		17

Second Semester

BIOL182	Human Anatomy and Physiology II ^{A,F}	4
BIOL228	Microbiology ^{A,F}	4
HLTH120	Nutrition ^{A,5}	3
NURS102	Nursing II ^{E,G}	<u>6</u>
		17

Third Semester

COMP111	English Composition II ^{3,D,F}	3
NURS201	Nursing III ^{F,G}	9
PSYC110	Introduction to Psychology ^{6,D}	3
SOCI110	Introduction to Sociology ^{6,D}	<u>3</u>
		18

Fourth Semester

COMM110	Effective Speaking ^{4,E}	3
NURS202	Nursing IV ^{F,G,7,8}	9
	Cultural Perspectives ^{E,H}	<u>3</u>
		15

- A *Must be taken before or with NURS102.*
 B *Must be taken before or with NURS101.*
 C *Placement testing required.*
 D *Must be taken before or with NURS201.*
 E *Must be taken before or with NURS202.*
 F *Course requires prerequisite.*
 G *Must be CPR certified prior to enrollment.*
 H *Consult the list of courses approved for this subcategory. Any course may be chosen.*
 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 *Satisfies Integration of Knowledge requirement.*

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



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

Occupational Studies

OCCUPATIONAL MAJOR
Curriculum Code No. 2068

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

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

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

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

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

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

Graduates of this program are able to

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



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

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

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

Please visit www.bucks.edu for current requirements.

Degree Course Requirements		
CISC100	Introduction to Computers	3
COMM110	Effective Speaking ²	3
COMP110	English Composition I ^{A,G,1}	3
COMP114	Technical Writing ^G	3
	or	
OADM110	Business Communication ^{A,G,1}	3
MGMT100	Introduction to Business ³	3
MGMT120	Business Mathematics ^{A,G,4}	3
	Cultural Perspectives ^B	3
	Elective ^F	3
INTG285	Integration of Knowledge ^{E,G,5}	3
	Occupational Electives ^{C,D}	33
	Personal Health ^B	<u>2</u>
		62

Recommended Semester Sequence

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

First Semester		
CISC100	Introduction to Computers	3
OADM110	Business Communication ^{A,G,1}	3
	or	
COMP114	Technical Writing ^G	3
MGMT100	Introduction to Business ³	3
	Elective ^F	3
	Occupational Elective ^{C,D}	<u>3</u>
		15

Second Semester		
COMP110	English Composition I ^{A,G,1}	3
MGMT120	Business Mathematics ^{A,G,4}	3
	Cultural Perspectives ^B	3
	Occupational Electives ^{C,D}	6
	Personal Health ^B	<u>2</u>
		17

Third Semester		
COMM110	Effective Speaking ²	3
	Occupational Electives ^{C,D}	<u>12</u>
		15

Fourth Semester		
INTG285	Integration of Knowledge ^{E,G,5}	3
	Occupational Electives ^{C,D}	<u>12</u>
		15

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.

Office Administration & Systems Technology

OCCUPATIONAL MAJOR
Curriculum Code No. 2150

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

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

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

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

Graduates of this program are able to

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

Degree Course Requirements

ACCT103	Introductory Accounting or	
ACCT105	Principles of Accounting I ^G	3/4
COMP110	English Composition I ^{B,G,1}	3
MGMT100	Introduction to Business ²	3
MGMT120	Business Mathematics ^{B,G,3}	3
MGMT140	Supervision or	
MGMT210	Office Management	3
OADM105	Administrative Office 2000 ^{A,G}	3
OADM110	Business Communication ^{B,G,1}	3
OADM140	Keyboarding/Typewriting ^A	3
OADM150	Office Technology Concepts ^G	3
OADM205	Advanced Administrative Office 2000 ^G	3
OADM225	MS Word for Windows - Beginning ^{A,G}	3
OADM226	MS Word for Windows - Advanced ^G	3
OADM230	MS Word for Windows - Integrated ^G	3
	Creative Expression ^D	2
	Cultural Perspectives ^D	3
	Elective	3
INTG285	Integration of Knowledge ^{E,G,4}	3
	Office Administration Electives ^C	9
	Personal Health ^D	2
		<u>61/62</u>

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

MGMT100	Introduction to Business ²	3
OADM105	Administrative Office 2000 ^{A,G}	3
OADM110	Business Communication ^{B,G,1}	3
OADM140	Keyboarding/Typewriting ^A	3
MGMT120	Business Mathematics ^{B,G,3}	3
		<u>15</u>

Second Semester

COMP110	English Composition I ^{B,G,1}	3
OADM225	MS Word for Windows - Beginning ^{A,G}	3
OADM150	Office Technology Concepts ^G	3
OADM205	Advanced Administrative Office 2000 ^G	3
	Office Administration Elective ^C	3
		<u>15</u>

Third Semester

ACCT103	Introductory Accounting or	
ACCT105	Principles of Accounting I ^G	3/4
OADM226	MS Word for Windows - Advanced ^G	3
	Creative Expression ^D	2
	Office Administration Elective ^C	6
	Personal Health ^D	2
		<u>16/17</u>

A community advisory group helps the College ensure that the Office Administration and Systems Technology program reflects the learning skills required by employers.

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

Please visit www.bucks.edu for current requirements.



PETE ENGELAND ('06), a business administration major, says he got to hone his career skills as president of Students in Free Enterprise, as a member of the Phi Theta Kappa honor society, and as a Bucks Ambassador.

"Bucks is great because the professors are awesome, the student body is terrific, and there are plenty of clubs and organizations where you can get involved. It's a great place to start off on the right foot."

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

Fourth Semester		
MGMT140	Supervision or	
MGMT210	Office Management	3
OADM230	MS Word for Windows - Integrated ^C	3
	Cultural Perspectives ^D	3
	Elective	3
INTG285	Integration of Knowledge ^{E,G,4}	3
		15

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

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:

- master operation of state-of-the-art equipment and software and appropriately utilize these to accomplish work-related tasks accurately and productively in an office environment; and
- procure 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.

Certificate Course Requirements		
OADM101	Electronic Keyboarding plus	1
OADM104	Formatting with Word ^B or	2
OADM140	Keyboarding/Typewriting I ^A	3
OADM141	Basic Applications of Microsoft Word ^B	1
OADM142	Basic Applications of Microsoft Excel ^B	1
OADM143	Basic Applications of Microsoft Access ^B	1
OADM145	Basic Applications of Microsoft PowerPoint	1
OADM147	Learning Microsoft Windows	1
OADM155	Searching the Web	1
		9

- A Open for credit exam.
- B Course requires prerequisite.

Paralegal Studies

OCCUPATIONAL MAJOR
Curriculum Code No. 2128

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

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

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

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

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

Please visit www.bucks.edu for current requirements.

Degree Course Requirements *		
CISC100	Introduction to Computers	3
COMM110	Effective Speaking ²	3
COMP110	English Composition ^{A,E,1}	3
HIST152	U.S. History II ³	3
LAWS100	Introduction to Paralegal Studies or	
LAWS110	Introduction to Nurse Paralegal Studies ^E	3
MGMT130	Business Law	3
LAWS140	Civil Practice/Litigation Procedures E	3
LAWS220	Legal Research and Writing ^E	3
MGMT100	Introduction to Business ⁴	3
	College Math A or Science ^{D,5}	3
OADM110	Business Communication ^{A,E,1}	3
POLI111	American National Government	3
POLI120	American State and Local Government	3
PSYC125	Stress Management ⁶	3
INTG285	Integration of Knowledge ^{B,E,7}	3
	Paralegal Electives ^C	<u>18</u>
		63

Recommended Semester Sequence

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

First Semester

LAWS100	Introduction to Paralegal Studies or	
LAWS110	Introduction to Nurse Paralegal Studies ^E	3
MGMT100	Introduction to Business ⁴	3
	College Math A or Science ^{D,5}	3
OADM110	Business Communication ^{A,E,1}	3
POLI111	American National Government	3
		<u>15</u>

Second Semester

CISC100	Introduction to Computers	3
COMP110	English Composition I ^{A,E,1}	3
LAWS140	Civil Practice/Litigation Procedures ^E	3
MGMT130	Business Law	3
	Paralegal Elective	<u>3</u>
		15

Third Semester

COMM110	Effective Speaking ²	3
LAWS220	Legal Research and Writing ^E	3
POLI120	American State and Local Government	3
	Paralegal Electives ^C	<u>6</u>
		15

Fourth Semester

HIST152	U.S. History II ³	3
PSYC125	Stress Management ⁶	3
INTG285	Integration of Knowledge ^{B,E,7}	3
	Paralegal Electives ^C	<u>9</u>
		18

* Requires a writing score of 6 or successful completion of Business Communication (OADM110) or English Composition I (COMP110).

A Placement testing required.

B Any INTG course may be chosen.

C Any LAWS course except 100,110 or MGMT 130 may be chosen.

D Consult the list of courses approved for subcategories.

E Course requires prerequisite.

1 Satisfies College Writing requirement.

2 Satisfies Creative Expression.

3 Satisfies Cultural Perspective.

4 Satisfies Social Perspective.

5 Satisfies College level Mathematics or Science.

6 Satisfies Personal Health.

7 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 of the courses listed in the major except Stress Management, College Math or Science and Integration of Knowledge.

Paralegal

CERTIFICATE PROGRAM

Curriculum Code No. 3129

Department of Business Studies

Penn 401 • Phone (215) 968-8227

Students entering this program must have completed 30 college credits. 18 of which must meet general education requirements. All of the courses required for the certificate can be used to obtain a degree at a later time.

This all inclusive certificate paralegal program requires graduates to complete the same law courses required in the associate degree program. It is designed for the following individuals:

- legal secretaries seeking higher positions of employment;
- state and federal employees seeking advancement in government careers; and
- people with life experience wanting to change careers.

This certificate program will qualify graduates to serve as paralegal and legal assistants for law offices, government agencies, or businesses involving legal work under the ultimate direction and supervision of attorneys.

The courses in this program are designed to impart knowledge and expertise of legal concepts, the legal system, and substantive and procedural law to qualify graduates to perform work of a legal nature that is customarily, but not exclusively, performed by a lawyer.

Graduates of this program are able to

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

Certificate Requirements

LAWS100	Introduction to Paralegal Studies or	
LAWS110	Introduction to Nurse Paralegal Studies ^B	3
MGMT130	Business Law	3
LAWS140	Civil Practice/Litigation Procedures ^B	3
LAWS220	Legal Research and Writing ^B	3
LAWS240	Negligence and Personal Injury ^B	3
	Paralegal Electives ^A	<u>15</u>
		30

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

A Any LAWS course except 100 or 110 may be chosen.

B Course requires prerequisite.



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

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

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

Please visit www.bucks.edu for current requirements.

Paraprofessional Instructional Assistant

OCCUPATIONAL MAJOR
Curriculum Code No. 2034

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

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

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

Graduates are prepared to assist teachers and to secure teaching materials and equipment, check workbooks and homework, prepare profiles of student progress and record teacher-assigned grades, monitor testing situations, supervise student activities in the cafeteria and on the playground, assist students in the use of teaching machines and computers, and perform instructional services when delegated.

Graduates of this program are able to

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

Degree Course Requirements

COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,E,1}	3
COMP111	English Composition II ^{E,2}	3
EDUC100	Foundations of Education	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 ^E	6
HLTH110	Responding to Emergencies ⁴	3
LITR246	Children's Literature	3
MATH102	Mathematical Concepts II ^{A,E,5}	3
PSYC110	Introduction to Psychology ⁶	3
PSYC180	Human Growth and Development ^E	3
PSYC190	Educational Psychology ^E	3
	Art or Music Elective	3
	Cultural Perspectives	3
	Electives ^D	6
INTG285	Integration of Knowledge ^{C,E,7}	3
		60

Recommended Semester Sequence

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

First Semester

COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,E,1}	3
EDUC100	Foundations of Education	3
HLTH110	Responding to Emergencies ⁴	3
PSYC110	Introduction to Psychology ⁶	3
		15

Second Semester

COMP111	English Composition II ^{E,2}	3
EDUC115	Observing and Recording the Behavior of Young Children	3
MATH102	Mathematical Concepts II ^{A,E,5}	3
PSYC180	Human Growth and Development ^E	3
	Art or Music Elective	3
		15

Third Semester

EDUC160	Introduction to Exceptionalities	3
EDUC210	Computers, Media and the Teacher	3
LITR246	Children's Literature	3
PSYC190	Educational Psychology ^E	3
	Cultural Perspectives	3
		15

Fourth Semester

EDUC220	Practicum in Education ^E	6
INTG285	Integration of Knowledge ^{C,E,7}	3
	Electives ^D	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.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies Personal Health.

5 Satisfies College level Mathematics or Science.

6 Satisfies Social Perspectives.

7 Satisfies Writing Intensive requirement.

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



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

Please visit www.bucks.edu for current requirements.

Phlebotomy

CERTIFICATE PROGRAM
Curriculum Code No. 3166

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

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

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

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

Certificate Requirements

BIOL115	Basic Human Anatomy and Physiology	3
MEDA120	Medical Terminology	3
MEDA204	Phlebotomy Procedures & Techniques ^A	3
MEDA205	Medical Law and Ethics	3
MEDA230	Phlebotomy Externship ^A	4
		16

^A Course requires prerequisite.

Police Administration

TRANSFER MAJOR
Curriculum Code No. 1020

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

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

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

The transfer majors have the following objectives

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

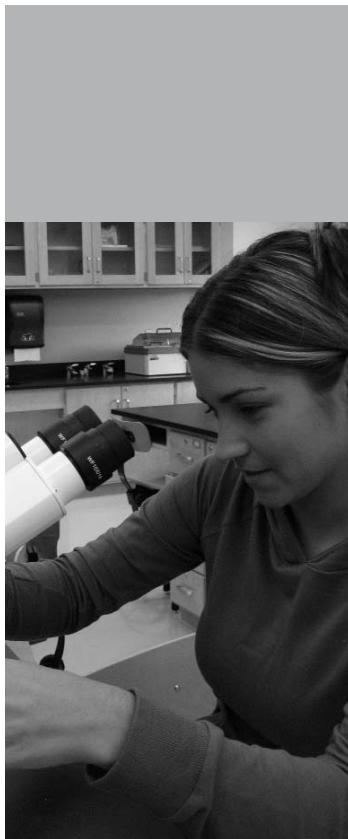
Students in the Correctional Administration Major are expected to know and develop expertise in

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

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

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

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



Degree Course Requirements

BIOL101	Biological Science I ¹	4
COMM110	Effective Speaking ⁶	3
COMP110	English Composition I ^{A,E,2}	3
COMP111	English Composition II ^{E,3}	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
CRIJ250	Police Organization and Administration	3
CRIJ130	Criminal Investigation/Forensics	3
HLTH110	Responding to Emergencies	3
POLI120	American State and Local Government	3
PSYC110	Introduction to Psychology ⁴	3
SOCI110	Introduction to Sociology ⁴	3
SOCI150	Criminology	3
	Cultural Perspectives ^B	6
	Electives ^D	5
INTG285	Integration of Knowledge ^{C,E,5}	3
		<u>60</u>

Recommended Semester Sequence

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

First Semester

COMP110	English Composition I ^{A,E,2}	3
CRIJ100	Introduction to the Administration of Criminal Justice	3
HLTH110	Responding to Emergencies	3
PSYC110	Introduction to Psychology ⁴	3
	Cultural Perspectives ^B	3
		<u>15</u>

Second Semester

COMP111	English Composition II ^{E,3}	3
CRIJ120	Criminal Evidence	3
CRIJ160	Juvenile Delinquency and Laws Pertaining to Children	3
SOCI110	Introduction to Sociology ⁴	3
	Cultural Perspectives ^B	3
		<u>15</u>

Third Semester

CRIJ140	Criminal Procedure	3
BIOL101	Biological Science I ¹	4
COMM110	Effective Speaking ⁶	3
POLI120	American State and Local Government	3
SOCI150	Criminology	3
		<u>16</u>

Fourth Semester

CRIJ250	Police Organization and Administration	3
CRIJ130	Criminal Investigation/Forensics	3
	Electives ^D	5
INTG285	Integration of Knowledge ^{C,E,5}	3
		<u>14</u>

^A Placement testing required.

^B Any of the following may be chosen: HIST111, HIST112, HUMN111, HUMN112, HUMN113, HUMN114, HIST151, HIST152, PHIL125.

^C Any INTG course may be chosen.

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

^E Course requires prerequisite.

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

- Collect and analyze information, and make sound conclusions; and
- Communicate effectively in both oral and written forms.

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

BIOL121	Biological Principles I ^G	4
BIOL122	Biological Principles II ^G	4
CHEM121	Chemistry I ^{A,G}	4
CHEM122	Chemistry II ^G	4
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
MATH120	College Algebra ^{A,B,G,3}	4
PSYC110	Introduction to Psychology ⁴	3
SOCI110	Introduction to Sociology ⁴	3
COMM110	Effective Speaking ⁶	3
	Cultural Perspectives ^D	3
INTG285	Integration of Knowledge ^{E,G,5}	3
	Personal Health ^D	2
	Pre-Allied Health Electives ^E	<u>18</u>
		<u>61</u>

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,G,1}	3
MATH120	College Algebra ^{A,B,G,3}	4
	Pre-Allied Health Elective ^E	4
	Cultural Perspective ^D	3
		<u>14</u>

Second Semester

CHEM121	Chemistry I ^{A,G}	4
COMP111	English Composition II ^{G,2}	3
PSYC110	Introduction to Psychology ⁴	3
	Personal Health ^D	2
	Pre-Allied Health Elective ^E	3
		<u>15</u>

Third Semester

BIOL121	Biological Principles I ^G	4
CHEM122	Chemistry II ^G	4
	Pre-Allied Health Electives ^E	8
		<u>16</u>

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

Please visit www.bucks.edu for current requirements.

Fourth Semester

BIOL122	Biological Principles II ^G	4
SOCI110	Introduction to Sociology ⁴	3
COMM110	Creative Expression ⁶	3
INTG285	Integration of Knowledge ^{D,G,5}	3
	Pre-Allied Health Electives ^E	<u>3</u>
		16

A Placement testing required.

B MATH122, MATH125, or MATH140 may be substituted.

C MATH141 may be substituted.

D Consult the list of courses approved for this subcategory. Any course may be chosen.

E Depending on career choice and transfer institution, BIOL228, COMM105, COMM110, CHEM221, CHEM222, CHEM242, BIOL181, BIOL182, MATH115, PHYS106, PHYS107, PSYC180, SOCH120, or courses in mathematics, cultural perspectives, or social perspectives.

G Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies College level Mathematics or Science.

4 Satisfies Social Perspectives.

5 Satisfies Writing Intensive requirement.

6 Satisfies Creative Expression

Completion of non-degree major is not available in this program.

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

Science

TRANSFER MAJOR

Curriculum Code No. 1117

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

Mathematics, Science & Technology Department

Founders 112 • Phone (215)968-8305

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

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

COMP110	English Composition I ^{A,1}	3
COMP111	English Composition II ^{1,2}	3
	Biology Elective ^B	4
	Chemistry Elective ^C	4
COMM110	Effective Speaking	3
	Cultural Perspectives ^F	3
	Elective ^H	3
INTG285	Integration of Knowledge ^{G,1,5}	3
	Literature or Foreign Language	3
	Mathematics Electives ^{E,3}	12
	Mathematics E or Science ^{B,C,D}	
	Electives	4
	Personal Health ^F	2
	Physics Elective ^D	4
	Science Electives ^{B,C,D}	8
	Social Perspectives ^F	<u>3</u>
		62

Recommended Semester Sequence

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

First Semester

COMP110	English Composition I ^{A,1}	3
	Chemistry Elective ^B	4
	Literature or Foreign Language	3
	Mathematics Elective ^{E,3}	4
	Personal Health ^F	<u>2</u>
		16

Second Semester

COMP111	English Composition II ¹	3
	Cultural Perspectives ^F	3
	Mathematics Elective ^{E,3}	4
	Science Elective ^{B,C,D}	4
	Social Perspectives ^F	<u>3</u>
		17

Third Semester

	Biology Elective ^B	4
	Mathematics Elective ^{E,3}	4
	Mathematics ^E	
	or	
	Science Elective ^{B,C,D}	4
	Physics Elective ^D	<u>4</u>
		16

Fourth Semester

COMM110	Effective Speaking	3
	Elective ^H	3
INTG285	Integration of Knowledge ^{G,1,5}	3
	Science Elective ^{B,C,D}	<u>4</u>
		13

A Placement testing required.

B Except BIOL115.

C Except CHEM090. CHEM121 recommended.

D Except SCIE101.

E Any MATH courses may be chosen.

F Consult the list of courses approved for this subcategory. Any course may be chosen.

G Any INTG course may be chosen.

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

1 Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies College level Mathematics or Science.

4 Satisfies Social Perspectives.

5 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.



DR. RICHARD RATHGEBER ('68), an emergency room physician at Doylestown hospital, says for him it all began at Bucks.

"The two years I spent at Bucks were some of my most productive. In my work with patients in the emergency department, I feel I am repaying the county and its citizens for the opportunity and motivation given me to pursue higher education."

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

Please visit www.bucks.edu for current requirements.

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

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

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

Degree Course Requirements

COMP110	English Composition I ^{A,C,1}	3
COMP111	English Composition II ^{C,2}	3
EDUC100	Foundations of Education	3
PSYC190	Educational Psychology	3
COMM110	Effective Speaking ⁵	3
PSYC110	Introduction to Psychology	3
BIOL121	Biological Principles I ^C	4
BIOL228	Microbiology ^C	4
CHEM121	Chemistry I ^{A,C,3}	4
CHEM122	Chemistry II ^C	4
CHEM221	Organic Chemistry I ^C	5
CHEM222	Organic Chemistry II ^C	5
PHYS106	Physics A ^C	4
PHYS107	Physics B ^C	4
	Health/ PE elective ^B	2
	Cultural Perspectives ^B	3
INTG285	Integration of Knowledge ^{B,C,4}	3
		<u>60</u>

Recommended Semester Sequence

First Semester		
COMP110	English Composition I ^C	3
CHEM121	Chemistry I ^C	4
PSYC110	Introduction to Psychology	3
BIOL121	Biological Principles I ^C	4
	Health Elective	2
		<u>16</u>

Second Semester

COMP111	English Composition II ^C	3
CHEM122	Chemistry II ^C	4
COMM110	Effective Speaking	3
BIOL228	Microbiology ^C	4
		<u>14</u>

Third Semester

CHEM221	Organic Chemistry I ^C	5
PHYS106	Physics A ^C	4
EDUC100	Foundations of Education	3
	Cultural Perspectives	3
		<u>15</u>



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

Please visit www.bucks.edu for current requirements.

Fourth Semester

CHEM222	Organic Chemistry II ^C	5
PHYS107	Physics B ^C	4
PSYC190	Educational Psychology ^C	3
INTG285	Integration of Knowledge ^C	3
		<u>15</u>

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

B Consult list Category 1

C Course requires prerequisite.

1 Satisfies College Writing Level I

2 Satisfies College Writing Level II

3 Satisfies College Level Mathematics or Science

4 Satisfies Writing Intensive requirement

5 Satisfies Creative Expression requirement

Secondary Education: 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.

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,1}	3
COMP111	English Composition II ^{C,2}	3
EDUC100	Foundations of Education	3
PSYC190	Educational Psychology ^C	3
COMM110	Effective Speaking ⁵	3
PSYC110	Intro to Psychology	3
MATH140	Calculus I ^{C,3}	4
MATH141	Calculus II ^C	4
CHEM121	Chemistry I ^{A,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 ^B	3
INTG285	Integration of Knowledge ^{B,C,4}	3
		<u>60</u>

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
	Health Elective	2
		<u>16</u>

Second Semester

COMP111	English Composition II ^C	3
CHEM122	Chemistry II ^C	4
COMM110	Effective Speaking	3
MATH141	Calculus II ^C	4
		<u>14</u>

Third Semester

CHEM221	Organic Chemistry I ^C	5
PHYS121	Physics I ^C	4
EDUC100	Foundations of Education	3
	Cultural Perspectives	3
		<u>15</u>

Fourth Semester

CHEM222	Organic Chemistry II ^C	5
PHYS122	Physics II ^C	4
PSYC190	Educational Psychology ^C	3
INTG285	Integration of Knowledge ^C	<u>3</u>
		15

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

B Consult list Category 1

C Course requires prerequisite.

1 Satisfies College Writing Level I

2 Satisfies College Writing Level II

3 Satisfies College Level Mathematics or Science

4 Satisfies Writing Intensive requirement

5 Satisfies Creative Expression requirement

Secondary Education: History

TRANSFER MAJOR

Curriculum Code No. 1180

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

Department of Social & Behavioral Sciences

Penn 301 • Phone (215) 968-8070

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

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

Graduates of this program are able to

- Demonstrate understanding of the American historical heritage;
- Demonstrate understanding of the Western historical heritage; and
- Demonstrate understanding of historical research involving primary, secondary, and fictional sources.

Degree Course Requirements

COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
COMM110	Effective Speaking ³	3
EDUC100	Foundations of Education	3
PSYC110	Introduction to Psychology	3
PSYC190	Educational Psychology ^G	3
HIST111	History of Western Civilization I	3
HIST112	History of Western Civilization II	3
HIST151	U.S. History I	3
HIST152	U.S. History II	3
POLI111	American National Government	3
	History Elective	3
	Social Perspectives ^C	6
	Cultural Perspectives ^C	6
	College Level Mathematics ^{A,D}	3
	College Level Science ^E	3
INTG285	Integration of Knowledge ^{E,G,4}	3
	Personal Health ^B	<u>3</u>
		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

COMP110	English Composition I ^{A,G,1}	3
HIST111	History of Western Civilization I	3
PSYC110	Introduction to Psychology	3
	College Level Science ^E	3
	Personal Health ^B	<u>3</u>
		15

Second Semester

COMP111	English Composition II ^{G,2}	3
HIST112	History of Western Civilization II	3
COMM110	Effective Speaking	3
POLI111	American National Government	3
	College Level Math ^{A,D}	<u>3</u>
		15

Third Semester

HIST151	U.S. History I	3
EDUC100	Foundations of Education	3
	Cultural Perspectives ^C	3
	Social Perspectives ^C	3
	History Elective	<u>3</u>
		15

Fourth Semester

HIST152	U.S. History II	3
PSYC190	Educational Psychology ^G	3
	Cultural Perspectives ^C	3
	Social Perspectives ^C	3
INTG285	Integration of Knowledge ^{E,G,4}	<u>3</u>
		15

A Placement testing required.

B Consult the list of courses approved for this subcategory.

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

D Choose from MATH101, MATH102, MATH115, MATH117, MATH120, MATH122, MATH125 and MATH140

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

F Any INTG285 course may be chosen.

G Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies Writing Intensive Requirement.

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

Please visit www.bucks.edu for current requirements.

Secondary Education: Mathematics

TRANSFER MAJOR

Curriculum Code No. 1177

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

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

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

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

Graduates of this program are able to

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

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

Degree Course Requirements*

CISC115	Computer Science I ^F	4
PHYS121	Physics I ^F	4
COMP110	English Composition I ^{A,E,1}	3
COMP111	English Composition II ^{F,2}	3
COMM110	Effective Speaking ³	3
MATH140	Calculus I ^{A,E,4}	4
MATH141	Calculus II ^F	4
MATH242	Calculus III ^F	4
MATH260	Linear Algebra ^F	3
PSYC110	Introduction to Psychology ⁵	3
EDUC100	Foundations of Education	3
PSYC190	Educational Psychology ^F	3
	Cultural Perspectives ^B	3
	Electives ^E	9
INTG285	Integration of Knowledge ^{D,E,5}	3
	Mathematics Elective ^C	3
	Personal Health ^B	2
		<u>61</u>

Recommended Semester Sequence

First Semester

EDUC100	Foundations of Education	3
PSYC110	Introduction to Psychology	3
COMP110	English Composition I ^{A,E,1}	3
MATH140	Calculus I ^{A,E,4}	4
	Personal Health ^B	2
		<u>15</u>

Second Semester

COMP111	English Composition II ^{E,2}	3
MATH141	Calculus II ^F	4
PHYS121	Physics I ^F	4
PHYC190	Educational Psychology ^F	3
		<u>14</u>

Third Semester

MATH242	Calculus III ^F	4
MATH260	Linear Algebra ^F	3
CISC115	Computer Science I ^F	4
	Cultural Perspectives ^B	3
	Electives ^E	6
		<u>17</u>

Fourth Semester

INTG285	Integration of Knowledge ^{D,E,5}	3
	Mathematics Elective ^C	3
COMM110	Effective Speaking	3
	Electives ^E	2
		<u>15</u>

^A Placement testing required

^B Any course from approved list

^C Any of the following may be chosen, MATH101, MATH115, MATH 120, MATH 122, MATH125, MATH250

^D Any theme may be chosen

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

^F Course requires prerequisite.

¹ Satisfies College Level Writing I

² Satisfies College Level Writing II

³ Satisfies Creative Expression

⁴ Satisfies College Level Mathematics or Science

⁵ Satisfies Social Perspectives

⁶ Satisfies Writing Intensive Requirement



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

Please visit www.bucks.edu for current requirements.

Social Services

TRANSFER MAJOR

Curriculum Code No. 1130

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

Department of Social & Behavioral Sciences

Founders 210 • Phone (215) 968-8060, 8061

The goals of the Social Services major are to

- provide a liberal arts experience with an emphasis in the science-based theory and practice of the behavioral and social sciences; and
- prepare students for transfer to institutions offering bachelors degree programs in human relations and social assistance such as: social work, occupational therapy, behavioral and health services, behavioral and addictions counseling, among others.

Graduates of this program are able to:

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

Degree Course Requirements

COMM110	Effective Speaking ³	3
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
INTG285	Integration of Knowledge ^{G,7}	3
MATH115	Elementary Statistics ^{A,G,4}	3
PSYC100	Psychology of Personal Awareness ⁶	3
PSYC110	Introduction to Psychology	3
PSYC181	Developmental Psychology: Life Span ^G	3
SOCI110	Introduction to Sociology ⁵	3
	Cultural Perspectives ^B	6
	Science ^C	7
	Psychology Electives ^D	6
	Applied Electives ^E	12
	General Elective ^F	3
		61

Recommended Semester Sequence

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

First Semester

COMP110	English Composition I ^{A,G,1}	3
PSYC110	Introduction to Psychology	3
COMM110	Effective Speaking ³	3
PSYC100	Psychology of Personal Awareness ⁶	3
	General Elective ^F	3
		15

Second Semester

COMP111	English Composition II ^{G,2}	3
MATH115	Elementary Statistics ^{A,G,4}	3
SOCI110	Introduction to Sociology ⁵	3
	Cultural Perspectives ^B	3
PSYC181	Developmental Psychology: Lifespan ^G	3
		15

Third Semester

	Science ^C	3/4
	Cultural Perspectives ^B	3
	Applied Electives ^E	6
	Psychology Elective ^D	3
		15/16

Fourth Semester

	Science ^C	3/4
	Applied Electives ^E	6
INTG285	Integration of Knowledge ^{G,7}	3
	Psychology Elective ^D	3
		15/16

A Placement testing required.

B Consult the list of courses approved for this subcategory.

C Select any of the following: BIOL101, BIOL102, BIOL115, BIOL181, BIOL182

D Select any of the following: PSYC105, PSYC120, PSYC125, PSYC160, PSYC200, PSYC280.

E Select any of the following: CHEM101, CISC100, CISC110, ECON111, ECON112, HUMN120, PHIL105, PHIL111, POLI111, SOCI120, SOCI130, SOCI140, SSWK110, SSWK120, WMST110

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

G Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies Math or Science.

5 Satisfies Social Perspectives.

6 Satisfies Personal Health.

7 Satisfies Writing Intensive Requirement.

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

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

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*

CISC115	Computer Science I ^{EG}	4
COMM110	Effective Speaking	3
COMP110	English Composition I ^G	3
COMP111	English Composition II ^G	3
HLTH103	Life and Health	3
HLTH110	Responding to Emergencies	3
ECON111	Prin. of Economics: Macro	3
SOCI110	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
	College Level Math or Science	6
	Cultural Perspectives	3
	Humanities Elective	3
INTG285	Integration of Knowledge ^G	3
	Physical Education Electives	6
SPMT280	Cooperative Education/ Sport Internship ^G	3
		61

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.

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

Please visit www.bucks.edu for current requirements.



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

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

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 ^{A,G,1}	3
HLTH103	Life and Health ⁵	3
SPMT200	Intro to Sport Management	3
	Physical Education Elective ^B	2
	Math and/or Science ^C	3
		<u>14</u>

Second Semester

CISC115	Computer Science I ^{E,G}	4
COMP111	English Composition II ^{G,2}	3
HLTH110	Responding to Emergencies ⁵	3
SPMT203	History & Philosophy of Sport	3
	Humanities Elective ^D	3
		<u>16</u>

Third Semester

SPMT202	Facility Mgt/Event Planning	3
ECON111	Prin. of Economics: Macro ³	3
SOCI110	Intro to Sociology ³	3
SPMT201	Sport Marketing	3
	Cultural Perspectives ^D	3
		<u>15</u>

Fourth Semester

COMM110	Effective Speaking ⁴	3
INTG285	Integration of Knowledge ^{E,G,6}	3
SPMT280	Sport Management Internship ^G	3
	Math A and/or Science ^C	3
	Physical Education Electives ^B	4
		<u>16</u>

A Placement testing required

B Health and Physical Education majors must take at least six of these physical education skills courses: PHED133, PHED145, PHED150, PHED155, PHED156, PHED170, PHED178, PHED190, PHED191.

C Any of the following may be chosen: CHEM101, BIOL101, MATH101, MATH102, MATH120, MATH125, MATH140.

D Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.

E Any INTG course may be chosen.

F CISC100 or 110 may be substituted.

G Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Social Perspectives.

4 Satisfies Creative Expression.

5 Satisfies Personal Health.

6 Satisfies Writing Intensive requirement.

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, COMP111, 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.

Supervision

CERTIFICATE MAJOR

Curriculum Code No. 3155

Department of Business Studies

Penn 401 • Phone (215) 968-8227

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

Upon completion of this program, students will

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

Certificate Course Requirements

CISC110	Introduction to Information Systems ^B	3
MGMT100	Introduction to Business	3
MGMT120	Business Mathematics ^{A,B}	3
MGMT140	Supervision	3
MGMT200	Organizational Behavior ^B	3
PSYC100	Psychology of Personal Awareness	3
		<u>18</u>

A Placement testing required

B Course requires prerequisite.

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

Travel and Event Planning

OCCUPATIONAL MAJOR

Curriculum Code No. 2171

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

Department of Business Studies

Penn 401 • Phone: 215-968-8227

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

Graduates of this program are able to:

- demonstrate the skills necessary to work as a travel agent.
- complete the Travel Agent Proficiency examination.
- plan corporate and business meetings and conferences.
- provide a variety of service functions in preparing for an event and managing ancillary services including food and beverage requirements.
- develop sales and marketing management skills.
- develop business presentation skills for group and convention presentations.
- use the Internet to market and improve convention, corporate and business meetings.
- use computer reservations systems to develop travel itineraries for individuals, corporate clients and meeting attendees.
- facilitate the communication process for successful transfer of information.

Degree Course Requirements*

CISC100	Introduction to Computers or	
CISC110	Introduction to Information Systems ^E	3
COMM110	Effective Speaking ¹	3
COMP110	English Composition I ^{A,E,2}	3
HRIM101	Introduction to The Travel Services Industry	3
HRIM110	Financial Management in Tourism & Hospitality ^E	3
HRIM111	Conference and Business Meeting Planning	3
HRIM115	Computer Reservations and Travel Information ^E	3
HRIM200	Hotel & Lodging Operations Management ^E	3
HRIM210	HRIM Internship ^E	3
HRIM220	HRIM Seminar ^E	3
MGMT100	Introduction to Business ³	3
MGMT120	Business Mathematics ^{A,E,4}	3
MGMT130	Business Law	3
MKTG100	Principles of Marketing ^E	3
MKTG110	Selling	3
MKTG220	Marketing on the Internet	3
OADM110	Business Communication ^{A,E,2}	3
	Cultural Perspectives ^B	3
INTG285	Integration of Knowledge ^{C,E}	3
	Personal Health ^D	3
	Total Credits	60

Recommended Semester Sequence

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

First Semester

HRIM101	Introduction to The Travel Services Industry	3
CISC100	Introduction to Computers or	
CISC110	Introduction to Information Systems ^E	3
OADM110	Business Communication ^{A,E,2}	3
MGMT100	Introduction to Business ³	3
	Cultural Perspectives ^B	3
	Total Credits	15

Second Semester

COMP110	English Composition I ^{A,E,2}	3
HRIM110	Financial Management in Tourism & Hospitality ^E	3
HRIM115	Computer Reservation and Travel Information ^E	3
HRIM200	Hotel & Lodging Operation Management ^E	3
MGMT120	Business Mathematics ^{A,E,4}	3
	Total Credits	15

Summer Session

HRIM210	HRIM Internship ^E	3
		3

Third Semester

COMM110	Effective Speaking ¹	3
MGMT130	Business Law	3
HRIM111	Conference and Business Meeting Planning	3
MKTG100	Principles of Marketing ^E	3
INTG285	Integration of Knowledge ^{C,E}	3
		15

Fourth Semester

HRIM220	HRIM Seminar ^E	3
MKTG110	Selling	3
MKTG220	Marketing on the Internet	3
	Personal Health ^D	3
		12

A Placement testing required

B Consult the list of courses approved for this subcategory. Any course may be chosen

C Any Integration of Knowledge course may be chosen

D Choose from COMM105, HLTH103, HLTH110, HLTH120, HLTH130, PSYC100, PSYC125

E Course requires prerequisite.

1 Satisfies Creative Expression Requirement

2 Satisfies College Writing Requirement

3 Satisfies Social Perspectives Requirement

4 Satisfies College Level Mathematics or Science Requirement

** See Revisions to Degree/Major Requirements for important information.*

Students who do not seek the Associate of Arts degree may earn the legend "Major Requirements Satisfied" on their transcripts by successfully completing all of the courses listed in the major except Cultural Perspectives Integration of Knowledge and Personal Health

Successful completion of the program will allow students to find employment in such positions as office and clerical supervisor, bank head teller, laboratory supervisor, production line supervisor or transportation company supervisor.

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 the skills necessary to work as a travel agent;
- complete the Travel Agent Proficiency examination;
- plan corporate and business meetings and conferences;
- provide a variety of service functions in preparing for an event and managing ancillary services including food and beverage requirements;
- acquire personal sales skills for improving the quality of meeting and conference activities;
- utilize computer reservations systems to develop travel itineraries for individuals, corporate clients and meeting attendees; and
- facilitate the communication process for successful transfer of information.

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

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

Please visit www.bucks.edu for current requirements.

An advisory board made up of representatives from the fields of cinema, video, and graphic design helps to assure that our programs include the content and skill instruction you need to be successful in your career in the arts.

Certificate Requirements		
CISC100	Introduction to Computers or	
CISC110	Introduction to Information Systems ^B	3
HRIM101	Introduction to The Travel Services Industry	3
HRIM111	Conference and Meeting Planning	3
HRIM115	Computer Reservations and Travel Information ^B	3
HRIM210	HRIM Internship ^B	3
MKTG110	Selling	3
OADM110	Business Communication ^{A,B}	3
		21

^A Placement testing required

^B Course requires prerequisite.

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

Web Designer and Multimedia (formerly Web Designer)

CERTIFICATE PROGRAM
Curriculum Code No. 3147

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

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

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

Graduates of this program are able to

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

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

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

Certificate Course Requirements*		
VAMM100	Digital Imaging	3
VAMM110	Web and Interactive Design ^A	3
VAMM120	Interface Design	3
VAMM130	3-D Modeling Concepts ^A	3
VAMM209	Multimedia Concepts I ^A	3
VAGD102	Illustration: Drawing & Digital ^A	3
	Multimedia Electives	6
		24

Multimedia Electives (select 2 courses):		
CISC113	Visual Basic Programming I ^A	
CISC118	Media Authoring ^A	
CISC224	Web Databases ^A	
VACV130	Media Scriptwriting	
VACV135	Video Studio Production I	
VACV137	Audio Production	
EBUS100	Introduction to E-business	
MUSC124	Electronic Music Synthesis I	
VAFA110	Digital Photography Fundamentals	
VAGD200	Visual Literacy ^A	
VAMM210	Multimedia Concepts II ^A	
VAMM230	3-D Digital Animation ^A	
		21

^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.

Certificate Course Requirements

COMP110	English Composition I ^{A,D,1}	3
HLTH200	Intro. to Women's Health Issues	3
SOCI130	Contemporary Social Problems	3
WMST110	Introduction to Women's Studies ^D	3
WMST280	Cooperative Education - Women's Studies	3
	Literature ^B	3
	Science ^C	3
		21

^A Placement testing required.

^B Choose from the following courses: LITR234, LITR235, LITR246, LITR261, LITR275, LITR278.

^C Any SCIE course may be chosen.

^D Course requires prerequisite.

¹ Satisfies College Writing Level I.

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

Please visit www.bucks.edu for current requirements.

Accounting	76	Foreign Languages	88	Philosophy	107
American English as a Second Language	77	American Sign Language	88	Physical Education	90
Art	112	French	88	Physics	107
Biology	77	German	88	Political Science	108
Chef Apprenticeship	78	International Cultures	89	Psychology	108
Chemistry	79	Italian	89	Public Safety	109
Communication Studies	78	Japanese	89	Reading	109
Composition	81	Spanish	89	Real Estate	110
Computer/Information Science	82	Geography	90	Science	110
Cooperative Education	84	Health and Physical Education	90	Social Services	111
Criminal Justice	85	History	92	Sociology	111
E-Business	86	Hospitality and Tourism Management	94	Student Services	112
Economics	86	Humanities	95	Visual Arts	112
Education	86	Independent Study	96	3-D Animation	115
Engineering	87	Integration of Knowledge	96	Art Foundation Year Studies	112
English as a Second Language	77	Journalism	97	Art History	112
Fire Science	87	Law/Paralegal	105	Ceramics	112
		Literature	97	Cinema/Video Production	80
		Management	98	Drawing: Second Year	113
		Marketing	99	Glassblowing and Stained Glass	113
		Mathematics	99	Graphic Design and Illustration	113
		Medical Assisting	100	Jewelry	114
		Music	101	Painting	114
		Nanofabrication Technology	103	Photography	114
		Nursing	103	Printmaking	114
		Office Administration	104	Sculpture	115
		Paralegal/Law	105	Web Design & Multimedia	115
		Performance Arts	107	Woodworking	115
				Women's Studies	116

The College catalog
posted at
www.bucks.edu
is the official version
and contains the
most current
catalog information.

“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**

Accounting

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

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

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

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

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

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

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

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

**ACCT201
Intermediate Accounting II**
Is an intensive study of financial accounting theory and generally accepted accounting principles. The areas emphasized are income determination and related topics, pensions, leases, 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

**ACCT240
Federal and State Taxes I**
This course examines Federal and PA State tax laws as 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

**ACCT241
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 consolidated financial statements, comprehensive coverage of accounting and financial reporting of state and local governments, and in-depth study of partnerships and fiduciary accounting. This course is recommended for students who will take the Uniform CPA examination. 3 credits
Prerequisite: ACCT200 (C or better) or permission of the Department of Business Studies

ACCT280

Cooperative Education - Accounting

Includes on-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College coordinator and student are held to review actual experience and observation in the light of Theory and skills learned academically. 3 credits

Prerequisite: Permission of the Department of Business Studies

American English as a Second Language

AESL081

Writing Fundamentals for International Students

This course is designed for international students who need to learn the fundamentals of writing. Students will develop the proper use of American English grammar, syntax, and skill in writing sentences and basic developmental paragraphs. 6 credits

Prerequisite: Placement by the Department of Language and Literature only

AESL083

Reading Fundamentals for International Students

AESL 083 is a reading course designed for international students who need to learn the fundamentals of reading. It focuses on reading comprehension skills: vocabulary development, including word definitions, word families, common American idioms, and familiarity with American cultural influences. 3 credits

Prerequisite: Placement by the Department of Language and Literature only

AESL085

Oral Communication 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

AESL103 is a reading course designed for intermediate level international students. Reading skills focus on reading comprehension and familiarity with American culture; vocabulary development, including word definition, denotation, connotation, and American idioms. Transferability determined by transfer institution. 3 credits

Prerequisite: Placement by the Department of Language and Literature only

AESL105

Oral Communication Skills for International Students

AESL105 is a required course for advanced intermediate international students that improves their conversation and speaking/listening skills. Group and individual work will build American English vocabulary and further the understanding and usage of idiomatic expression. Oral skills will be reinforced through reading and writing assignments. 3 credits

Prerequisite: Placement by the Department of Language and Literature only

Biology

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

BIOL101

Biological Science I

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

BIOL102

Biological Science II

This course is a continuation of BIOL101 and is meant for non-science majors. Topics are ecology, taxonomy, a survey of plant and animal life forms, and an examination of major body systems for both plants and animals, with emphasis on humans. Class format includes both lectures and laboratories.

Prerequisite: BIOL101 is recommended but not required. 4 credits

BIOL110

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, analysis of data, classroom discussion. Climatic and seasonal conditions will determine what ecosystems will be studied. Field trips required. 3 credits

BIOL115

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

BIOL121

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 or CHEM121 (C or better) or permission of Department of Mathematics, Science and Technology

BIOL122

Biological Principles II

This course is a continuation of BIOL121 and focuses on comparative studies of plant and animal systems within an evolutionary frame work. Additional topics include evolutionary theory, and mechanisms of evolution, speciation, population genetics, macro and microevolution, the evolutionary history of biological diversity, and classification and ecology. Lecture and laboratory. 4 credits

Prerequisite: BIOL121 (C or better)

BIOL141

Genetics

This is an introductory course in genetics. Topics include simple Mendelian genetics, non-Mendelian genetics, gene structure, genetic code, gene expression, DNA fingerprinting, and gene cloning. 3 credits

Prerequisite: BIOL101 (C or better) or BIOL121 (C or better) or BIOL181 (C or Better)

BIOL181

Human Anatomy and Physiology I

This course introduces the study of the human body and the basic structure of cells, tissues, and organs. The functioning of the integumentary, skeletal, muscular, and reproductive systems are also examined. 4 credits

Prerequisite: CHEM101 or CHEM121 or recent High School Chemistry (C or better)

BIOL182

Human Anatomy and Physiology II

This course (a continuation of Human Anatomy and Physiology I) is concerned with the structure and function of the nervous, endocrine, respiratory, digestive, excretory, and cardiovascular systems. 4 credits

Prerequisite: BIOL181 (C or better)

BIOL210

Introduction to Biotechnology

This course is a general introduction to the nature and scope of biotechnology. Topics include immunology, genetic engineering, plant biotechnology, transgenic animals. Also reviewed are laboratory techniques, industrial production of macromolecules, employment opportunities, and the literature of this emerging technology. Field trips are included. 2 credits

Prerequisite: BIOL121 (C or better) or BIOL228 (C or better) or permission of the Department of Mathematics, Science and Technology

BIOL228

Microbiology

This course includes a detailed study of microorganisms, including the protozoa, algae, and fungi with special emphasis on bacteria. Laboratories incorporate culture preparation, aseptic laboratory techniques and staining and biochemical activity for identification of organisms. The relationship of microbes to health and disease will also be studied. Lectures and laboratory. 4 credits

Prerequisite: BIOL121 (C or better) or a grade of C or better in both CHEM101 and BIOL181



BIOL240

Seminar in Biology/Biotechnology

This course reviews recent research in the biology/biotechnology fields. Library research skills are emphasized. Prerequisite: BIOL121 (C or better) or BIOL228 (C or better) or permission of the Department of Mathematics, Science and Technology. 3 credits

BIOL250

Principles of Immunology

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

BIOL270

Molecular Genetics

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

Chef Apprenticeship

HRIM100

Introduction to Tourism and Hospitality

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

HRIM105

Sanitation and Safety (Certification Course)

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

HRIM120

Basic Food Preparation and Management

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

HRIM121

Advanced Food Preparation and Management

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

HRIM130

Baking and Decorating - Techniques and Procedures

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

HRIM131

Buffet Planning and Preparation Basic

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

HRIM132

Buffet Planning and Preparation/Advanced

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

HRIM133

International Pastries EXPERIMENTAL

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

HRIM134

Ice Cream and Frozen Desserts EXPERIMENTAL

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

HRIM135

Baking II - Advanced Techniques EXPERIMENTAL

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

HRIM136**Modern Plated Desserts****EXPERIMENTAL**

Students will develop the ability to combine tastes, textures, and shapes to produce modern plated desserts.

Students will gain knowledge of techniques and equipment needed to produce desserts, sauces and garnishes, and to use these components to create finished plated desserts that are both delicious and visually striking. 1 credit

Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM137**Wedding Cake Assembly****and Decoration
EXPERIMENTAL**

A course in the basic and advanced techniques of wedding cake designs, assembly, and construction. The areas of study include stacked and tiered cakes, decorating with butter cream, fresh flowers, and rolled fondant.

1 credit

Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM140**Culinary Arts Practicum**

On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits

Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM141**Culinary Arts Practicum**

On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits

Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM142**Culinary Arts Practicum**

On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits

Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM143**Culinary Arts Practicum**

On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits

Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM144**Culinary Arts Practicum**

On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits

Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM145**Culinary Arts Practicum**

On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits

Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM150**Bread Fabrication - Basic****EXPERIMENTAL**

Students will develop the knowledge and ability to produce handcrafted yeast raised breads. This course emphasizes the production of sour-dough, lean, sponge-style and other specialty breads. These skills can also be used at home. 2 credits

Prerequisite: HRIM130 or permission of the Department of Business Studies

Chemistry**CHEM100****Preparatory Chemistry
(formerly CHEM090)**

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

*Prerequisite: MATH103 (C or better)
Corequisite: MATH120*

CHEM101**Chemistry A**

A study of the basic principles of general and organic chemistry. Topics include: a basic study of matter, atomic structure, bonding, the properties of gases, liquids and solids, solutions, chemical reactions, acids and bases, uniqueness of carbon, hydrocarbons, functional groups and nomenclature. Treatment of these topics is essentially qualitative; however, simple quantitative methods are used when appropriate. Lecture and laboratory. 4 credits

Prerequisite: MATH095 (C or better) or High School Algebra (C or better) or Math Placement Test score of 5 or better

CHEM102**Chemistry B**

In this course the chemical principles covered in Chemistry A in a qualitative manner, are reviewed quantitatively. In addition, the study of Organic and Biological Chemistry is amplified. Polymer Chemistry and Industrial Syntheses are introduced. The laboratory enhances the lecture topics and increases the experience of the student with common laboratory procedures. 4 credits

Prerequisite: CHEM101 (C or better) or CHEM121 (C or better)

CHEM103**Introduction to****Chemical Technology**

An orientation course to aid students in gaining perspective for the chemical field and to provide basic laboratory skills. Topics include: logarithms, plotting and interpretation of graphs, report writing, and library searches. A brief overall view of the chemical industry is presented. Field trips may be taken. 2 credits

Prerequisite: CHEM101 (C or better)

CHEM104**Introduction to****Environmental Chemistry**

An introduction to the study of environmental science from a chemistry perspective. Environmental pollution of soil, water and air, and methods for abating this pollution will be studied. The course will include travel in and around Bucks County to obtain and test water, soil and air samples; and to visit waste management facilities and pollution measurement sites. 3 credits

Prerequisite: CHEM101 (C or better)

CHEM121**Chemistry I**

For science and engineering majors. A study of the fundamental theories and principles of chemistry. Topics emphasized include stoichiometry, atomic and molecular structure, bonding, properties of gases, liquids, and solids, as well as changes of state and solutions. Quantitative study of each area is stressed. Students are advised that a strong background in chemistry and mathematics is required. Lecture and laboratory. 4 credits

Prerequisite: MATH120 (C or better) and Placement Exam

CHEM122**Chemistry II**

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

Prerequisite: CHEM121 (C or better)

CHEM144**Chemical Reactions, Separations
and Identifications**

An introduction to the methods and underlying principles involved in the separation and the identification of the components of a mixture. Methods used include selective precipitation, redox, and complex ion formation in solution. Principles affecting the rate and limit of reactions are stressed. Lectures and laboratory. 4 credits

Prerequisite: CHEM101 (B or better) or CHEM121 (C or better) or a grade of C or better in both CHEM101 and CHEM102.



CARA SCHOLLENBERGER, teaches courses in film and video production.

"I like to get students to think differently...and bring out their innate creativity. Students learn how to become scriptwriters, videographers, lighting designers, producers and directors. They work with the latest digital technology and create their own productions... For me, teaching is about guiding people through the learning process rather than simply imparting information."

CHEM220

Survey of Organic Chemistry

A one semester survey of organic chemistry covering the structure, synthesis, and reactivities of mono- and poly-functional carbon containing compounds. Laboratory will stress one-step synthesis requiring various organic laboratory techniques. Lectures and laboratory. 5 credits

Prerequisite: CHEM101 (B or better) or CHEM121 (C or better) or a grade of C or better in both CHEM101 and CHEM102

CHEM221

Organic Chemistry I

A study of the preparation, properties and reactions of the more important classes of carbon compounds. Emphasis is on reaction mechanisms, stereochemistry, and functional group characteristics. Stress in the laboratory is on synthetic methods and techniques. Analysis of compounds is by classical and instrumental methods. Lectures and laboratory. 5 credits

Prerequisite: CHEM122 (C or better) or CHEM220 (C or better) or a grade of B+ or better in both CHEM101 and CHEM102

CHEM222

Organic Chemistry II

A continuation of Chemistry 221 with an emphasis on aromatic and carbonyl chemistry. Spectroscopy and chromatography are integrated into the lecture and laboratory. Analysis of compounds is by classical and instrumental methods. 5 credits

Prerequisite: CHEM221 (C or better)

CHEM230

Quantitative Analysis

This course reviews the principles and applications of gravimetric and volumetric analysis. The theory underlying the choice of methods and the detection of end points is discussed. Separation techniques used include precipitation, extraction and complexation. Sources of error, data handling and error analysis are discussed. The emphasis is on the solution of numerical problems. Lectures and laboratory. 4 credits

Prerequisite: CHEM144 (C or better) or CHEM122 (C or better) or a grade of C or better in both MATH103 and CHEM102

CHEM242

Biochemistry

A lecture course for students majoring in chemistry, biology or pre-allied health. Emphasis will be placed on the chemistry of biomolecules and their utilization in intermediary metabolism. The principles of bioenergetics and the integration of metabolic control will be developed. 3 credits

Prerequisite: CHEM122 (C or better) or CHEM220 (C or better); or a grade of C or better in both CHEM121 and BIOL121 plus CHEM122 as a corequisite. Corequisite: See prerequisites

CHEM244

Chemistry III - Analytical Chemistry

This course considers applications of the concepts of structure and bonding, chemical equilibrium, chemical kinetics, and chemical thermodynamics to quantitative analysis and to the study of the chemistry of the elements. Laboratory techniques include: volumetric, gravimetric, and spectrophotometric analysis; electroanalysis, chromatographic analysis, and statistical error analysis. Lectures and laboratory. 5 credits

Prerequisite: CHEM122 (C or better)

CHEM245

Instrumental Analysis

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

Prerequisite: CHEM230 (C or better)

CHEM280

Cooperative Education: Chemistry

On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in light of theory and skills learned academically. 3 credits

Prerequisite: 24 college credit hours must be completed, with a minimum of 12 chemistry credits. Student must have a GPA of at least 2.5 earned in the chemistry courses.

Cinema and Video Production

Studio art supplies can be expensive. Lab fees may be required.

VACV130

Media Scriptwriting (formerly COMV130)

Students will write scripts for radio, television, and film. Newscasts, commercials, corporate/training scripts, documentaries and dramatic screenplays are examined and written. Students write, research, edit and pitch original and adapted material. 3 credits

VACV135

Video Studio Production I (formerly COMV135)

This course provides an introduction to the equipment and techniques of video studio production from planning through scripting to videotaping. A series of exercises and individual projects provides a foundation for personal expression in various video formats. 3 credits

VACV137

Audio Production (formerly COMV137)

This course introduces the basic theories of sound. Techniques of studio and remote audio production are demonstrated and discussed. Students create and produce two original radio shows. 3 credits

VACV140

Digital Editing

The course covers digital editing using current software tools. Students work with digital non-linear editing hardware and software tools, multi-track audio creation, sound sweetening, and edit decision lists. Students may work with their own footage or with exercise footage prepared by the instructor. 3 credits

VACV141

The Art of Independent Cinema (formerly COMC141)

Students examine films made outside of the film industry which fall into three genres—experimental, documentary, and animation. Particular emphasis is given to form and technique and how they are used to express meaning. The course traces the development of alternative cinema from its beginnings to the present. 3 credits

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 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

VACV232
Cable TV Production I
(formerly COMV232)
Students will produce two twenty-eight minute cablecast news and information programs. These programs may be aired on local cable systems. Students will participate in each of the following activities: studio and field production, video editing, computer graphics, and final program assembly. 3 credits
Prerequisite: VACV135 (C or better) or permission of the Department of the Arts

VACV235
Video Studio Production II
(formerly COMV136)
Students will write, produce, direct, and edit their own original 15-minute programs. Professional attitudes among studio personnel are emphasized in crew assignments related to program production and direction. 3 credits
Prerequisite: VACV135 (C or better)

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

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

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

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

VACV280
Cooperative Education – Media Arts
(formerly COMV280)
Cooperative education offers students the option to further learn about their field of study through on the job experience and observation in a placement directly related to the student's academic and career objectives. Periodic meetings between faculty supervisor and student are scheduled. Students are required to prepare a written report. 3 credits
Prerequisite: Cinema/Video or Multimedia major, 30 BCCC credits, a GPA of 2.5 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 Placement in Writing Courses

Each student planning to take English Composition is required to write a multi-paragraph essay before registering. Each essay is read by two readers and scored 1 (lowest) - 6 (highest), corresponding to standards established by the Department of Language & Literature. With a score of 6, a student places out of COMP107 Introduction to Rhetorical Skills into COMP110 English Composition I. To progress through the sequence, a final grade of C or higher is required. Failure to write the placement essay means a student is not permitted to take English Composition*. For more information, including scoring standards and sample essays, contact the Department of Language & Literature in Penn 105 or call 968-8150.

* Students who are registered for writing courses without having taken the placement test will be dropped.

COMP090
Basic Writing
By writing sentences and paragraphs, students improve sentence structure, spelling, punctuation, grammar, and paragraph development and organization. Students read appropriate models for both content and organization. Students also learn appropriate study skills. COMP090 provides students the opportunity to learn skills that must be mastered in order for them to move into higher levels of composition. 3 credits
Prerequisite: Writing Placement Test score of 2 or permission of the Department of Language and Literature

“Our offerings in Computer Science reflect the latest in technology. We stress hands-on experience in the classroom.”

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

COMP107

Introduction to Rhetorical Skills

This course in the English Composition sequence entails extensive expository writing with an emphasis on essential rhetorical skills. Through class discussion and intensive individual conference, instructors will guide student use of evidence to support topic sentences and theses. Transferability of this course is determined transfer institution. A final grade of C or higher in this course is necessary for registration in COMP110. 3 credits

Prerequisite: Writing Placement Test score of 4 or better or COMP090 (C or better)

COMP110

English Composition I

English Composition I emphasizes the systematic study of writing effective expository prose and argumentation, stressing development and support of a clear thesis. The focus of the course is to lay the foundation for future academic writing requirements, including the ability to analyze, synthesize, evaluate, summarize, paraphrase, and cite textual sources from required course readings. 3 credits

Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

COMP111

English Composition II

In this continuation of English Composition I, students write several analytical essays assigned in conjunction with classroom study of at least three genres of literature, including drama, poetry, and short fiction. After sequenced instruction in research techniques, students write an argumentative and scholarly research paper. 3 credits

Prerequisite: COMP110 (C or better) or Permission of the Department of Language and Literature

COMP114

Technical Writing

This course is designed for students majoring in technical, pre-engineering, and scientific fields. Assignments reflect actual technical writing tasks, with a focus on subject, purpose, and audience. The class examines traditional linear documents (instruction manuals, proposals) and those in an on-line format. Students learn to incorporate electronic formatting into technical documents. 3 credits

Prerequisite: COMP110 (C or better) or permission of the Department of Language and Literature

COMP115

Creative Writing I

This course is a seminar-type exploration of creative writing techniques with emphasis on writing and criticism of student writing. Work from literary tradition will be studied as models and inspiration for the students' own literary efforts. Assignments will enable students to express and develop their creative skills. 3 credits

Prerequisite: COMP110 (C or better) or permission of the Department of Language and Literature

COMP116

Creative Writing II

This course is a seminar-type exploration of creative writing techniques with emphasis on writing and criticism of student writing. Work from literary tradition will be studied as models and inspiration for the students' own literary efforts. Assignments will enable students to express and develop their creative skills. 3 credits

Prerequisite: COMP110 (C or better) or permission of the Department of Language and Literature

Computer/ Information Science

CISC100

Introduction to Computers

A hands-on course for non-majors dealing with personal computers in a wide variety of settings. Topics include: basic computer concepts, operating systems, the Internet, email, and the use of computer applications, including word processors, spreadsheets, graphics, and the impact of computers on society. 3 credits

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: Required: Reading Placement Test Level 3

CISC113

Visual Basic Programming I

This is an introductory course dealing with the concepts of object-oriented/event driven computer programming of windows applications. The class is offered in a lecture/lab format. Students will develop solutions and create programs to solve business problems. Students will be introduced to object-oriented programming. 3 credits

Prerequisite: Students need a working knowledge of Windows.

CISC114

Visual Basic Programming II

This is a second course dealing with the concepts of programming in an object-oriented language. Students develop programming skills using new controls in addition to those introduced in Visual Basic Programming I. Concepts developed include classes, collections, file processing, database processing using ADO, graphics, MDI, Crystal Reports, and advanced functions. 3 credits

Prerequisite: CISC113 (C or better)

CISC115

Computer Science I (Java)

This is a first course for computer science students providing an introduction to the use and impact of computers, numbering systems, data representations, the fundamentals of structured programming, and problem solving through the use of logic design tools. Students develop programs using an object-oriented programming language. 4 credits

Prerequisite: Math Placement Test score of 7 or MATH110 (C or better) or MATH103 (C or better)

CISC117

Consumer Electronics

EXPERIMENTAL

This course covers the latest developments and enhancements in consumer electronics. It provides students with strategies, skills, and concepts to find, select, and use modern electronic devices, such as digital cameras, cell phones, and hand-held computing devices. Specific topics will change to reflect emerging technologies. 3 credits
Prerequisite: Basic knowledge of a computer operating system

CISC118

Media Authoring

This course addresses what drives the interface in media development and scripting languages. Students will study the concepts of languages both scripted and compiled in a survey environment designed to meet the needs of a non-programming major working in web or multimedia development. 3 credits

Prerequisite: VAMM110 (C or better) or permission of the Department of Mathematics, Science and Technology

CISC122

Computer Science II (Java)

This course is a continuation of Computer Science I and emphasis is placed on structured and object-oriented programming techniques. Topics include file I/O, lists, stacks, recursion, sorting, searching, strings, and their application in problem solving. 4 credits

Prerequisite: CISC115 (C or better)

CISC127

Spreadsheet Concepts and Applications

An in-depth study of the spreadsheet, database, and graphics capabilities of a widely used software package. Topics include: creating worksheets and templates, printing reports and graphs, using macros, and writing simple programs. Extensive laboratory work is required. 3 credits

Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

CISC128

Comparative Operating Systems

Microprocessor based operating systems are emphasized. The course introduces the student to the functional components of the operating system software, which manages the physical resources of the computer system. Demonstrations, research, and laboratory experiences are an integral part of the course. 4 credits

Prerequisite: CISC110 (C or better)

CISC131

Introduction to Unix

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

CISC142

Establishing and Maintaining a Small Office/Home Office Network (SOHO)

This lecture/lab course is designed to provide a person with the necessary skills to establish computer networks for small organizations or home offices. Topics include: introduction to network protocols, physical and logical network topologies, transmission media, connectivity devices, fundamentals of managing operating systems, internet connectivity, managing peripherals, troubleshooting, and security. 3 credits

Prerequisite: Prospective students need to be able to successfully initiate a computer session use applications packages, and manipulate a Windows-like Graphical User Interface

CISC143

Essentials of Networking

This course is designed to provide basic background for other networking courses and industry certification. Topics include: data transfer, WAN and LANs, Network Operating Systems, the OSI model and protocols, including TCP/IP and other suites commonly used in the industry. Laboratory exercises use a variety of network hardware and software. 4 credits

Prerequisite: CISC115 (C or better) or permission of the Department of Mathematics, Science and Technology
Corequisite: CISC105

CISC144

Introduction to MS Windows Professional

This course will focus on Microsoft Windows Professional as the preferred corporate desktop operating system. It will explore the Windows networking family and the salient functions and features of installing, configuring, and maintaining Windows Professional as a client operating system. 4 credits

Prerequisite: CISC143 (C or better)

CISC201

Managing and Maintaining the PC

The course covers the installation, configuration, upgrading, troubleshooting and repair of desktop computers. The hands-on opportunity to build a computer from component parts is an integral part of the course. Successful completion of the course will prepare a student to take the industry standard, vendor-neutral certification test in this area. 4 credits

Prerequisite: CISC105 (C or better)

CISC202

Network Administration

This is a first course in the technology of networking with personal computers. This course provides the students with an Introduction to Local Area Networks (LAN), their components, planning installation, and usage. Students will be given the opportunity to gain hands-on experience in lab exercises using a NOVELL network. 4 credits

Prerequisite: CISC105 (C or better)

CISC203

Advanced Network Administration

This course is a continuation of CISC202. Topics include multi-server/multi-protocol networks, management strategies, network performance enhancements, remote management, and preventive maintenance. Students will enhance their working knowledge through participation of hands-on lab exercises using a Novell network. Students will complete a network design project. 4 credits

Prerequisite: CISC202 (C or better)

CISC210

Programming in C++

A study of the structured programming language C++; this course's topics include types, operators, control flow, pointers, arrays, and I/O techniques. 3 credits

Prerequisite: CISC115 (C or better) or permission of the Department of Mathematics, Science and Technology

CISC211

Object Oriented C++

Topics include bid operations, dynamic memory, allocations, use of macros, code optimization, and real time I/O. 4 credits

Prerequisite: CISC210 (C or better) or CISC122 (C or better)

CISC213

Computer Science III (Java)

This course is a continuation of Computer Science II. This course will apply object-oriented and software engineering techniques to the design and implementation of programs that manipulate complex data structures. Topics include recursion, stacks, queues, linked lists, hash tables, trees. 4 credits

Prerequisite: CISC122 (C or better)

CISC215

Database Design and Application Development (Using Access)

This course will provide students with a foundation of knowledge needed to work with database management systems and to create applications utilizing current development strategies. The various types of database techniques will be examined with emphasis on relational designs. Students will design and implement solutions to business-related problems. 3 credits

Prerequisite: CISC113 (C or better) or CISC115 (C or better) or CISC127 (C or better)

CISC218

SQL Programming I

EXPERIMENTAL
Extensive introduction to data server technology. Covers both relational and object relational databases, as well as SQL and PL/SQL Programming languages. 3 credits

Prerequisite: CISC215 (C or better)

CISC224

Web Databases

This course covers the development and utilization of web-enabled databases. Students will use Relational database as a backend to a web delivered interface. Both Client-side and Server-side processing will be used to create dynamic web pages. 3 credits

Prerequisite: CISC215 (C or better) or VAMM110 (C or better)

CISC231

Advanced UNIX

EXPERIMENTAL
This course is a continuation of CISC131. It concentrates on systems programming, maintenance, and control of the UNIX system. 3 credits

Prerequisite: CISC131 (C or better)



ROBERT PORCHE teaches computer information science, including the latest technology in game design and simulation.

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

CISC234

Topics in Network Technology

This is a capstone course for Networking Majors. This seminar course covers the latest developments and enhancements to WAN based systems. Topics will be selected by the departmental faculty each year. 3 credits

Prerequisite: CISC235 (C or better) and CISC244 (C or better)

CISC235

Network Devices

This course is an introduction to the technology of routed and switched networks. Topics include TCP/IP, WAN technologies, CISCO IOS, configuring routers and switches, VLANs, network management techniques, and routing IP traffic. Students will be given the opportunity to gain hands-on experience in the laboratory. 4 credits

Prerequisite: CISC143 (C or better)

CISC244

Introduction to MS Windows Server

This course will focus on MS Windows Server as an alternative to Novell Netware. The course will review the installation, setup, and management techniques of Server. Classes are presented in lecture/lab format, with students configuring Windows Server during extensive hands-on lab assignments. 4 credits

Prerequisite: CISC202 (C or better) or CISC143 (C or better)

CISC245

Network Troubleshooting

This course is a practical approach to the installation, maintenance, and troubleshooting of a network, with particular emphasis on the local area network. Extensive laboratory work is provided. Topics include client/ server installation, information resources, monitoring methods, maintenance functions, problem recognition, and solution. 4 credits

Prerequisite: CISC143 (C or better) and CISC244 (C or better)

CISC280

Cooperative Education - Computer

This course uses on-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits

Prerequisite: 24 college credits, a GPA of 2.5 earned in courses in the Computer & Information Science area

CISG102

Introduction to Game Design and Simulation

This course introduces basic techniques, concepts, and vocabulary of electronic game and simulation development. Students design and develop electronic games and simulations, learn about various aspects of the game industry and analyze a popular game. Storyboarding, character creation, scorekeeping, and the psychology of game development will be discussed. 3 credits

Prerequisite: Students need a working knowledge of Windows

CISG112

Foundations of Game Design

This course introduces the foundations of digital game design from both a theoretical and practical perspective. Students will apply solid game design and software engineering practices to complete lab assignments. They will work in teams that simulate to develop an original game which will undergo peer and instructor evaluation. 3 credits

Prerequisite: CISG102 (C or better), CISC115 (C or better), VAMM100 (C or better)

CISF102

Cyber Crime

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

CISF110

Computer Forensics I

This course is an introduction to the science of computer forensics. Topics include how data is stored, where it is located and how to recover data using commercial and open source software utilities to conduct computer investigations. Students will gain hands-on experience in the laboratory. 3 credits

Prerequisite: CISC105 (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.

Prerequisite: Must meet the criteria established for each major.

Please also see departmental listing for complete course descriptions.

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

CHEM280

Cooperative Education: Chemistry

On-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in light of theory and skills learned academically. 3 credits

Prerequisite: 24 college credit hours must be completed, with a minimum of 12 chemistry credits. Student must have a GPA of at least 2.5 earned in the chemistry courses.

CISC280

Cooperative Education - Computer

This course uses on-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits

Prerequisite: 24 college credits, a GPA of 2.5 earned in courses in the Computer & Information Science area

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

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.

Successful completion of at least 15 credit hours in paralegal courses.

Completion of the Course LAWS100 (C or better)

Completion of the course LAWS220 (C or better)

To be eligible for the Co-op, students must have a grade point average of 2.5 before enrolling in Co-op.

In order to be eligible for Co-op, student must have completed at least 12 credit hours at Bucks and be registered in the Paralegal Studies Certificate or Degree programs. Students who have completed any of the course requirements at any colleges or 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.

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 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

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 light of the theory and skills learned academically. 3 credits

Prerequisite: Permission of the Department of the Arts and VAFW103 (C or better)

VAGD280

Cooperative Education/Graphics

This course emphasizes on-the-job experience and provides students an opportunity to review their career objectives and to understand the responsibilities associated with professional graphic design. Periodic meetings between the College Coordinator and the student are held to review the application of the student's skills in a work setting. 3 credits

Prerequisite: Permission of the Department of the Arts required.

WMST280

Cooperative Education - Women's Studies

On-the-job experience and observations in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the faculty coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically. 3 credits

Prerequisite: Placement by the Department of Language and Literature only

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 heard and discussed. 3 credits

CRIJ130

Police Crime Lab

Introduction to the fundamentals of criminal investigation, rules of evidence, sources of information, observations, descriptions, and identifications. Introduced are techniques used in the collection, preservation, and processing of physical evidence, records, reports, and statements. Case preparation, surveillance, and undercover techniques, modus operandi, and raids are studied and discussed. 3 credits

CRIJ140

Criminal Procedure

Arrest, initial appearance, hearing, grand jury, proceedings, arraignment, bail procedures, motions to suppress evidence, trial and appellate steps, and the attaining of search and seizure warrants are studied. 3 credits



ROBERT RITCHIE, who teaches criminal justice at Bucks, loves to share his knowledge and experiences with students. A graduate of the FBI Academy, Ritchie served as head of the Philadelphia Police Academy, and retired after 26 years as Chief Inspector.

“I’m thrilled to have a part in educating and preparing people for this critical field. People in this profession have an enormous impact on society – the better educated our law enforcement officers, the better they can deal with problems they encounter.”

CRIJ160
Juvenile Delinquency and Laws Pertaining to Children
 A study of laws affecting minors and juvenile offenders vis-a-vis police probation, and parole officers, teachers, school counselors, and parents. Juvenile, family, school, marriage, traffic laws, recent parent responsibility legislation and the rights of minors are examined. 3 credits

CRIJ220
Psychology for Law Enforcement Officers
 Course content includes understanding the fundamental principles of psychology applied to modern practice in dealing with crowds, criminals, delinquents, and the public; human behavior and improving social relations. 3 credits

CRIJ230
Correctional Counseling in Criminal Institutions
 Structured to acquaint counselors with the role of treatment within a correctional setting, the course emphasizes the concepts of normal personality development and psychopathology, with particular emphasis on character disorders. A classification scheme is offered which then leads into precepts of counseling. This deals with the structure of interviews from non-directive to didactic and directive. 3 credits

CRIJ250
Police Organization and Administration
 An examination of past and present police administration practices to provide a guide toward formulating better administrative knowledge and techniques. The organizational structures of both large and small departments are studied for their effect on operational procedures. Administrative problems and principles of governmental and business administration are analyzed and reviewed. 3 credits

CRIJ260
Probation and Parole
 Considers the history, fundamental concepts, theory, and nature of probation and parole with emphasis on the organizations, policies, and practices of federal, state, and county systems. 3 credits

CRIJ270
Institutional Treatment of the Offender
 Introduction to the principles and practices of treatment for offenders in correctional institutions. Development of a frame of reference for scientific approach to treatment of offenders. Techniques of diagnosis, analysis of institutional climate, personnel, structure, and methods. 3 credits

CRIJ275
Introduction to Correctional Administration
 Examines the evolution of American philosophy of correction and prison administration. Field trips and talks by leaders in the field of correction. 3 credits

CRIJ280
Cooperative Education - Criminal Justice
 On-the-job experience and observation in a field directly related to the student’s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skill learned academically. 3 credits

CRIJ285
Constitutional Law for the Law Enforcement Officer
 This course deals with the guarantees of personal liberties in the Federal Constitution, with emphasis on their relation to procedural safeguards (such as the jury trial, assistance of counsel, privilege v. self-incrimination); designed to assure fair play to persons involved in the criminal process. 3 credits

SOCI150
Criminology
 The sociological relationships involved in the causes and prevention of crime and juvenile delinquency and in the treatment of criminal offenders. 3 credits

E-Business
EBUS100
Introduction to E-Business
 This course highlights management principles appropriate for e-commerce companies. The course reviews the differences among the emerging technologies and related matters. An understanding of the company for on-going administration, customer service, tele-marketing and order filling will be developed. 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 - Macro
 An introduction to the basic principles of economics, with emphasis upon macroeconomic theory and analysis. Among topics considered are the scope and nature of economics, ideology and structure of the American economy, national income and employment theory, business fluctuations, money and banking, fiscal and monetary policies, and economic growth. 3 credits

ECON112
Principles of Economics - Micro
 The study of basic economic principles with particular emphasis upon microeconomic theory and problems. Among topics considered are the economics of the firm, the price system and resource allocation, the distribution of income, domestic economic problems, international trade, economic development, and comparative economic systems. 3 credits

ECON120
Current Economic Issues
 An introduction to the application of economic analysis to current economic problems and the consideration of policy alternatives. This course investigates the role of the U.S. Government in the economy in pursuit of economic and social goals. 3 credits

ECON130
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
Early Childhood Education - Its History, Organization and Management
The underlying principles of child care development are examined. Current practice, selection of equipment and materials, and the role of the teacher and others concerned with the care of young children are explored. 3 credits

EDUC115
Observing and Recording the Behavior of Young Children
Course content is based on the development of skills in observing, recording, assessing, and evaluating the behavior of young children. Field experiences are required to acquaint students with a genuine teaching learning environment. 3 credits

EDUC141
Practical Psychology for the Childcare Worker
An exploration of the interpersonal and affective skills necessary for the childcare worker to interact with children, parents, and co-workers. Included is an overview of child development, communication skills, and the recognition of the childcare worker as a professional. Emphasis placed on dealing positively with stresses peculiar to children and adults in the childcare setting. 3 credits

EDUC142
Childcare Program Planning
This course provides an introduction to the childcare profession. It includes an exploration of child development from infancy through school age, with emphasis on planning developmentally appropriate activities in a safe and healthy learning environment. Included are investigations of childcare for special needs children, mildly ill children, and alternative groupings. 3 credits

EDUC143
Childcare Standards and Regulations
This course provides an overview of formal regulations and acceptable standards impacting childcare programs. Students will compare and contrast local, state, and federal regulations, and the agencies that set and enforce those regulations. The student will be introduced to procedures necessary to maintain program compliance. 3 credits

EDUC144
Infants and Toddlers
This course will explore the physical, social, emotional, and cognitive development of infants and toddlers. An emphasis will be placed on developmentally appropriate educational practice for this age group. Students will design learning experiences and create learning environments to facilitate development. 3 credits

EDUC150
Science and Math Experiences for Young Children
Participants in this course will identify science and math experiences relevant to different childhood ages and levels. Students will create science and math experiences, select appropriate materials, learn specific scientific and mathematical techniques for working with young children, learn how to integrate science and math instruction, and enrich their own background knowledge in science and math for young children. 3 credits

EDUC160
Introduction to Exceptionalities
This course provides an overview of the different categories of exceptional learners. Issues in the education of individuals with mental retardation, learning disabilities, emotional disturbance, and physical handicaps are emphasized. 3 credits

EDUC170
Language Development
An exploration of language development in young children from infancy to eight years of age. Planning and presentation of appropriate activities are emphasized in areas of experiencing, listening, speaking, reading, and writing. Primarily for initial and/or permanent certification in Early Childhood Education, but also of value as an elective in a variety of programs. 3 credits

EDUC200
Art Experiences for Young Children
Understanding the approach to art for the young child. Selection of suitable materials, direct experience with various art media, developing creative expression, and directly experiencing art with young children are components of this course. 3 credits

EDUC205
Fieldwork in Education
This course provides a hands-on experience working with children with autism spectrum disorder in a classroom setting. Students will spend approximately five hours a week in the classroom. A weekly seminar will accompany the course and focus on the application of applied behavior analysis when working with this population of children. 3 credits

EDUC210
Computers, Media, and the Teacher
This course is intended primarily for all educators and future educators. Through an exploration of multimedia usage, the focus is upon computers, interactive media, and the expansion of thinking and creating using technology. 3 credits

EDUC220
Practicum in Education
A "hands-on" experience in a local school, or childcare placement; contact hours = 15 hours weekly on site, frequent supervisory visitations, and weekly conference. The seminar included clarifies the: school, or childcare organization, staff responsibilities, an orientation of professional ethics, and develops an appreciation of the profession. 6 credits
Prerequisite: Current enrollment in Early Childhood, Childcare, or Instructional Assistant program, academic qualification, and permission of the Department of Social & Behavioral Science, EDUC105 (C or better), EDUC115 (C or better); Instructional Assistant: EDUC100 (C or better), PSYC180 (C or better); Childhood Certificate: EDUC115 (C or better), EDUC142 (C or better)

EDUC290
Applied Behavior Analysis for Teachers
EXPERIMENTAL
Applied Behavior Analysis for Teachers is an introductory course in behavior analysis which will focus on motivation and behavior management in classrooms. Topics will include reinforcement, task analysis, prompting, shaping, increasing appropriate behaviors and the reduction of problem behaviors. 3 credits
Prerequisite: PSYC110 (C or better)

Engineering
PHYS112
Engineering Graphics
For engineering majors. Emphasizes the ability to develop, read, and interpret engineering drawings, sketches, and graphs, and to solve engineering problems by graphical means. Exercises in drafting techniques and skills are included, but primary objective is development of effective communication through graphical means. 3 credits
Prerequisite: Math Placement Test score of 7 or better, or MATH120 (C or better)

PHYS222
Mechanics I (Statics)
Develops vector algebra for application to problems involving force systems, equilibrium, and structures in two and three dimensions. Applies methods of calculus to problems involving centroids, fluid statics, cables, beams (external and internal effects), friction, and virtual work. 3 credits
Prerequisite: PHYS121 (C or better) and MATH141 (C or better)

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)

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 combustion characteristics of the most commonly encountered hazardous materials. The course provides the student with an understanding of how hazardous materials can influence fire development and spread, as well as hazardous material incident scene management. 3 credits

FRSC103
Building Construction for the Fire Service
This course introduces students to the classifications of commonly encountered buildings according to construction materials and techniques. In this course the instructor covers in depth the effect of building construction design on fire development, fire suppression and firefighter safety. 3 credits

FRSC104
ICC Fire Prevention and Building Code
This course introduces the Fire Science student to the ICC Fire Prevention and Building Codes. The course prepares the student to conduct basic buildings inspections for ICC code compliance, in terms of fire protection equipment and building code requirements, and the identification and elimination of common fire hazards. 3 credits

FRSC105
Fire Protection Systems
This course introduces the Fire Science student to the fundamentals of the inspection, maintenance, and operation of fire suppression and detection systems. New fire suppression agents and the important characteristics of these agents will be covered in this course. 3 credits

“We are all about words. We are the world in words – spoken and written. Reading and writing give form to our ideas and allow us to communicate with the world. Literature allows us to imagine other’s lives and experiences. The world of our imagination is limitless, not confined to a screen. The Department of Language and Literature offers all this and more. Study a foreign language. Embrace another culture. Write a news story. Take a Women’s Studies course. Understand the world. Everything is about words.”

**Susan Darrah,
Assistant Academic Dean,
Department of Language
and Literature Faculty**

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 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
Foreign Languages

Foreign Language Placement Guidelines

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). 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. 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. 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. 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 (215) 968-8150.

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

French

FREN110

Elementary French I

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

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

Prerequisite: FREN110 (C or better) or equivalent

FREN201

Intermediate French I

This course reviews the basic knowledge of French acquired in FREN110 & FREN111 and continues to develop this knowledge base. Conversation and composition are given added stress. Listening, speaking, reading, and writing are addressed within the context of authentic Francophone culture. 3 credits
Prerequisite: FREN111 (C or better) or equivalent

FREN202

Intermediate French II

This course reviews the basic knowledge of French acquired in FREN110 & FREN111 and continues to develop this knowledge base. Conversation and composition are given added stress. Listening, speaking, reading, and writing are addressed within the context of authentic Francophone culture. 3 credits
Prerequisite: FREN201 (C or better) or equivalent

FREN250

Advanced French

This course emphasizes developing greater proficiency in listening, speaking, reading and writing French through study of more complex language structure, reading and discussing current newspaper and magazine articles, listening to French radio broadcasts, viewing French television programs and film, reading more difficult literary texts, and deeper study of the culture and history of the French-speaking world. The texts chosen will vary from year to year. 3 credits
Prerequisite: FREN202 (C or better) or equivalent

FREN251

Advanced French II

This course emphasizes developing greater proficiency in listening, speaking, 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

Prerequisite: FREN250 (C or better) or equivalent

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

GRMN201

Intermediate German II

This course combines review with new and more complex language usage. Continued emphasis is placed on speaking, listening comprehension, idiomatic usage, and practice in writing. Cultural readings begin in the first semester, with more intense study of the culture and history of Germany stressed in the second. 3 credits

Prerequisite: GRMN111 (C or better) or equivalent

GRMN202

Intermediate German II

This course combines review with new and more complex language usage. Continued emphasis is placed on speaking, listening comprehension, idiomatic usage, and practice in writing. Cultural readings begin in the first semester, with more intense study of the culture and history of Germany stressed in the second. 3 credits

Prerequisite: GRMN201 (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) or equivalent

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

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 Chaun**
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 bout-ing, 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 well-ness 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 of Physical Education majors. It covers fundamental skills, NCAA rules, history, selection and care of equipment, and strategy needed to play, teach, officiate, and coach soccer and wrestling. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 credits
- PHED178
Basketball and Baseball**
This course satisfies the transfer requirements for Physical Education majors. Fundamental skills and basic strategies of basketball and baseball are introduced according to Men's rules. Instructional drills and progressions on various skill levels are emphasized. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 credits
- PHED179
Field Hockey and Soccer**
This course satisfies the transfer requirements for Physical Education majors. It teaches rules and strategy needed to play, officiate, teach and coach, and proper selection and care of equipment. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 credits
- PHED180
Foundations of Physical Education**
This course gives the prospective teacher of Health, Physical Education and Recreation insight into this area, including the historical, philosophical, and sociological principles with a survey of the latest research and literature in the field. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 3 credits
- PHED183
Movement and Physical Education for Early Childhood**
A study and application of the theories of movement, games, self-testing, and challenge activities suitable for young children. The growth patterns, developmental needs, interests, and related movement activities of elementary school children are examined. Field experience is included. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 3 credits
- 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 biking, cross-country skiing, orienteering, backpacking hiking, rock climbing, and repelling. Instruction includes classroom seminars, supervised outdoor practices, and field trips. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 3 credits



“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**

SPMT200

Introduction to Sport Management

This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course introduces the student to sport management career opportunities in the sport industry and to sport principles as they apply to management, leadership style, communication, and motivation. 3 credits

SPMT201

Sport Marketing

This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course will introduce students to the sport management career opportunities in the sport industry and sport principles as they apply to management, marketing, leadership style, communication, and motivation. 3 credits

SPMT202

Facility Management and Event Planning

This course analyzes effective management strategies and knowledge associated with pursuing a career in sport management. It will introduce students to the sport management career opportunities in the sport industry and to sport principles as they apply to facility management and event planning, leadership style, communication, and motivation. 3 credits

SPMT203

History and Philosophy of Sport Management

This course is a survey of the philosophy and historical development of sport. The course will examine the major philosophical and historical schools of thought in sport and trace the development of competitive sport from ancient civilizations to the present. 3 credits

SPMT280

Sport Management Co-op

The student is required to perform 180 hours of internship at an affiliated training site. An attempt is made to match sites to the intern's professional interests and career goals. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation. 3 credits

Prerequisite: Permission of the Assistant Academic Dean of the HPEN Department. Must have completed all sport management Core courses with a 2.5 GPA in those courses.

History

HIST100

American Studies Seminar

Students explore American society and culture through readings, discussion, and field work. Methods and concepts from the social sciences, arts, and humanities are synthesized to create a better understanding and deeper appreciation of the nation's past and present. 3 credits

HIST101

History of Bucks County

A history of the County from colonial times to the present. 3 credits

HIST111

History of Western Civilization I

This course is a survey of western human history. The History of Western Civilization I will explore the social, political, religious, intellectual, and artistic achievements from the earliest human civilizations to the Age of Reason. 3 credits

HIST112

History of Western Civilization II

The course will explore aspects, political, economic, social, religious, intellectual, environmental and artistic of western civilization from about 1500 to the present. 3 credits

HIST121

The Ancient World (to c.500 A.D.)

A survey of the origins of early societies and the development of the civilizations of the ancient world through the fall of Rome in the West. 3 credits

HIST126

The Medieval Western World, (c.500 A.D. - c.1600)

A survey and analysis of achievements and institutions from the disintegration of the Roman Empire through the Renaissance and Reformation in the West. 3 credits

HIST131

The Early Modern Western World (c.1600 - c.1870)

A survey and analysis of changes and developments in the Western World from c.1600 to c.1870. 3 credits

HIST136

Twentieth Century World (c.1900 - Present)

A survey and analysis of the achievements and challenges of the Western World from c. 1870 to the present. 3 credits

HIST139

World War II

A study of the Second World War. The roots and causes of the war will be examined. The major campaigns and battles will be discussed. The home-fronts of the major participants will also be studied. 3 credits

HIST140

Peoples of South Asia

A study of the cultures of India, Pakistan, Bangladesh, and neighboring countries from an interdisciplinary perspective. Social, historical, and geographic factors are examined. Topics include village life, folk arts, urbanization, modernization, and population. Extensive use of guest speakers and audio-visual materials. 3 credits

HIST141

The Middle East

An interdisciplinary study of currently significant aspects of the Middle East. Special attention will be paid to the effects of modernization and great power conflicts and to the increased economic and strategic significance of this area to the Western World. 3 credits

HIST143

Africa South of the Sahara

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

HIST149

America: The Cold War Years (1945-1990)

An examination of the post-World War II era featuring diplomatic conflict between the United States and the Soviet Union. When diplomacy broke down military conflict ensued in such diverse places as Korea, Vietnam, Hungary, and Afghanistan. The course examines the background, causes, and course of this sustained conflict. 3 credits

HIST151

U.S. History I

A survey of the United States from the background of independence until the end of the Reconstruction Era. The social, cultural, economic, and political dynamics of America's agrarian age are explored. 3 credits

HIST152

U.S. History II

A survey of the Industrial Age until the end of the Vietnam War and beyond. The social, cultural, economic, and political dynamics of America's industrial development and position as a world power are explored. 3 credits

HIST155

The Peoples of Russia and Eastern Europe

A survey of the historical development of the Slavic peoples and nations of Eastern Europe, emphasizing their roots, national consciousness, and cultural outlook. Included will be the modernization of Russia and Eastern Europe through the various phases of revolution, industrialization, East/West relations, and human rights. 3 credits

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 dynamic's 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 building interiors that have significant architectural, historic, and cultural value. 3 credits

HIST201**Building Conservation**

The course teaches students to see buildings in a new way: as ever decaying artifacts in need of vigilant care. All components of a building are covered along with an understanding of a building's relationship to its environment. 3 credits

HIST202**Law, Taxes, and Zoning for
Historic Preservation**

Federal, state, and local laws are studied as they relate to the preservation of historic structures. Special attention is given to the role of historic architecture review boards, as well as planning commissions in the decision making process. 3 credits

HIST203**Internship for Historic
Preservation****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 Survey Workshop**

Students will study measured drawing procedures employed by the Historic American Building Survey (HABS) and apply them to local buildings. The course will include extensive field and drawing experience. 3 credits

HIST208**History, Society and Architecture
in the Delaware Valley**

This course will explore the history of Bucks County and neighboring areas, with special reference to settlement patterns of various ethnic groups and their influence on the landscape, building traditions, and material culture. 3 credits

HIST209**Bucks County Architecture
and Architects****EXPERIMENTAL**

Students will study the role architects played in designing the built environment of Bucks County. Research and documentation skills will be applied to select projects. 1 credit

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

HIST213**Architecture and History
of Newtown****EXPERIMENTAL**

The architectural history of Newtown will be explored and researched with particular attention given to architectural styles from the colonial era to the twentieth century. Field work off-campus will be required. 2 credits

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

HIST220

Teaching Historic Preservation in the Classroom EXPERIMENTAL

This course will introduce students to the field of preservation education by focusing on ways to integrate the built environment into existing curricula. Lesson plans will be developed with hands-on activities for various disciplines. Drawing, model-building, field trips, neighborhood walks, and community outreach opportunities will be emphasized. 2 credits

HIST222

Archeology Topics EXPERIMENTAL

Students will study how archeologists work in the Delaware Valley region. Special emphasis will be placed on actual excavations in New Jersey and Pennsylvania. 1 credit

HIST239

American Pop Culture

This course will focus on American popular culture through the lens of rock-n-roll music. We will focus on rock's roots, influences, and impact on popular culture. Furthermore, students will experience the subtleties, power, and excitement of the music itself. 3 credits

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 and 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

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: CISC100 or Corequisite: CISC100



HRIM120

Basic Food Preparation and Management

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

HRIM121

Advanced Food Preparation and Management

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

HRIM200

Hotel and Lodging Operations Management

This course covers the responsibilities of the front office staff, including public relations and sales promotions; cash control procedures, night audit and accounting techniques; checking guests in and out; handling mail and information; and emergency procedures. 3 credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM202

Food Purchasing/Techniques and Procedures

A study of the principles and practices concerned with the purchase of foods, beverages, supplies, and equipment for hotels, motels, and restaurant operations. Testing and evaluation techniques and storerooms controls are emphasized. 3 credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM203

Menu Planning/Costing/Design (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

HRIM 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 HRIM industry. The student will develop a food service equipment and layout design. The student will focus on and review ethical decision-making. 3 credits
Prerequisite: HRIM210 or HRIM280 or Permission of the Department of Business Studies

HRIM280

Cooperative Education - Hospitality and Tourism Management

On the job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of Business Studies. Students must meet Program of Study Criteria

Humanities

HUMN107

Survey of Greek Classics EXPERIMENTAL

This course explores the historical stages of the Hellenic-Greek World. Students will examine the development of the Bronze Age, Archaic, Classical, and Hellenistic societies of Ancient Greece. This program will have an interdisciplinary emphasis upon the development of art, primary sources, historical developments, and archeological remains left by the Ancient Greek Civilization. 3 credits

HUMN108

Survey of Roman Classics EXPERIMENTAL

This course is designed to introduce students to the grandeur of Rome and the Empire period. We will follow the growth of Rome from the Bronze Age Etruscan World through the glory of Rome's Empire. This program will place an emphasis upon artistic developments, social changes, literary contributions, and historical documentation. 3 credits

HUMN110

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 300-1650 C.E. The goal of this course is to explore the artistic expressions found throughout this period of history. Humanities II strives to balance historical, cultural, artistic achievements, and critical commentary of both men and women from the Fall of the Roman Empire to the Late Renaissance period. Museum tours and cultural events are incorporated into the Humanities II curriculum. 3 credits

HUMN113

Humanities III

This course is an interdisciplinary study of human activity covering Northern Humanism (c.1600 C.E.), Religious 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 precivilized 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: HUM120 (C or better) or permission of the Department of Social and Behavioral Science

HUMN122

Buddhism - An Introduction

A study of the essential beliefs of Buddhism presented in historical context. 3 credits

HUMN125

Religion in America

The contemporary scene in American religious life. Emphasis on major religions and on the rise of cults, their origins and practices, and the consequent reactions and repercussions. Major historical trends and phenomena are stressed. 3 credits

HUMN127

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

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

HUMN129

Eastern Religions EXPERIMENTAL

An introduction to Eastern Religions. Attention is given to the historical development of the religions, as well as their cultural background in the countries where they developed. Emphasis is on Hinduism, Buddhism, Confucianism, Taoism, Shintoism, and Shamanism. 3 credits

HUMN166

Europe Since 1789 - An Operatic Approach EXPERIMENTAL

The political and intellectual movements that swept Europe from the French Revolution to the present have found some of their most powerful expressions in a characteristically European art form - opera. This course examines fifteen major operas of the period, focusing on the historical fusion of literature and music in presenting ideals, philosophies, and political goals. 3 credits

Independent Study

Students may register for credit in independent study courses designed to free students from the usual course requirements and to offer an opportunity to independently and individually choose an area for study, to develop an individual approach, and to affect an educationally meaningful outcome. No more than six credits per year or three credits in a semester are granted under independent study. A maximum of fifteen credits may be earned under this method. Procedures for enrolling in an independent study course are available in the Office of the Dean of Academic Affairs and in division offices. Because of the requirements accompanying this course, students are cautioned to begin the procedure well in advance of registration.

Integration of Knowledge

These courses share the following characteristics:

- They are 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 24 credits and a College Level I writing course.

CURRENT THEMES INCLUDE:

Affluence

This section considers the consumption of goods and services and consumerism from social, cultural, and scientific perspectives. With observations about consumerism historically, in different societies, and in America today, the course also covers the ethical, political, and ecological implications of consumption. Finally, students learn strategies for being informed, responsible consumers. 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.

Communication Revolutions

This section explores the evolution of communication within cultural, social, and scientific contexts. Students focus on communication methods from early civilizations to technologies for communication today. Through analytic research of how humans acquire knowledge, students develop an appreciation for the power of six Information Revolutions as catalyst for social change.

Creativity

Students examine the nature of creativity from artistic, scientific, and social perspectives through the work of Leonardo daVinci, studies of creativity, and group projects. Applications of creativity to school/work settings are considered. May include creative finance, business, and game creation. May require journal writing, online discussions, and field trips.

Culture of Affluence

This section looks at consumerism and consumption from various disciplinary perspectives (scientific, cultural, and societal). Beginning with observations of consumption historically, in different cultures, and in America today, students also explore the ethical, political, and ecological implications of consuming. Finally, students develop strategies for being informed, responsible consumers.

Food & Culture

This course explores the complex inter-relationships among people, culture, society, and their food. Students will examine food and culture from many perspectives including historical, societal, and scientific.

Genocide

Students examine the nature and impact of genocide on society. By examining different genocides, students gain an understanding of the historical, economic, cultural, religious, scientific, and technological forces that make the near extermination of a particular people possible.

Guilt & Innocence

Students explore historical and contemporary notions of guilt and innocence from three perspectives. They contrast individual understandings expressed in religious, philosophical, literary and artistic forms with psychological, sociobiological and sociological theories of deviance, conformity, abnormality and social control. Throughout, students explore forensic and pseudo-scientific methods to determine guilt and innocence.

How Things Work

Students develop the foundation and skills to demystify and understand the principles of the way things work. They explore the functioning of familiar objects, structures, and phenomena, and gain an understanding of the principles, factors, and relationships that make them work.

Intelligence

Students explore what it means to be intelligent from a variety of disciplinary perspectives: psychology, biology, performing arts, and computer and information science among others. The social, political and ethical implications (present and future) of these various disciplinary perspectives will be considered.

Race & Racism

Students examine academic assumptions and beliefs about "race" and "racism" from multiple perspectives. Topics may include the science of race, genetics, discrimination in sports, white privilege, race in literature and film, orientalism, critical race theory, and racial issues in other countries. Activities will include active participation in discussions of controversial topics.

Self, Identity, and the Human Experience

What is the Self? How is it rooted in the person's biological makeup? What aspects are socially constructed? How does the self develop and change? Students will explore these questions and be challenged to explore and write about their own evolving sense of self.



Spirituality and Emotion

Students will focus, in part, on the relationship between spirituality and religion. Working in groups, students will explore, compare and contrast various religious practices and how they fulfill emotional/ spiritual needs. Students consider specific body systems (i.e. nervous and endocrine) and how they relate to emotions.

Warfare

Students examine the nature and impact of warfare in society. By examining a selection of wars from primitive warfare to today, and by examining additional wars through group projects, students arrive at a deeper understanding of one of man's most commonplace and complex experiences—warfare.

Work and Leisure

Students examine the historical, scientific, societal and cultural perspectives of the work environment by analyzing information and interpreting what it might mean or imply about work and leisure with emphasis on topics such as work bias, ethics, communication, volunteerism, and the workplace of the future.

Journalism

JOUR155

Advertising 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

JOUR175

News Reporting and Writing

An intensive workshop course that stresses the hard news reporting and writing techniques important in both traditional print media and Internet publishing. Coverage of news events on and off-campus is supplemented by in-class deadline writing exercises. Students learn to gather information and check facts using Internet search engines. 3 credits

Prerequisite: COMP107 or COMP110 or Corequisite: COMP107 or COMP110

JOUR275

News Editing and Page Layout

Intensive training in the phases of editing and preparing newspaper copy and the writing of headlines in the QuarkXpress system. Covers local and wire copy, assembling and shaping the various elements of a news story, the requirements of newspaper style, and safeguards against errors. 3 credits

Prerequisite: JOUR175 (C or better)

JOUR276

Feature Writing for Newspapers and Magazines

A workshop course devoted to the preparation of feature material for newspapers, magazines, and radio-television, with some attention to the ethics of freelancing, problems of policy and editing in the periodical field, using roundtable discussions, supplemented by reading programs designed for the individual student. 3 credits

Prerequisite: JOUR175 (C or better)

JOUR277

Public Affairs Reporting

An introduction to public affairs reporting, including coverage of local government, public schools, courts, crime, and social services. Students will cover town government and school board meetings, trials and the police beat. Emphasis is on students producing stories suitable for publication in the Centurion or other local papers. 3 credits

Prerequisite: JOUR175 (C or better)

JOUR280

Cooperative Education - Journalism

On-the-job experience and observations in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the faculty coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically. 3 credits

Prerequisite: Permission of the Department of Language & Literature

Literature

LITR205

English Literature to the 19th Century

This course focuses on the development of English Literature from Anglo-Saxon times to the beginning of the romantic period. Readings include Chaucer, Shakespeare, Milton, Pope, and other selected writers. 3 credits

LITR206

English Literature in the 19th and 20th Century

This course continues the study of the development of English literature from the Romantic period to the present. Among writers covered are Blake, Wordsworth, Keats, Dickens, Yeats, Lawrence, and Eliot. 3 credits

LITR231

American Literature to 1865

This course surveys the development of American Literature from the Colonial beginning to Whitman, with emphasis upon thorough acquaintance with the work of significant writers of the period, including women and minorities, in their historical and cultural context. 3 credits

LITR232

American Literature from 1865

This course surveys the development of American Literature from Whitman to the present, with emphasis upon thorough acquaintance with the work of the significant writers of the period, including women and minorities, in their historical and cultural context. 3 credits

LITR234

Introduction to British Women Writers

Course features novels, short stories, poems, plays and other literature by, for, and about women in Britain from the medieval period to the present. Students examine the portrayal of women's lives, the relationship to women's roles in modern society, the expression of multi-cultural developments, and major movements in British literature. 3 credits

LITR235

A Century of Literature by American Women

This course features novels, short stories, poems, and plays by women writers in America from the late 19th century to the present. Class discussion will concentrate on how these writers have portrayed women's lives; how we can relate these lives to women's roles in modern society; how the writers' works express multi-cultural developments; and how these works reflect the major movements in American literature. 3 credits

LITR246

Children's Literature

This course surveys the development of children's literature from its oral folk tale beginnings through nursery rhymes, literary folk tales, modern fantasy, realistic fiction, and informational books. Students learn about poetry, prose, illustrations, elements of fiction, and literary genres. Students study the dynamics of reading aloud and explore creative techniques for presenting literature to children. 3 credits

LITR254

World Literature I

Students read and analyze literary works drawn from non-English speaking cultures. Lecture and discussion shall emphasize both literary issues, including structure and technique, and a sense of the cultural backgrounds that inform those works. Instructors assign translated works from the ancient world until approximately 1650. 3 credits

LITR255

World Literature II

Students read and analyze literary works drawn from non-English speaking cultures. Lecture and discussion shall emphasize both literary issues, including structure and technique, and a sense of the cultural backgrounds that inform those works. Instructors assign translated works from approximately 1650 to the present. 3 credits

LITR261

Themes in Literature - Women

Readings and discussion in this course center on selected works of primarily but not exclusively American and Western European literature that portrays female characters in prominent roles and explores the problems of women in their various societies. The works are drawn from various genres representing several centuries. 3 credits

LITR262

Themes in Literature - Psychology

This course is directed toward the understanding of selected literary works in terms of their experiential value and relevance to daily living. The course will include the use of and will focus particularly on works in which characters confront life with the need to integrate self and deepen their relationship with the world. 3 credits

LITR264

Themes in Literature - Religion

This course explores the connection between religious belief and literary expression, including poetry, novels, drama, and essays. Study of classic religious and literary texts from around the world will focus on both formal and thematic patterns to help students understand the varieties of religious experience and deepen their sense of literature. 3 credits

LITR271

Introduction to Drama

This course examines drama from Greek theater to plays by current playwrights. The emphasis is on play construction, dialogue, staging, themes and cultural values, symbols and motifs, and character development. 3 credits

LITR273

Introduction to Poetry

This course concentrates on the analysis and study of poetry and its forms. The course emphasizes discussion and student presentation of poetic analyses. 3 credits

LITR275

Introduction to the Novel

LITR275 introduces students to the novel as a literary form and explores its development in different historical and cultural contexts. Students read selected novels, discuss them, and learn to write critically about them. 3 credits



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."

LITR277

Introduction to Short Fiction

This course explores the short story and novella as meaningful literary forms, with emphasis on structure and technique. Lectures and classroom discussions are reinforced by examinations, critical essays, and exercises in critical analysis. 3 credits

LITR278

African-American Literature

This course will introduce students to the writing of persons of African descent in North America. It will examine and critically study the themes, the content, and the structure of African-American writing from the late 18th century up through the modern period. 3 credits

LITR279

Introduction to Shakespeare

This course provides an introductory study to Shakespeare's tragedies, comedies, and histories, and a careful study of major plays and sonnets. Shakespeare's importance as a dramatist and the enduring nature of his ideas and vision will be stressed. The class may view films and live performances. 3 credits

Management

MGMT100

Introduction to Business

This course examines the social, legal, ethical, economic and political interactions of business and society in the United States and internationally. Business and non-business majors will learn about the relationship and impact of business to society in which they are citizens, consumers, and producers. 3 credits

MGMT110

Small Business Management

A review of considerations faced by an individual planning to establish and manage a small business venture. Includes legal forms of ownership, financial planning and resources, and basic considerations in operations and control. 3 credits

MGMT111

Current Problems in Small Business Management

Current problems of general interest in small business are analyzed by students under the guidance of the instructor. The courses are presented in modules of five-week duration, each considering different problems. 1 credit
Prerequisite: MGMT110

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 EXPERIMENTAL

This course focuses on a firm's financial goals and decisions to maximize shareholders' wealth. It examines financial concepts and analytical techniques, financial performance, time value of money, measurement of risk and return, capital budgeting, capital structure, short-term financial planning, working capital management, and international finance. 3 credits
Prerequisite: Reading Placement Test score Level 3

MGMT200

Organizational Behavior

This course examines the nature of 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

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

MKTG100

Principles of Marketing

A study of the major elements in the marketing mix, including product planning, pricing, channel and logistics of dispersion, and promotion. The course reviews consumer demand, as well as principles, functions, basic problems of marketing are covered. 3 credits

Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MKTG110

Selling

This course evaluates selling as a component of the marketing mix. 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-packing, adjustments, credit, accounts payable, audit, security, workrooms, and personnel. 3 credits

MKTG140

Retailing Merchandising

Examines planning and organizing for buying. When, what, how much to buy, pricing, developing resources and inventory, and promotional planning and controls, supervision of sales and supporting staffs are covered. 3 credits

MKTG143

Public Relations Management

This course deals with the application of public relations tools and techniques, and the management of public relations campaigns. Topics include: methods of public relations research, strategic planning, preparing public relations materials, and the use of controlled and uncontrolled media. 3 credits

MKTG200

Advertising

A study of advertising theory, design, functions, principles, and procedures. Emphasis is on utilization of various media, along with the overall advertising campaign strategy based on creative problem solving. Creative promotional activities are also considered, particularly as they help to integrate advertising into the marketing program. 3 credits

MKTG220

Marketing on the Internet

This course provides the student with a foundation to use the Internet as a marketing tool. It also covers the technical basics of how to create and retrieve Internet based information. 3 credits

MKTG280

Cooperative Education - Marketing/Retail

On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits

Prerequisite: 24 college credits, a GPA of 2.5 earned in courses by the Department of Business Studies. Permission of the Department of Business Studies.

Mathematics

MATH090

Prealgebra

This course provides preparation for the study of algebra. Topics include a review of basic arithmetic skills, fractions and decimals, an introduction to signed numbers, variables, and equation solving. Transferability is determined by transfer institution. 3 credits

Prerequisite: Math Placement Test score of 1

MATH095

Basic Algebra

This is an introductory course in Algebra. Topics include operations with numerical and algebraic expressions, including rational and radical expressions, factoring, and graphing. Study skills are also emphasized. 3 credits

Prerequisite: Math Placement Test score of 3 or MATH090 (C or better)

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 algebraic 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 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

Quantitative Methods I: Finite Mathematics for Business

This is primarily for students of accounting, business, economics, management, data processing, technologies, and related fields. Topics include linear and quadratic models, matrix theory, linear systems and linear programming, probability, and expected value. 3 credits

Prerequisite: Math Placement Test score of 7 or better or MATH103 (C or better)

MATH118

Quantitative Methods II: Business Calculus

This is an introduction to basic calculus with emphasis on applications to business, economics, management, information science, and related fields. Topics include relations and functions, limits, continuity, derivatives, techniques of differentiation, chain rule, applications of differentiation, anti-derivatives, the definite integral, the fundamental theorem of calculus, and applications of integration. 3 credits
Prerequisite: MATH117 (C or better) or MATH120 (C or better)

MATH120

College Algebra

This course is designed to strengthen and increase the understanding of basic algebraic concepts before a student undertakes advanced study in mathematics. Topics include algebra of the real numbers, algebraic, exponential, and logarithmic functions and their graphs, systems of equations, inequalities, and absolute value. 4 credits
Prerequisite: Math Placement Test score of 7 or better or MATH103 (C or better)

MATH122

Trigonometry and Analytic Geometry

Topics in this course includes right triangle trigonometry, trigonometric functions and their inverses, identities, equations, solutions of oblique triangles, complex numbers, and analytic geometry. 3 credits
Prerequisite: Math Placement Test score of 7 or better or MATH120 (C or better)

MATH125

Precalculus Mathematics

This course introduces the foundations of analysis designed to precede the calculus sequence with emphasis on functions and graphs. Topics include properties of absolute value, polynomial, rational, exponential, logarithmic and trigonometric functions; techniques for solving equations and inequalities, and an introduction to the concept of limits and the difference quotient. 4 credits
Prerequisite: MATH Placement Test score of 9, or MATH122 (C or better), or MATH120 (C or better) and High School Trigonometry

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 9 or MATH125 (C or better)

MATH141

Calculus II

This course is a continuation of MATH140. Topics include differentiation and integration of transcendental functions, indeterminate forms, methods of integration, improper integrals, infinite series, parametric equations, and polar coordinates. 4 credits
Prerequisite: MATH140 (C or better)

MATH215

Elementary Statistics II EXPERIMENTAL

This course is a continuation of MATH115 and is designed primarily for business, economics, and management students. Topics include decision-making procedures in business and related fields that include ANOVA, simple and multiple regression, correlation, time series, forecasting, index numbers, total quality management, and nonparametric methods. 3 credits
Prerequisite: MATH115 (C or better)

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 Assistant

MEDA120

Medical Terminology

This is an introductory course in medical terminology that requires no previous knowledge in the field. The major focus is on accuracy in spelling and defining medical terms. A programmed, body systems approach is followed with emphasis on the proper usage and relationship of medical terms in major medical reports. 3 credits

MEDA190

Introduction to Health Information

An introduction to health care delivery systems with emphasis on health information management, organizational structures, and health care reform. Explores the components of the content of health records documentation requirements, use and structure of health care data and data sets, and how these components relate to primary and secondary records. 3 credits

MEDA200

Clinical Procedures I

This course is designed to give the medical assistant student knowledge and practice in skills needed in a medical office. Topics include managing the clinical environment, patient teaching, obtaining a medical history and vital signs, assisting with examinations, sterilizing equipment, assisting with minor office surgery, and understanding diet and nutrition. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115

MEDA201

Clinical Procedures II

This course offers the student knowledge and practice in medical assisting skills required in a medical office. Pharmacology, medication administration, and principles of medical assisting in specialized areas of medicine will be the main focus. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115

MEDA203

Laboratory Procedures

A laboratory introduction to microscopic and chemical analysis of blood and urine as performed in the physician's office. Basic procedures for diagnostic tests, including the handling and preservation of specimens, urinalysis, and capillary and venous blood withdrawal will be performed. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115

MEDA204

Phlebotomy Procedures and Techniques

This course provides skill development in the performance of blood collection using proper techniques and universal precautions. Topics include vacuum collection devices, capillary skin puncture, butterfly needles, and specimen collection on adults, children and infants with emphasis on patient identification, quality assurance, and specimen handling, labeling, processing, and accessing. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115



MEDA205

Medical Law and Ethics

Introduction to the concepts of medical law and ethics for health care practitioners. Topics include bioethics, general liability for the medical office, collection practices, civil and criminal law, licensing, malpractice, informed consent, medical records, hiring practices, and case studies in medical ethics. Legal terminology related to medical practice is covered. 3 credits

MEDA215

Medical Administrative Procedures

The role and function of the administrative medical assistant is reviewed. Topics include bioethics, general liability for the medical office, collection practices, civil and criminal law, licensing, malpractice, informed consent, medical records, hiring practices, and case studies in medical ethics. Legal terminology related to medical practice is covered. 3 credits

Prerequisite: OADM140 or
Corequisite: OADM140

MEDA216

Medical Insurance, Billing and Reimbursement

Advanced medical office administrative procedures using software is explored. Topics include: computerized billing, maintaining patient records, managing the office medical records, scheduling appointments, maintaining physicians' schedules, processing insurance claims, bookkeeping and banking, billing and collections, accounts payable, payroll, and contracts. Students manage a computerized medical office environment. 3 credits

Prerequisite: OADM140 or
Corequisite: OADM140

MEDA220

Medical Assistant Externship

The course will enable students to work in a medical office assisting physicians and office personnel by performing assigned duties in both administrative and clinical procedures. The work experience is supported by instructor site visits and classroom seminars where students and faculty can review on-the-job experiences. 3 credits

Prerequisite: Permission of the Department of Business Studies

MEDA230

Phlebotomy Externship

The student is required to perform 200 hours of clinical practice at an affiliated clinical training site. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 4 credits

Prerequisite: 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 ICD-9-CM and CPT coding systems and related activities. 3 credits
Prerequisite: Permission of the Department of Business Studies

MEDA275

Medical Transcription I

Skills are developed to accurately transcribe medical papers and reports such as: history and physicals, consultation reports, operative reports, discharge summaries, x-ray reports, pathology reports, autopsy reports, and letters. 3 credits

Prerequisite: OADM140 and either MEDA120 or BIOL115

MEDA279

Medical Transcription II

This intermediate-level course will provide skills needed to accurately transcribe physician-dictated reports. Emphasis is on developing accuracy, speed, and medical knowledge for transcribing chart notes, history and physical examination reports, consultations, and discharge summaries. Students will be prepared for entry-level employment in doctors' offices and clinics. 3 credits

Prerequisite: MEDA275

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

Prerequisite: MEDA275

MEDA297

Medical Coding

Covers principles of ICD-9-CM coding, procedural coding based on principles of CPT coding, and third party reimbursement. Provides students with fundamentals of a classification system used in the health care industry and enables students to obtain a working knowledge of the coding process. 3 credits

Prerequisite: MEDA120 or BIOL115 or
Corequisite: MEDA120 or BIOL115

MEDA298

Advanced Procedural Coding

Advanced current procedural terminology coding issues with emphasis on evaluation and management, modifiers, and surgical procedure coding guidelines. Students are presented with referencing resources specific to current conventional and federally administered Healthcare Common Procedure Coding System (HPCS) coding guidelines. 3 credits

Prerequisite: MEDA297

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

Prerequisite: MEDA297

Music

MUSA101

Concert Choir

Concert Choir is a mixed vocal ensemble that prepares stylistically diverse musical repertoire for one or more public performances each semester. It is open to all students. 1 credit

MUSA105

Contemporary Vocal Ensemble

Contemporary Vocal Ensemble is a mixed vocal jazz ensemble that prepares diverse musical repertoire for one or more public performances each semester. It is accompanied by a jazz combo, provides opportunity for solo vocal performance, and is open to all students. 1 credit

MUSA111

Small Ensembles

Literature of various periods forms the basis for instruction and performance in an ensemble setting. Ensembles include: Voice Master Class, Piano Master Class, Classical Strings, Classical Winds, Percussion, Classical Guitar, Jazz, and Mixed. Time for public performance is scheduled. Open to music majors only. Day only. 1 credit

MUSA115

Jazz Orchestra

A large jazz ensemble (big band) that performs music of varied styles from swing to rock. Interested students should have reasonable music reading skills. Open to both music majors and non-music majors. There are no extra rehearsals outside of class time. Attendance at concert performances is required. 1 credit

MUSA121

BCCC Symphonic Orchestra

A concert symphonic band that performs professional level repertoire. Interested students should have reasonable music reading and performance skills. Open to both music majors and non-music majors. Attendance at concert performances is required. 1 credit
Prerequisite: Reasonable music reading skills and an accomplished level of performance on a wind or percussion instrument

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 (C or better) or Permission of the Department of the Arts

MUSA165

Group Instruction in Piano, Level I

Group instruction in basic skills, techniques, sightreading, 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 (C or better) or Permission of the Department of the Arts

MUSA167

Guitar Minor I

This course will introduce students to fundamental musicianship skills and guitar techniques including reading standard notation, right and left hand techniques, accompaniment skills, performance preparation techniques, and more. 1 credit

Prerequisite: Music Major, or permission of Department of the Arts
Corequisite: Music Major, or permission of Department of the Arts

MUSA285

Percussion Class

Group instruction in developing basic skills on percussion instruments. Materials covered will include basic skills on snare drum, timpani, keyboard percussion, and auxiliary percussion instruments. Primarily intended for students pursuing careers in music education. 1 credit

Prerequisite: MUSC111 (C or better)

MUSC100

Music Fundamentals

A foundation course in music skills with emphasis given to written and aural approaches to the study of notation, scales, intervals, and triads. 3 credits

MUSC101

Introduction to Music

Students will engage in a listening-oriented study of a variety of musical experiences, from the earliest notated European music to contemporary electronic and popular styles. Emphasis is placed on a thorough understanding of a select group of music masterpieces. 3 credits

MUSC103

Introduction to World Music EXPERIMENTAL

Beginning with a preliminary study of music fundamentals and an overview of societal contexts of music and musicians, this listening-oriented survey of traditional and popular music from around the world employs the ethnomusicological approach to explore the diverse musical heritages of Africa, Asia, the Americas, and the Middle East. 3 credits

MUSC105

American Music

Students will engage in a listening-oriented study of music in the United States from colonial to contemporary times. Emphasis is placed on Euro-American traditions, Afro-American innovations, and the resulting interactions and intersections. Special attention is given to the relationship of music to American society. 3 credits

MUSC106

History of Jazz

This course traces the development of jazz from its origins. Particular stress will be upon the music of the Jazz Masters, beginning in 1917 and to the present (the period for which recordings of the music are available). 3 credits

MUSC111

Music Theory I

A study of diatonic relationships: harmonization of melodies, non-chordal tones, analysis, original melodies. 2 credits
Prerequisite: MUSC100 (C or better) or Permission of the Department of the Arts

MUSC112

Music Theory II

A study of diatonic relationships: harmonization of melodies, non-chordal tones, analysis, original melodies. 2 credits
Prerequisite: MUSC111 (C or better)

MUSC115

Ear Training I

A course in the aural skills of sight-singing, rhythmic and melodic dictation in diatonic relationships. Harmonic dictation and materials parallel the course in Music Theory I. 2 credits
Prerequisite: MUSC100 (C or better) or Permission of the Department of the Arts

MUSC116

Ear Training II

A course in the aural skills of sight-singing, rhythmic and melodic dictation in diatonic relationships. Harmonic dictation and materials parallel the course in Music Theory II. 2 credits
Prerequisite: MUSC115 (C or better)

MUSC124

Electronic Music Synthesis I

An introductory course in Electronic Music Synthesis. The subjects covered in this course will introduce the student to the vocabulary and techniques of music technology. Basic techniques in synthesizers, sequencers, and recording will be introduced. No prior experience is required. 2 credits

MUSC125

Electronic Music Synthesis II

An intermediate-level course in Electronic Music Synthesis. Emphasis is placed on synthesizer programming and advanced sequencer techniques. 2 credits
Prerequisite: MUSC124 (C or better)

MUSC129

Digital Audio Technology EXPERIMENTAL

This studio course uses a hands-on approach to both the theoretical and technical aspects of digital audio technology and its uses in the current applications of this media. Basic digital audio recording, editing, mixing, and mastering techniques are examined and applied creatively by the student. 2 credits

MUSC184

Jazz Improvisation Fundamentals EXPERIMENTAL

This course introduces students to the musical vocabulary of the jazz idiom and develops its basic precepts, concepts, and rudimentary improvisational skill set in the context of both critical listening and applied improvisation at the beginner level. 2 credits

MUSC185

Jazz Improvisation I

An introductory course in the technique of jazz improvisation open to all vocalists and instrumentalists who have an intermediate level of proficiency on their instrument. Reading ability is not a prerequisite. Emphasis is placed on feeling and self-expression in the jazz and blues idiom. 2 credits

MUSC186

Jazz Improvisation II

A continuation of the study of jazz improvisation. Jazz rhythms, scales, melodic conception, and interpretation will be stressed and applied direction in performing ensembles. 2 credits
Prerequisite: MUSC185 (C or better)

MUSC201

Music Styles and Literature; Baroque Period

A historical and analytical study of Western music of the Baroque era. Primarily intended for music majors. 3 credits
Prerequisite: MUSC112 (C or better)

MUSC202

Music Styles and Literature; Classical and Romantic Periods

This course is an historical and analytical study of Western music of the Classical and Romantic eras. It is primarily intended for music majors. 3 credits
Prerequisite: MUSC112 (C or better)

MUSC211

Music Theory III

A study of the development of 18th and 19th Century chromaticism from simple embellishment to the ultimate break-down of the diatonic system through functional chromaticism. Work in harmonization, modulation, score reading, analysis, creative writing, chromatic alterations, and relationships. 2 credits
Prerequisite: MUSC112 (C or better)

MUSC212

Music Theory IV

A study of the development of 18th and 19th Century chromaticism from simple embellishment to the ultimate break-down of the diatonic system through functional chromaticism. Work in harmonization, modulation, score reading, analysis, creative writing, chromatic alterations, and relationships. 2 credits
Prerequisite: MUSC211 (C or better)

MUSC215

Ear Training III

An advanced course in sight-singing and ear training. Classroom instruction in melodic dictation. Harmonic dictation and materials parallel the course in Music Theory III. 2 credits
Prerequisite: MUSC116 (C or better)

MUSC216

Ear Training IV

An advanced course in sight-singing and ear training. Classroom instruction in melodic dictation. Harmonic dictation and materials parallel the course in Music Theory IV. 2 credits
Prerequisite: MUSC215 (C or better)

MUSC230

Music For Early Childhood

Students establish a repertoire of materials designed to develop skills for the teaching of music to the preschool child. 2 credits



MUSC285

Jazz Improvisation III

Study and analysis of advanced harmony and rhythms, and their continued applications to individual and group performance. 2 credits

Prerequisite: MUSC186 (C or better)

MUSC286

Jazz Improvisation IV

Study and analysis of advanced harmony and rhythms, and their continued applications to individual and group performance. 2 credits

Prerequisite: MUSC285 (C or better)

MUSL101

Secondary Applied Lessons, Level I (formerly MUSA255/265/175)

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)

Private instruction in technique and repertoire specific to the applied emphasis. Applied areas include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Materials covered dependent upon level of achievement. 1 credit

Prerequisite: Music Major and permission of the Department of the Arts

MUSL112

Principal Applied Lessons, Level II (formerly MUSA151/161/171)

Private instruction in technique and repertoire specific to the applied emphasis. Applied areas include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Materials covered dependent upon level of achievement. 1 credit

Prerequisite: MUSL111 (C or better) and Music Major and permission of the Department of the Arts

MUSL211

Principal Applied Lessons, Level III (formerly MUSA250/260/270)

Private instruction in technique and repertoire specific to the applied emphasis. Applied areas include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Materials covered dependent upon level of achievement. 1 credit

Prerequisite: MUSL112 (C or better) and Music Major and permission of the Department of the Arts

MUSL212

Principal Applied Lessons, Level IV (formerly MUSA251/261/271)

Private instruction in technique and repertoire specific to the applied area. Applied areas include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. All areas emphasize solo performance. Voice also emphasizes languages. Other areas emphasize developing technical facility and interpretation. Materials covered dependent upon level of achievement. 1 credit

Prerequisite: MUSL211 (C or better) and Music Major and permission of the Department of the Arts

Nanofabrication Technology

PHYS201

Solid State Electronic Devices

The purpose of this course is to help students grasp the terminology, concepts, processes, products, and equipment commonly used in the manufacturing and application of solid-state electronic devices. 3 credits

Prerequisite: CHEM101 (C or better) and PHYS106 (C or better)

PHYS202

Nanofabrication Statistics and Technology

This course will connect the educational experience at the community college with the nanofabrication capstone semester at Penn State University. Topics covered will be an overview of semiconductor manufacturing, careers in nanofabrication, and current and proposed applications of nanofabrication and the basic concepts of statistics in process control. 2 credits

NANO211

Material, Safety and Equipment Overview

This course provides an overview of basic nanofabrication processing equipment and materials handling procedures with a focus on safety, environment, and health issues. Topics covered include operation of the several cleanroom systems necessary for environmental safety and health issues. Also specific materials handling issues are addressed. 3 credits

Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the certificate curriculum at the Bucks County Community College (BCCC)

NANO212

Basic Nanofabrication Processes

This course provides an overview of basic process steps. The course details the steps needed to fabricate nano size devices. Types of structures studied include microelectromechanical systems, biomedical structures, displays, and microelectronic devices, such as diodes and transistors. Students will learn the process flow for each configuration through "hands-on" processing. 3 credits

Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the certificate curriculum at the Bucks County Community College (BCCC)
Corequisite: NANO211

NANO213

Materials in Nanotechnology

Thin films in NANOFABRICATION. This course covers thin film deposition etching practices. The first part includes atmospheric, low pressure, plasma enhanced chemical vapor, sputtering thermal and beam evaporation deposition. The second part focuses on etching processes and emphasizes reactive ion etching, high-ion-density reactors, ion beam etching, and wet chemical etching. 3 credits

Prerequisite: Successful completion of the first three semesters of either the 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 NANOFABRICATION: This course covers all aspects of lithography from design and mask fabrication to pattern transfer and inspection. The course is divided into three major sections. The first describes the lithographic process. The second section examines the process from development through inspection. The last section will discuss advanced optical lithographic techniques. 3 credits

Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the Certificate curriculum at the Bucks County Community College (BCCC)
Corequisite: NANO211 and NANO212

NANO215

Materials Modification in Nanofabrication

This course covers processing steps used in modifying materials. Included will be growth and annealing processes using furnaces. The impact of thermal processing, which may cause defects on electrical, mechanical, optical, and chemical priorities will be studied. Substrate preparation processing, such as slicing, etching, polishing, and epitaxial growth is covered. 3 credits

Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the Certificate curriculum at the Bucks County Community College (BCCC)
Corequisite: NANO211 and NANO212

NANO216

Characterization, Packaging, and Testing of Nanofabrication Structures

This course will examine techniques for controlling fabrication and final packaging. Monitoring techniques will be discussed. Basic electrical measurements will be stressed. Mechanical, electrical, chemical, and biological characteristics will be considered. The student will learn about manufacturing issues involved in 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)
Corequisite: NANO211 and NANO212

Nursing

NURS101

Nursing I

In Nursing I, students learn the cognitive, psychomotor, and communication skills associated with nursing that recognizes the needs of culturally diverse individuals in a healthy state. The nursing process is introduced. Students use current technology to analyze and integrate data. 6 credits

Prerequisite: \$100 nursing fee, plus other fees. Must meet Admission criteria. CHEM101 and BIOL181 and COMP110
Corequisite: CHEM101 and BIOL181 and COMP110

NURS102

Nursing II

In Nursing II, students learn the nursing care of various age individuals who have alterations in their needs. Providing care to individuals with potentially ineffective responses is emphasized, and ineffective responses are introduced. Students use current technology to analyze and integrate data. 6 credits

Prerequisite: \$100 nursing fee, plus other fees; COMP110, NURS101, CHEM101, BIOL182, BIOL228, and HLTH120
Corequisite: BIOL182 and BIOL228 and HLTH120

NURS120

Drug Calculations and their Implications

This course is designed for nursing students and for nurses returning to practice. Drug calculations, intravenous solutions, and their implications will be covered. 1 credit

Prerequisite: Nursing major, RN, or LPN license. Elective.

NURS121

Pharmacology in Nursing

This course will discuss commonly used medications and their nursing implications. Related issues in gerontology, pediatrics, ethical concerns, and legal implications will be integrated throughout the course. 3 credits

Prerequisite: NURS101 with a grade of C, RN or LPN 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, SOCI110, and COMP111. Corequisite: PSYC110 and SOCI110 and COMP111

NURS202

Nursing IV

Nursing IV continues with the nursing care that assists individuals to respond to alterations in every functional health pattern and ineffective responses to each of those alterations, emphasizing the cognitive perceptual health pattern. Students care for patients and use current technology to analyze and integrate data. 9 credits

Prerequisite: \$100 nursing fee, plus other fees. NURS210, SOCI110, PSYC110, COMM110, and Cultural Perspective Corequisite: COMM110 and Cultural Perspective

NURS220

Nursing Health Assessment

This course provides theory and technical skills to perform health and physical assessment. The legal and ethical aspects of the examination and documentation will be included. This course will fill the pre-requisite requirement for Registered Nurses pursuing a Bachelor of Science in Nursing (BSN) degree. 3 credits

Prerequisite: BIOL181 (C or better) and BIOL182 (C or better)

Office Administration

OADM101

Electronic Keyboarding

A self-paced course designed for all students wishing to develop a touch keyboarding skill for vocational and/or personal use. Keyboard mastery will be developed using a computer and software applying a self-paced approach with emphasis on accuracy and speed. Completion speed—25 words per minute. 1 credit

OADM104

Formatting with MS Word

A self-paced course designed for personal and/or vocational use for students wishing to increase keyboarding speed and accuracy. Primary emphasis is placed on proper formatting techniques for preparation of letters, reports, tables, and memos using MS Word software with a minimum speed of 30 wpm for course completion. 2 credits

Prerequisite: OADM101

OADM105

Administrative Office Procedures I

A basic course in office technology and procedures covering the high tech workplace, success behaviors, and office communication skills. 3 credits

Prerequisite: OADM140 [OADM101 plus OADM104 may be used in OADM programs in lieu of OADM140]

OADM110

Business Communication

The strategies and techniques of writing letters, memos, and reports are emphasized. Skills are developed and refined through assignments that include positive letters, negative letters, and other types of business messages. A business report is assigned to apply principles for writing a business analytical or informational report. 3 credits

Prerequisite: Writing Placement score of 6 or better or COMP107 (C or better)

OADM115

Legal Terminology

An introductory course in legal terminology with the assumption of no previous knowledge in the field. The goal is vocational with a major focus on accuracy in spelling and defining legal terms used routinely in law offices and legal departments of business. 3 credits

OADM126

Word Perfect

A self-paced course designed for students who wish to learn the practical applications of the most recent version of WordPerfect. Emphasis is placed on mastering functions including: creating, saving, retrieving documents, formatting, and using tools. 3 credits

Prerequisite: OADM101

OADM140

Keyboarding/Typewriting I

This course provides a broad foundation upon which vocational competency is established. Keyboard mastery and proper techniques are applied to problem situations using a word processing software program. Eligibility for exemption determined by placement test. 3 credits

OADM141

Basic Applications of Microsoft Word

A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft Word. 1 credit

Prerequisite: Keyboarding Skill and Windows Familiarity

OADM142

Basic Applications of Microsoft Excel

A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft Excel; creation and formatting of worksheets and charts, use of Excel's wizards and productivity features. 1 credit

Prerequisite: Keyboarding Skill and Windows Familiarity

OADM143

Basic Applications of Microsoft Access

A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft Access; creation, modification, and sorting database tables, creation of queries and reports, and design of forms. 1 credit

Prerequisite: Keyboarding Skill and Windows Familiarity

OADM145

Basic Applications of Microsoft Powerpoint

A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft PowerPoint. Students will learn how to create presentations in PowerPoint. 1 credit

OADM147

Learning Microsoft Windows

A self-paced course designed for personal and/or vocational use for students wishing to master fundamentals of Microsoft Windows. Students learn to use Start menu; create shortcuts; work with Windows accessory programs, open data files, manage disks, folders, and files, and customize the desktop. 1 credit

OADM150

Office Technology Concepts

An in-depth exploration of computer hardware and software with emphasis on business applications, information systems, and technological innovations. Includes introductory hands-on software 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 EXPERIMENTAL**

After successful completion of this course, the student will be able to use Microsoft Outlook to send and receive e-mail messages, organize schedules and events, and maintain contact lists, to-do lists, and notes. 1 credit

OADM205**Administrative Office Procedures II**

An application oriented course that reinforces the major office applications found in suite software—word processing, electronic presentations, spreadsheets, and databases. Students will participate in various common office careers that use these applications to show the real-world significance of learning the software. 3 credits

Prerequisite: OADM105

OADM210**Legal Secretarial Procedures**

A study of specialized procedures used in law offices and legal departments of businesses. Emphasis on points of law and legal secretarial procedures. Includes hands-on computer applications. 3 credits

Prerequisite: OADM140

OADM225**Microsoft Word-Beginning**

Students learn to use Microsoft Word for job entry or advancement. Productivity is emphasized through the application of word processing skills and by the knowledge required to produce documents for business. 3 credits

Prerequisite: OADM140

OADM226**Microsoft Word-Advanced**

A second-level course where productivity is emphasized through the application of advanced word processing functions. 3 credits

Prerequisite: OADM225

OADM230**Microsoft Word-Integrated**

Prepares students for a computerized world by enhancing office problem-solving skills using current generation computers and application software. Emphasis on computer mastery with the MS Office suite software for the purpose of adding value to the administrative function in offices. 3 credits

Prerequisite: OADM225
Corequisite: OADM226

OADM242**Excel Level II****EXPERIMENTAL**

Additional Excel spreadsheet techniques and application, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. 1 credit

Prerequisite: OADM142

OADM245**Basic Applications of MS PowerPoint II****EXPERIMENTAL**

This course deals with the use of PowerPoint software to add movement and sound to desktop presentations to enhance audience attention. 1 credit

Prerequisite: OADM145 or OADM230
or *Permission of the Business Studies Department*

OADM250**Office Transcription Skills**

This course will provide students with a high degree of competency in the mechanics of the English language. Emphasis is placed on grammar, punctuation, spelling, sentence sense, capitalization, number expression, word usage, and proofreading skills. Students will prepare typed transcripts of material dictated on 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**LAWS100****Introduction to Paralegal Studies**

A survey course encompassing the varied duties of a paralegal as practiced in Bucks, Montgomery and Philadelphia counties. This course describes work done by legal assistants in the areas of litigation, civil procedure, family law, criminal law, commercial law, corporate law, estates and trust, and creditors' and debtors' rights. 3 credits

LAWS101**Divorce and Family Law**

This course covers the principles of the Divorce Code of 1980 in Pennsylvania courts, and a comparison with other states. Emphasis is on divorce law, antenuptial agreements, separation agreements, child custody issues, child support, alimony, tax consequences of divorce, and adoptions. 3 credits

Prerequisite: LAWS100 or LAWS110

LAWS110**Introduction to Nurse Paralegal Studies**

A survey course covering opportunities, ethical considerations, and legal limitations of the paralegal profession and role of the nurse paralegal. This course describes the legal system and substantive areas of law in which the paralegal may work including the areas of litigation, civil and criminal law, and procedural rules. 3 credits

Prerequisite: *Licensed Registered Nurse and 4,000 hours of clinical experience or permission of the Department of Business Studies*

LAWS140**Civil Practice/Litigation Procedures**

Civil Practice/Litigation Procedures is a college level course that provides a student with knowledge of theory, procedure and mechanics of the lawsuit from fact gathering through judgment enforcement, with emphasis on the Pennsylvania Court System. Students will be introduced to the litigation process through the use of sample cases. 3 credits

Prerequisite: LAWS100 or LAWS110

LAWS150**Elder Law****EXPERIMENTAL**

This course covers ethical considerations and the paralegal's role as a member of the law team preparing documents, such as advance directives, wills and guardianships. Attention is focused on patients' rights in health care decision making, Medicare and Medicaid, managed care, long term care insurance, living facilities, and financial planning. 3 credits

Prerequisite: LAWS100 or LAWS110

LAWS160**Wills, Trusts, and Estates**

Probate, Estate, and Fiduciary Code as amended and applied in Pennsylvania with emphasis on wills, trusts, administration of estate from death, through preparation and filing, to inheritance and estate tax return, accounting and distribution of assets. Adoption, living wills, durable powers of attorney, and appointment of guardians are covered. 3 credits

Prerequisite: LAWS100 or LAWS110

LAWS170**International Law****EXPERIMENTAL**

International Business law is designed to be a basic course covering the law of international trade, licensing and investment. Students will be exposed to international business and the basics of the practice and procedures involved in the buying and selling of goods in foreign countries, through the case study method. 3 credits

Prerequisite: LAWS100 or LAWS110

LAWS180

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

Prerequisite: LAWS100 or LAWS110

LAWS200

Paralegal Accounting and Taxation

EXPERIMENTAL

This course introduces principles, assumptions and concepts of financial accounting used by paralegals in the law office including payroll, income, and estate and trust taxation. It focuses on procedures and practices from the accounting cycle through financial statement presentation and court required accounting presentations. It presumes no previous accounting knowledge. 3 credits

Prerequisite: LAWS100 or LAWS110

LAWS210

Real Estate Law

Instruction in ownership, contractual limitations, property right protection, reality and personality fixtures; fee simple, life estates and remainder interests, tenancy, partnership and corporate 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

LAWS215

Advanced Real Estate Law and Conveyancing

EXPERIMENTAL

This course provides an in depth review and understanding of real estate related contracts and the drafting of such contracts and other documentation, including leases and condominium documents. Also reviews zoning matters, judgments and liens, mortgages and title insurance, and the roles of fiduciaries, brokers, and title agents. 3 credits

Prerequisite: LAWS210

LAWS220

Legal Research and Writing

Introduction to the tools used in legal research, including statutes, cases, treaties, encyclopedia, and computer search techniques. Students will be asked to research actual case type problems and prepare written memorandum of law. 3 credits

Prerequisite: either LAWS100 or LAWS110; and either COMP110 or OADM110

LAWS225

Advanced Legal Research and Writing

This course emphasizes the systematic study of electronic legal research and critical analysis of legal issues, location, and evaluation of appropriate legal authority and application of such authority to the resolution of hypothetical factual situations. Includes preparation of effective written persuasive presentations in acceptable legal format. 3 credits

Prerequisite: LAWS220 and either LAWS100 or LAWS110; or permission of the Department of Business Studies

LAWS230

Creditor, Debtor Rights and Remedies

A study of the major elements of debt collection, including customer fair debt collection practices, self-help repossessions, mortgage, mechanic's lien law with an emphasis given to federal bankruptcy. 3 credits

Prerequisite: LAWS100 or LAWS110

LAWS235

Bankruptcy

EXPERIMENTAL

An overview of the federal bankruptcy law, its purposes and procedures with special emphasis on asset liquidation, business reorganization, and individual income rehabilitation plans. The course will further explore the relationship of debtor, creditor, and trustee. 3 credits

Prerequisite: LAWS100 or LAWS110

LAWS240

Negligence and Personal Injury: Paralegal

An overview of personal injury and negligence law in Bucks, Montgomery, and Philadelphia Counties in which a paralegal will practice personal injury investigation, preparation of legal pleadings, preparation and analysis of discovery materials, and preparation for trial. Principals and practices of law office management will also be stressed. 3 credits

Prerequisite: LAWS140 and either LAWS100 or LAWS110

LAWS250

Commercial Law

An overview of the areas of law dealing with the commercial or business environment with special emphasis on the sale of personal property, commercial paper, and secured transactions. The course will deal with the principles and practices expressed in the Uniform Commercial Code relating to these areas. 3 credits

Prerequisite: 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.

Prerequisite: Students must satisfy all of the requirements listed, before the Co-op Coordinator will permit registration for this course. 3 credits

Successful completion of at least 15 credit hours in paralegal courses.

Completion of the Course LAWS100 (C or better)

Completion of the course LAWS220 (C or better)

To be eligible for the Co-op, students must have a grade point average of 2.5 before enrolling in Co-op.

In order to be eligible for Co-op, student must have completed at least 12 credit hours at Bucks and be registered in the Paralegal Studies Certificate or Degree programs. Students who have completed any of the course requirements at any colleges or 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.

Certificate students must have completed 15 credit hours of paralegal courses, including LAWS100 (C or better) or LAWS140 (C or better) and LAWS220 (C or better).

LAWS285

Paralegal Internship

EXPERIMENTAL

The student will gain practical work experience which may be a private or public law office, corporate or government legal department, or other appropriate law-related setting under the supervision of an attorney or experience paralegal in day-to-day, on-site office work. The course also includes internship seminar sessions. 3 credits

Prerequisite: Students must satisfy all the requirements listed, before registration for this course

Successful completion of at least fifteen (15) credit hours in paralegal courses.

Completion of LAWS220 (C or better).

Completion of LAWS140 (C or better).

Students to be eligible for the Co-op Intern Program must have a grade point average of 2.0 on a 4.0 scale at the time the student actually begins the course.

The Assistant Academic Dean, Business Studies, reserves the right to withdraw any student who fails to meet all the requirements listed.

In order to be eligible for the course, the student must have completed at least twelve (12) credit hours at Bucks County Community College before registering in LAWS285 and be registered in the Paralegal Studies Program. Students who have completed any of the course requirements at any colleges or university 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.



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

Performance Arts

COMT101

Introduction to Theatre

Students in this course read, watch, discuss, and analyze plays. Plays represent historic high points of theater. Students examine aesthetic concerns of audience, playwright, performers, director, and designers. 3 credits

COMT103

Introduction to Acting (formerly COMT110)

Students will experience a non-threatening introduction to basic acting techniques through improvisation, theatre games in pairs and groups, and beginning scenes. Exploration of interpersonal relationships and non-verbal body language are stressed. 3 credits

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

Practical experience in technical or administrative aspects of theatre is gained through participation in the department's major theatrical production during the semester. 1 credit

COMT151

Theatre Production II

Practical experience in technical or administrative aspects of theatre is gained through participation in the department's major theatrical production during the semester. 1 credit

COMT152

Theatre Production III

Practical experience in technical or administrative aspects of theatre is gained through participation in the department's major theatrical production during the semester. 1 credit

COMT162

Play Production I

The purpose of this course is to develop the student's critical appreciation of dramatic literature. As a performer or in a primary design/management position, the student is required to complete contractual duties and develop an understanding of their personal contribution to the success of a live public performance. 3 credits

COMT163

Play Production II

The purpose of this course is to further develop the student's critical appreciation of dramatic literature. As a performer or in a primary design/management position, the student is required to complete contractual duties and develop an understanding of their personal contribution to the success of a live public performance. 3 credits
Prerequisite: By interview/audition only

COMT203

Acting II (formerly COMT111)

Students will continue to train in emotional believability, character analysis, motivated blocking, conflict resolution, etc., through dramatic action in both written and improvised scenes and/ or monologues. 3 credits
Prerequisite: COMT103 (C or better) or Permission of Instructor Corequisite: COMT103 Introduction to Acting or Permission of Instructor

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)

COMT210

Acting III

Students begin to do scene study work. They analyze modern realistic plays and develop multi-leveled characterizations. The work is focused around the preparation and presentation of several scene projects. 3 credits
Prerequisite: COMT203 (C or better) or permission of the Department of the Arts

COMT211

Acting IV

Acting IV is a course in period acting styles. Students study stage conventions, movement style, and vocal technique for each period. They prepare scenes from Greek, Commedia Dell'Arte, Elizabethan, Restoration, and Early Modern periods. 3 credits
Prerequisite: COMT210 (C or better) or permission of the Department of the Arts

Philosophy

PHIL105

Reasoning and Thinking

A study of the classical topics in logic-induction, deduction, definition, and explanation. Examples and exercises from across the curriculum - from mathematics to literature to biology - help students apply logical principles to their course of study. The course is about thinking and how to think. 3 credits

PHIL111

Ethics

A critical examination of the foundations of ethical theory; contributions of eminent philosophers of ethics are evaluated. The source material used consists of analytic studies from great religious thinkers and philosophers. Students learn to begin to formulate an intellectual basis for their own ethical behavior. 3 credits

PHIL115

Philosophy of Religion East and West

The nature and meaning of religion in different cultures is investigated and the major ideas of different religions are studied. Exploration and analysis of psychological, sociological, and anthropological implications of mystical, legalistic, and secular forms of religion. 3 credits

PHIL125

Basic Problems of Philosophy

Investigation of enduring problems in the area of semantics, epistemology, religion, and ethical theory through presentation of philosophers influential in developing the major historic and contemporary positions. Nature of philosophical analysis and judgment emphasized. 3 credits

PHIL140

Existentialism

A study of an influential modern philosophical movement, including such philosophers and writers as Dostoevski, Kierkegaard, Nietzsche, Heidegger, Jaspers, Camus, Sartre, and Buber. Includes an analysis of the influence of this movement on contemporary deconstructionism and post modernism. 3 credits

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)



MARIANNE KEPLER ('83) returned to her alma mater to teach psychology and stress management.

"It's exciting to watch students realize that many of the physical and psychological symptoms that they experience are due to stress. Once they begin to learn and implement stress management techniques into their lifestyle, they report that this course completely changes their lives for the better... And that for me makes it all worthwhile!"

PHYS121 Physics I

A calculus-based course for engineering and science majors. Topics include Newtonian mechanics of particles and rigid bodies, gravity, mechanical vibrations, and thermal physics. Elements of modern physics are integrated into the curriculum. 4 credits

Prerequisite: MATH140 (C or better)

PHYS122 Physics II

A continuation of Physics I. Topics include electricity, magnetism, electromagnetic waves, geometrical and physical optics. Elements of modern physics are integrated into the curriculum. 4 credits

Prerequisite: PHYS121 (C or better)

PHYS201 Solid State Electronic Devices

The purpose of this course is to help students grasp the terminology, concepts, processes, products, and equipment commonly used in the manufacturing and application of solid-state electronic devices. 3 credits

Prerequisite: CHEM101 (C or better) and PHYS106 (C or better)

PHYS202 Nanofab Statistics and Technology

This course will connect the educational experience at the community college with the nanofabrication capstone semester at Penn State University. Topics covered will be an overview of semiconductor manufacturing, careers in nanofabrication, and current and proposed applications of nanofabrication and the basic concepts of statistics in process control. 2 credits

PHYS222 Mechanics I (Statics)

Develops vector algebra for application to problems involving force systems, equilibrium, and structures in two and three dimensions. Applies methods of calculus to problems involving centroids, fluid statics, cables, beams (external and internal effects), friction, and virtual work. 3 credits

Prerequisite: PHYS121 (C or better) and MATH141 (C or better)

PHYS223 Mechanics II (Dynamics)

A continuation of Mechanics I. Development of a thorough understanding and working knowledge of vector calculus, which is then applied to problems in the following areas: second moments, particle kinematics and dynamics, rigid body kinematics and dynamics, and work-energy concepts. 3 credits

Prerequisite: PHYS222 (C or better)

Political Science

POLI101 Political Internship

A hands-on opportunity to work in a legislative office thereby augmenting the political science classroom learning experience. Interaction with constituents and those in public office will heighten student understanding of the political process and the relationship of citizen and government. 3 credits

POLI111 American National Government

An examination of the workings of American government at the national level. A consideration of who gets what, when, how, and why. An introduction to effective citizenship, suitable for all students. 3 credits

POLI112 American Political Issues

An analysis of government policies, examining various approaches to welfare, the economy, urban affairs, race relations, national defense, and foreign policy. 3 credits

POLI120 American State and Local Government

The problems, structure and major functions of government at the state and local levels. Emphasis is on the political processes in the suburban, urban, and state political systems. 3 credits

POLI130 Introduction to Political Science

An introduction to what we know about government and politics, emphasizing the techniques by which we have come to know what we know. Intended for students planning to major in social science and other serious students of government and politics. 3 credits

POLI212 International Relations

The study of international relations. An introduction to geopolitics, emphasis on diplomacy, crisis solving techniques, ideology, nationalism, and international problem solving. 3 credits

Psychology

PSYC100 Psychology of Personal Awareness

This course seeks to increase personal growth through a study of healthy personality. Students examine definitions of healthy personality, the historical views of adjustment, biological and historical views of adjustment, biological and social factors in adjustment, theories of personality, ego-adjustment mechanisms, assertiveness training, and various methods of achieving a healthy adjustment to societal and individual stresses. 3 credits

PSYC105 Introduction to Group Dynamics

This course focuses on the communication behavior of individuals within group structures in both therapeutic and task formats. Didactic and experiential techniques are used to explore the stages of group development and life, decision-making techniques, norms, structures, leadership, authority, membership, and the intra-and inter-personal 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

PSYC120 Human Sexuality

This course seeks to foster healthy attitudes toward sexuality by providing knowledge and having discussions about the formation of sexual attitudes and myths, the physiology of human sexual systems, psychological aspects of sex roles, love and human sexuality, sexual minorities, and the legal aspects of sexuality. 3 credits

PSYC125 Stress Management

This course emphasizes the development of self-regulation skills and the sharpening of time management skills. The stress management approaches include cognitive, meditative, and biofeedback aided strategies. 3 credits

PSYC130 Psychology Applied to Business

This course focuses on the application of psychological principles and research methods to the study of human behavior in various environmental settings, such as business, industry, and government. 3 credits

PSYC160

Addiction and Substance Abuse

Analyzes the development, intervention, and treatment of drug abuse, alcoholism and codependency. Family dysfunction and its results are examined, as well as specialized techniques in counseling. Various intervention strategies are discussed. 3 credits

Prerequisite: PSYC100 (C or better) or PSYC110 (C or better)

PSYC180

Human Growth and Development

A survey of development and growth from conception through adolescence. The physical, emotional, intellectual, and social processes of maturation are examined. Emphasis is on the adjustment of the individual to his or her peer group, social institutions, the community, and the home. 3 credits

Prerequisite: PSYC110 (C or better)

PSYC181

Developmental Psychology - Life Span

The intellectual, emotional, social, and physiological development of the human being. Development will be studied from preconception through adulthood and aging. 3 credits

Prerequisite: PSYC110 (C or better)

PSYC185

The Psychology of Adulthood and Aging

Examines developmental and psychological needs of the young, middle-aged, and older adults. The developmental tasks encountered during these stages, such as deciding on a career, choice of marital states, life management, and adjusting to a decline in physical ability, are studied in the light of current research and theory. 3 credits

Prerequisite: PSYC110 (C or better)

PSYC190

Educational Psychology

A study of the nature of the learning process and application of the principles of psychology to the problems of learning and teaching. Individual differences, special problems of learning, and evaluative techniques are among the classroom topics covered. Field experiences are provided to acquaint students with an authentic teaching-learning environment. 3 credits

Prerequisite: PSYC110 (C or better)

PSYC200

Social Psychology

This course emphasizes those findings and theories of psychology which aid in the understanding of socially significant behavior. Areas of psychology are emphasized to the extent that they contribute to an understanding of human behavior on a social level. 3 credits

Prerequisite: PSYC110 (C or better)

PSYC215

Introductory Psychological Statistics

This course includes studies and exercises within the following areas: scales, graphic representations, central tendency and variability, probability, the normal distribution and standard scores, correlation techniques, hypothesis testing, basic nonparametric techniques, analysis of variance and covariance, and elementary experimental design. This course includes a 2 hour weekly computer lab time. 4 credits

Prerequisite: PSYC110 (C or better) and MATH115 (C or better)

PSYC270

Experimental Psychology

This course introduces the student to the basic principles of experimental design through a description of experimental investigations in various subject areas, such as perception, learning, memory, and social psychology. It also focuses on the skill of scientific report writing and includes scheduled laboratory experiences. 4 credits

Prerequisite: PSYC110 (C or better)
Corequisite: PSYC215

PSYC280

Psychology of Abnormal Behavior

This course presents a summary of the field of abnormal behavior. It analyzes current theories which attempt to explain the development of personality and the cause of mental illness. Also discussed are diagnostic and therapeutic procedures and the techniques currently used. 3 credits

Prerequisite: PSYC110 (C or better)

Public Safety

PUBS101

Introduction to Emergency Management/ Public Safety

The needs for an emergency management system and the importance of an integrated approach to managing emergencies and providing for the safety of the public are examined. During the course, participants are exposed to the four basic concepts of emergency management: mitigation, preparedness, response, and recovery. 3 credits

PUBS102

Hazardous Materials Management and Environmental Protection

This course will provide an overview of the Occupational Safety and Health Administrations/HAZWOPER and Hazard Communication Standards and the Environmental Protection Agency's Regulations governing hazardous materials. The course will examine the administrative roles at a hazardous materials incident as they relate to personnel management, decision-making, and hazardous materials. 3 credits

PUBS103

Emergency Services Human Resources Management

This course will examine the laws governing emergency services providers related to compensation, overtime, discipline, hiring practices, and human behavior observations. Other topics will include cultural differences, intimidation, and human reaction to authority. Students will be introduced to Employee Assistance Programs and Critical Incident Stress. 3 credits

PUBS104

Crisis Management and Critical Incident Stress

This course will provide an effective foundation for leadership skills employed in a crisis or disaster situation. It will focus on the understanding of group behavior, psychological response to crisis, crisis communication, and conflict resolution. The underlying factors in the development and mitigation of critical incident stress will be explored. 3 credits

Prerequisite: PUBS101 (C or better)

PUBS105

Emergency Services Fiscal Administration

This course will examine the techniques and operations of fiscal administration in the public sector, specifically public funding, spending, budgeting, risk management, and grant writing. Students will complete a budget based on an estimation of costs of resources and services, as well as develop budget scenarios. 3 credits

PUBS106

Collateral Hazard Planning and Hazard Vulnerability Assessment

This course focuses on the collateral hazards associated with a disaster or emergency incident. Topics will include planning, mitigation, response and recovery model of emergency management. All plans will be based on a hazard vulnerability assessment. Emphasis will be placed on pre-planning in targeted industries. 3 credits

Prerequisite: PUBS102 (C or better)

PUBS107

Emergency Management Exercise/ Design and Disaster Recovery

This course prepares a student to design, plan, conduct, and evaluate exercises to determine community preparedness. Critical issues examined in this course will include: coordination, business recovery, damage assessment, hazard vulnerability analysis, risk management and agency interaction. 3 credits

Prerequisite: PUBS106 (C or better)

PUBS108

Leadership and Influence in Emergency Response

This course will provide students with an overview of the theory and concepts of leadership and leadership development. The course will examine leadership as it influences an emergency services organization and the various approaches those in leadership positions will take. Topics will include chain of command, incident command, and the management of personnel. 3 credits

Prerequisite: PUBS101 (C or better)

PUBS109

Seminar in Emergency Management and Public Safety

This course provides a student the opportunity to pursue in-depth study in an area of emergency management or public safety utilizing the skills developed in prior coursework. The topic for study may include current issues or other substantive matters of interest and importance in this field of study. 3 credits

Reading

READ090

Developmental Reading

This introductory course prepares students to read college level material. Course includes comprehension strategies, such as identifying a main idea, using supporting details, recognizing patterns of organization and inference, and expanding vocabulary skills. College study strategies are introduced. This is the first class in a sequence of two reading courses. 3 credits

Prerequisite: Reading Placement Test Level 1 or permission of the Department of Language and Literature

READ110

College Reading and Study Skills

This course focuses on the reading and learning skills needed to succeed in college. Topics include: Improving comprehension, developing reading flexibility, developing vocabulary, mastering text books, taking notes, managing time, taking tests, setting academic goals, and assessing self-images. Tutoring, counseling, and computer learning assistance are provided. 3 credits

Prerequisite: Reading Placement Test Level 2 or permission of the Department of Language and Literature

“Starting with four faculty members in 1965, the social and behavioral science faculty now numbers over 100.”

**John Petito,
Assistant Academic Dean,
Social & Behavioral
Sciences Department**

READ115

College Success Seminar

This course helps students identify, acquire, and adapt the skills necessary for academic and personal success. Emphasis is on self-assessment, self-management, goal-directed behavior, effective study strategies, and relevant information concerning college resources. The course includes intensive, individualized advising. The focus of instruction varies based on the specific population enrolled. 1 credit

Real Estate

REAL101

Real Estate Fundamentals

Real Estate Fundamentals is a basic course in the practice of real estate in Pennsylvania. Emphasis is on the fundamental principles and concepts of realty property rights and the practices, methods, and laws governing the conveyance of these rights. This course qualifies for the Pennsylvania Real Estate Salesperson examination. 2 credits

REAL102

Real Estate Practice

The course is designed to acquaint the student with the basic techniques, procedures, regulations, and ethics involved in a real estate transaction along with a working knowledge of the necessary forms and documents. This course qualifies for the Pennsylvania Real Estate Salesperson examination. 2 credits

Prerequisite: REAL101

REAL104

Real Estate Licensing Prep Course EXPERIMENTAL

A course designed for students who have completed the educational requirements for real estate licensing in Pennsylvania, and who are preparing to take or re-take the state licensing exam. The course will emphasize strategies that lead to passing the exam, including practical test taking, question analysis, and practice.

1 credit

Prerequisite: REAL101 and REAL102; or evidence of successful completion of comparable course presented 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

LAWS210

Real Estate Law

Instruction in ownership, contractual limitations, property right protection, reality and personality fixtures; fee simple, life estates and remainder interests, tenancy, partnership and corporate 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

LAWS215

Advanced Real Estate Law and Conveyancing EXPERIMENTAL

This course provides an in depth review and understanding of real estate related contracts and the drafting of such contracts and other documentation, including leases and condominium documents. Also reviews zoning matters, judgments and liens, mortgages and title insurance, and the roles of fiduciaries, brokers, and title agents. 3 credits

Prerequisite: LAWS210

Science

SCIE101

Physical Science

An introduction to the phenomena of motion, force, energy, matter, sound, electricity, magnetism, and light. Emphasis placed on studying nature's basic laws and how they govern human experience. 3 credits

Reading Placement test score of 42 or higher or Level 3, or READ110 (C or better); Math Placement test score of 5 or higher, or MATH095 (C or better).

SCIE102

Astronomy

A survey of our knowledge of the structure, formation and evolution of Earth, the solar system, the stars, and the galaxies. The course will focus on the logical development of ideas and concepts within the framework of science. 3 credits

Reading Placement test score of 42 or higher or 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

Reading Placement test score of 42 or higher or 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

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
Prerequisite: SSWK110 (C or better) or permission of the Department of Social and Behavioral Science

SSWK130

Ethical Issues in Addiction Treatment/CAC

This course presents the Certified Counselor's Code of Ethics, as well as the Code of Ethics affirmed by other clinicians in the Social Services field. Students will learn about clients' rights, confidentiality, legal responsibilities, and other aspects of ethical conduct. 2 credits

SSWK140

HIV/AIDS and Addiction/CAC

This course is geared to those who work with people at high risk of becoming HIV+. Participants acquire valuable skills and information for initiating and enhancing HIV disease prevention work with adolescents and adults. New skills are practiced in small group role plays. 2 credits

SSWK150

Introduction to Family Dynamics in Addiction/CAC

This is an introductory course designed to familiarize the student with the basic concepts of family dynamics in relation to addiction. Intergenerational patterns of addiction in the family will be explored. In addition, other issues to be addressed will include: patterns of functioning, prescribed roles of individual family members, and how the system operates internally and externally with other institutions, such as the community, school, employers, etc. 2 credits

SSWK165

High-Risk Youth EXPERIMENTAL

This course focuses on the high-risk youth and adolescent populations. Core issues dealt with are defining high-risk youth and behaviors, identification of precipitating factors: individual, family, psychosocial, and developmental. Behaviors will be examined, as will interventions, treatment issues, treatment planning available resources, and ancillary services. 2 credits

SSWK171

Sexual Orientations - LGBT Issues in Counseling/CAC

This course will present information relating to the development and experiences of sexual orientation with an emphasis on sexual minority populations. It will include information on the continuum of sexual orientation development. The focus will be on myths, realities, homophobia, and sensitive intervention techniques of sexual minorities. 2 credits

SSWK211

Struggles with Intimacy/Co-Dependency/CAC

This course will cover the basic definitions of co-dependency, an overview of the individual characteristics and the systems affected. Students will have the opportunity to understand formal treatment modalities and informal self-help resources, as well as issues related to gender, minorities, age, and profession. 2 credits

SSWK215

Loss and Grief EXPERIMENTAL

This course will give students an opportunity to gain an understanding of the multiple losses individuals experience during their life, including loss of health, divorce, death, and grief. Students will explore coping skills, empathic behavior, and styles of mourning with respect to one's individual needs and cultural differences. 3 credits

SSWK230

Intervention Strategies/CAC

Being proactive in response to alcohol and drug abuse is the focus of this course. Students will learn to define intervention, identify key steps, and become aware of the legal and ethical issues relevant to interventions. 3 credits

SSWK235

Multi-Cultural Issues in Counseling

Issues of cultural diversity surround all individuals in modern society. This course will strive to enhance the multicultural sensitivity necessary for cultural competency in all counseling including addiction counseling. Both didactic and experiential methods will be included. The course will emphasize a positive focus on human diversity within the context of clients, professionals, and other key influences in our complex society. 2 credits

SSWK250

Family Therapy with Addicted Families/CAC

This course will examine in depth the historical perspective of family therapy with addicted families. Several models of family therapy will be discussed and the use of genograms as an effective tool for developing strategies for treating addicted families. 2 credits

SSWK255

Drugs, Alcohol, Violence, and Crime

This course is designed to explore the relationship of crime and violence to alcohol and narcotics use. Characteristics of individuals likely to use illicit drugs will be examined in the conflict between individual freedom and society's desire to control drug use, as well as facts and myths regarding the role alcohol and other drugs play in violent behavior. Strategies to combat the growing problem will be identified. 2 credits

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 human culture and its role in the determination of man's behavior. The relationship of kinship, political structure, economics, and religious institutions within a variety of cultural systems will be considered. 3 credits

SOCI130

Contemporary Social Problems

A systematic study of changing American social problems and controversies. Selected topics such as poverty, crime, drug abuse, problems of the family, problems of the aged, changing sex roles, and the abortion debate are examined. 3 credits

SOCI140

Peoples of America

The sociological and historical study of ethnic, racial, and religious minorities in the United States. Attention is given to past and present status of these groups as it relates to an understanding of intergroup dynamics in today's society. 3 credits



DONNA A. WOOLLEY ('80), shown here with her pen-and-ink drawing of Tyler Hall, went directly from earning her AA in fine arts to working as a commercial and noncommercial artist. Her art has been published in ads in *The Wall Street Journal* and several magazines, while her drawings are sold on sets of note cards and prints available at museums and historic sites throughout Bucks County.

"Bucks far exceeded my expectations of a college. My experience was very fulfilling. The teachers really gave me the confidence to go out there and pursue my goals, not just in the art area, but in English, psychology, and sociology. They really prepared me for the workforce."

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

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.

VAF100

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

VAF101

2-D Design Fundamentals

Students will learn abstract and representational two-dimensional design concepts. Projects will emphasize creativity, conceptualization, problem solving, skill building, expression, execution, teamwork, research techniques and presentation. Black, white, and gray media will serve as the basis for learning the vocabulary, concepts, and principles of two-dimensional design. 3 credits

VAF102

3-D Design Fundamentals

This foundation course covers the elements and principles of three-dimensional form in space and lays the groundwork for future 3-D courses. The materials employed will introduce basic technical skills, and a conceptual approach will be emphasized. The relationship between two- and three-dimensional thinking will be stressed. 3 credits

VAF103

Drawing Composition

This course will analyze the systems of perspective, spatial illusions, flat planes, and composition to examine the elements of the structural arrangements of form and space. The approach of both Western and non-Western cultures will be appraised. Students will practice appropriate drawing techniques and work with various media. 3 credits
Prerequisite: VAF100 (C or better) or permission of the Department of the Arts

VAF104

2-D Design Color

Students learn basic color concepts including theory, perception, chromatic relationships, phenomena, terminology, physics, psychology and harmony. Projects will emphasize perception, creativity, conceptualization, problem solving, skill building, expression, execution, teamwork, research techniques and presentation. Work in paper and pigment will serve as the basis for learning the principles of color. 3 credits

Prerequisite: VAF101 (C or better)

VAF105

3-D Design Materials/Modeling

This course combines the study and examination of process-based forms and figurative based-forms. Students will be introduced to drawing and modeling the human body. Students will also be introduced to various tools, materials, and techniques in the application of design to tactile forms in space. 3 credits

Prerequisite: VAF102 (C or better)

VAF201

Portfolio Seminar

Students will learn how to move from the role of the student artist to that of the professional. Students will develop their portfolio and present their work. They will explore some business aspects of the art world and understand the standards of work expected by 4- and 5-year transfer institutions. 3 credits

Prerequisite: Successful completion of 30 credits of coursework in declared Visual Arts major or permission of the Department of the Arts

Art History

VAF191

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

VAF192

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

VAF193

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

VAF194

American Art History

This survey course covers the history of American painting, sculpture, architecture, photography, and other significant arts and crafts from the settlement period to the present. Students will gain a formal understanding of American art. Students will also examine American art from cultural, social, and economic perspectives. 3 credits

VAF195

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
Ceramics

Studio art supplies can be expensive. Lab fees may be required.

Ceramics

VAF181

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

VAF282

Ceramics II

Emphasis is placed on developing a consistent body of work stressing wheel work and hand building.

Laboratory and practical study of clays and glazes are explored. Slide presentations, lecture, and demonstrations expose students to the history of world ceramics and current techniques used by today's ceramic artists and industry. 3 credits

Prerequisite: VAF181 (C or better)

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

The student will integrate and review the drawing experiences of the previous drawing classes. The figure will be expressed within complex situations dealing with spatial concepts and composition through extended problems. These exercises will encompass relationships to interior spaces, landscape, and still life situations. 3 credits

Prerequisite: VAF100 (C or better) and VAF103 (C or better) and 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

Glassblowing 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, 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)

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.

VAGD100

Introduction to Desktop Publishing

This course provides training in fundamental use of a digital layout program. Students explore basic graphic design elements and principles to develop page architecture. Students also learn basic image gathering and management techniques. This course will prepare students for taking more advanced desktop publishing and graphic design courses. 3 credits

VAGD101

Layout and Typography

Course provides a foundation in typography and layout for advertising, editorial design, marketing, and other publication materials. Students will work with traditional methods and current software applications to develop page layout and design skills through a series of projects. 3 credits

VAGD102

Illustration - Drawing and Digital

This course introduces drawing strategies, concepts, and specialized illustration techniques used by designers and illustrators. Students will create illustrations in both traditional and digital formats. Emphasis is on realistic modeling approaches and rendering skills, as well as expressive and historical perspectives that an illustrator-designer must have. 3 credits

Prerequisite: VAMM100 (C or better) or VAF100 (C or better) or the permission of the Department of the Arts

VAGD200

Visual Literacy

This course focuses on developing working methods and strategies for producing effective design solutions. The course introduces formal and practical design concepts, skills, and applications necessary to work in the field of graphic design. Visualization of ideas, rendering techniques, design principles, typography, and contemporary graphic design processes will be explored. 3 credits

Prerequisite: VAMM100 (C or better)

VAGD201

Graphic Design

This course expands upon the fundamental concepts and principles of visual literacy. Students explore and develop illustrations and layouts associated with advertising, editorial, and marketing projects. The techniques, skills, and procedures used in graphic design are taught with a view toward professional development. Students work from concept to finished artwork. 3 credits

Prerequisite: VAGD200 (C or better)

VAGD202

Digital Pre-Press and Production Technologies

This course provides an overview of pre-press file preparation and direct output to commercially printed materials. The technical skills required to prepare files for 1-color, 2-color, and process printing are covered.

Computer-to-plate technology, die cuts, proofing systems, paper, binding methods, and commercial printers are investigated. 3 credits

Prerequisite: VAMM100 (C or better) and VAGD100 (C or better) or permission of the Department of the Arts

VAGD203

Desktop Publishing II

Students continue to strengthen their aesthetic and problem solving skills. They explore color, typography, and advanced layout methods in depth, while enhancing the professional skills and proficiency needed in graphic design. Students also learn how to integrate multiple software programs to develop a more professional, visual cohesiveness in their work. 3 credits

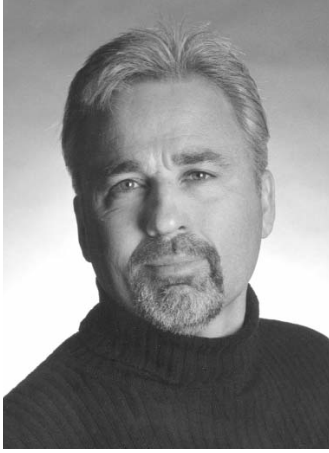
Prerequisite: VAMM100 (C or better) and VAGD100 (C or better) or permission of the Department of the Arts

VAGD204

Publication Design

Students study concepts and formats used in the design and production of print publications. Working in a computer environment, students focus on a unique design solution for a particular consumer, trade, or corporate publication. Emphasis is on management and system operations used in the design and production of extended publications. 3 credits

Prerequisite: VAMM100 (C or better) and VAGD100 (C or better) or permission of the Department of the Arts



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

Jewelry

VAFA107 Introduction to Jewelry and Metalsmithing

Students are introduced to the basic techniques necessary for the design and fabrication of jewelry and small three-dimensional metal forms. This course is the foundation for further exploration into jewelry design and metalsmithing as a vehicle for self-expression. 3 credits

VAFA108 Jewelry II

This course will emphasize the refinement of technical skills necessary to fabricate complex design concepts. Students will be encouraged to explore various methods and materials which will be incorporated into the design and construction of several major works. 3 credits

Prerequisite: VAFA107 (C or better)

VAFA109 Jewelry/Lost Wax

This course will introduce the ancient art of metal casting and its contemporary application to the production of fine jewelry or small sculptural objects. 3 credits

Prerequisite: VAFA107 (C or better)

Painting

VAFA171 Introduction to Painting

This course introduces and explores various problems in painting often seen in the work of beginners, but also students with some experience. The medium is determined by the instructor. Students will paint from models, still life, landscape, and imagination. The student's individual point of view will be an emphasis. 3 credits

Prerequisite: VAFA100 is recommended, but not required

VAFA271 Painting II

This course is a continuation of Introduction to Painting. The student will work from the traditional subject matter with the emphasis upon development of individual concepts and imaginative statements. Students will develop aesthetic values and quantitative judgment in terms of creative painting and critical appraisal of any art work. 3 credits

Prerequisite: VAFA171 (C or better)

Photography

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.

VAFA110 Digital Photography Fundamentals

Students will be introduced to digital-based photographic imagery. The course will examine the potential inherent in the methods, techniques, and applications of digital photography as a means of personal expression. Students will produce a digital portfolio of images for presentation on the web or on CD. 3 credits

VAFA151 Introduction to Photography

Students learn the basic photographic processes, from making an exposure to making a final print. Students will use the camera and darkroom techniques in black and white still photography to explore the visual world. The course is designed to treat photography as a medium of personal expression. 3 credits

VAFA157 Photo II

This course emphasizes the development of a critical eye and the use of photography as a form of self-expression and an artistic medium. Students are expected to have a working knowledge of the photographic process. Students will produce photographs as fine art and refine advanced technical and printing techniques. 3 credits

Prerequisite: VAFA151 (C or better)

VAFA210 Digital Photography II EXPERIMENTAL

Digital Photography II will continue to explore the potential of digital photographic imagery and will concentrate on advanced image editing methods. A central aim of the course will be creating a portfolio of high quality printed images. The course will additionally emphasize the use of photography as an artistic medium. 3 credits

Prerequisite: VAFA110 (C or better)
Corequisite: VAFA110

VAFA211 Studio and Lighting Fundamentals EXPERIMENTAL

This course will introduce students to the fundamentals of photographic lighting. Students will explore the use of tungsten, strobe, and daylight in an effort to further refine their photographic imagery. A central aim of the course will be the creation of a portfolio of high-quality, digital images. 3 credits

Prerequisite: VAFA110 (C or better) or VAFA151 (C or better) and VAMM100 (C or better)

VAFA257 Large Format Photography

This course introduces students to the operation of view cameras in formats from 4x5. Students learn about lens selection, the use of camera swings and tilts, and processing procedures for sheet film. Students will also consider the work of many photographers who continue to work with cameras of this size. 3 credits

Prerequisite: VAFA157 (C or better)

Printmaking

Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAFA160 Introduction to Printmaking

Students explore a wide variety of printmaking processes including intaglio, relief, lithography, and serigraphy. Students focus on the comprehension of techniques and materials and their relationship to the printed image and visual concepts. 3 credits

VAFA161 Printmaking/Silkscreen

Students will experience screenprinting processes using water-based inks. They will explore a variety of techniques, including photo silkscreen, cut paper stencils, direct drawing techniques, color registration, and textile printing. Students will gain an understanding of these various techniques and will develop their individual imagery. 3 credits

VAFA165 Book Arts

Students will gain skills in and understanding of the processes involved in basic design of traditional and non-traditional book formats. 3 credits

VAF167

Papermaking

This course provides an introduction to both Western and Eastern hand-made papermaking processes through the exploration of a variety of fibers and techniques. Students will learn the basics of fiber preparation, papermaking history and terminology, sheet formation, stencil lamination, and pulp painting. 3 credits

VAF168

Papermaking/Pulp Painting EXPERIMENTAL

This class will explore image making in handmade paper. Students will develop images by using stencils to create layers of colored pulp. Topics covered include sheet formation, lamination, pigmentation, and a variety of pulp pouring and pulp painting techniques. 1 credit

VAF260

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: VAF160 (C or better)

VAF261

Printmaking III

This course provides advanced exploration of content introduced in the Printmaking II. Students develop personal imagery and build knowledge of printmaking processes and techniques. They examine print history and current trends in printmaking. A variety of media, including monoprinting, intaglio, relief printing, screenprinting, and lithographic processes, may be used. 3 credits

Prerequisite: VAF160 (C or better) and VAF260 (C or better)

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.

VAF141

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

VAF242

Sculpture II

Students develop an understanding of the aesthetics and vocabulary of sculpture by expressing their personal vision. They explore and determine the visual content of their work and increase their knowledge of sculpture history. Works are created through casting, fabricating, using mixed media, and/or may be developed for a specific site. 3 credits

Prerequisite: VAF141 (C or better)

VAF246

Sculpture/Foundry

This advanced course emphasizes foundry practices. Initial work is done in foundry wax or Styrofoam. Topics covered are procedures in ceramic shell or investment and burnout of wax preparatory to casting in metal. Basic foundry procedures are followed and studied. Finish and treatment of metal castings are also explored. 3 credits

Prerequisite: VAF141 (C or better) or VAF105 (C or better)

Web Design & Multimedia

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

VAMM100

Digital Imaging

This studio course presents in-depth PhotoShop and Illustrator techniques for image creation and manipulation. Peripherals, file formats, resolution requirements, media storage, and digital photo processing will be explored. Emphasis is on image-making methods used to create raster and vector graphics for print and for the web. 3 credits

VAMM110

Web and Interactive Design

This course is an introduction to the XHTML coding and techniques used to create websites. Students learn to design and develop interactive websites using both editors and hand coding skills. Project management and design skills will be introduced. The semester will culminate in the development of a website. 3 credits

Corequisite: VAMM100 or CISC110

VAMM120

Interface Design

The theoretical foundation needed to design user interfaces for digital projects will be established. Topics discussed will include human computer interaction, current trends, and basic methods for design, as well as project management techniques. Software will be used to create the menus and navigation systems needed. 3 credits

VAMM130

3-D Modeling Concepts

Three-dimensional concepts and design techniques will be presented through lecture and demonstration. The student through studio experience will use these concepts to design and create a digital 3-D environment. Software used in the course includes 3D Studio Max, Illustrator, and PhotoShop. 3 credits

Prerequisite: VAMM100 or CISC102 or equivalent knowledge with permission of the Department of the Arts or Corequisite: VAMM100 or CISC102 or equivalent knowledge with permission of the Department of the Arts

VAMM209

Multimedia Concepts I

Through lecture and studio work students will learn to create multimedia projects. Students will import or create video clips, sound bytes, still imagery, and copy to produce a digital multimedia project. Software, such as Flash, PhotoShop, Illustrator, Fireworks, and Avid Xpress will be used in this course. 3 credits

Prerequisite: VAMM100 (C or better) or CISC102 (C or better) or equivalent knowledge with permission of the Department of the Arts

VAMM210

Multimedia Concepts II

Through lecture, demonstration, and hands-on studio assignments, scripting concepts and techniques needed to enhance projects with interactive features will be taught. The course will provide students with the skills needed to develop an advanced interactive multimedia project. 3 credits

Prerequisite: VAMM209 (C or better) or equivalent knowledge with permission of the Department of the Arts

VAMM230

3-D Animation

Three-dimensional animation techniques will be presented through lecture and demonstration. In the studio, students will build on the concepts of 3-D modeling to expand their project to include motion scripting of fully mapped and lighted scenes. Software used in the course includes 3-D Studio Max, Illustrator, and PhotoShop. 3 credits

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

Woodworking

Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAFW100

Basic Woodworking

This elective course introduces the beginning student to the structural, functional, and sculptural properties of wood and to the traditional techniques used by professional cabinetmakers. Hand tool skills are emphasized and will be incorporated by means of practice projects and a finished piece of the student's design. 3 credits

VAFW101

Fine Woodworking I

This course represents a concentrated study of wood furniture construction and design. Carcass construction is emphasized. The student is expected to develop control over the material and skill in the use of hand tools in particular, as well as power tools. 6 credits

Corequisite: VAFW102 suggested

VAFW102

Design in Woodworking I

The purpose of this course is to familiarize the student with basic drawing techniques used in the conception, development, presentation, and execution of furniture design and to introduce design criteria, including function, form, structure, and balance. 3 credits

VAFW103

Fine Woodworking II

This course is a continuation of the development of furniture construction techniques and design skills begun in VAFW101. Frame construction is emphasized, and there is an increased use of power tools. Jigs and fixtures are introduced. 6 credits

Prerequisite: VAFW101 (C or better)

Corequisite: VAFW104 suggested

VAFW104

Design in Woodworking II

This course is intended to further the development of the woodworking student's design sense and to improve sketching, drafting, and rendering skills learned in VAFW102 (Design in Woodworking I). Particular focus will be on chair design. 3 credits

Prerequisite: Recommended VAFW102

VAFW133

Woodcarving - Furniture

Students will study the relationship of carving as it applies to furniture decoration and embellishment. Through the use of lectures/demonstrations and practical studio exercises, students will explore the areas of low to high relief, tool care, and basic design formats. 3 credits

VAFW134

Furniture Finishing

This will be a hands-on study of past and present finishing techniques used in the furniture industry. Classical and contemporary methods of surface care will be discussed and demonstrated. Particular emphasis will be on safety and environmental issues. 3 credits

VAFW135

Architectural Woodworking

This survey course focuses on the design, construction, and joinery requirements necessary in furniture and cabinet construction when man-made panels are employed. Also covered are built-in cabinetry and the concerns of fitting finished work into an existing space and modern KD (knock down) and 32-millimeter systems. 3 credits
Prerequisite: VAFW101 (C or better) or VAFW100 (C or better)

VAFW136

Bending and Veneering

The construction of design shapes will be explored from their historical beginnings and brought to today's technological level. This course will focus on the techniques of strip lamination, as well as steam bending to create curved shaped parts in furniture designs and wooden objects beyond sculpting. 3 credits

Prerequisite: VAFW101 (C or better) or VAFW100 (C or better)

VAFW137

Chair Construction

This comprehensive course will cover the structural, design, and historical basis of good seating devices. Students learn to develop designs and construct models and finished pieces, using classical and contemporary guidelines that satisfy client needs and reflect personal creativity. 3 credits

Prerequisite: either VAFW101 (C or better) or VAFW100 (C or better); and VAFW138 (C or better); VAFW104 (C or better) Recommended

VAFW138

Table Systems

This will be a survey course in the specialized woodworking area of table design and construction. All the classical and contemporary shapes and construction techniques will be explored in student exercises with particular emphasis on how structural demands impact on design. 3 credits

Prerequisite: Recommended: VAFW101 or VAFW100

VAFW139

Production Techniques

Students learn the process and skills required to successfully design and employ industry production techniques in small and large woodworking shops. Projects stress design solutions leading to greater efficiency, cost effectiveness, and safety while utilizing aesthetics, historical reference, and production traditions. 3 credits

Prerequisite: Recommended: VAFW101 or VAFW100

VAFW145

Conceptual Furniture

This course is for individuals who are interested in designing and making furniture that is more conceptually and less technically oriented. Functional furniture is the goal, but experimental ideas, construction, and finishes (including painted finishes) are the focus. 3 credits

Prerequisite: VAFW100 (C or better) or VAFW101 (C or better) or VAFW138 (C or better) or VAFW102 (C or better)

VAFW180

Woodturning

This course is an exploration of the historical and contemporary basics of lathe work. Both spindle (between center) and bowl (faceplate) will be explored. Students will learn how to care, sharpen, and use a variety of lathe tools. Students will design and make a variety of lathe-turned objects. 3 credits

VAFW181

Woodturning II

This course provides an in-depth exploration of lathe turning in the traditional, as well as the contemporary context. Multi-axis spindle turning, split turning, and turning in conjunction with processes off the lathe, including carving, shaping, surface ornamentation, and joinery will be explored. 3 credits

Prerequisite: VAFW180 (C or better)

VAFW190

History of American Furniture

This survey course provides a broad background in furniture history and related architecture style. As appropriate, furniture is analyzed in the context of craft, connoisseurship, socio-economics, regionalism, historical influences, pattern books, elements of style, and architecture. American furniture is emphasized, though connections to European and Eastern traditions are also demonstrated. 3 credits

VAFW280

Cooperative Education - Fine Woodworking

On-the-job experience coupled with observation occurs in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically. 3 credits

Prerequisite: Permission of the Department of the Arts and VAFW103 (C or better)

Women's Studies

WMST110

Introduction to Women's Studies
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

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



Admissions Policy

Any person may apply for admission to the College. Bucks County Community College admits as regular students only persons who have a high school diploma; have the recognized equivalent of a high school diploma; or are beyond the age of compulsory school attendance in the state in which the institution is physically located. Admission to some majors is limited by available facilities, the number of faculty, or other factors. The College may guide the enrollment of entering students in an effort to improve their opportunity to succeed in college. Admission for selected curricula is considered first for residents of Bucks County and then for residents of the Commonwealth of Pennsylvania.

Applying for Admission

Applicants for admission must submit an official Application for Admission and nonrefundable application fee of \$30 to the Office of Admissions, Records and Registration. *The \$30 application fee is waived for students who apply on-line.* Please visit www.bucks.edu to apply online. Students who are intending to receive financial aid, or who intend to pursue the Nursing (2035) major, must also have an official copy of their high school transcript or an official copy of their GED scores on file in the Office of Admissions. In order to be deemed official, the transcript must be sent directly to

the Office of Admissions from the issuing institution. A transcript marked “issued to student”, hand carried by student or third party, unsealed, or missing the Registrar’s signature or school seal, will be marked as unofficial. A transcript is considered final official when procedures for official transcripts have been followed and listed is a date graduated for high school and a degree conferred for college

It is important to note that Placement Testing is mandatory for all students who are planning to enroll at the College. Students must make application to the College prior to Placement Testing.

The results of the Placement Testing have no bearing on a student’s acceptance to the College; rather they are used for academic advising and program planning that will help to ensure student success.

Individuals qualifying for an exemption from Placement Testing must complete the Placement Testing Exemption Request Form which is available at the Office of Admissions and on the College’s website.

Application Deadline

Students should apply for admission as early as possible to ensure optimal course availability. The application deadlines for early registration are: May 1 for the Fall semester; November 1 for the Spring semester.

Applications are accepted on a rolling admissions basis.

Readmission

Students who seek readmission are encouraged to complete an application for admission if biographical information has changed. Students must fulfill all other admission requirements before readmission can be considered by the College.

Applicants with Previous College Experience

Applicants who attended other colleges may be considered for admission to the College. Applicants must fulfill the College’s admission requirements and provide an official transcript from each college attended. The transcript(s) must come directly from the applicant’s former college(s) and must be sent to the Office of Admissions.

High School Enrichment Program

The College allows select seniors from Bucks County high schools to enroll part-time during the day. This program expands educational opportunities and allows college credits to be earned before high school graduation. For acceptance into the program a student must submit an official copy of their transcript showing class rank in the top 40%, no final grade in high school below a “C” and they must also provide written approval from the high school.

Early Admissions for High School Students

The Early Admissions Program enables select high school seniors to attend the College on a full-time basis.

The College recognizes that certain high school students may benefit from beginning college study earlier than the traditional college entry date. For acceptance into the program, a student must submit an official copy of their transcript showing class rank in the top 20%, no final grade in high school below a “C” and they must also provide written approval from the high school.

Special Admissions

The Special Admissions Program allows select Bucks County high school juniors and seniors to enroll in one evening course per semester at the College. The program provides students the opportunity to enrich their full-time high school education with a college course. For acceptance into the program, a student must submit an official copy of their transcript showing no final grade in high school below a “C” and also provide written approval from the high school.

College Scholars Program

The College’s Scholars Program offers 11th and 12th grade Bucks County high school students the opportunity to take college-level courses in Liberal Arts. By earning credits now, students can get a head start on life after high school. Classes are held in participating high schools. Students can earn up to 15 undergraduate credits by graduation. These courses

are transferable to other colleges and universities. Pennsylvania's Dual Enrollment Program allows school districts to partner with eligible postsecondary partners to offer high school juniors and seniors, who show they are ready, the chance to earn college credit while completing their high school requirements. Contact the high school for additional information.

Disability Services

Students with disabilities who may be eligible for reasonable accommodations should request them through this office. Services can include interpreters, note takers, readers, library assistance, adaptive technology and testing modifications. Specialized tutoring may be available to those with learning disabilities. An appeal process exists through Disability Services (DS) for students to resolve conflicts regarding academic accommodations. Students are encouraged to view the policy on the DS website (www.Bucks.edu/disability/). Students are strongly urged to contact this office for information prior to registration by calling 215-968-8463 (V) or 215-504-8561 (TDD) or by contacting cooperm@bucks.edu.

Students who need special parking should contact The Office of Security and Safety, 215-968-8394.

International Student Applicants

Non-immigrant students, those requiring a Certificate of Eligibility (Form I-20), must complete or provide the following documentation:

- BCCC International Student Application, which includes the items below
- A non-refundable application processing fee (US \$30.)
- Certified and English translated academic records of secondary and any post secondary education.
- Official results of TOEFL (Test of English as a Foreign Language) if English is not your native language, if available.
- Affidavit of Financial Support and a bank statement and bank letter reflecting, in U.S. dollars, the funds available to the student.

- Affidavit of Sponsor Room and Board with deed or lease of the property
- Copies of passport and other immigration documents
- Other information as required for specific cases (see application for details)

In order to allow the time needed to process applications for students requiring an I-20, the Multicultural Student Services Office must receive application materials by the following deadlines:

July 1 - for the Fall semester

November 1 - for the Spring semester

April 15 - for Summer courses

Other non - U.S. citizens seeking admission to the College, including Resident Aliens, should follow the regular application process but must supply proof of immigration status.

Please contact the Multicultural Student Services Office for application materials and information or download the information from the College's website at www.bucks.edu/international/.

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

Senior Citizens

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.

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 (The Hub). If requested to prove residency or to establish residency in Bucks County, documentary evidence from disinterested persons is required.

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

- copy of a signed lease or proof purchase of a permanent independent residence
- payment of appropriate State and local taxes
- agreement on company letterhead for permanent full-time employment in the county

Ownership of property or a business in Bucks County while not actually residing in the county does not qualify a person to attend the College as a county resident.

A student's residence is determined at the time the student makes application for admission, readmission, or registration. If you are visiting or living with a relative who is not your parent or guardian, you are not considered a legal resident of Bucks County.

The College reserves the right to challenge a student's residence at any time if there is reason to suspect that the student's address is incorrect.

In order for a student to be classified or reclassified as a Bucks County resident for a particular semester, the classification or reclassification must be approved by the Office of Admissions, Records and Registration by the end of the third week of classes. Any questions concerning residency should be directed to the Assistant Dean, Enrollment Services, 215-968-8117.

Important Phone Numbers

Admissions
215-968-8100

Newtown Campus
215-968-8000

Lower Bucks Campus
215-781-3939

Upper Bucks Campus
267-685-4800

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.

Credit Student Enrollment Data (Fall 2007)

Headcount	10005
FTE's	7119
Full-time	46%
Part-time	54%
Technical/Vocational Students FTE	21%
Average class size	18
Male students	42%
Female students	58%
Minority students	11%
Median age	21
Day students	76%
Evening students	24%
Day FTE's	83%
Evening FTE's	17%

College Credit for High School Students

Bucks County Community College has developed articulation agreements with several area high schools:

- Bucks County Technical High School
- Eastern Center for Arts & Technology
- Middle Bucks Institute of Technology
- Northern Montgomery County Technical Career Center
- Upper Bucks County Area Vocational Technical High School
- Western Center for Technical Studies

Individuals who complete one of the following programs of study can earn a specified number of credits in related majors at BCCC:

- Accounting
- Automotive Collision Technology
- Automotive Technology
- Building Trades Technology
- Carpentry/Masonry Technology
- Cinema/Video
- Collision Repair Technology
- Commercial Arts
- Computer Programming
- Computer Technology
- Cosmetology
- Criminal Justice
- Diesel Technology
- Early Childhood Education
- Electrical Technology
- Emergency Management/Public Safety
- Fine Woodworking
- Fire Science
- Graphic Arts
- Graphic Design
- Hospitality
- HVAC/R Technology
- Multimedia
- National Occupational Competency Testing Institute (NOCTI)
- Networking Technology/Electronics
- Outdoor Power Equipment Technology
- Plumbing/Heating Technology
- Precision Machining Technology
- Public Safety
- Retail Management
- Welding Technology

In these areas, the course of study at the high school has been compared with the course of study at BCCC. Credit is granted for the mastery of common topics.

High school students in programs listed above should work through their instructors at the high school to pursue program articulation and should arrange to have their transcripts sent to the Office of Admissions, Records and Registration. The appropriate academic departments will evaluate these credits and will inform the Office of Admissions, Records and Registra-

tion which courses may be brought in for credit on the Bucks County Community College transcript.

Individuals who are pursuing (or have completed) a registered apprenticeship program can earn credits under the evaluation guidelines of the American Council on Education. This is accomplished by a detailed evaluation of the individual's training record.

Other area high school students and/or previous high school graduates may be interested in pursuing an Associate Degree in Occupational Studies.

If you have questions regarding the Occupational Studies Program, call the Department of Business Studies, 215-968-8227 or the Office of Academic and Curricular Services, 215-968-8212.

Advanced Placement

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

Applicants for credit for advanced placement should request the CEEB to send their test scores to the Assistant Dean, Enrollment Services. Students are notified of the action taken on advanced placement and credit. Questions should be directed to 215-968-8117.

Evaluation of Transfer Credits

To have credits from regionally accredited colleges and universities evaluated, students must provide an official transcript to the Office of Admissions, Records and Registration. Please note that the official transcript must be sent directly from the issuing institution. Students must also submit a Transcript Evaluation Request Form available on our website at www.bucks.edu/forms

Unofficial and/or "student copy" transcripts will not be accepted for credit transfer. However, they can be reviewed for possible placement testing waivers and/or an informal, unofficial evaluation. Please refer to page 131 for acceptable exemptions from placement testing.

Upon submission of a Transcript Evaluation Request form, all transcripts will be evaluated provided that:

1. The student possesses a student number (student numbers are assigned when initial application is made to the College)
2. The evaluation does not require further information (i.e. course descriptions, syllabi). If further information is needed, the student will be contacted by the Office of Admissions, Records, and Registration.

Once an evaluation is completed, the student will receive a Transfer Evaluation Report for each institution from which credits were able to transfer.

Evaluation of Military Experience

The College evaluates previous military experience in accordance with the recommendations of the American Council on Education (ACE) through the Guide in the Evaluation of Educational Experience in the Armed Forces. Veterans seeking credit for previous military experience must submit one of the following documents to the Director of Admissions who is located within the Office of Admissions, Records and Registration.

1. DD-295 Evaluation of Learning Experiences During Military Service.
2. Army/American Council on Education Registry Transcript (AARTS) or a Sailor Marine American Council on Education Registry Transcript (commonly referred to as a SMART transcript).
3. DD-214 Certificate of Release or Discharge from Active Duty.

Once an evaluation is completed, the student will receive a Transfer Evaluation Report that documents the credit granted for prior military experience.

Foreign College or University Experience

Credits will be accepted from a regionally accredited foreign college or university after a course-by-course evaluation is conducted by an approved Credential Evaluation Service. A list of acceptable services is available in the Office of Admissions and on the College's website.

Supplemental External Credits

External credits are credits earned outside of Bucks County Community College. Currently, the College accepts external credits from the following sources:

1. transfer credits from other regionally accredited colleges and universities.
2. military experience.
3. business related non-collegiate courses (ACE/PONSI approved).
4. advanced placement.

A maximum of 30 credits may be earned through these sources.

Please note: Credit will be granted only for courses that pertain to the student's program of study. Only courses with a grade of a C - or better will be considered, and for English courses, only a grade of C or better will be considered.

Supplemental Internal Credits

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

Prior Learning Assessment Program

www.bucks.edu/pla

BCCC students may apply to the Coordinator, Experiential Learning, (215-968-8161 OR 215-968-8195) to earn equivalent college credit toward their associate degrees for relevant college level knowledge acquired through non-academic or nontraditional means. Such knowledge must be verifiable. Credit is granted for courses that pertain specifically to students' programs of study.

Equivalent Bucks County Community College credit is not automatically accepted by transfer schools, and anyone planning to transfer should research this

matter in advance with the transfer school(s) concerned. The Coordinator, Experiential Learning helps students select the best method to demonstrate the college equivalency of their knowledge, and guides them through the process. Methods for earning equivalent BCCC Credit through Prior Learning Assessment:

1. Courses Taken at Work BCCC awards credit for certain employer, union, or professional association courses which have been evaluated and recommended for credit by the American Council on Education's (ACE) College Credit Recommendation Service, and by the University of the State of New York's National Program on Non-collegiate Sponsored Instruction (PONSI).

2. Credit through Testing A variety of examinations are used to demonstrate college level knowledge in particular subjects

(a) **CREX - Credit through BCCC Academic Departmental Examination**

BCCC students may challenge certain courses through departmental examinations, known as CREX exams. Students may not take a CREX exam for a course they are in or have had, except with permission of the department dean. For advice on preparing for these BCCC exams, students should contact the Assistant Academic Dean of the relevant BCCC department. For BCCC courses open to challenge by CREX exam see www.bucks.edu/catalog/crex.html.

(b) **CLEP The College-Level Examination Program**
www.bucks.edu/pla/totalclep.html

CLEP provides students the opportunity to demonstrate college-level knowledge through a program of nationally recognized exams sponsored by The College Board. CLEP examinations cover material taught in courses that most students take as requirements in the first two years of college. CLEP has a policy that candidates may not repeat a CLEP exam of the same title within six months. A grade of F earned in a class at BCCC, remains on the transcript and calculates into

the GPA even if credit for that course is later earned through a CLEP exam.

For BCCC courses open to challenge by CLEP exam see www.bucks.edu/catalog/crex.html

To confirm that the CLEP exam selected is the equivalent of the BCCC class for which equivalent credit is expected see www.bucks.edu/pla/clepequiv.html

CLEP study guides for each examination are available in the BCCC Library and College Bookstore. CLEP Application forms are available www.bucks.edu/pla/clepapp.pdf or at the BCCC Testing Center.

(c) **DANTES - Defense Activity for Non-Traditional Students Education Support Program**

The DANTES standardized subject tests were previously limited to the military. The program is now available to civilians. For BCCC courses open to challenge by Dantes exam see www.bucks.edu/catalog/crex.html.

DANTES fact sheets outlining the topics covered by each test, a list of sample questions, and other useful information is available www.getcollegecredit.com/04learners_a.html

DANTES Application forms are available www.bucks.edu/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.



Life experience may translate into college credits.

Have you taken advanced courses in high school?

Are you experienced in your field?

Consider taking a challenge exam.

Application forms are available at BCCC at the BCCC Testing Center or from Coordinator, Experiential Learning.

3. Credit through Licenses and Certificates

Various professional licenses, certificates and apprenticeship programs have been pre-assessed for equivalent BCCC credit. Examples of these are the ACT120 (Police Academy Basic Training), Fire Training School, Paramedic, EMT, Chef Apprentice, Machining Trades.

See www.bucks.edu/pla/certificates.html

Students who have earned one or more of the licenses or certificates listed on this website must submit copies of the license(s) or certificate(s) to the Coordinator, Experiential Learning. In addition, official transcripts from the awarding agency of the course(s) completed must be sent to the Coordinator, Experiential Learning, in order for equivalent credit to be awarded.

Students with Technical High School Certificates (such as NOCTI) may be eligible for BCCC equivalent credit. They should refer to the "How to" Guide for Technical High School Students and Guidance Counselors available at the Technical High Schools and from the Coordinator, Experiential Learning. See also information under the heading College Credit for Technical School Students on the previous page, and these webspaces and www.bucks.edu/pla/techhighschool.html

To have a non-credit course or certificate program reviewed for the potential of Bucks County Community College equivalent credit, a request for course or certificate program review should be submitted to the Coordinator, Experiential Learning (Tel: 215-968-8161. Fax: 215-968-8033) including supporting materials consisting of: BCCC Credit Equivalency Request Form available from Coordinator, Experiential Learning; the syllabus (or syllabi) of the course(s) or program including the learning outcomes or goals; a list of the references,

resources and learning materials used by students

4. Credit through Portfolio Assessment

www.bucks.edu/pla/methods.html

Portfolio assessment is open to currently enrolled students who wish to challenge a BCCC course by demonstrating and verifying college-level knowledge in the depth and breadth of the subject matter by preparing a portfolio according to certain predetermined guidelines. This option is usually available when no challenge examination exists.

Students interested in pursuing this method of earning equivalent BCCC College credit are required to make an appointment to discuss this with the Coordinator, Experiential Learning.

Affiliation with Thomas Edison State College (NJ)

Bucks County Community College is part of the Thomas Edison State College (TESC) Degree Pathways Program designed for graduates of Associate Degree programs. Out-of-state fees and tuition is waived for BCCC students transferring to TESC.

Options for maximizing transfer credits to a four-year degree include: traditional coursework, portfolio assessment, credit by examination, CLEP and DANTEs.

For information contact Coordinator, Experiential Learning at 215-968-8161.

Shared Majors

Bucks County Community College students may elect to take courses at Philadelphia, Montgomery or Delaware County Community Colleges under this plan. Students who elect to enroll at these community colleges must be authorized by the Assistant Dean, Enrollment Services and will pay the host college sponsored student rate for courses that they take at the host college.

Shared Program opportunities include:

Delaware
Automated Manufacturing Tech.

Philadelphia
Amer. Sign Language/Interpreter
Dental Assisting/Hygiene
Diagnostic Medical Imaging

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

Interested students should contact the Office of Admissions at the host college of the major they wish to pursue.

BCCC and Mercer County Community College Students can enroll in unique programs that are not offered at their home colleges for in-state tuition rates. For more information visit www.buck.edu/transfer.

Statewide Majors

Some programs are designed as Statewide Majors and are open to any resident of the Commonwealth of Pennsylvania.

The following is a list of majors offered at nearby community colleges. The offering college determines the tuition rate to be charged for out-of-county students. If you would like more information on a particular major, write to the college at which it is offered.

Bucks County Community College
275 Swamp Road
Newtown, PA 18940
• Fine Woodworking
• Historic Preservation

Delaware County Community College
Route 252 & Media Line Road
Media, PA 19063
• Facilities Management
• Insurance Claim Adjuster
• Total Quality Control

Harrisburg Area Community College
3300 Cameron Street Road
Harrisburg, PA 17110
• Auctioneering
• Pharmacy Technology

Lehigh Carbon Community College
2370 Main Street
Schnecksville, PA 18078
• Occupational Therapy Assistant
• Physical Therapist Assistant

Northampton Community College
3835 Green Pond Road
Bethlehem, PA 18017
• Funeral Services Management
• Interior Design
• Library Technician Assistant

BCCC Courses Open to Challenge by Examination

BCCC Course No.	BCCC Course Title	Credit Hours	Type of Exam	Min. Score	Course No.	Course Title	Credit Hours	Type of Exam	Min. Score
Department of the Arts · Hicks 123 · 215-968-8425					Department of Health, Physical Education & Nursing Gym 102 · 215-968-8451				
VAF100	Drawing Fundamentals	3	CREX		HLTH103	Life and Health	3	CREX	80
VAMM100	Digital Imaging	3	CREX		HLTH120	Nutrition	3	CREX	80
<i>* Examination requires performance or demonstration.</i>					NURS101	Nursing I	6	CREX*	
Department of Business Studies · Penn 401 · 215-968-8227					NURS102	Nursing II	6	CREX*	
ACCT103	Introductory Accounting	3	CREX		<i>* Available to students transferring from other nursing programs, and/or Licensed Practical Nurses. Challenge examination may be retaken only one time.</i>				
ACCT105	Principles of Accounting I	4	CLEP	50	Department of Language & Literature • Penn 101 • 215-968-8150				
HRIM110	Financial Management in Tourism & Hospitality	3	CREX		COMP110	English Composition I	3	CLEP	50
HRIM121	Advanced Food Preparation and Management	3	CREX		FREN110/111	Elementary French I and II	6	CLEP	50
MEDA120	Medical Terminology	3	CREX		FREN201/202	Intermediate French I and II	12	CLEP	65
MGMT130	Business Law (formerly LAWS130)	3	CLEP	50	GRMN110	Elementary German I	3	CLEP	50
MGMT100	Introduction to Business	3	DANTES	46	GRMN111	Elementary German II	3	CLEP	54
MGMT120	Business Mathematics	3	DANTES	48	GRMN201	Intermediate German I	3	CLEP	58
MGMT160	Risk and Insurance	3	DANTES	47	GRMN202	Intermediate German II	3	CLEP	63
MGMT230	Principles of Management	3	CLEP	50	JOUR276	Feature Writing*	3	CREX	
MKTG100	Principles of Marketing	3	CLEP	50	JOUR275	News Editing and Copyreading*	3	CREX	
OADM140	Keyboarding/Typewriting	3	CREX		LITR231	Survey of American Literature I	3	CREX	
OADM225	Microsoft Word - Beginning	3	CREX		LITR232	Survey of American Literature II	3	CREX	
Department of Mathematics, Science and Technology Founders 113 · 215-968-8305					SPAN110/111	Elementary Spanish I and II	6	CLEP	50
CISC100	Introduction to Computers	3	CREX		SPAN201/202	Intermediate Spanish I and II	12	CLEP	63
CISC105	DOS/PC Concepts	4	CREX		<i>*Examination requires performance or demonstration.</i>				
CISC110	Introduction to Information Systems	3	CREX		Department of Social & Behavioral Science Penn 301 • 215-968-8270				
CISC113	Visual Basic Programming I	3	CREX		ECON111	Principles of Economics: Macro	3	CLEP	50
CISC115	Computer Science I	4	CREX		ECON112	Principles of Economics: Micro	3	CLEP	50
CISC143	Essentials of Networking	3	CREX		HIST111	History of Western Civilization I	3	CLEP	50
MATH101	Mathematical Concepts I	3	CLEP	50	HIST112	History of Western Civilization II	3	CLEP	50
MATH102	Mathematical Concepts I	6	CLEP	65	HIST151	US History I	3	CLEP	50
MATH115	Elementary Statistics	3	CREX		HIST152	US History II	3	CLEP	50
MATH120	College Algebra	4	CLEP	50	HUMN111	Humanities I or II	3	CLEP	50
MATH122	Trigonometry and Analytic Geometry	3	CLEP	50	HUMN112	Humanities I and II	3	CLEP	65
MATH125	Pre-Calculus Mathematics	4	CLEP	50	POLI111	American National Government	3	CLEP	50
MATH140	Calculus I	4	CLEP	50	PSYC110	Introduction to Psychology	3	CLEP	50
MATH141	Calculus II	4	CLEP	65	PSYC180	Human Growth and Development	3	CLEP	50
					PSYC190	Educational Psychology	3	CLEP	50
					SOCI110	Principles of Sociology	3	CLEP	50

To find the CLEP Exam equivalencies, go to <http://bucks.edu/pla/clepequiv.html>

Tuition/Expenses

A Bucks County resident taking 12 credits pays about \$1,441 in tuition and fees a semester.

Once a student registers for classes, the student is liable for tuition and fees unless a written notice of withdrawal is submitted to Admissions before the term begins.

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 @ \$95 each credit =	\$1140
Activity Fee (12 or more credit hours)	12
Capital Fee (County Resident)	0
College Services Fee	25
Technology Support Fee (\$22 per credit hr)	264
Illustrative Total (per semester)	1444
Other Fees/Costs	
Return Check Fee	25
Deferred Payment 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.

Tuition and Fees per Semester*

Tuition/Fee	Bucks County Resident	Out-of-County Resident	Out-of-State Resident
per semester			
credit hour	\$95	\$190	\$285
Activity Fee			
1-6 credit hrs.	3	3	3
7-11 credit hrs.	6	6	6
12 or more credit hrs.	12	12	12
Capital Fee			
per semester			
credit hour	0	10	20
College Services Fee	25	25	25
Technology Support Fee			
per semester			
credit hour	22	22	22
*Fall 2008			

Students enrolled in the following courses will incur an expense of \$20 each:

VAFA 102, 105, 132, 133, 134, 135, 136, 137, 141, 165, 260, 261

Students enrolled in the following courses will incur an expense of \$25 each:

VAFA 168

Students enrolled in the following courses will incur an expense of \$40 each:

VAFA 109, 160

Students enrolled in the following courses will incur an expense of \$45 each:

VAFA 167

Students enrolled in the following courses will incur an expense of \$50 each:

VAFA 110, 151, 157, 161, 181, 210, 256, 257, 281

Students enrolled in the following courses will incur an expense of \$75 each:

VACV 145, 246, 247

Students enrolled in the following courses will incur an expense of \$100 each:

VAFA 210

Students enrolled in the following courses will incur an expense of \$150 each:

VAFA 147, 148, 246

Expenses for studio courses not listed will likely be comparable, and will be the responsibility of the individual student.

Tuition and Fees

Tuition

This is the basic charge for full-time and part-time students. Tuition costs for In-County residents are reasonable because they are subsidized by the Commonwealth of Pennsylvania and the County of Bucks. Tuition for Out-of-County and Out-of-State residents will vary due to the absence of this subsidy.

Activity Fee

This fee is assessed to all students, dependent upon the number of credits taken. It supports all student activities and organizations such as the campus newspaper and athletic events.

Capital Fee

This fee is assessed to out-of-county and out-of-state students as a contribution to the costs of land, buildings, and equipment furnished by the Commonwealth of Pennsylvania and the County of Bucks.

Application Fee

This one-time non-refundable application fee of \$30 for admission processing is required for all students admitted to the College. *This fee is waived for students who apply online.*

Nursing Fees

In addition to tuition and fees, the following are estimates of other expenses incurred by students in the nursing major: nursing fee, \$100/course (1st year), \$150/course (2nd year); student uniforms, \$160; laboratory fees

\$20/course both years; malpractice insurance \$15/course covered and billed by college both years; NCLEX-RN Assessment tests (required each semester). Application for NCLEX-RN examination, Permit-to-Practice, PA Licensure Examination, graduation nursing pin (price varies based on pin selected). Additionally, students will have various fees for achievement tests and conferences that they must attend. Fees listed are subject to change.

Graduation Fees

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

Credit by Examination for Nursing

This charge is assessed for each course for which a student wishes to test competency. The charge covers the cost of the special examination and grading of the examination. \$30 per course.

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. \$19 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. Official withdrawal or drop from courses during the published Add/Drop period of the term: 50 percent refund of tuition only.

There are no refunds after the published Add/Drop period of a term.

All Title IV aid recipients, who totally withdraw from classes at or before the 60% point in the semester, will have a calculation performed to determine the amount of unearned aid that must be returned. Based on the withdrawal date recorded in the Office of Admissions, Records and Registration, we determine how many calendar days a student has attended in the semester. We divide the calendar days attended by the calendar days in the semester to get the "percentage completed." Total disbursed aid is then multiplied by this percentage completed to determine "earned aid." If "earned aid" is less than disbursed aid, we must perform another calculation to determine how much of the "unearned aid" has to be returned by Bucks County Community College and how much has to be returned by the student. Once the amount of unearned aid that needs to be returned is determined, it must be returned to the Title IV aid programs in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans
- Federal PLUS Loans
- Federal PELL Grant Program
- FSEOG Program
- LEAP (if known Title IV)

Military Duty Tuition Refund

A student unable to complete any semester by virtue of being called to Military Reserve Duty, other than a training obligation scheduled prior to the beginning of the semester, shall be granted, at his/her option, a complete drop or complete withdrawal or an incomplete for all courses in that semester. A student dropping all courses will receive a 100% refund, including fees. A student withdrawing will receive no refund. A student electing incompletes will be expected to complete courses within the time frame and policy prescribed by college policy. A student receiving financial aid or veteran benefits may be required to elect a particular option in accord with established policies.

Tuition Refund Appeals

No refunds will be made after the first week of the semester (or equivalent during summer sessions or modular courses). However, students may appeal their refunds if extenuating circumstances prevented them from dropping from classes by the refund deadline. The deadline for submitting appeals to Admissions, Records and Registration is by the last day of the semester that the student is appealing.

Students may appeal their refunds (if extenuating circumstances occur) by submitting the appropriate appeal form to the Office of Admissions, Records and Registration.

Indebtedness to the College

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

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

Payments of Tuition and Fees

Students are expected to pay all tuition and fees due at the designated time(s) before classes begin each semester. Failure to pay or attend classes neither cancels registration nor reduces the amount due, and the student may be subject to additional processing charges. To have courses and charges removed, submit written and signed notification to the Admissions office by the deadline. Deadlines are published in the credit course brochure each semester.

Students may pay by cash, check, or credit card at the Student Accounts office, in The Hub, Pemberton Hall, during regular business hours, or at the Evening Programs office, Founders Hall Lobby, Monday through Thursday, 8:30 a.m. to 8:00 p.m.; Friday, 8:30 a.m. to 4:00 p.m.

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

Tuition Payment Plan

Students unable to pay the full amount of tuition and fees at time of registration may inquire about the College's Payment Plan Agreement Program. Under this program, students enrolling for at least six credits may be able to defer payment of 50% of their tuition charges and fees upon completion and approval of a payment plan agreement form. There is a \$25 charge for this service. The program does require payment of 50% of tuition and fees at time of registration. Payment Plans are not available for Intersession or Summer Semesters. For details, contact Student Accounts, 215-968-8039.

Tax Credits

Hope Scholarship

Students taking at least six credits in the first two years of college are eligible for the Hope Scholarship, a federal tax credit. A tax credit is subtracted from the amount of tax owed, unlike a tax deduction, which is subtracted from the amount of taxable income.

Under the Hope credit, a family may claim a tax credit of up to \$1,500 of tuition and fees for each eligible student for up to two tax years. That figure consists of 100% of the first \$1,000 of eligible expenses, and half of the next \$1,000, for a maximum tax credit of \$1,500 per student. The amount of the credit is affected by income, and the amount of scholarships, grants and untaxed income used to pay tuition and fees.

Lifetime Learning

For those beyond the first two years of college, or taking classes part-time to improve or upgrade their job skills, the family will receive a 20% tax credit for first \$5,000 of tuition and fees through 2002, and for the first \$10,000 thereafter. The credit is available for net tuition and fees (less grant aid) on a per-taxpayer (family) basis. Like the Hope tax credit, higher-income families are not eligible.

For specific information, consult a tax advisor or visit www.irs.gov/publications/p970

Financial Aid

Financial aid is any grant, scholarship, loan or employment opportunity with the express purpose of helping a student meet educationally-related expenses while attending college. During the 2006-2007 academic year, approximately 2441 students received some form of financial aid. The total amount of financial aid received by these students exceeded \$ 9.2 million.

Financial Aid Office

The Financial Aid Office is located in the Pemberton Hall, The Hub. Office hours are 8:00 a.m. to 4:30 p.m. Monday through Thursday and Friday 8:00 a.m. to 4:00 p.m. during the fall and spring semesters. The Office is also open in the evening during the first week of classes.

Dean's Academic Scholarships

A limited number of Dean's Academic Scholarships is awarded annually for the fall semester only to students meeting nomination and selection criteria. Information about the award is available in the offices of Admissions, Records, and Registration, Financial Aid, and the Dean of Academic Affairs. The application deadline is May 1st.

Application Deadlines

Financial Aid Applications are accepted at any time during the year, with preference given to applications received by May 1st for students entering in the fall semester and by November 1st for new students entering for the spring semester.

Applications received after these dates will be considered Late Applications and will be reviewed after all on-time applications have received consideration. Late awards are dependent upon available funds.

Assuming that you apply by the above dates, properly complete the application, and we need no

additional information or verification, you will be notified of your eligibility status prior to the start of the semester(s). If verification is required, additional information may be requested including a verification form and tax returns. The student must comply with verification requirements before any financial aid is processed. If corrections are required as a result of verification, the Financial Aid Office can make changes to a student's federal methodology electronically. If changes are made electronically, the Financial Aid Office will receive the corrected electronic ISIR.

Application Forms

Students applying for financial aid MUST complete:

- a Free Application for Federal Student Aid (FAFSA).
- Bucks County Community College's federal school code is 003239.

PHEAA may request additional information from any student who would like to be considered for a PHEAA grant.

Eligibility

Eligible students are notified by mail. The majority of awards are made during the months of May, June, July, and August for students entering for the fall semester, and November and December for students entering for the spring semester. Eligible students receive a Financial Aid Award Letter, outlining awards being offered, and terms and conditions of the awards. Most awards are based upon financial need, and eligible students generally are awarded a combination of types of awards, referred to as a "financial aid package." This "package" is usually a combination of grant/scholarship, loan, and work-study opportunities. You may also view your financial aid package using the WebAdvisor.

Non-eligible students are notified in writing of the reasons why aid was refused, and may appeal this

decision by directing a request for reconsideration, in writing, to the Financial Aid Office.

A sample budget, used for financial aid purposes during 2005-2006, for an in-county commuter student living with parents is listed below:

Tuition and Fees	\$3210
Room and Board	1500
Books and Supplies	1350
Transportation	2400
Personal Expenses	1350
TOTAL	\$9810

General Application Eligibility Criteria

To apply for assistance, students **MUST**:

- be U.S. citizens or permanent residents;
- provide the College with either a high school transcript or a high school equivalency diploma;
- be enrolled or planning to enroll for at least six (6) credits for most programs; Federal Pell Grant eligibility has been extended to less than half-time students.
- be enrolled in a major on a degree-seeking basis leading to an Associate of Arts Degree or Certificate offered by the College. (NOTE: Students 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.

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 en-

rollment. In most cases, award amounts are dependent upon enrollment status. Adjustments in enrollment status either between or during semesters will result in adjustments to award amounts or cancellation of awards.

Satisfactory Academic Progress

To continue to be eligible for financial aid, a student is required, by federal regulations, to maintain satisfactory academic progress in the course of study he or she is pursuing. This policy was written to comply with current federal regulations and became effective with the 2005-2006 academic year.

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

Credits Attempted G.P.A.

Includes "F" grades, Withdrawals (W), Incompletes (I) and Transfers (TR)	
0-8	no minimum
9-16	at least 1.00
17-30	at least 1.60
31-45	at least 1.75
46 or more	at least 1.85

Once a student attends Bucks County Community College for two (2) academic years* a student must have a grade point average consistent with graduation requirements. A grade point average that is considered to be consistent with graduation requirements is at least 2.00.

* For example, a student who attends fall 2006, spring 2007, summer 2007 and fall of 2008 has attended two (2) academic years for purposes of this policy. (Combined summer sessions will be treated as one semester.)

3. In addition to the GPA requirement, a student must successfully complete sixty-seven (67%) percent of attempted credits during each semester of enrollment at the College. Total credits attempted include grades of F, Withdrawals (W), Incompletes (I) and Transfer Credits (TR).
4. Once a student attempts more than 150% of the credits that it normally takes to complete his/her program of study, he/she is no longer eligible for financial aid. Exceptions may be made for students who have changed their major. If a student wishes to be considered for such an exception, the student must complete an appeal form in the Financial Aid Office. If an exception is made to the maximum time frame for a student, due to a change in major, the Financial Aid Office will notify the student of the academic plan which must be followed.
5. Repeat courses will be counted towards total credits attempted and total credits completed for determining the required 67% credit completion rate referred to in item #3 of this policy. Repeat courses will also be counted towards the 150% maximum credit limit referred to in item #4 of this policy. Finally, the grade earned by retaking a course is the grade, other than W, counted in the cumulative grade point average.
6. If lack of academic progress results from either the death of a relative of the student, an injury or illness of the student, or other special circumstances, this policy may be reconsidered on a case-by-case basis. For special consideration, a student must complete an appeal form in the Financial Aid Office.
7. Students not meeting the satisfactory academic progress requirements may be reinstated for financial aid once they have enrolled at their own expense and successfully completed the

number of credits prescribed by the Financial Aid Office in the “no progress” letter sent to students. In addition, they must also meet the grade point average requirement referred to in item #2 of this policy.

8. Federal regulations permit financial aid to be awarded for no more than 30 semester hours of remedial coursework. Once a student has attempted a total of 30 semester hours of remedial courses, no additional remedial courses will qualify for financial aid. English as a Second Language (AESL) courses are exempt from the remedial course limit. Remedial courses will be counted as attempted credits and calculated into the G.P.A. The PHEAA State Grant has other remedial requirements. Please see the rules and regulations in the PHEAA Grant eligibility notice provided to you with your state grant award notice.

Class Attendance

To be eligible to receive financial aid, students must be attending class(es) on a regular basis. *Failure to attend classes is not considered to be an official withdrawal from class(es) or the College.* It is the student’s responsibility to notify the Admissions Office of intent to withdraw from class(es) or the College. Students who stop attending class(es), but fail to notify the Admissions Office, will be required to repay any financial aid refund received to cover educational expenses during the time of non-class attendance.

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

Withdrawal from the College

Financial aid recipients withdrawing from the College should contact the Financial Aid Office.

This will ensure that all matters regarding financial aid awards, refunds, and student loan obligations are taken care of prior to leaving the College. It is the policy of Bucks County Community College not to grant leave of absences. Students are considered to be withdrawn at the time they are no longer in attendance.

A student will be considered an unofficial withdrawal if such student receives financial aid and fails to earn a passing grade in at least one class in which he/she was enrolled. In this case, the Financial Aid Office will perform a Return to Title IV calculation and remove any unearned financial aid received by the student. If the removal of unearned financial aid results in an outstanding balance, the student will be unable to re-enroll until such time that the outstanding balance has been paid. Students not contacting the Financial Aid Office will be billed for any unearned financial aid received, and will be unable to re-enroll until such time that the resulting balance has been paid. Students with Federal Perkins Loans (formerly National Direct Student Loans), Nursing Health Professions Student Loans, and Federal Stafford Loans (formerly Guaranteed Student Loans) must contact the Financial Aid Office so that exit counseling can be conducted.

Please contact the Financial Aid Office if you are interested in receiving information regarding exit counseling required to be provided to student borrowers of a Federal Stafford Loan or Federal Perkins Loan. You may also contact the Financial Aid Office to receive terms and conditions of deferments of loans for service in the Peace Corps, under the Domestic Volunteer Service Act of 1973 or comparable volunteer service for a tax-exempt organization of demonstrated effectiveness in the field of community service. Finally, you may request, from the Financial Aid Office, information regarding the terms of any loans received, sample loan repayment schedules and the necessity for repaying loans.

Payment of Financial Aid Awards

The College pays all financial aid scholarship, grant, and loan awards by direct credit to student accounts on a semester basis. Payments are credited to student accounts as soon as possible after students have returned all required forms and classes have started. Dropping credit hours and/or course withdrawal may result in the revision or cancellation of financial aid awards.

You may be able to charge your books if you have financial aid awards in excess of the amount needed to pay tuition and fees. To take advantage of this service, please contact the Financial Aid Office during the first week of class during any semester.

Financial Aid Refunds

Financial aid awards in excess of the amount needed to pay any outstanding balance owed to the College are refunded directly to students. Late financial aid awards are processed as soon as administratively possible, and late refund checks are issued to students throughout the processing year. In general, students can expect to receive their refund check within 14 days of the date their financial aid is paid to their student account, assuming that classes have started, and there is no change in enrollment or other eligibility criteria.

Change in Financial Circumstances

Students may request reconsideration of their financial aid awards at any time during the year. Such requests must be made in writing, and must explain, in detail, any changes which have occurred since the original application for financial aid. Requests for reconsideration are reviewed periodically and students are notified in writing.

Reapplication for Financial Aid

All students must reapply for financial aid each year. New applications are generally available each January for the ensuing academic year. Preference is given to applications received by May 1st for the fall semester and November 1st for students entering in the spring semester. Applications received after the deadlines are processed as soon as administratively possible, dependent upon available funding.

Job Location Program

Students who are interested in securing part-time jobs during the semester are encouraged to contact the Job Location Coordinator in the Financial Aid Office, Newtown Campus. Students eligible for the Federal Work-Study Program may be placed in open positions within a few days. Although the majority of the open positions are filled at the beginning of each semester, a number of openings become available each month. Students not eligible for a part-time job through the Federal Work-Study Program will be referred to other College departments assisting the students with job location while enrolled. For additional information, schedule an appointment to see the Job Location Coordinator or Financial Aid Representative in the Financial Aid Office.

Please contact the Financial Aid Office if you are interested in receiving our informational brochure on the Federal Work-Study Program which outlines general conditions and terms applicable to the FWS Program.

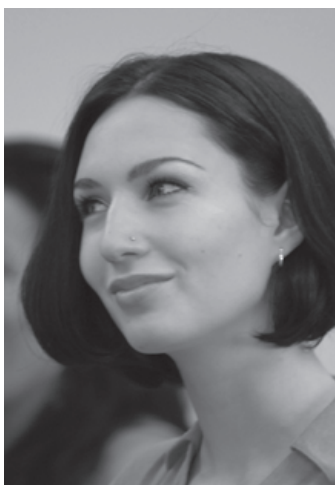
The College participates in all major federal and state financial aid programs. Descriptions of the various programs, including eligibility requirements, application procedures, and possible award amounts are summarized below. Award amounts and eligibility requirements are subject to change by state and federal legislation.

	Program	Source	Who is Eligible to Apply
B U C K S P R O G R A M S	Federal Pell Grant	Federal Government Program	Applicants must be: <ol style="list-style-type: none"> 1. U.S. citizens or permanent residents. 2. Enrolled or planning to enroll for at least six (6) credits, half-time status. 3. Federal Pell Grant eligibility is extended to less than half-time students. 4. enrolled in a major on a degree-seeking basis. 5. not in default status on a previously secured student loan. 6. making "satisfactory academic progress." 7. a recipient of a high school diploma or a high school equivalency diploma (GED).
	Federal Academic Competitiveness Grant (ACG)	Federal Government Program	
	Federal Supplemental Educational Opportunity Grant (SEOG)	Federal Government Program	
	Federal Work-Study Program	Federal Government - 75% Bucks - 25%	
	Federal Perkins Loan Program	Federal Government - 75% Bucks - 25%	
	Dean's Academic Scholarships	Bucks	
	Trustee's Grant	Bucks	Full-time students who are Bucks County residents and demonstrate exceptional financial need.
	Happ-Grover Fund of the Bucks County Foundation	Happ-Grover Fund of the Bucks County Foundation	Students enrolled on at least a half-time basis who are from the Central Bucks County School District.
O T H E R P R O G R A M S	PHEAA Grants Pennsylvania Higher Education Assistance Agency Grants	Commonwealth of Pennsylvania	Students enrolled on at least a half-time basis (at least 6 credits) enrolled in majors leading to the A.A. Degree. <i>NOTE: One-year Certificate Programs are ineligible according to State Regulations.</i>
	Federal Stafford Loan Program (both subsidized and unsubsidized)	Federal Government and Commonwealth of Pennsylvania	Students intending to enroll on at least a half-time basis (six credit hours).
	Federal PLUS Loan	Federal Government and Commonwealth of Pennsylvania	Parents of dependent undergraduate students. Students must enroll at least half-time.
	Restricted Scholarships		

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

Award Amounts	How Eligibility is Determined	How to Apply
Yearly amounts range from \$400 to \$4,050 at Bucks. (Dependent upon eligibility and enrollment status.)	Eligibility is based on the federal methodology needs analysis, student's enrollment status, and cost of attendance.	Complete: A Free Application for Federal Student Aid (FAFSA). Renewal students should receive a renewal FAFSA automatically. The FAFSA can be completed on-line at www.fafsa.ed.gov
An ACG grant will provide up to \$750 the first year and up to \$1300 the second year.	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.	
Yearly awards range from \$100 to \$1,000 per year at Bucks.	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.	
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.		
Amounts range from \$250 to \$2,000 per year at Bucks.		
Scholarship received for the fall semester of the Academic Year. Maximum award: full-time tuition and fees.	Final selection is determined by the Dean of Academic Affairs. Restricted to legal residents of Bucks County.	Contact the Office of the Dean of Academic Affairs for additional information.
\$100 per year	Final eligibility is determined by the Financial Aid Office.	Complete the Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA.
Yearly awards range from \$200 to \$1,000.	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.	Complete the Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA.
Yearly grants are based upon a percentage of tuition	Awards are determined by a State formula based on financial need.	Complete the Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA.
Maximum amounts for dependent students: Academic grade level 1: \$3,500 per academic yr. Academic grade level 2: \$4,500 per academic yr. Maximum amounts for independent students: Academic grade level 1: \$7,500 per academic yr. Academic grade level 2: \$8,500 per academic yr.	Final eligibility is determined by the lending institution and the guarantor, based upon certification information provided by Bucks. Eligibility is based upon cost of education, expected family contribution, and other financial resources received by the student.	Complete: 1. Loan application which may be secured from a participating local bank. Contact the loan office and ask for a student loan application. 2. A Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA.
Loan amount may not exceed cost of attendance minus financial aid student received.		
Listing of restricted scholarships in the Financial Aid Office, the BCCC web site and at www.fastweb.com		

Registration Guidelines



Contact an academic advisor before registering to ensure proper course selection.

Course Registration

For Returning Students

Dates for course registration are announced by the Office of Admissions, Records, and Registration. Currently enrolled students are sent registration information from that office. Dates and locations for registration are also published in each semester's registration brochure and at www.bucks.edu. Eligible students should register using their WebAdvisor accounts.

Before course registration, students should meet with an appropriate academic advisor. To learn more about accessing and using Academic Advising Services, please see the section below titled Academic Advising.

For New Students

Registration for new students who have been formally accepted to the College begins as early as May for the fall semester or December for the spring semester. Only accepted students who have completed placement testing will be invited to priority registration events. In addition, new students are invited to participate in the New Student and Parent Orientation program, sponsored by the Student Life office.

Students who choose to not follow formal acceptance procedures may register later, at one of the open registrations scheduled during the weeks before the start of each semester.

Final Registration

Final registration is conducted during the drop/add period only and students are responsible for completing any course work they may have missed.

Academic Advising

Academic Advising assists students with setting educational goals, planning how to achieve the goals, and making informed decisions on matters related to academic success. The advisor is a source of information about institutional policies, procedures and programs, and helps students use College resources for integrating academic pursuits with personal and vocational goals. It is best to meet with advisors well before course registration periods so that adequate time and attention can be devoted to student concerns, apart from the urgency of registration itself. Advisors are prepared to assist students in considering career choices, transfer of courses, selection of transfer colleges, major requirements, and course choices.

Obtaining Advising

Advisor approval is required for all students wishing to register for a full time course load. For students who wish to register for a part time course load, advisor approval is encouraged but not required.

Students are encouraged to seek advising from Faculty Advisors in their academic field of study. Students who are undecided about their field of study are encouraged to work with Career Counselors. Advising and Counseling services can be accessed at 215-968-8182 or counseling@bucks.edu.

Each term, all registered students are provided a list of faculty advisors in their major.

All students new to the College are invited to be advised and registered as part of their initial enrollment process.

In order to prepare for the advising discussion, students should:

1. Become familiar with required courses for the major. This information can be found in this Catalog and/or in the Program Evaluation available through WebAdvisor, which is accessed from www.bucks.edu;

2. Consult with a Transfer Counselor in the BCCC Transfer Services office, 215-968-8031 if a bachelor's degree is the educational goal.
3. Bring to the advisor copies of transcripts from previously attended colleges or universities;
4. Prepare a trial schedule of classes for the upcoming semester.

Choosing Courses

Course Scheduling

Students should expect to schedule courses during other than morning hours. The large number of students, a limited number of classroom and other instructional spaces, parking, and food service capacities combine to make it impossible for all students to attend the College during the popular morning hours. Courses, therefore, are also scheduled during afternoon and evening hours and on Saturdays, and are open to all students. In addition, courses are offered through online Learning.

Course Selection

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

The Web Advisor Search and Register feature is the most convenient way for students to find available courses at times and locations convenient to them.

Prerequisites

A prerequisite is a course condition or requirement which must be met before enrolling in a course. Students are not permitted to enroll in a course without first satisfying the prerequisite. Courses requiring prerequisites are so noted in the college catalog and course schedules. Requests for the waiver of prerequisites are considered by Assistant Academic Deans. If a prerequisite was completed at another college, a transcript will be required before registration can occur.

Corequisites

A corequisite is a course which is required to be taken simultaneously with another. For example: Preparatory Chemistry (CHEM090) must be taken in conjunction with College Algebra (MATH120).

Course Syllabus

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

Course Format

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

Student Schedules

Class schedules are available online (via WebAdvisor) or may be requested through the Office of Admissions, Records and Registration.

Identification Cards

Identification Cards are required for all full-time and part-time students. Cards are issued by the Library and will be used for library and equipment 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 Placement Testing Exemption Request form available on the College's website.

- **Previous Success in the College Level Course:** Students who have taken English composition and/or mathematics courses from a regionally accredited college within the United States, and earned a grade of C or better in these courses, may be exempt from Placement Testing for that subject. In order to be eligible for this exemption, please contact your previous college(s) and request that they mail an official copy of your transcript to Bucks County Community College's Office of Admissions.
- **Already Earned a Bachelors Degree:** Students who have already earned a Bachelors degree from a regionally accredited college within the United States are exempt from Placement Testing. In order to be eligible for this exemption, please contact your previous college(s) and request that they mail an official copy of your transcript to Bucks County Community College's Office of Admissions.

Placement testing assesses students and places them in courses most suited to their skills and enhances their chances for success in college
Testing Center
Info Hotline:
215-968-8460

- **Senior Citizens:** Students 65 years of age or older are exempt from the Math and Reading Placement Tests, but must take the Writing Placement Test to register for COMP110.

- **Personal Enrichment:** Students who at the time of application, indicated they are enrolling at Bucks solely for personal enrichment (not seeking a degree or certificate program, or taking a course to transfer credit) are not required to take Placement Tests, unless they are enrolling as a full time student or in courses that specifically require Placement Tests.

- **Questions regarding exemptions from Placement Testing can be directed to Office of Admissions, at 215 968-8100 or by email at admissions@bucks.edu.**

Testing Accommodations

If testing accommodations are necessary as a result of a physical or learning disability, notify the office of Disability Services, in advance, 215-968-8463 (V/TDD).

Use of Test Results

Depending upon placement test scores, students may be required to enroll in one or more of these courses:

AESL101 - American English as a Second Language

AESL103 - Reading Improvement for International Students

AESL105 – Communicative English for International Students

READ090 - Developmental Reading

READ110 - College Reading and Study Skills

COMP090 - Basic Writing I

COMP107 - Introduction to Rhetorical Skills

MATH090 - Fundamentals of Mathematics

MATH095 - Basic Algebra

CHEM090 - Preparatory Chemistry

Students who test into the above courses should complete them as quickly as possible at a required rate of no less than one per semester of enrollment.

Reading Placement:

Score	Required Reading Course
Level 1 (ESL)	AESL103 Reading Improvement for International Students (a required course, must be taken the semester immediately following the test)
Level 1	READ090 Developmental Reading (a required course, must be taken the semester immediately following the test)
Levels 1, 2, or 3	READ115 College Success Seminar (a strongly recommended course but not required)
Level 2	READ110 College Reading and Study Skills (a strongly recommended course but not required)
Level 3	No Reading Course Required

Students with a Level 1 Reading score are limited in their enrollment to certain courses until they pass READ090 with a grade of C or better. All academic advisors have the list of currently approved courses for READ090 students. Students enrolled in AESL103 must next register for READ090 unless they take the placement reading test at the end of AESL103 and score at Level 2 or 3. Students must pass READ090 with a grade of C or better and a placement score of Level 2 or 3. Students enrolled in READ090 must next register for READ110 unless they take the placement reading test at the end of READ090 and score a level 3 and receive a C grade or better.

Inquiries about the reading test, scores, or course placement should be directed to the Reading Coordinator in the Department of Language and Literature, 215-968-8133.

Writing Placement

ESL Score	Required Writing Course
3	AESL101 American English as a Second Language (students who score into AESL101 are also required to take AESL103 and AESL105)
2	COMP090 Basic Writing
4	COMP107 Introduction to Rhetorical Skills
6	Depending upon major: COMP110 English Composition I or OADM110 Business Communication

Students placed in AESL101 must complete satisfactorily (C grade or better) AESL101, AESL103, and AESL105 in order to move on to other courses. Inquiries about AESL courses, AESL scores, or AESL course placement should be directed to the AESL Coordinator in the Department of Language and Literature, 215-968-8018.

Students placed in COMP090 must complete the course with a C grade or better before they are permitted to register for COMP107. Students placed in COMP107 must complete the course with a grade of C or better before they are permitted to register for COMP110 or OADM110.

Each student planning to take COMP110 English Composition I or OADM110 Business Communication is required to write a multi-paragraph placement essay.

Each essay will be read by two readers and scored 1 (lowest) - 6 (highest), corresponding to standards established by the Department of Language & Literature. A student who receives a 6 should take COMP110 English Composition I or OADM110 Business Communication, depending on major.

Failure to write the placement essay means a student is not permitted to take COMP110 English Composition I or OADM110, Business Communication. If a student is required to take COMP090 or COMP107, registration for COMP110 or OADM110, Business Communication is not permitted until successful completion of the earlier writing course with a grade of C or better.

Inquiries about placement test scores and course placement should be directed to the Department of Language & Literature, 215-968-8150.

Mathematics Placement

Score	Entry Level Mathematics Course
1	MATH090 Fundamentals of Mathematics
3	MATH095 Basic Algebra
5	Depending upon major: MATH103 Intermediate Algebra or MATH110 Mathematics for Technology I or MATH101 Mathematical Concepts I or MATH102 Mathematical Concepts II or MGMT120 Business Mathematics
7	Depending upon major and previous coursework: MATH115 Elementary Statistics or MATH117 Quantitative Methods I or MATH120 College Algebra
9	Depending upon major and previous coursework: MATH122 Trigonometry or MATH125 Pre-Calculus (if Trigonometry was previously studied) or 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 chemistry placement test or course should be directed to the Department of Science & Technology, 215-968-8350.

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 Science & Technology, 215-968-8350.

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 BCCC 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 must complete a Change of Major form available in the Office of Admissions, Records & Registration, the Director's office at the Lower and Upper Bucks campuses and at www.bucks.edu. The form must be returned to the Admissions Office.

Drop and Add

Each semester begins with a period when courses may be added or dropped with no grade being recorded. Students must complete and submit the required forms to have any drop/add changes officially recorded. Dates for this drop/add period (and related refund percentages) are published in each semester calendar.





Once the drop/add period ends for a semester, no further adds or late registration is permitted. Students may still withdraw from courses (with a grade of “W” recorded and no refund) until the date specified in the semester calendar. Any request to change to or from “audit” status must be submitted by the end of the drop/add period.

A course that begins later than the first week of a semester is known as a modular course. A modular course may be dropped or added no later than one day after its start date. Full refund for a modular course ends the business day before the course begins. Fifty percent refund is given for a modular course dropped no later than one business day after its start date.

The drop/add period is intended to aid students in adjusting their schedules or courses due to unforeseen circumstances or academic considerations. Students are responsible for promptly completing missed assignments if they enter a course after it has begun.

Withdrawal

Instructor-Initiated. An instructor may withdraw students from courses for lack of attendance until the deadline for mid-term grades. Students will be notified by the Office of Admissions, Records, and Registration when an instructor has withdrawn them from class(es). Students may appeal the withdrawal to the Assistant Academic Dean of the department which offers the course(s) in question if they believe the instructor-initiated withdrawal is unjustified.

Student-Initiated. From the second week of classes (or its equivalent in summer sessions) until the deadline for student-initiated withdrawal (see the College calendar at www.bucks.edu for specific dates), students may withdraw from a course with a grade of W recorded on the transcript. The course instructor’s signature is not required. No courses may be added. A grade of F will be given for withdrawals made after the deadline.

Failure to attend class is not an official withdrawal. Students who discontinue class attendance and who do not complete the official withdrawal procedures may receive a grade of F.

Students may withdraw from a course(s) by completing a Withdrawal Form in the Office of Admissions, Records, and Registration. Students who are unable to withdraw from class(es) in person may do so by sending written notice, by letter, fax, or appropriate form, to the Office of Admissions, Records, and Registration. The withdrawal becomes effective the day that the Office of Admissions, Records, and Registration receives written notice. It must be received before the deadline which is stated in the College calendar.

Withdrawal after the Deadline

Any student who needs to withdraw from class after the withdrawal deadline, as listed in the College Calendar, must provide evidence of the circumstances which require the late withdrawal. The student must file a petition for withdrawal with the Committee on Academic Performance. Petition forms are available in the Office of Admissions, Records, and Registration, the Director’s offices at the Lower and Upper Bucks Campuses, and in the Office of the Evening Director. If the appeal is denied by the Committee, the student may not withdraw from class. If the appeal is upheld and the instructor agrees with the Committee’s decision, the grade will be changed to a withdrawal.

No appeal for a change of a grade to W will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

Students completely withdrawing from the College must secure a clearance from the Financial Aid Office prior to submitting a withdrawal form.

Academic Policies

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	Quality 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	<i>(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.)</i>	

AU Audit

Advisory Grades

At the midpoint of each semester an S (Satisfactory) or U (Unsatisfactory) grade is reported for each student officially enrolled in a course. This grade is advisory only, indicates the quality of the work up to that point of the semester, and is not a permanent part of the academic record.

Satisfactory Academic Progress

To continue to be eligible for financial aid, students are required by federal and state regulations to make satisfactory academic progress towards the completion of their major.

To continue to receive financial aid from the federal aid programs, students must adhere to the "Satisfactory Academic Progress" policy outlined in the Financial Aid section of this catalog.

To continue to receive financial aid from the Pennsylvania Higher Education Assistance Agency (PHEAA), state regulations require that students be in good academic standing and progress an academic grade level for each year of assistance received. For the PHEAA Grant Program, students must successfully complete (Grade A,B,C, or D) at least twenty-four (24) credits for each academic year of state grant that is received.

Course Load

A full time course load is 12-18 credits. A part time course load is 1-11 credits. Students wishing to register for more than 18 credits in a semester must obtain approval for the overload from their Assistant Academic Dean.

Grade Changes and Challenges

The College provides an appeal procedure for students who believe that a recorded grade is not the one earned in a course. Students should first see the course instructor to resolve the matter. If resolution is not achieved, then the Department Assistant Academic Dean should be consulted. The final step in the appeal process is the Committee on Academic Performance. It should be noted that only the instructor of a course makes a grade change. Other steps in the appeal process are advisory. Students are urged to retain all graded work until final grades have been received from the College.

No appeal for a change of a grade will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

Student Academic Scale

Acceptable: A cumulative grade point average (C.G.P.A.) of 2.00 or greater.

Academic Warning: An indication that students are experiencing academic difficulty and are "at risk" of not successfully completing their academic program.

Students enrolled at the College are governed by this student academic scale:

Cumulative Grade Point Average (C.G.P.A.)

Cumulative Credits Attempted	Probation	Academic Warning	Acceptable
0-8	-	.00-1.99	2.00
9-16	.00-0.99	1.00-1.99	2.00
17-30	.00-1.59	1.60-1.99	2.00
31-45	.00-1.74	1.75-1.99	2.00
46-	.00-1.84	1.85-1.99	2.00

A student's cumulative grade point average is determined by dividing the number of credits attempted into the quality points. For example:

	Credits	Grade	Quality Points
COMP110 English Composition I	3	B	3 x 3 = 9
PSYC110 Introduction to Psychology	3	C	3 x 2 = 6
MATH101 Mathematical Concepts I	3	C	3 x 2 = 6
BIOL101 Biological Science I	4	B+	4 x 3.5 = 14
HLTH103 Life and Health	3	B	3 x 3 = 9
	16		44

Thus, the Cumulative Grade Point Average is $44/16 = 2.75$.

Enrollment restricted to a maximum of 12 billable credit hours for the fall and spring semesters and a maximum of 6 billable credits in any summer session.

Academic Probation: A second level warning category. Students falling into this category are in serious academic difficulty and "at risk" of academic dismissal.

Enrollment restricted to a maximum of 7 billable credit hours for the fall and spring semesters and a maximum of 3 billable credits in any summer session, as well as other conditions as specified by the College. Appeals to enroll above the 7 credit limit will be heard by the Academic Performance Committee. Guidelines denoting acceptable and unacceptable appeals will govern all Academic Probation students.

Students who fall into one of the above categories and who pre-register for an upcoming semester will be restricted according to the conditions stated. Students who improve their academic status may adjust their schedules accordingly.

Academically Dismissed: A student who is on “Academic Probation” for two consecutive semesters and who earns less than a 2.0 semester G.P.A. will be separated from the College for the subsequent (fall or spring) semester. Further, the student will be prohibited from registering for any summer or intersession course while academically dismissed.

Students who have been dismissed must apply for readmission to the College. Permission to register (with attendant conditions) will be determined by the Academic Performance Committee. A formal appeal for reinstatement must be submitted to the Academic Performance Committee in the semester preceding the student’s intended re-enrollment. Readmitted students will be designated “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 “Degree Requirements”)

Honors Lists

The academic distinction of students is recognized by placement on either the President’s Honor List or the Dean’s Honor List.

For the President’s Honor List, full-time students are recognized when they have completed twelve or more semester credit hours with a semester grade point average of 4.0. Part-time students are recognized at the end of the semester when they have completed a unit of at least twelve semester credit hours with a unit grade point average of 4.0.

For the Dean’s Honor List, full-time students are recognized when they have completed twelve or more semester credit hours with a semester grade point average of 3.5 or higher with no grade below C. Part-time students are recognized at the end of the semester when they have completed a unit of at least twelve semester credit hours with a unit grade point average of 3.5 or higher with no grade below C.

A student on the President’s Honor List will not be included on the Dean’s Honor List.

If a part-time student who has not yet accumulated a unit of twelve semester credits enrolls as a full-time student, he or she is evaluated at the end of the full-time semester. If he or she then returns to part-time status, the accumulation of a new unit of twelve credit hours begins.

Graduation

Students anticipating graduation should report to the Office of Admissions, Records, and Registration during the first month of the semester in which they expect to graduate.

Students expecting to earn a degree, certificate, or complete a major must complete the specific requirements of that major as listed in the College Catalog. The waiver of any course requirements must be exceptional and educationally justifiable. An official waiver must be approved by the appropriate Academic Department and the Academic Dean and must be forwarded to the Office of Admissions, Records, and Registration before any substitution will be considered.

Teacher Certification

In Public Schools

Credits earned at Bucks County Community College are not acceptable for the renewal of the Instructional I (provisional) Certificate and conversion to the Instructional II (permanent) Certificate. According to Section 49.84 of the Certification Regulations, credit “must be earned at a State approved baccalaureate degree granting institution.”



In Private Kindergartens, Private Nursery Schools, and Private Child Day Care Centers

Assistant teachers may become certified after two years of successful teaching experience and 24 additional credits. This experience must be accomplished through the supervision of a certified director or someone holding a comparable public school certificate. The additional credits must be taken after the issuance of the assistant teacher certificate and be related to early childhood education.

Online Learning

Online Learning Office
Phone: 215-968-8052
FAX: 215-968-8148
Email: learning@bucks.edu
IM: [learningatbucks](#)

Online Learning encompasses face-to-face, hybrid, and eLearning courses that use online technologies for instruction. Courses previously designated as “distance learning” have been divided into two categories to more clearly describe what students can expect.

- eLearning courses are taught completely online. Some may have a single on-campus orientation meeting.

Your classwork 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. 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. Some courses may have as few as two or three on-campus meetings; others may meet weekly or on a more regular basis.

Not all hybrid courses have the same requirements for number, days, and times of face-to-face meetings. Additionally, hybrids may meet at any of our campus locations.

- Face-to-face courses meet on campus on a regular basis, but also have online instructional components.

Many of our face-to-face courses use online extensions to provide additional notes, research, assignments, and links to further reading and study resources. Some instructors are also conducting quizzes and assessments online.

eLearning and Hybrid courses are fully accredited college courses. The credits earned and requirements fulfilled by them are identical to those for face-to-face sections of the same course. Application and registration procedures, tuition/ fees, assessment

tests and prerequisites are also identical to face-to-face classes. All courses have specific beginning and ending dates. eLearning and Hybrid courses appear exactly the same as face-to-face courses on transcripts.

Technology Requirements

Students in online courses should have regular access to a computer with CD-ROM and Internet connection. Comfort using a word processing program, web browser and email is also recommended. All three BCCC campuses, Newtown, Upper Bucks, and Lower Bucks, have computer labs available for student use.

Who Should Take eLearning and Hybrid Courses?

Self-motivated and self-disciplined students who can handle college level work and who are comfortable studying independently are successful in these courses. Online Learning provides the flexibility that mature students need to juggle their many responsibilities while advancing their career and personal goals in a more convenient manner. Successful eLearning and hybrid students include those with full-time jobs, homemakers with young children, the elderly, those on rotating work schedules, the disabled, and anyone who has difficulty traveling.

Are eLearning & Hybrid Courses Right For You?

If you answer yes to the following questions, then an online class may be for you:

- I need this course – NOW!
- I am self-motivated to study and self-disciplined at completing assignments without close supervision.
- I have time available each week to devote to the coursework.
- I have reliable access to an internet-connected computer with a CD or DVD drive.
- I usually have no difficulty understanding texts and written assignments.

- I am comfortable using, or learning to use, technology.
- I am comfortable communicating through email and/or discussion boards.
- I can attend an on-campus orientation meeting if one is scheduled (eLearning).
- I can attend all scheduled on campus meetings of the course (Hybrid).

There is a strong correlation between a student’s success in online classes and his/her maturity, past educational performance, and motivation. Students who are aware of the additional work and discipline required to excel in an online class are much more likely to succeed in that environment.

Some students mistakenly sign up for online courses believing that these courses will be easier or the workload lighter because they do not hold regular face-to-face meetings. In reality, eLearning and hybrid courses often require more work and self-discipline than their face-to-face counterparts. For example, students should plan a minimum of 6-9 hours per week for each 15 week (standard semester) online course, 8-12 hours per week for each 10 week (modular) course and 12-15 hours per day for each Intersession course. Students with weak study skills or who are marginally motivated are advised to register for face-to-face classes with more traditional classroom instruction and preset meeting times.

Find Out More

Full descriptions of all online courses, including the specific technology and meeting requirements for each course, can be found on our website at www.bucks.edu/welcome.

To help you decide whether a specific course is right for you, feel free to contact the instructor directly to discuss the specifics of the class. For support or general questions regarding Online Learning, please visit the website, www.bucks.edu/online or contact the Online Learning Office.

Professional and Workforce Development Programs

These programs assist students in acquiring new skills and/or enhancing their existing knowledge in a variety of career areas.

Professional Development

In addition to providing professional development programs that can increase competencies in a variety of skill areas, Continuing Education and Workforce Development offers specific programming to assist individuals in maintaining their professional credentials:

- Act 48 for Educators (for PA certified educators)
- Allied Health Professionals
- Certified Alcohol Counselors
- Certified Public Accountant
- Child Development Associates
- Food Service
- Insurance
- Management
- Nursing
- Real Estate
- Tax Collection

Workforce Development Programs
Upon successful completion of the following training programs, students will receive a certificate from Bucks County Community College. Programs noted with an asterisk (*) also prepare individuals for industry standard certification or state licensure examinations.

- AMA Administrative Professional
- AMA Human Resources
- AMA Sales and Marketing
- AMA Strategic Leadership
- AMA Supervision
- Aerobics Instructor*
- AutoCAD
- Bedside Harp Therapy
- Certified Hypnotherapist
- Child Development Associate
- Computer Training and Software Applications
- Contractor
- CPR & First Aid
- Dental Assisting
- Direct Care Worker
- EKG Technician
- Gerontology
- Homeland Security Training
- Information Technology Academy*
 - A+ Certification
 - ASP.NET and VB.NET
 - CCNA
 - Cisco Firewall Specialist
 - o Network Security 1
 - o Network Security 2
 - Dreamweaver
 - IC3
 - InDesign
 - Linux+
 - MCDST (Microsoft Certified Desktop Support Technician)
 - MCITP: Database Administrator (SQL Server 2005)
 - MCP
 - MCSE/MCSA
 - MCTS: Technology Specialist (SQL Server 2005)
 - Microsoft IT Academy
 - MS Exchange
 - MS Office (MOS)
 - Network+

- Networking and Computer Concepts
- Pearson VUE Testing Center
- Prometric Testing Center
- PHP/MySQL
- SQL (Intro)
- Lean Six Sigma Mechanical Maintenance/Mechatronics
- Medical Billing & Coding/Medical Office Administration
- Non-Profit Management
- Nurse Aide Training*
- Patient Care Technician
- Payroll Management
- Personal Trainer*
- Pharmacy Technician*
- Practical Nursing*
- Project Management
- Public Safety Officer
- Purchasing Management
- Radiography*
- ServSafe®
- Technical Writing
- Thanatology
- Sustainable Building Advisors
- Practical Nursing*

Business and Industry Services

The Center for Workforce Development provides customized training services for employers seeking to increase productivity, improve quality, and retain employees through workforce education. Areas of expertise include:

- AutoCAD
- Business Writing
- Business Mathematics
- Computer Software Applications
- Customer Service Training
- Diversity Awareness
- Effective Communications
- Executive Management
- English as a Second language
- First Aid and CPR/AED Certification
- Lean Six Sigma
- Mechanical Maintenance/Mechatronics
- Presentation Skills
- Project Management
- Skills Assessments
- Spanish for the Workplace
- Supervisory and Leadership Training
- Teambuilding
- Train-the-Trainer
- Employee Safety

Services are delivered at your location or one of our sites located throughout Bucks County. We offer relevant, flexible, short format workshops designed to meet your specific objectives, and scheduled at your convenience.

Call 215-968-8006 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.

Continuing Education & Workforce Development

215-968-8409

www.bucks.edu/con-ed

The Division of Continuing Education and Workforce Development provides topical programming that meets the personal and professional needs of residents, businesses and organizations in Bucks County.

The division provides courses and programs on our three campuses, at the Public Safety Training Center, as well as on-site at businesses, schools and other community locations. Courses are offered at convenient times on weekdays, weekends, evenings, and online.

Information Technology Academy

The IT Academy provides the community with cutting edge, career focused training that prepares our diverse student population for vendor and vendor neutral certification in an increasingly technology oriented society. Certified instructors focus on practical, hands-on, real world applications throughout our courses. The IT Academy promotes career awareness, skill development, and workplace experiences within the Information Technology field. To see a current list of program offerings, please visit: www.bucks.edu/itacademy

Nursing and Allied Health

Continuing Education for Nursing and Allied Health is responsive to the needs of the 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. This includes:

- Continuing Education for Nurses
- Courses for Primary Caregivers
- CPR and First Aid (certification and recertification)
- Dental Assisting
- EKG Technician
- Holistic Therapies
- Medical Billing and Coding
- Nurse Aid
- Patient Care Technician
- Pharmacy Technician
- Practical Nursing
- Radiography

The College is an approved provider of continuing education credits. For information on programs and customized services, call 215-968-8324.

Online Learning

Ed2Go, Ed2Go-Pro, and ACT online courses provide the opportunity for students to continue their education by choosing from a variety of online courses in the following areas:

- Computers and Information Technology
 - Foreign Language
 - Industrial Technology and Safety Skills
 - Management and Leadership
 - Professional and Personal Development
 - Adult Literacy/Employability Skills
- We also offer online certification and license testing, workplace assessments, and educational and career guidance. Please visit us online at www.bucks.edu/lactonline.

Adult Education Programs

Adult Education Programs are offered to county residents seeking to upgrade their basic skills or prepare for the GED exam. For program information call 215-968-8553. Employment assistance is available at the Team PA CareerLink sites in Perkasio 215-258-7755 and Bristol 215-781-1073.

Practical Nursing Program

The PN program is fully approved by the Commonwealth of Pennsylvania State Board of Nursing. For information on this program, please call 215-968-8316.

Radiography Program

The Radiography Program is a two year program accredited by the Joint Review Committee on Education in Radiologic Technology. For more information, please call , 215-968-8475.

Cultural Programs

Each 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, language, culture, health, fitness and travel. In the summer, the Kids on Campus program for children provides a variety of enriching experiences which are both fun and challenging. Additionally enrichment programs for seniors are available both on campus and off campus at many retirement centers. Foreign language classes are also offered in various elementary schools within Bucks County in the Foreign Language Experience (FLEX) program. For complete information on our programs, call the Office of Continuing Education at 215-968-8409.

Transferring



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.

Transfer Services

Transfer Services is located in the Rollins Center, 1st floor, 215-968-8031 or on the web at www.bucks.edu/transfer. Counselors and a library of resources are available to assist BCCC students with decision making for the transfer planning process. Transfer services are also available at the Upper and Lower Bucks Campuses.

2+2 Transfer Programs

Financing the cost of a four-year college degree is a major investment for most families. You can decrease your financial commitment with one simple decision. Attend Bucks County Community College for the first two years of study toward your degree. Then transfer your BCCC credits to the bachelor's degree program of your choice.

You can transfer the maximum number of credits possible if you plan from the beginning.

- Decide on the major you would like to study at the transfer college. If you are unsure of a major, Career Services has the staff and resources to help you make a decision. While you are exploring these options you can begin taking the liberal arts courses that will be required by all colleges regardless of the major you pursue. Career Services is in Rollins Center, 215-968-8195. These services are available at all three Bucks campuses.

- Consult the catalogs and websites of the schools you are considering. Consult with Transfer Services for help with selecting the courses that will fulfill the requirements for the bachelor's degree as well as meet the requirements for your associate degree.

You should be aware that –

- if you have a deficiency in a basic skill and must take certain courses to prepare for college-level work, these courses may not transfer;

- certain occupational programs of study prepare students for immediate employment rather than for further education and so courses in these programs may not transfer to some colleges;

- a course in which you receive a D grade may not transfer;

- too many courses in your major or in one area of study may not fit into the requirements of the program you plan to follow when you transfer; and

- a lack of knowledge of the requirements for the bachelor's degree or for your major at the transfer college may result in your taking courses that are not appropriate for the major that you plan to study.

Information about Course Equivalents can help you choose transferable courses. A number of colleges have given us information specifying which BCCC courses transfer to their colleges.

Certain schools have direct transfer agreements with BCCC. These agreements guarantee a student junior status at the bachelor's degree school. In some of the schools this agreement applies to all majors. In others, it applies only to certain programs. To qualify for these agreements, a Bucks student must complete certain courses before transferring.

Course Equivalency and direct transfer agreement information is available at Transfer Services, first floor Rollins Center, 215-968-8031, and at www.bucks.edu/transfer.

Academic Passport

Academic Passport is another sort of direct transfer agreement with the schools of The Pennsylvania State System of Higher Education (PASSHE) Universities : Bloomsburg, California, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock and West Chester. Students who complete an AA degree in a major which includes 30 credits of liberal arts courses will be able to transfer into a related major at a PASSHE university and can expect to receive credit towards graduation for all course work required in the Associate's Degree.

Temple University

Temple University offers courses at BCCC for registered nurses to obtain a Bachelor's degree in Nursing from Temple. In addition, Bucks and Temple have signed Dual Admissions and Core-to-Core Agreements. Under the Dual Admissions Agreement students admitted to an Associate Degree program at Bucks will also be provisionally admitted into a Bachelor's Degree program at Temple and may be eligible for scholarships. The Core-to-Core Agreement assures that students completing an Associate Degree from BCCC will satisfy all Temple's core requirements with the exception of two upper-level writing intensive courses.



www.bucks.edu/transfer

Academic and Student Services

The Library, which houses more than 150,000 titles, is open seven days a week during the semester.

Learning Resources

Learning Resources provides academic support for students, and professional development and training for faculty and staff members. Resources include Library Services, Online Learning, Instructional Design, Learning Technologies, TLC (Technology Learning Centers), and Tutoring Services.

Library Services

The Library's extensive web site can be found at www.bucks.edu/library. The Library's electronic catalog can be searched on or off campus via the Internet. It not only allows you to search for book titles, but includes access to over 5500 electronic books. Access to thousands of full-text journals, newspapers, and databases is available to you from the library's Online Resources page. These databases are available both on and off campus. Off campus access requires user login. Available databases include:

- ARTstor- a repository of digital images and information
- Biographies Plus Illustrated biographical profiles with images and links
- Cinahl-nursing and allied health
- Consumer Health Complete-information on all areas of health and wellness
- Contemporary Authors-a biobibliographic guide to current writers in fiction, general nonfiction, poetry, journalism, drama, motion pictures, television, and other fields
- CQ Researcher- reporting and analysis on issues in the news
- 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
- Grove Art Online-all aspects of the visual arts from prehistory to present
- Grove Music Online- reference work for musicians
- JSTOR- scholarly journals in the arts and humanities

- Lexis-Nexis Academic- citations and full text information in five research categories: news, business, legal research, medicine, and general reference

- Literature Online Reference Edition (LION)- full-text collection of English and American literature featuring criticism, leading reference titles and biographies
- MLA Bibliography by the Modern Language Association of America- includes literature, languages, linguistics, folklore
- Oxford English Dictionary-OED Online
- Oxford Reference- huge general reference database
- Opposing Viewpoints- provides information on social issues from diverging points of view
- PsycArticles-full text database of psychology articles
- Safari Tech Books Online- computer and information technology books online
- ScienceDirect- science journals
- Wired.MD- consumer health information

BCCC libraries are located in Newtown, Perkasié, and Bristol, with computers available for research and MS Office applications. Reference assistance is available by calling 215-968-8013 or by using Reference Desk Online via the library web site. Other contacts:

Newtown: 215-968-8009

Upper Bucks Campus:
215-258-7721

Lower Bucks Campus:
267-685-4825

or visit www.bucks.edu/library for hours and additional information.

TLC (Technology Learning Center)

The mission of the Technology Learning Centers (TLC) is to provide an environment where students, faculty and staff receive assistance in their use of technology tools. The Technology Learning Centers are committed to the College community's success with the use of technology on all campuses. For more information call 215-497-8754 or visit www.bucks.edu/tlc. Support is also provided to students, faculty and staff via Helpdesk, at "8191" for on-campus callers, and at 215-968-8191 for outside callers.

The goals of the Technology Learning Centers are to provide (1) one-on-one technology assistance, (2) just-in-time training, (3) targeted workshops, and (4) assistance with basic computer skills. Users can expect assistance in the following areas:

- Microsoft Operating Systems
- Microsoft Office Suite
- Logins and passwords
- Internet browsers
- College Intranet
- College's WebMail system
- CE6 - Campus Edition (Blackboard) for online learning
- WebAdvisor to find courses, register for classes, and check grades

Learning Technologies

Learning Technologies Services provides a wide variety of audio visual support to College programs both on and off-campus. Audio visual and video equipment are provided for use in the instructional program, both credit and non-credit, for special campus events, and for use by campus organizations.

Online Learning

In addition to assisting students in online learning, this office also provides application software support and user training in course management tools, graphics, text and word processing, database management and spreadsheets, electronic mail, internet and intranet access and other applications used by faculty and staff. For more information call 215-968-8002. See page 138 for details.

Tutoring Center

In order to help the learning process, the College provides a Tutoring Center where students taking courses involving mathematics, writing, reading, and study skills can obtain free and user-friendly tutorial assistance. The Tutoring Center also offers tutoring in accounting, American English as a Second Language, select foreign languages, and computer science. Online tutoring is available for writing, and telephone tutoring is available for math and accounting. The Tutoring Center is located in Library 121 at the Newtown Campus. Tutoring is also available at the Lower Bucks and Upper Bucks Campuses. Call 215-968-8044 or visit www.bucks.edu/tutor for information, including hours and subjects tutored.

Please note: All tutoring is supplemental to the classroom and should not take the place of class attendance.

Accounting: Tutors are available to provide tutoring in most of the accounting courses offered in the Business Department. Call 215-968-8044 or 215-968-8307 for accounting tutor hours or visit the Center's website.

Computers: Computer science tutoring is available for certain computer science courses. Call 215-968-8044 or 215-968-8307 for hours and information, or visit the Center's website.

Mathematics: Professional tutors, instructional assistants, and qualified student tutors are available to help both day and evening students. Help from arithmetic to calculus is available. In addition, supplementary instructional packages designed for individual self-study are available to all students. These are especially useful for reviewing topics that occur in connection with science courses. Call 215-968-8307 or 215-504-8617 for additional information, or visit the Center's website.

Reading, Study Skills, and American English as a Second Language: Professional tutors, instructional assistants, and qualified student tutors are available day and evening to provide supplementary assistance in reading efficiency, note taking for college courses, and preparation for taking tests in all disciplines. Call 215-968-8044 for additional information, or visit the Center's website.

Writing: Professional tutors, instructional assistants, and qualified student tutors are available to provide assistance to both day and evening students who wish to improve and expand their writing skills. Tutors can assist students with research papers, essays, reports, book reviews, paragraphs, summaries, and business letters. Individualized supplementary instruction is offered in theme, organization, punctuation, spelling, sentence structure, grammar, correct English usage, and term paper documentation. Call 215-968-8044

or 215-968-8378 for additional information, or visit the Center's website.

All tutoring services are also available for all Online Learning students. For information on telephone tutoring and online tutoring, call the phone numbers listed above under the appropriate subjects.

Science Learning Center: Professional tutors, instructional assistants and qualified student tutors are available to provide help in chemistry, physics, and biology. The Science Learning Center is located in Founders Hall, Room 231A. Please call 215-968-8363 for information and hours.

Web Services

Web Services is responsible for developing and maintaining the College's web site and intranet resources.

Bookstore

The College Bookstore, located on the second floor next to the library, is a self-service operation for service to students, faculty, and staff. In addition to the required materials for all classes, the Bookstore carries stationery supplies, clothing, gift items, and greeting cards.

Bookstore hours the first week of a semester are 8:30 a.m. to 9:00 p.m. Monday through Thursday; 8:30 a.m. to 4:00 p.m. Friday, and 10:00 a.m. to 2:00 p.m. Saturday. The second week store hours are 8:30 a.m. to 7:00 p.m. Monday through Thursday; Friday and Saturday are the same as the week before. The remainder of the semester store hours are 8:30 a.m. to 7:00 p.m. Monday through Thursday and 8:30 a.m. to 4:00 p.m. Friday; closed Saturday.

Refunds, under certain conditions, are allowed. See policy posted in Bookstore and KEEP YOUR RECEIPT.

The Bookstore conducts a used book buy-back at the end of each semester. Watch for dates in *The Centurion*, posted on bulletin boards throughout campus, or advertised on Visual Information Services (VIS) television monitors.

Act 101-GOALS (Graduation Opportunity and Learning Skills)

The ACT 101 GOALS Program provides supportive services for new and returning students who demonstrate initiative, motivation, and potential to succeed but whose backgrounds indicate a need for academic and financial assistance. In accordance with the Pennsylvania Department of Education grant guidelines, each student must be enrolled in six or more credits and be eligible for financial aid. (Economic eligibility is based upon income and financial aid applications). Preference is given to full-time students.

Individuals who have been out of school two to twenty years, are single parents, recently received their GED, need developmental education courses, or had average or below average high school records are a few examples of GOALS students who benefit from free tutorial and counseling services.

As GOALS participants, students attend a workshop that will introduce them to college before classes actually start – something that will give them an idea of what college is all about ahead of time. Once classes begin and during the entire time that students are enrolled, they will receive one-to-one tutoring and confidential counseling upon request.

Other services include study skills and personal growth workshops; individualized attention to major, course, and career choices; mutual support groups and a private study lounge.

The GOALS Office is located in the Charles E. Rollins Center, Room 22, and is open 8:30 a.m. to 5:00 p.m. Monday through Friday and in the evening by appointment. For assistance or information, call the GOALS Office, 215-968-8025.

KEYS Program (Keystone Education Yields Success)

KEYS is a grant funded program of the PA Department of Public Welfare (DPW). It has been designed to provide the opportunity for PA TANF (Temporary Assistance for Needy Families) cash recipients to enroll in Pennsylvania's community colleges. KEYS students may be enrolled on either a part-time or full-time basis. DPW and PA's community colleges provide a KEYS Facilitator to work with TANF students and help them get the services and support they need to be successful in college and achieve their career goals.

Bucks County Community College KEYS staff provide career counseling, tutoring and academic support including help with financial aid, and discuss other supportive services available through the County Assistance Office, as well as assist in connecting the student to other community agencies and College resources.

How to enroll in KEYS: If you are currently enrolled at any of the Bucks County Community College campuses and are receiving TANF cash benefits, or if you are receiving TANF cash benefits and are not currently enrolled at BCCC, but would like to learn more about the program, contact the BCCC KEYS Facilitator, or your case worker at the County Assistance Office.

Bucks County Community College KEYS contact information: Newtown Campus, Charles E. Rollins Center, Room 16, 215-504-8621.

Adult Student Services

The Adult Student Services office provides information to potential students on initial steps towards enrollment, registration, and on becoming a successful adult student at Bucks. Referrals are made to other College departments and programs for further information and counseling, as appropriate.

The Adult and Multicultural Student Services office is located in Pemberton Hall West and is open from 8:30 a.m. - 4:30 p.m., Monday through Friday. Appointments may be made for evening hours, if required. For assistance or information, call 215-968-8107/8137.

Security and Safety Officers are here to help.

Call 215-968-8395 to report an emergency on campus.

Perkins Academic Support Services (PASS)

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

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

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

American English as a Second Language Program

The American English as a Second Language (AESL) Program offers quality courses and services to residents and employers in Bucks County. The program provides students with multi-level AESL courses in grammar, reading, writing, listening, and speaking skills, and with services in advising, assessment, and placement. Credit courses in AESL are listed on page 106. (check to make sure page number is correct, please) Non-credit AESL courses are listed in the Continuing Education brochure. For further information about credit AESL courses, please call the AESL coordinator at 215-968-8018. For further information about non-credit AESL courses, please call 215-968-8186. For further information about non-credit AESL in the workplace, call the Workforce Development training at 215-504-8621.

Career Services

Career Services provides career and job planning services and occupational information resources for people who are undecided about choosing a major, setting occupational goals, planning their career, or searching for a job. Several services are offered:

- Individual counseling, in combination with other services and resources, to help people through the career planning or job search process.
- Utilization of Computer Programs/Assessments, and Exercises Information on occupations, job hunting, salaries, educational requirements, resumé writing and interviewing techniques.

Job Search Assistance

Career Services manages an On-line Job Board at www.bucks.edu/jobs

- Employers have the ability to post job openings, review student resumes and receive Career Services related news such as information about the regular BCCC Job Fairs, on-line.
- Students can post their resumes (optional) and access full-time, part-time and seasonal job openings plus internships and BCCC work study openings, on-line. Once registered they also receive Career Services related news such as information about the regular BCCC Job Fairs.
- Career Services hosts general job fairs throughout the semester at the three BCCC campuses plus two large scale profession specific job fairs each year at Newtown. Employers are encouraged to schedule visits to BCCC campuses to recruit students for available job opportunities or internships.
- Students can establish a reference file in the Career Services Office to be sent out to prospective employers and/or four-year colleges. brandtc@bucks.edu
- The Career Services staff reviews and critiques student and alumni resumes and conducts mock interviews by appointment. brandtc@bucks.edu

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.buck.edu/careerservices

Child Care

The Early Learning Center provides a program for the education and care of the young children of BCCC students, staff, and faculty. The center is accredited by the National Association for the Education of Young Children, and is a four star member of the voluntary Pennsylvania Keystone Stars early childhood quality assurance system.

Three programs are housed in the Center located behind Founders Hall: Toddler, Preschool, and Pre-Kindergarten. All children may attend from a minimum of two days a week, three hours a day, to a maximum of five days a week, from 7:30 a.m. to 4:30 p.m. A \$25 registration fee and a \$2.50 insurance fee are charged for all children per semester. Toddlers ages 2 to 3, not necessarily toilet trained, are charged hourly with a maximum daily rate. Preschoolers and Pre-K children, ages 3 to 5, must be toilet trained and are charged hourly with a maximum daily rate. There is a discount for two or more children from the same family. Registration for classes must be completed before registration for child care. Child care registration is held at specific times on a first-come, first-served basis.

Current registration dates are available on the web at www.bucks.edu/elc.

Drop-in care is available for pre-schoolers. For information, call 215-968-8180.

Counseling Services

The College offers advising and counseling services to meet the individual needs of its students. Counseling offers an opportunity for educational planning which includes decision making about major, career and personal goals.

Appointments may be made in advance or students may walk in and be seen on an availability basis. Appointments are recommended; call Student Planning Counseling 215-968-8182; or counseling@bucks.edu. For more information on Counseling at all three campuses, see also the section of this Catalog titled Academic Advising, under the Registration guidelines section.

Disability Services

Students with disabilities who are eligible for reasonable accommodations should request 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

The Multicultural Student Services office develops and implements programs and services for the purpose of recruitment, retention, and education of under-represented cultural groups and international students.

This office works with college personnel and the student body to develop initiatives and actions designed to assist those students in their educational pursuits. The director acts as a student advocate. The office is located in Pemberton Hall West and is open Monday through Friday, from 8:30 am to 4:30 pm. For more information, call 215-968-8107/8137.

Security and Safety

This department is staffed by trained officers who patrol the Newtown campus buildings and grounds on a 24-hour-daily basis, the LBC and UBC campuses all hours those campuses are open, and provide security and safety to the College community. Security and Safety officers render services

that include motor vehicle registration and assistance, traffic control, routine campus-wide safety checks, crime prevention services, emergency assistance and also act as sources for directional and general information. The Office of Security and Safety is located in Cottage 4.

Emergencies

Report ALL emergencies, medical or otherwise to Security and Safety at 215-968-8395. Officers are trained in CPR/AED, First Aid, and are equipped to handle emergencies of all types.

Campus Crime Information

Campus Security statistics required by the College and University Security Information Act of Pennsylvania and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of the Federal Government are available at the Office of Security and Safety and other campus locations, and on the web at www.bucks.edu/security/SecurityReport.pdf.

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 Perkasié 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.

- For specific testing requirements, such as identification and costs, see www.bucks.edu/testing.

Testing schedules can be viewed at on-line at www.bucks.edu/testing. This testing schedule can also be accessed by phone at 215-968-8566. 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 Transfer Services, located at Rollins first floor, 215-968-8031. Students planning to transfer should visit www.bucks.edu/transfer.

Veterans Affairs

The Office of Veterans Affairs is designed to serve the needs of veterans on campus. It is the link between the Veterans Administration and the veteran. All students must register with the office to receive G.I. Benefits and to initiate any action concerning the Veterans Administration. The office, located in The Hub, is part of the Office of Admissions, Records and Registration.

How to Register with the Office of Veterans Affairs:

1. Complete an Application for Educational Benefits (form 22- 1990) for Chapter 30 and 1606; Complete an Application for Survivors' and Dependents' Educational Assistance (form 22.5490) for Chapter 35; or complete a Request for Change of Program or Place of Training (form 22-1995) if you have received benefits from another institution prior to enrolling at BCCC.
2. Attach a copy of your DD-214 (Chapter 30) and/or your Notice of Basic Eligibility (NOBE - Chapter 1606) to the application.
3. Submit forms to the Office of Veterans Affairs.

Free tutoring services are available to ensure college success.

Veterans Questions/
Problems:
215-968-8112

Veterans Administration/
Educational Benefits
Department, Philadelphia
1-888-442-4551

Each semester you would like to receive your benefits, you must notify the Office of Veterans Affairs. You should do this by submitting a Veteran Certification Form (Available in the Office of Admissions at the back of the course offerings brochures each semester, and on the college's website).

All certifications will be processed after the last day of drop and add for the semester. Due to security risks, the Office of Veteran Affairs will not process requests for advance payment. However, Tuition Deferments are available for all veterans receiving benefits, who have no outstanding financial obligation to the College. The deferment is effective until the end of the following semester, however, the College expects that regular payments be made when payments are received from the VA. All deferments must be requested using the proper deferment form and will be approved by the Veterans Coordinator. Deferment forms are available in the Office of Admissions and on the College's website.

The Women's Center

The Women's Center works to increase student understanding of gender issues and to enhance student education through programs and resources addressing the diverse backgrounds and experiences of all people. The Center provides a welcoming environment that fosters the informal exchange of ideas, experience, and information.

The Women's Center is located in the Rollins Center, second floor. Call 215-968-8015 for more information.

Information Technology Services

Information Technology Services (ITS), is located in Pemberton Hall, and provides the technical planning, installation and support for the College's technology infrastructure, including enterprise and web systems, instructional and administrative desktop and notebook computers, telecommunications equipment and voicemail systems, instructional support equipment, and network equipment and systems.

ITS supports multiple servers, primarily HP Unix and Microsoft Windows. The servers host the College's web page, email, student and administrative systems, , web registration and related services, student files and programs, document imaging, library and online course management systems. The servers are connected to the campus-wide Ethernet-based network, running multiple network protocols. IT also supports the Internet connections to the College's Internet Service Provider and to the Public Safety Training Center, Lower Bucks Campus and Upper County Campus, including providing Internet2 services to the College and county school districts.

ITS provides primary desktop support to instructional labs and offices throughout the College. This support includes assistance with the selection, procurement and deployment of desktop and notebook computers.

The Enterprise Systems group in ITS is primarily responsible for development, support and training for the College's administrative systems, including student records, applications, registration, assessment test scoring, tuition and billing, grading, schedules, transcripts, degree audits, financial aid, budget, general accounting, accounts payable, accounts receivable, human resources and payroll, and the foundation office's gift and pledge processing. ITS also supports web-based registration, and other online services such as student records, degree audit, test scores, grades, transcripts, class rosters, and schedules.

Food Service

The campus food service operation is under the direction of a private contractor, Culinart Inc. Located at the Newtown campus in the Charles E. Rollins Center, the Cafeteria has a seating capacity of 1,000. A variety of hot and cold food is available. The food service is open, except on holidays, from 7:30 a.m. to 8:45 p.m. Monday through Thursday; from 7:30 a.m. to 1:30 p.m. on Friday and 7:30 a.m. to 1:00 p.m. on Saturday. When College is not in session, and on holidays, hours are variable and posted in advance. Vending machines for candy, pastries, hot and cold beverages, and sandwiches are available at all times outside of the cafeteria area, Founders Hall and scattered throughout campus. Culinart Inc. supplies the Upper Bucks Campus with a modified menu selection and a variety of vending machines. Upper Bucks Campus food service hours are posted on location. The Lower Bucks Campus has a variety of service choices located in designated areas.

Housing

The college has no on-campus housing facilities and does not supervise or approve student housing. Any agreements concerning rent or conditions of occupancy are made between students and landlords. All housing arrangements must be made by students. A listing of available area housing is maintained online at www.bucks.edu/student_life/housing.php and is updated regularly by the Student Life Information Center.

Student Life

Student Life Programs

Why Get Involved

Getting Involved in student activities can lead to success in many areas of life both during and after one's term as a student.

Getting Involved brings the obvious benefits of meeting other students, making the most of your time at Bucks, and trying something new and fun. But in addition to that, students participating in activities, clubs, or organizations also gain the opportunity for practical application of their classroom skills to a working project and the experience that can round out their resumé's.

Getting Involved in activities, clubs, or organizations is of proven interest to employers. The personal contacts one makes when active in student life programs may serve as the foundation for lifetime friendships and networking sources.

Getting Involved in leadership opportunities will enable you to discover your potential, build your confidence, and develop skills you will use throughout your life.

Student Life opportunities and programs are located on every BCCC campus. The staff of the Office of Student Life Programs assists students in supplementing academic experiences with experience in service, social, and recreational pursuits. The Office not only helps students in programming extracurricular activities, those viewed primarily as active, fun, or social, but also helps in programming co-curricular activities, those which are related to academic pursuits at the College and which help improve skills in communication, organization, and leadership and demonstrate acceptance of responsibility. The Office of Student Life Programs is located in the Rollins Student Center, second floor or call 215-968-8257. Please visit us on the web at www.bucks.edu/student_life/.

Student Life Information Center

The Student Life Information Center (SLIC) is a centralized clearinghouse of information, keeping abreast of what is happening on campus and disseminating this information to students, staff, and the general public. Student Life Information Center is the place to purchase tickets to College events, purchase SEPTA tokens, sign up for a club or organization on campus, and pick up

the local newspaper and the College newspaper, *The Centurion* and much more.

Student Life Information Center assists students in finding activities to fit into their busy school or work schedule.

The Student Life Information Center is located in the Rollins Student Center, second floor or call 215-968-8261. Please visit us on the web at www.bucks.edu/student_life/slic.html.

Student Judicial Process

Bucks County Community College is committed to the integrity and personal growth of each individual. Choosing to join the community obligates members to make positive contributions to the community and be accountable for their own behavior. As adults and members of the community, students are expected to conduct their lives in a manner that is consistent with good citizenship. The Office of Student Life Programs holds all BCCC students accountable to the Student Code of Conduct which is found under Student Records, Rights & Responsibilities portion of the college catalog and online at www.bucks.edu/catalog/concode.html. 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 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 Association is composed of several standing committees. The Student Government consists of four officer and five councilor positions.

Elections are conducted by the Student Government through the Election Committee. Elections are conducted for officers and representatives positions.

The Director of Student of Student Life is the advisor for Student Government.

Contact the Student Government Association at 215-968-8375 or on the web at www.bucks.edu/sgal

Union Program Board (UPB)

UPB dedicated to promoting educational, cultural, social, and recreational activities for all Bucks County Community College students. Whether it be coffee house music performers, coffee and donut nights or welcome week festivities, the board strives to maintain a diverse programming through the efforts of its officers and committees.

Leadership Development

Anyone can learn to be a student leader at Bucks! Though collaboration with academic departments, community agencies and the campus community, the Student Life Office provides many opportunities to develop responsible leadership in holistic lifelong learning. There is a diversity of leadership development programs that currently exist on campus. This has enabled students to grow and succeed in many aspects of their lives. Contact the Office of Student Life at 215-968-8257 to find more.

Civic Engagement/ Volunteering/ Community Service

Bucks wants students to connect with their community. We have many opportunities available in service learning, volunteering/ community service. The Student Life Programs office assists students in connecting community agencies with academic courses in efforts to promote learning in and out of the classroom. Check with the Office of Student Life Programs to find out what classes support the exciting opportunities in service learning and how you can enroll.

Looking to do some volunteering or community service? When you volunteer in your community, you gain new friends, life experiences and resumé' building skills. Student Life Programs has a database of community agencies, contact information, programs, and events that will fit any student's interests. Contact the Office of Student Life Programs at 215-968-8257.



Bulletin Boards

Information about the use of bulletin boards must be obtained from the Office of Student Life Programs in the Charles E. Rollins Center. In order to prevent damage to painted and finished surfaces, only bulletin boards may be used to post notices. All postings must be approved and stamped by the Student Life Information Center (SLIC) prior to being posted.

New Student Orientation

All new students are expected to attend New Student Orientation. Orientation is designed for any new student to successfully make the transition into college life. Whether one has just graduated from high school, transfer student, or returning student, the Orientation Program will assist the all new students in preparing for studying and succeeding in the college environment.

Clubs and Organizations

All students are urged to participate in any student organization. There are few restrictions involved in forming student clubs. There are no limitations to club size and any number of individuals may form an organization after obtaining a faculty or staff advisor and completing necessary paperwork. An organization must be officially recognized by the Student Government Association and the College prior to requesting and utilizing College facilities for activity purposes. The College will establish priority for use of its facilities.

Here is a sample of some of our outstanding clubs and organizations. Further information about forming clubs/organizations or participating in activities is available from the The Office of Student Life, located on the upper level of the Charles E. Rollins Center, 215-968-8257. Visit the website at www.bucks.edu/sgal/clubs_orgs.html.

Anime The purpose of the club is to offer an enrichment of the Japanese culture through anime (Japanese animation) to the students of BCCC. Also to gather together fans of the culture and the genre. www.bucks.edu/~anime/

BC3D Sculpture Club The objectives of this club is to function as a co-curricular group whose focus is to further their knowledge and understanding of 3 dimensional art, its ideation and processes. They meet every second Friday of the month at 2 pm in 3D Arts Center.

BC3 Music Society Our goals are to: enhance campus social life through music; promote, organize and encourage music events on campus; provide students with opportunities to perform in a live setting; build awareness of different kinds of music. We're open to everyone on campus, not just music majors.

Black Student Union The purpose of this club is to provide a positive support unit for African American students here at Bucks, and serve as a cultural, educational and social resource for the college. To promote, plan, and integrate school and community activities that stimulate intellectual, social and moral growth of the African American community at Bucks.

Lower Bucks Campus Programming Council Coordinates and schedules cultural and social events for the student body of the Lower Bucks Campus.

Bucks County Printmaking Society

The purpose of this club is to support printmaking and papermaking as vital contemporary art forms and encourage the appreciation of the printed image and all related media. They meet Thursdays at 7 pm in Hicks 106.

Camping, Caving, Climbing, and Conservation Club (4 C's Club) The purpose of this club is to offer Caving, Camping and Climbing to students of Bucks in regards to the conservation and protection of the wildlife and environment.

The Centurion The College's student newspaper, reports campus activities, student opinions, and community news. Students gain valuable experience in all aspects of newspaper production. Students interested in writing for the paper, should contact the newspaper's office in the Rollins Center, Room 128. The Centurion is published weekly during the fall and spring semesters. www.bucks.edu/~centurion/

Chess Club The purpose of this club is to promote and teach BCCC students the game of chess.

Clay Club The purpose of this club is to create an environment that enables its members to grow in technical proficiency of their ceramics skills and a forum for discussion of the nature of art, craft, and industry.

Cultural Diversity Club Promotes the awareness of cultural diversity through social and educational functions.

Dance, Dance, Dance also known as D3 Meets at Upper Bucks Campus. The purpose of this club is to learn, teach, and experience a diversity of dance cultures. The group shall meet at least twice monthly, with additional meetings called when necessary.

Dance Squad Become more in tune to your own flexibility, physical strength, and unique creativity to bring forth school spirit during games and special events.

Drama Club Unites drama students and enthusiasts, giving both the opportunity to perform before the College community.

Faith, Hope and Charity Helps fellow students who need a fresh start in life and also to raise funds for community service organizations who help the needy in our community. www.bucks.edu/campus_life/goals/cfhc.htm

Future Teachers Organization (Meets at Newtown and Upper Bucks Campus) This organization was formed to give Education majors the opportunity to extend their field of study. To provide a forum for all members of the association an opportunity for discussion of and involvement with matters of Education. Check the Future Teachers Organization's website for meeting dates and locations. www.bucks.edu/~fto

Glass Arts Society This is a co-curricular club for students interested in the art of glass blowing and glass sculpture. The Glass Arts Society meets Thursdays at 6:00pm in the 3D Arts Building. www.bucks.edu/~glassart

Habitat for Humanity (Meets at the Upper Bucks Campus) Supports the Bucks County Habitat for Humanity organization through volunteer work, fund raising and advocacy.

Hub, The The purpose of the Hub is to create an environment of recreational gaming available to a wide range of preferences and age groups. Our club is aimed at showing individuals the benefits and excitement of the digital age and its possibilities.

Hillel Is open to anyone who is interested in the Jewish faith and culture. www.multicampushillel.org

International Unity Shares cultural information with the campus community, to offer help to all students, and to provide an exchange network on campus experience.

InterVarsity Christian Fellowship Is open to anyone who is questioning the credibility of Christianity, the relevance of Jesus Christ or seeking Christian fellowship. www.ivcfbucks.homestead.com

Italian Club Is for all interested in Italian culture and language, sponsoring Italian talks, films, concerts, dinners and events www.bucks.edu/~rusnakml/italianclub

Kappa Beta Delta Is a national honor society for business students who have completed at least 15 semester hours and have earned a GPA that places them in the top 20% of all students in their specific programs.

LaTertulia The Spanish Club acts as an organization that will join together those interested in Spanish language and culture by providing an environment that supports the learning of Spanish language and culture.

Martial Arts Develops skills in several different martial art forms while teaching individuals to work to their fullest potential.

Nursing Club Provides meetings for all nursing students to promote unity and general welfare of the members. Members conduct at least two community service projects a year.

Open Door Club Provides support to gay, lesbian, bisexual, and transgendered students. The organization promotes awareness and education of their issues as well as fostering an environment of mutual respect and a celebration of the diversity of all people. bucksadvocate@earthlink.net

PA-S.W.A.T The Pennsylvania Students Working Against Tobacco is committed to empowering the campus communities across the Commonwealth of Pennsylvania to choose and promote a tobacco free lifestyle and environment.

Phi Theta Kappa Is a national honor society comprised of students with a cumulative average of 3.5 or above. The four hallmarks of the society are Leadership, Scholarship, Service and Fellowship. www.ptk.org

Sirens Educates women to empower themselves in relationships in the workplace and home, the political process, and society as a whole by offering support through workshops, speakers, forums, and mentoring from professional women on campus and in the community.

Ski Club Welcomes non-skiers to advanced to join in ski outings, meetings, and social activities. www.bucks.edu/~skiclub

Social Science Club Conducts trips and works with other groups to sponsor social, political, and service activities. www.bucks.edu/~socsci/sshp.html

Students in Free Enterprise (S.I.F.E.)—Newtown Campus Is for students interested in local business activities, networking, and educational projects in the business community. www.sife.org (National Website) & www.bucks.edu/~sife (School Website)

Student Government Association Represents the student body to the College Administration, faculty, and Board of Trustees; supports clubs and organizations; promotes participation by the students on college committees; administers their portion of the college activities fee. Meets every other Tuesday at 12:30 in Rollins 115 with executive meetings every other Tuesday in the Council Office. www.bucks.edu/sga/index.html

Student Update -TV News Familiarizes members with broadcasting skills and techniques while producing entertaining and informative programs to the Bucks campuses. www.bucks.edu/~s_update

Tyler Literary Society Produces the College literary publication issued each semester. Students may submit fiction, drama, poetry, science fiction, criticism, discursive essays, photographs, and drawings.

Ultimate Frisbee Club The purpose of this club is to offer a new sport to the students at Bucks, meet new friends, play competitively against other teams and to spread the word of Ultimate Frisbee as it becomes a more popular sport.

Union Program Board The UPB is dedicated to promoting educational, cultural, social, and recreational activities for Bucks students. The board strives to maintain a diverse program through the efforts of its officers and committees.

Upper County Programming Committee (Meets at the Upper Bucks Campus Coordinates and schedules cultural and social events for the student body of the Upper County Campus.

Athletics

The College offers intramural and club sports along with intercollegiate athletics. It is a member of the Eastern Pennsylvania Collegiate Conference and also a member of the NJCAA Region XIX in the sport of golf.

Varsity Fall Sports

Golf (coed), Soccer (coed), Equestrian (Western and Hunt seat), Women's Volleyball

Varsity Winter Sports

Men's Basketball

Varsity Spring Sports

Tennis (coed), Equestrian (Western and Hunt seat), Baseball, Golf (coed)

Athletic Director: Dr. Priscilla Rice

The College also provides an intramural program for the student body. There are no formal practices held by the College. Individuals as well as teams or groups may sign up for the activities. There are leagues and various activities held in the afternoons. A partial list of the events held during the year follows. It should be noted that not all the events are held each year and that different activities may be added as student interests change.

The Intramural Program runs from 12:30-1:30 p.m. every Tuesday and Thursday. Some or all of the following activities are offered: flag football, volleyball, basketball, softball, and tennis. Students are encouraged to submit their ideas for future events to the Intramural Office# 102 in the Gym Lobby.

The tennis courts are available to students when no classes are in session. The Gym is available during intramural and open gym hours that are posted outside of office 102 in the Gym. There is open swimming during posted hours.

Physical education facilities include tennis courts, and fields for archery, soccer, baseball and softball. The physical education building features a swimming pool and a gymnasium.

Wellness Center

The Bucks County Community College Wellness Center offers a new model for health. This model addresses itself to enriching life, preventing illness and encouraging individuals to accept a greater degree of responsibility for their own life and well-being. This commitment to the positive is at the heart of a wellness lifestyle.

The Wellness Center programs include Physical Fitness Assessments and Personal Fitness Training through the Health Enhancement System, Sport-Specific Conditioning programs, individualized and group Weight Management Counseling through the Healthy Choices Program and various health and wellness - related programs and events. The Wellness Center, located outside the gymnasium, contains state-of-the-art testing and exercise equipment. Individuals can receive comprehensive fitness tests and personalized fitness programs designed specifically to suit their needs. The wellness Center has a variety of aerobic training equipment inclusive of treadmills, elliptical trainers, rowers, versa-climbers and exercise bikes. The center also provides a large selection of resistance training modalities inclusive of 2 comprehensive resistance training stations, 2 Selectorized cable stations and an extensive free weight area.

The Wellness Center is open for use to all current students and staff of the College. Identification cards are required of all members of the Wellness Center. Each member is required to complete a signed Agreement and Waiver of Liability form, as well as a Physical Activity Readiness Questionnaire prior to beginning exercise within the Wellness Center. For more information, Robert Barrese in the Wellness Center at 215-968-8447.

College Committees

Participation in the College's committees includes faculty, students, and administrators, as determined by the President.

Administrators are appointed to College committees by the President of the College. Faculty representatives for committees are nominated by the faculty through their representative organization. These nominations are submitted to the President of the College for appointment.

Students are nominated to serve on committees by the Student Council. The nominations are submitted to the President of the College for appointment.

Students are appointed to those College committees which annually request student representatives.

Music

For students interested in musical performing activities, the College offers a variety of organizations sponsored by the Department of the Arts. Some College-owned instruments are available for use by students in instrumental ensembles. It is possible to receive College academic credit for participation in some of these organizations. College-wide participation is encouraged. Students should contact the Music Office, 215-968-8088, concerning meeting times and details of the following:

Musical organizations open to non-music majors: BC3 Music Society, Concert Choir, Stage Band, Swing Singers, Symphonic Band, and Youth Orchestra of Bucks County.

Ensembles open only to music majors: Brass, Guitar, Piano, Sax, Percussion, Bass, and Woodwind.

Alumni Association

Since 1983, the Bucks County Community College Alumni Association has provided leadership and means for the College's alumni to unite in their efforts to support and strengthen the institution. Its mission is to keep the alumni well informed about the College and the Association and to support the College community by raising funds that will directly benefit students and student services. The Alumni Completion Scholarship, which is annually awarded at the College's Honors Convocation in May, the "Leave a Legacy" program, and a variety of other events and awards all promote and recognize Bucks' growing student and alumni population. The College encourages the more than 200,000 individuals who have enrolled in courses to remain active in supporting Bucks County Community College through its alumni programs. The Alumni Association also offers those who graduate with an associate's degree, complete a certificate program, or accumulate a minimum of 30 credits at Bucks the opportunity to apply for a "Key to the College" Alumni Card. This complimentary membership card allows graduates to take full advantage of the many benefits Bucks offers its alumni.

The Alumni Association has an active executive council which meets six times a year on the Newtown campus. For more information about the Alumni Association or to update an Alumni file, call 215-968-8224 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.

Campus Regulations



Drug and Alcohol Policy

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, or illicit drugs is prohibited on the campus of Bucks County Community College. Any student or employee of the College discovered to be violating these rules is subject to immediate suspension or dismissal. Such action will be taken independently of any criminal action that may arise from a violation of civil law governing these areas.

Sexual Assault Policy

The Bucks County Community College Sexual Assault Policy has been developed to ensure that a consistent procedure and coordination of College and community resources is followed in the unfortunate event of having to investigate a sexual assault. Sexual assault is a fundamental violation of an individual. It threatens the person's safety, well-being, educational experience, and career. Our policy is intended to meet the medical, legal, safety, and psychological needs of the victim and to maintain confidentiality. This policy is applicable to both on- and off-campus students and College employees.

The policy also provides for measures and structures that will deal with the prevention of sexual assault through educational programming as well as a continuing institutional dialogue to assess services for victims.

Sexual assault violates the standards of conduct expected of every member of the College community and is strictly prohibited.

Sexual Harassment Policy

Bucks County Community College is committed to providing a place of work and study free of intimidation, exploitation, or discrimination. It is expected that students, faculty and staff will treat one another with respect.

Sexual harassment violates the College's long-standing policy, established at its founding, prohibiting discrimination on the basis

of sex. Further, sexual harassment is a violation of state and federal law, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. It will not be tolerated at Bucks County Community College.

This Harassment Policy applies to all persons who are enrolled, employed, or serve in any official capacity at the College while they are on College property or are participating in any College-sponsored activity off-campus. Individuals who violate this policy are subject to the full range of internal institutional disciplinary actions from reprimand up to and including separation from the College.

The College is also committed to broad dissemination of information to raise the level of understanding concerning the nature of harassment.

Harassment is a prohibited act of sexual discrimination and is unlawful. It is the creation of an environment in which verbal or physical conduct, due to its persistence and/or severity, interferes with the performance of students or employees. The two presently recognized elements of harassment are:

Quid Pro Quo Harassment

Quid pro quo ("something for something") harassment is sexual coercion perpetrated by someone who is in a College position of influence over the individual being harassed. It exists where sexual advances or requests are made under circumstances implying the submission or refusal might affect academic or employment decisions. For example, a supervisor who suggests that a subordinate employee could get a promotion or a professor who suggests that a student could get a higher grade by submitting to sexual advances is making a sexually discriminatory *quid pro quo* offer and is engaging in sexual harassment.

Hostile Environment

Sexual Harassment

Sexual harassment exists where unwelcome sexual conduct is sufficiently severe or pervasive that it creates a hostile or abusive atmosphere. A discriminatorily abusive work or educational environment can and often will detract from employees' or students' performance, discourage them from remaining at the College, or keep them from advancing in their careers. When the workplace or academic environment is permeated with discriminatory intimidation, ridicule, and insult that is sufficiently severe or pervasive to alter the conditions of the victim's employment or education and create an abusive working or educational environment, federal law and College policy are violated.

Sexual harassment can be verbal, visual, physical or communicated in writing or electronically. Continuous incidents of unwelcome sexual harassment such as sexual comments, gestures, sexual advances or touching constitute sexual harassment when they result in a pattern of behavior that creates a hostile environment which impairs an individual's ability to work, learn, or participate in any College function.

Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the College's standards of conduct. Whether an environment is "hostile" or "abusive" can be determined only by looking at all circumstances. These may include the frequency of the discriminatory conduct; its severity; whether it is physically threatening or humiliating, or a mere offensive utterance; and whether it unreasonably interferes with an employee's or student's performance.

A single egregious sexual incident such as coerced sexual intercourse or other physical assault is sufficient to constitute harassment.

Any member of the College community who believes that he or she has been the victim of sexual harassment is encouraged to take action by obtaining further information or initiating either informal or formal procedures to resolve a complaint by one or more of the following means:

1. All College counselors are available to provide information and counseling, on a confidential basis, concerning incidents of sexual harassment.
2. A concern or complaint that a College employee engaged in sexual harassment may be reported to the alleged offender's administrative supervisor.
3. Employees working under a collective bargaining agreement may contact the appropriate union officer in regard to resolving a concern or complaint of violations of the nondiscrimination provision of their contract.
4. A concern or complaint about a student may be reported to the Director for Student Life Programs.
5. Information or assistance in filing a complaint is available from the Director of Human Resources, who is the BCCC Equal Employment Opportunity (EEO) Officer and College Coordinator for Sexual Harassment Policy compliance efforts (Room 130, Tyler Hall, 215-968-8090).

Weapons

Firearms and other weapons are prohibited on all Bucks Campuses.

Animals on Campus

This College does not permit students, faculty, staff or visitors to bring pets or animals to campus. This includes all parking lots, buildings, classrooms, dining areas, walkways and grassy areas.

Guide dogs are the exception. All requests for additional exceptions should be directed to the Office of Security and Safety.

Buildings and Grounds

Skateboarding, rollerblading, ice skating, skiing, sledding and snowmobiling are prohibited on the grounds and in the buildings of all campuses.

Buildings - Hours of Use

College buildings are closed from midnight to 6:00 a.m. Exceptions will be considered for special events. All requests for exceptions should be directed to the Office of Security and Safety at least three days in advance.

Children/Visitors

In order to utilize College facilities, all children under the age of sixteen must be accompanied by a student, faculty, or staff member, who will stay with them. *Children are not permitted to attend class with a parent or guardian.*

Community members or visitors will be asked to register with the Office of Security and Safety. Should these persons exhibit disruptive behavior, they will be asked to leave. If it becomes necessary, Security will be called.

Emergency Calls

Emergency telephone calls to students should be made only to the Office of Admissions, Records, and Registration, 968-8100. That office will try to contact students in their scheduled classes or, if possible, elsewhere on campus. The content of the emergency message will be given to students for their decision on any further action. Non-emergency calls are discouraged and may be refused by Admissions, Records, and Registration.

Lost and Found

If you have lost something, please notify the Office of Security and Safety immediately. A lost and found drop is located at the Student Life Information Center in the Charles E. Rollins Student Center or the Office of Security and Safety, Cottage 4 (Newtown Campus).

Medical Insurance

Since the college does not provide insurance, students who do not have medical coverage/insurance are encouraged to purchase insurance through a medical provider identified by the college. For more information, contact the Student Life Programs Office at 215-968-8257. International students are required to have medical coverage while pursuing their studies at the college and must contact Adult and Multicultural Student Services at 215-968-8107.

Smoking on Campus

Bucks County Community College is a smoke-free environment. Smoking is prohibited in all campus buildings.

Telephones

Office telephones are for official use only. The public pay telephones are for the use of students and the public. Students should not encourage friends and relatives to call them at the College except in case of emergency. Public telephones are located in the Gateway Center, Charles E. Rollins Center and Founders Hall.

There are also emergency phones and call boxes available in various locations around campus. There are emergency call boxes in parking lots A, B, C, D-E and the Handicapped Lot. These telephones are free of charge and give a direct line to the Office of Security and Safety.

Motor Vehicle Regulations

The College's Motor Vehicle Regulations are enacted to increase safety on campus and to provide an orderly process for the operation of motor vehicles. It is the responsibility of all students, faculty and staff to register their vehicle and obey these regulations.

Every vehicle parked on the campuses of Bucks County Community College is required to display a valid parking permit. Vehicles on campus without a parking permit will be considered as trespassing and dealt with accordingly. Permits are issued at the Office of Security and Safety located in Cottage 4.

COLLEGE MOTOR VEHICLE REGULATIONS ARE ENFORCED AT ALL TIMES ON ALL CAMPUSES OF BUCKS COUNTY COMMUNITY COLLEGE.

SECTION I

A. Operation

1. All vehicles parked on campus require a parking permit and must be registered with the Office of Security and Safety.
2. BCCC parking permits are free and must be visible at all times.
3. You may register as many vehicles as needed, since permits may not be transferred from one vehicle to another.
4. Please adhere or hang parking permits behind the interior rear view mirror of the vehicle so they are visible through the front windshield.
5. Temporary parking permits must be obtained by students and employees who use a leased, rented or borrowed vehicle. Please obtain a temporary permit from the Office of Security and Safety before parking your vehicle.
6. Student parking is permitted in Lots A, B, C, D, and E. They are marked with white striped lines.
7. Parking in the Visitors Lot by either employees or students is prohibited at all times and will result in a fine.

8. Permits are valid for the two year period prior to the expiration date printed on the front of the permit.
9. Bicycles and mopeds may be parked in the racks provided throughout campus.
10. College staff and faculty must park in the specific areas designated for employees. Employee lots are marked with yellow striped lines.
11. Student workers and per diem college employees carrying more than six (6) credits at Bucks County Community College must obtain student parking permits and park in student lots only.
12. All visitors park in the Visitors area of Parking Lot B. Visitor lots are marked with yellow striped lines. (See Section III for detailed information.)
13. UNAUTHORIZED PARKING IN HANDICAPPED OR INFIRMARY SPACES WILL RESULT IN A FINE. (See Section III, Paragraph D.)

B. Violations

The following are violations of the College's Motor Vehicle Code:

1. Parking without a valid permit or improper placement of permit.
 - a. Permit must be displayed on the back of the rear view mirror, inside the vehicle, and must be visible at all times.
 - b. Any alteration or transfer of a parking permit or handicapped permit renders it invalid.
2. Parking or driving on grass area.
3. Employee or student parking in visitor's area, student in employee area, or employee in student area.
4. Parking on roadways, or on shoulders.
5. Unauthorized parking in any designated area.

6. Parking in Loading/Unloading zone.
7. Parking on crosswalk or within 20 feet of fire hydrants.
8. Parking over the white line and/or obstructing two spaces.
9. Failure to obey official traffic control signs or directions.
10. Parking in fire lanes.
11. Reckless driving.
12. Unauthorized parking in a designated handicap/reserved infirmary area.

SECTION II - SANCTIONS AND FINES

A. Fines

1. Monetary fines are itemized on all violations notices and are subject to change without notice.
2. An additional \$5.00 processing fee will be assessed to vehicles which do not possess a valid BCCC parking permit and whose owner information must be verified through the Commonwealth of Pennsylvania Bureau of Motor Vehicles.
3. There are additional charges for towing and/or immobilizing vehicles.
4. Unauthorized parking in handicapped/infirmarary spaces - \$100
5. Immobilization Boot - \$100
6. Parking in Fire Lanes, reckless driving - \$50
7. Parking without a valid Bucks County Community College permit and all other violations - \$15

B. Payment

All parking fines payments are due within 14 calendar days of the date of the violation. Payments are accepted at the Student Accounts Office, Pemberton Hall's Student Services Center from 8:30 a.m. to 4:00 p.m. During the evening, payments made by check are accepted at the Evening and Off Campus Programs Office, located in Founders Hall until 8:30 p.m., Monday through Thursday.

1. Unpaid parking fines are considered unpaid financial obligations to the College and will result in withholding of student records, grades, transcripts, registration, or other official records.
2. Employee fines not paid within 45 days or by the end of the semester, whichever occurs first, will result in suspension of parking privileges. Once suspended, the vehicle is subject to towing at the owner's expense.
3. The College has the right to seek judgment in the Court of the District Justice against any person who fails to satisfy any outstanding obligations according to these Motor Vehicle Regulations

C. Towing/Immobilization Policy

1. Towing

The College reserves the right to remove and impound any vehicle which is parked in a driveway, fire lane, loading dock, handicapped area, or parked in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment. The owner will be responsible for the costs involved in removing, impounding and storing the offending vehicle. All fees must be paid before the vehicle will be released. The College is not responsible for damage to a vehicle resulting from towing or immobilization.

2. Any vehicle parked in violation of the motor vehicle regulations issued by Bucks County Community College may be immobilized by use of a wheel boot. Additionally, when a vehicle is determined to have three (3) or more parking violation notices charged against it, paid or unpaid, an immobilization boot may be used to impound the vehicle. The College will not authorize release of the vehicle to the owner or custodian until a cash or credit

card payment of \$100 is made to remove the boot and all outstanding fines have been satisfied. Also, any vehicle subject to towing may be immobilized instead. Flagrant violations of these motor vehicle regulations may result in the loss of parking and vehicle operating privileges on campus.

Notice of the placement of a wheel boot shall be posted prominently on the vehicle. Placement of the notice shall depend upon the type of vehicle. The College is not responsible for damage to a vehicle resulting from towing or immobilizing the vehicle. Only members of the Office of Security and Safety staff may remove wheel boots. Attempts to remove wheel boots by unauthorized personnel may result in criminal charges. Vehicles immobilized for longer than 36 hours may be moved to a storage facility. The owner/custodian of the vehicle shall be responsible for immobilization and removal fee as well as any storage fees.

SECTION III - PROCEDURES

A. Appeals of Violation Notices/Parking Privileges

1. Violation Notices may be appealed to a special Traffic Appeals Committee.
2. Appeal forms are available at the Office of Security and Safety in Cottage 4 and in the following locations:
 - a. Evening and Off Campus Programs Office - Founders Hall
 - b. Admissions Office – Pemberton Hall
 - c. Student Life Information Center - Charles E. Rollins Center
3. Appeal forms must be received in the Office of Security and Safety, within 14 calendar days of the date of the violation. The violation notice (ticket) must accompany the completed

appeal form and be submitted by the person who received it. Ignorance of the provisions of these motor vehicle regulations will not be accepted as a defense for violations.

4. An employee, whose parking privileges have been suspended, may appeal the suspension to the Traffic Appeals Committee. The employee must file an appeal with the Human Resources Department no later than five (5) working days after the notice of the suspension of parking privileges has been received.
5. Decisions made by the Traffic Appeals Committee are final.

B. Visitors

College departments expecting visitors should notify the Office of Security and Safety and secure visitor permits, which can be mailed to the visitor along with parking instructions.

1. Visitors to campus must park in Lot B-Visitors Area, identified by yellow striped lines. If this area is full, visitors are requested to report to the Office of Security and Safety, located in Cottage 4, for issuance of a permit and instructions on where to park.
2. Visitors are subject to all Campus Motor Vehicle Regulations.

C. Special Parking

Arrangements for all special, temporary and visitor parking permits are coordinated through the Office of Security and Safety. Issuance of a permit does not guarantee a parking space. Lack of space is not considered a valid excuse for violation of regulations

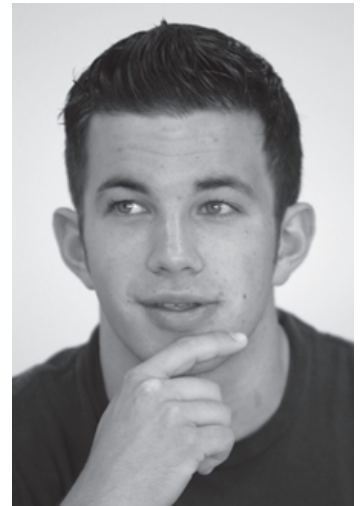
1. "30 Minute" parking spaces are located in Employee Lot K for Admissions visits only.
2. "Short-Term" (15 minute) parking spaces are located in front of the Cottages and may be used by anyone who requires only a few minutes to transact college business.

3. Temporary permits for "Loading and Unloading" are issued yearly to all college departments and budget areas by the Office of Security and Safety. These permits may be used for a maximum of 30 minutes.

4. PARKING IN THE AREAS OUTLINED ABOVE WILL BE TIMED AND STRICTLY ENFORCED. TICKETS WILL BE ISSUED TO ALL VIOLATORS.

D. Handicapped Parking/Temporary Mobility Impairments

1. Permanent Mobility Impairments: Individuals with permanent mobility impairments must have an official Pennsylvania Bureau of Motor Vehicles handicapped license plate or placard on their vehicle in order to park in any of the designated handicapped spaces on campus. Students and employees must also possess valid campus parking permits.
2. Temporary Mobility Impairments: Parking arrangements are available to individuals with temporary mobility impairments. Applications for these "Infirmarium" spaces are available from the Office of Security and Safety. Temporary permits are issued per semester.
 - a. All reserved infirmarium spaces are clearly marked and posted.
 - b. Reserved infirmarium parking is available on a first-come, first-served basis.
 - c. Individuals with infirmarium permits may not park in handicapped spaces.
 - d. If all reserved infirmarium spaces on campus are full, drivers must park in a regular lot.



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.

E. Disabled Vehicles

All disabled vehicles are to be reported to the Office of Security and Safety in order to avoid a violation. A specific period of time will be granted for the removal of a disabled vehicle, but must be coordinated with the Office of Security and Safety.

F. Overnight Parking

Parking on campus between the hours of 12:00 midnight and 5:00 a.m. is prohibited, except for those people who have prior approval from the Office of Security and Safety. Permission will be granted for disabled vehicles and vehicles belonging to people participating in college sponsored trips. In all cases, the owner/operator should contact the Office of Security and Safety.

G. Miscellaneous

1. Motorists are advised that all Pennsylvania laws and regulations pertaining to the use of motor vehicles apply to all drivers and vehicles on the campus of Bucks County Community College.
2. Any driver coming on campus to discharge or pick up passengers may do so in the area of Linden Lane designated for that purpose.
3. Parking near the baseball field is at your own risk.
4. The college is not responsible for the safety of vehicles or their contents.
5. Bucks County Community College Motor Vehicle Regulations are in effect at all times.

Handicap Access

Elevators:

- Founders Hall (right side)
- Library Building
- Pemberton Hall (rear of Admissions)
- Penn Hall (left side)

Wheelchair Lifts:

- Charles E. Rollins Center - outside rear entrance connecting with the Library
- Charles E. Rollins Center - Fireside Lounge

Ramps:

- Handicap Parking Lot - ramp to center of campus and side entrance of
- Founders Hall
- Hicks Art Center - main entrance and rear hallway
- Cooper Homestead - main entrance
- Penn Hall - right side entrance
- Penn Hall - rear side entrance to lecture halls
- Portable Classrooms - each entrance
- Tyler Hall - front entrance and inside first floor

TDD - Telecommunication Devices for the Deaf:

- Charles E. Rollins Center - Disability Services

Evening Student Shuttle Service

The College operates a shuttle service Monday through Thursday nights between 6:00 p.m. and 11:00 p.m. Students are picked up in the parking lots and dropped off behind Penn Hall and Founders Hall. After class, students are picked up behind Penn and Founders Halls and dropped off near their vehicles.

Emergency Closings

Snow, ice or other types of emergency conditions may force the college to cancel or delay the start of classes. Announcements are made on the college main telephone number (215) 968-8000 and website, www.bucks.edu, as well as the following area radio stations: KYW RADIO 1060 AM (Philadelphia), WBCB RADIO 1490 AM (Levittown) WNPV RADIO 1440 AM (Lansdale),

WHWH RADIO 1350 AM (Trenton), WPST RADIO 97.5 FM (Princeton) and television stations CHANNEL 3-KYW, 10 NBC-WCAU, FOX-29 and WFMZ-69.

All stations announce the name of the school, except for KYW which uses code numbers to provide the status of classes at the college.

Closing codes are as follows:

760 - Code number for Newtown/Bristol day classes, including Saturday and Sunday

759 - Code number for Perkasio day classes including Saturday and Sunday.

2760 - Code number for Newtown/Bristol evening classes.

2759 - Code number for Perkasio 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 Records, Rights & Responsibilities

Student Privacy

Buckley Amendment

This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Education Rights and Privacy Act (FERPA) Office concerning alleged failures by the College to comply with the act.

Local policy explains in detail the procedures to be used by the College for compliance with the provisions of the act. Copies of the policy can be obtained in the Office of Admissions, Records, and Registration in Pemberton Hall and at www.bucks.edu. An appendix to the policy contains a Directory of Records which lists all education records maintained in regard to students by the College.

Questions concerning FERPA may be directed to the Office of Admissions, Records, and Registration. The College has designated the following student information as public or Directory Information. Such information may be disclosed by the College for any purpose.

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Previous institution(s) attended
- Full-time/part-time status
- Email Address
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams

Such information may be disclosed at the discretion of the College to individuals, agencies, and institutions for purposes relating to activities approved by and associated with Bucks County Community College. Examples of these activities are student elections; recognition of degrees and awards by publishing in newspapers, commencement programs, etc.; recognition of participation in College sports and activities by publishing in newspapers, programs, etc.; and student insurance plans that are approved by the Board of Trustees of the College. Directory Information will not be disclosed for purposes unrelated to activities approved by and associated with Bucks County Community College. Examples of these unrelated activities are: developing mailing lists to engage in a commercial enterprise; dissemination of political information; solicitation of funds by individuals, agencies, and institutions; and notification of opportunities to attend meetings of, engage in a contract with, participate in, order goods or services from, or join an organization, institution, agency, or individual that is not approved by and associated with Bucks County Community College. A student directory is not published by the College because of the expense incurred in such an undertaking and the potential for invasion of students' privacy.

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, written notification must be received by the Office of Admissions, Records, and Registration prior to three weeks after the first day of classes for the semester in which the withholding of Directory Information is to take effect.



The College assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.

Change of Address, Name, or Telephone Number

Students are requested to record changes in name, address, or telephone number as soon as possible at the Office of Admissions, Records, and Registration, The Hub, in writing. Official correspondence or other communication is based upon data currently on file.

Clearance Letters

When a student wishes to transfer, the transfer institution often requests a Letter of Clearance. This letter is sent to the college of the student's choice explaining whether he or she was involved in any disciplinary actions, his/her dates of attendance and general standing at Bucks County Community College. A Letter of Clearance is not a transcript.

Forms to have a Letter of Clearance issued are available in the Office of Student Life Programs, located on the lower level of the Charles E. Rollins Center. If the transfer institution issues its own form, that is mailed with the Letter of Clearance.



Transcripts

Bucks students receive their grades online through WebAdvisor instead of in the mail. However, students who would like grades mailed to their home can request a grade report from the Office of Admissions, Records, and Registration (see www.bucks.edu/graderequest).

Students may request the mailing of a transcript to another college or to an employer through the Office of Admissions, Records and Registration or the Office of the Evening Director. There is a two-dollar fee for each transcript.

Equal Employment Opportunity Statement

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally protected classifications in regard to race, color, national origin, sex, handicap, age, religion, disabilities, and Vietnam military veterans, and sexual orientation. The College provides reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 130, Tyler Hall.

Equal Opportunity in Education

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity sponsored by the College. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any educational program or activity sponsored by the College, and Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race in any educational program or activity sponsored by the College.

It should be further noted that in addition to the above laws and regulations, the College is committed to the premise that all students and applicants for admission are entitled to an equal opportunity to acquire training, education, and skills at Bucks County Community College regardless of their sex, race, national origin, religion, color, sexual orientation, age, or handicapped condition.

The College will not tolerate any behavior by staff or students which constitutes sexual harassment of a student.

If a student feels that his/her rights under the aforementioned laws and regulations have been violated, contact the College Equal Opportunity Employment Officer, 215-968-8090.

Student Consumer Information Services

As required by the Student Consumer Information Regulations, established under Title I of the Educational Amendment of 1976, the College provides information to current and prospective students concerning the academic programs offered by the College and the financial assistance programs available to students.

The College participates in all major federal and state financial aid programs. This Catalog includes a section on the College's Financial Aid Programs, including descriptions of the various programs, application procedures, eligibility requirements, criteria for selecting recipients, criteria for determining award amounts, and a statement of the rights and responsibilities for students receiving financial assistance.

In addition to this information, the Financial Aid Office has prepared a Financial Aid Brochure which summarizes the aid programs available for current and prospective students. Requests for information and application materials should be directed to: Financial Aid Office, Bucks County Community College, Newtown, PA 18940.

This Catalog includes a section outlining tuition and fee charges for full and part-time students, as well as estimates for books and supplies, off-campus housing, transportation, and personal expenses. It is important to understand that this information is based upon typical expenses for the "average" student, and may vary greatly from student to student, depending upon housing plans, transportation arrangements, and other personal factors.

The College's Refund Policy is outlined in the Expenses section of this Catalog. It is the responsibility of the student to be aware of this refund policy, and to notify the College in writing of intent to withdraw from courses or the College.

The Office of Institutional Research maintains information on student retention rates by academic programs and also information on the number of students completing majors. In addition, this office conducts an annual follow-up study on 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 Assistant Academic Dean.
3. If the issue is still unresolved, the student should consult with the Provost/Dean, Academic Affairs.
4. If a student thinks he is not getting a fair hearing or feels the need for an 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.
6. Freedom of inquiry and expression in student organizations.
7. Freedom of responsible expression in student publications.
8. Freedom to exercise citizenship rights.
9. Guarantee of due process in disciplinary proceedings.

Responsibilities

1. Compliance with and support of duly constituted civil authority.
2. Respect for the rights of others and cooperation to ensure that such rights are guaranteed.
3. Cooperation to ensure that the will of the majority is implemented after due consideration has been given to contrary points of view.
4. The exercise of dissent in an orderly manner and within a framework compatible with the orderly resolution of differences.
5. Active support of College regulations established through the joint efforts of students and faculty leaders.

Discipline

Any student who exhibits conduct not in keeping with the established standards of the College is subject to penalty with possible fine, probation, suspension, or expulsion from the College. It is the expectation of the faculty and administration of the College that students will grow in maturity and develop the ability to lead and govern themselves.

The Student Code of Conduct Sections I, II, III, IV is going through a revision process that will be completed by Fall 2008.

Consult the website at www.bucks.edu for the most current code of conduct.

Code of Conduct Sections I, II, III, IV

I. Violations

A. Major Infractions

A formal violation is a student action that is classified as a major disciplinary infraction. The penalties for a formal violation(s) could result in long-time suspension or permanent separation from the College. The following student action(s) shall constitute a formal violation:

1. Plagiarism or academic cheating.
2. Forgery or alteration of the College identification card or records.
3. Destruction of, damage to, malicious misuse of, or abuse of College property, or personal property on campus.
4. Assault upon another person or the threat there of while on campus.
5. Theft of College property or personal property on campus.
6. Lewd or indecent conduct on campus.
7. Possession, use, or sale of unauthorized narcotics or illegal substances on campus.
8. Unauthorized use, possession, or sale of firearms or other dangerous weapons on campus.
9. Drunk and/or disorderly conduct on campus.
10. Possession of alcoholic beverages on campus property except where expressly authorized by the President.
11. Sexual Harassment
12. Violation of other College rules and regulations after publication, distribution, or posting thereof in such a manner to ensure fair notice to the student.

B. Minor Infractions

An informal violation is a student action that is classified as a minor disciplinary infraction. The following student action(s) shall constitute an informal violation.

1. Willful destruction of the passageway, or exit or entrance to the College campus, of a College building or facility, or any portion thereof.
2. Failure to provide proper identification of oneself when especially requested by a College official including security guards, faculty, and staff members.

3. Failure to respond to official correspondence and communication from the College.

4. Gambling on College property.

5. Smoking in unauthorized locations.

6. Disruptive behavior or conduct.

7. Misrepresentation of proper identification of oneself in the transaction of College business and dealings with College officials and representatives.

8. Unauthorized possession of animals on College premises.

II. Sanctions

If a student is found guilty of a major or minor violation(s) one or more of the following sanctions could be imposed.

A. Expulsion: permanent separation of the student from the College. Notification will appear on the student's transcript and the official disciplinary file in the Office of Student Life Programs. The individual will also be barred from College premises.

B. Suspension: separation of the student from the College for a specified period of time. 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 school days of the date of the incident or discovery thereof.

D. Monetary Fines: not to exceed \$125. Notification will appear on the student's financial records and in the official disciplinary file.

E. Restitution: the student is required to make payment to the College or other persons, groups, or organizations for damages incurred as a result of commission of a Code violation.

F. Other Sanctions: to include Disciplinary Probation consisting of written letters of reprimand, restrictions upon participation in College activities, requirement of formal apologies, and explanations, and assignments of research and/or work projects.

III. Procedures

1. Any member of the College community may charge any other member of the College community with a code violation.

2. Charges must be filed in writing within seven days to the appropriate College office. Academic-oriented charges (plagiarism, cheating, and other classroom offenses) are filed in the Office of the Dean of Academic Affairs. All other charges are filed with the Director for Student Life in the Office of Student Life Programs.

3. Upon the filing of a charge alleging a violation of the code, the individual will be given written notice of the charge by the College.

4. Written notice to the charged individual will be issued within one week following the filing of the charge.

5. A disciplinary hearing will be scheduled. The charged individual may choose to meet with the appropriate College official as outlined in Section III, Paragraph 2. In addition, those charged with a violation have the option of meeting with the appropriate College official and the Student Judiciary.

6. If the Student Judiciary is called into session it will file a written recommendation regarding findings and sanctions against the charged individual to the appropriate College official. The appropriate College official will review the recommendation of the Student Judiciary. He/she will inform the charged individual of the official College ruling in writing no later than seven days following the final disciplinary hearing.

7. Appeals to all rulings may be made within fourteen days of the final disciplinary hearing date to the Dean of Student Affairs. All appeals must be in writing. Any other appeals may be made within 14 days to the College President.

IV. Enforcement

1. The ultimate responsibility for enforcement of the Code of Conduct rests with the College President and Board of Trustees.
2. The College President may delegate enforcement of the Code to appropriate College administrative officials and staff members.
3. Chief responsibility for the enforcement of academic-oriented violations rests with the Dean of Academic Affairs.
4. Chief responsibility for the enforcement of non-academic oriented violations rests with the Director of Security and Safety.
5. Chief responsibility for implementation of the Code of Conduct and responsibility for official College disciplinary files rests with the Director for Student Life.
6. Day to day enforcement responsibility rests with all members of the College community including students, faculty, administrators, and staff members.
7. If a student recommendation is requested by the charged individual, the responsibilities for making such a recommendation regarding findings and sanctions rests with the Student Judiciary. The Student Judiciary makes its written recommendation to the appropriate College official involved in the disciplinary hearing.

The Student Judiciary is appointed by the President of the College upon the recommendation of the Student Government and is not to exceed five in number. The Student Judiciary will be organized at the beginning of each fall semester. Involvement of the Student Justices regarding a disciplinary matter is the option of the individual charged with a violation of the Code.

College Policy Regarding Cheating and Plagiarism

The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors. This assumes that all work will be done by the person who purports to do the work without unauthorized aids. In addition, when making use of language and some idea not his or her own, whether quoting them directly or paraphrasing them into

his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a footnote.

Individual instructors are responsible for completing the Plagiarism/Cheating Incident Report within fourteen (14) days of the discovery of an offense. The instructor 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 desk-top 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.

Bucks, along with many other institutions of higher education, supports the following statement from the 1989 brochure, "Using Software," distributed by EDUCOM:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of a writer's integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Personal computers are issued to faculty and staff with College licensed software installed. Other software can be installed only by authorized staff after proper licensure information has been supplied to Information Technology Services. The College will not tolerate any unauthorized copying of software. Any person working for Bucks County Community College found copying software for other than authorized backup purposes is subject to termination and/or prosecution.

Account Activation/Termination

Faculty and staff system access is controlled through individual accounts and passwords. Each user of the College computing system is required to read and acknowledge the content of this policy prior to receiving a system account with password access. Account termination will occur at the time of severance of the employment relationship (with the exception of retirees) or may occur as a result of user misuse as outlined in College procedures. The College is under no obligation to store or forward the electronic document files after their term of employment has ended.

Student account activation is based on credit course enrollment at the College as well as enrollment in approved non-credit courses and programs. Account termination will occur during periods of non-enrollment or may occur as a result of user misuse as outlined in College procedures.

Password Security

Password security is every user's responsibility. Users may not give their password to any other individual, allow their password to become known, or attempt to obtain the password of another user. Users are encouraged to change passwords frequently. Incorporating symbols and numbers along with letters minimizes the opportunities for misuse of a password. Before leaving a workstation, users must log off to prevent unauthorized access to files.

College staff who are given passwords to access administrative systems, servers and functions are expected to follow College policies to protect the security of these passwords and the integrity of all systems and services.

Technicians who share these passwords with unauthorized users, use such passwords for inappropriate access or who alter system functions or services without authorization, are subject to termination and/or prosecution.

Monitoring and Confidentiality

All electronic systems and services used at Bucks County Community College are owned by the College and its products are therefore property of the College. This gives the College the right to monitor any and all activity on its systems, including all email traffic, network traffic and Internet access obtained through use of College resources. While the College does not actively seek to read user email or monitor documents and communications, IT staff may inadvertently scan such items during the course of managing College systems.

In addition, backup copies of messages and documents may exist, despite end-user deletion, in compliance with the records retention policy of Bucks County Community College. The goal of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

If Bucks County Community College discovers or has good reason to suspect activities are ongoing which do not comply with applicable laws or this policy, electronic records may be retrieved and used to document the activity in accordance with the due process. All reasonable efforts will be made to notify an employee if his or her electronic communication records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

In legal matters which involve electronic records, the College will follow appropriate federal and state guidelines.

Reporting Misuse

Any allegations of misuse by faculty or staff of any form of electronic communication should be promptly reported to a supervisor. Student users should report such abuse to Information Technology Services at 215-968-8191.

Disclaimer

Bucks County Community College assumes no liability for direct and/or indirect damages arising from the use of its electronic communication systems by authorized users. Users are solely responsible for the content they disseminate. Bucks County Community College is not responsible for any third-party claim, demand, or damages arising out of use of the Bucks County Community College's electronic communication systems or services.

Email User Responsibilities

Email is a critical mechanism for business communication at Bucks County Community College. Use of the College email system is a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the College. Email users are expected to comply with normal standards of professional and personal courtesy and conduct. Additionally, all users of College email services are required to comply with the procedures detailing user responsibilities and appropriate use.

Allegations of misconduct related to email use will be adjudicated according to established procedures. Sanctions for inappropriate use of Bucks County Community College e-mail systems and services may include, but are not limited to, the following:

loss of email access, disciplinary action, termination of employment or legal action according to applicable laws and contractual agreements.

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Spiel, Paul, Specialized Support; AA, Bucks County Community College

Library

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Johnstone, Brian, Digital Resources Librarian; BA, Eastern College; MS, Drexel University

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Tutoring Center

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Application for Admission or Re-Admission

To College Credit Courses and Programs



To the Applicant:

We are pleased that you are interested in Bucks County Community College. We will examine your qualifications as quickly as possible and notify you of your status without delay. Your help in following the admission procedures, as outlined in this application, will help us to better respond to your request for admission.

We invite and encourage you to visit the campus. If you would like to meet with an Admissions staff member, please call 215-968-8112 to schedule an appointment. The Office of Admissions, Records and Registration is open at the following times:

Monday through Thursday.....7:45 a.m. to 4:30 p.m.
 Friday7:45 a.m. to 4:00 p.m.

We are available to answer questions you might have about the College. Please call on us whenever you need assistance.

The Staff of the Office of Admissions, Records and Registration

*Apply online, at no cost
www.bucks.edu/admissions*

Application Instructions

Students should apply for admission as early as possible to ensure optimal course availability. Applications are accepted on a rolling basis. May 1 is the deadline for the Dean's Academic Scholarship.

1. Supply all requested information on the application form and application fee form.
2. Attach a \$30 non-refundable check or money order made out to Bucks County Community College to your completed application form. **There is no fee to apply online.**
3. Arrange for your official high school transcript and the aforementioned items to be sent to the Director of Admissions, Records and Registration. G.E.D. recipients should have their official G.E.D. scores sent to the Director of Admissions, Records and Registration by the testing agency. Foreign students must have all transcripts evaluated by one of the approved services, as listed online at www.bucks.edu/international.
4. Placement testing is required of all students before registration. The purpose of testing is to discover each student's level of learning and skills in order to increase the opportunity to succeed in college work. The results are used to help assure your success in reaching your educational goals. Testing is on a walk-in basis; no appointment is necessary. Your acceptance letter will provide information on upcoming dates/times/locations for testing. A list of testing exemptions can be found at www.bucks.edu/testing/exempt.html.
5. Transfer students who have attended other colleges must fulfill the College's admission requirements and have an official copy of their transcript sent from all previous colleges attended. Previous college work will be evaluated for transfer to the College upon receipt of an official transcript sent directly to the Office of Admissions, and a completed Transcript Evaluation Request Form.

Please complete this application and mail to:
 Office of Admissions, Records & Registration
 Bucks County Community College
 275 Swamp Road
 Newtown, Pennsylvania 18940-4106

For further information
 please call
 215-968-8100
 or visit our website
www.bucks.edu

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.

Code	Program Title
1003	Biology
1009	Business Administration
1004	Chemistry
1103	CISC:Computer Science Emphasis
1102	CISC:Information Science Emphasis
1121	Communications: Performance
1120	Communications: General
1021	Correctional Administration
1061	Education
1028	Engineering
1001	Fine Arts
1110	Graphic Design
1031	Health/Physical Education
1146	Individual Transfer Studies
1045	Journalism
1107	Liberal Arts:American Studies
1002	Liberal Arts: General Emphasis
1058	Liberal Arts:Humanities
1067	Liberal Arts:Psychology Life Skills
1060	Liberal Arts:Psychology Pre-Professional
1059	Liberal Arts:Social Sciences
1160	Liberal Arts: Women's Studies
1006	Mathematics
1175	Multimedia
1019	Music
1020	Police Administration
1105	Pre-Allied Health
1117	Science
1169	Secondary Education - Biology
1170	Secondary Education - Chemistry
1180	Secondary Education - History
1177	Secondary Education - Math
1130	Social Services
1154	Sport Management

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, age, religion, disabilities, and Vietnam military veterans. The College provides reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 130, Tyler Hall, Newtown.

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.

Code	Program Title
3176	Accounting & Taxation
3145	Bookkeeping
3151	Cinema
3135	Computer Application Development
3162	Computer Hardware Installation and Maintenance
3133	Computer Network Technology
3154	Culinary Pastry/Catering
3152	Digital Animation
3165	E-Business Certificate
3144	Fire Investigation
3143	Fire Science
3127	Historic Preservation
3073	Hotel/Restaurant/Institutional Supervision Management
3156	Management
3148	Medical Assistant: Administrative
3149	Medical Assistant: Clinical
3174	Medical Coding/Billing
3114	Medical Transcription
3141	Microsoft Office
3168	Nanotechnology Fabrication
3130	Network Administrator
3173	Office Skills Accelerated
3129	Paralegal
3166	Phlebotomy
3155	Supervision
3172	Travel and Event Planning
3153	Video Production
3147	Web Designer
3161	Women's Studies

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, Computer/Information Science	215-968-8305
Science & Technology	215-968-8350
Social & Behavioral Science	215-968-8270

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.

Code	Program Title
2016	Accounting
2056	Chef Apprenticeship: Food
2098	Chef Apprenticeship: Pastry
2132	Communications:Cinema/Video
2134	Computer Application Development
2182	Digital Game and Simulation Design
2026	Early Childhood Education
2159	Environmental Science
2092	Fine Woodworking
2158	Fire Science
2111	Graphic Design
2101	Hospitality and Tourism: Foodservice Management Emphasis
2022	Hospitality and Tourism: Management Emphasis
2164	Information Technology Studies
2034	Instructional Assistant
2015	Management/Marketing
2131	Medical Assistant
2167	Nanotechnology Fabrication
2136	Networking Technology
2035	Nursing
2068	Occupational Studies
2150	Office Administration and Systems Technology
2128	Paralegal Studies
2017	Retail Management
2054	Small Business Management
2171	Travel and Event Planning

Student Services Directory

Admissions, Records & Registration	215-968-8100
Adult Recruitment	215-968-8137
Bookstore	215-968-8458
Career Services	215-968-8195
Child Care (<i>Early Learning Center</i>)	215-968-8180
Disability Services	215-968-8189
Evening Office	215-968-8080
Financial Aid	215-968-8200
ACT 101-GOALS Office	215-968-8025
Library Services	215-968-8009
Prior Learning Assessment	215-968-8161
Multicultural Student Services	215-968-8137
Security	215-968-8394
Student Life Information Center	215-968-8261
Advising and Counseling	215-968-8182
Transfer	215-968-8031
Veterans Affairs Office	215-968-8112



Application for Admission or Re-Admission

BUCKS COUNTY COMMUNITY COLLEGE

Mr.
 Ms.
 Mrs.

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 _____ / _____
mo. yr. mo. yr.

Highest level degree completed _____

Institution name _____

Did you graduate Yes No

Dates from _____ / _____ to _____ / _____
mo. yr. mo. yr.

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. The staff of the Office of Admissions, Records and Registration is available to answer your questions about the College. For further information, call 215-968-8100. The office is open at the following times: 7:45 a.m. to 4:30 p.m., Monday through Thursday and 7:45 a.m. to 4:00 p.m. Friday.

The Security Information Report required by the College and University Security Information Act of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of the Federal government is available at the Office of Security and Safety and other campus locations including our web page at www.bucks.edu/security/SecurityReport.pdf

12. **Current Educational Goals:** *(check one)*
- Earn an Associate degree, then transfer
 - Earn an Associate degree, then work
 - Take courses, then transfer
 - Earn a certificate?
 - Personal interest/self-improvement
 - Job improvement
 - Other:
- If applicable, college to which you plan to transfer:

Note: Financial Aid is available only to students seeking a degree or certificate. For eligibility, students must be working toward a degree or certificate at Bucks or planning to transfer to a four-year institution to earn a degree.

13. **This application is for enrollment status of:** *(check one)*
- Full-time Day (12-18 credits)
 - Full-time Evening (12-18 credits)
 - Part-time Day (1-11 credits)
 - Part-time Evening (1-11 credits)

14. **Who/what has influenced your decision to attend Bucks County Community College? Check all that apply.**
- Parents
 - Teacher/Counselor
 - Friend
 - College Fair
 - Brochure
 - Campus Tour
 - Newspaper
 - Television
 - Radio
 - College Representative
 - Website
 - Other _____

15. **Educational Information:**
 High School or Preparatory School from which you graduated or expect to graduate.
 Name _____
 City/State _____
 Date of high school graduation or anticipated date:
 Month _____ Year _____
 Check here if you have a GED
 Date GED issued _____
 Please print your name as it appears on your final GED scores or high school transcript.

Perkins Academic Support Services are available through the Carl D. Perkins Grant to students seeking Occupational Degrees and Certificates. Eligible students must be single parents, displaced homemakers, financially disadvantaged, or speak English as a second language. Please contact the PASS Center at 215-968-8140 for details of services available.

If you need any assistance in completing this application, please call 215-968-8122.

16. **Parent, Guardian or Spouse**
- Name _____
 Relationship _____
 Telephone (_____) _____
 Address _____

17. **Your Employer**
- Name _____
 Telephone (_____) _____
 Address _____

Financial Aid to attend Bucks County Community College is available; all new applicants will automatically receive Financial Aid information.

I certify that the information on this application is complete and accurate in every respect. I realize that failure to provide accurate and/or complete information can result in cancellation of this application, and/or revocation of admission.

Print Name

Signature of Applicant

(Note: Signature is required. Applications without signatures will be considered incomplete.)

Date _____



A \$30 non-refundable application fee must accompany this application for admission if this is the first time that you have applied to Bucks County Community College. If applying online, there is no fee.

Application Fee Form - Please Complete

Name _____
 Semester you wish to attend: Fall Spring Summer
 Year _____

For Admissions Office Use Only

Received by _____ Date _____
 Student No. _____
 Receipt # _____

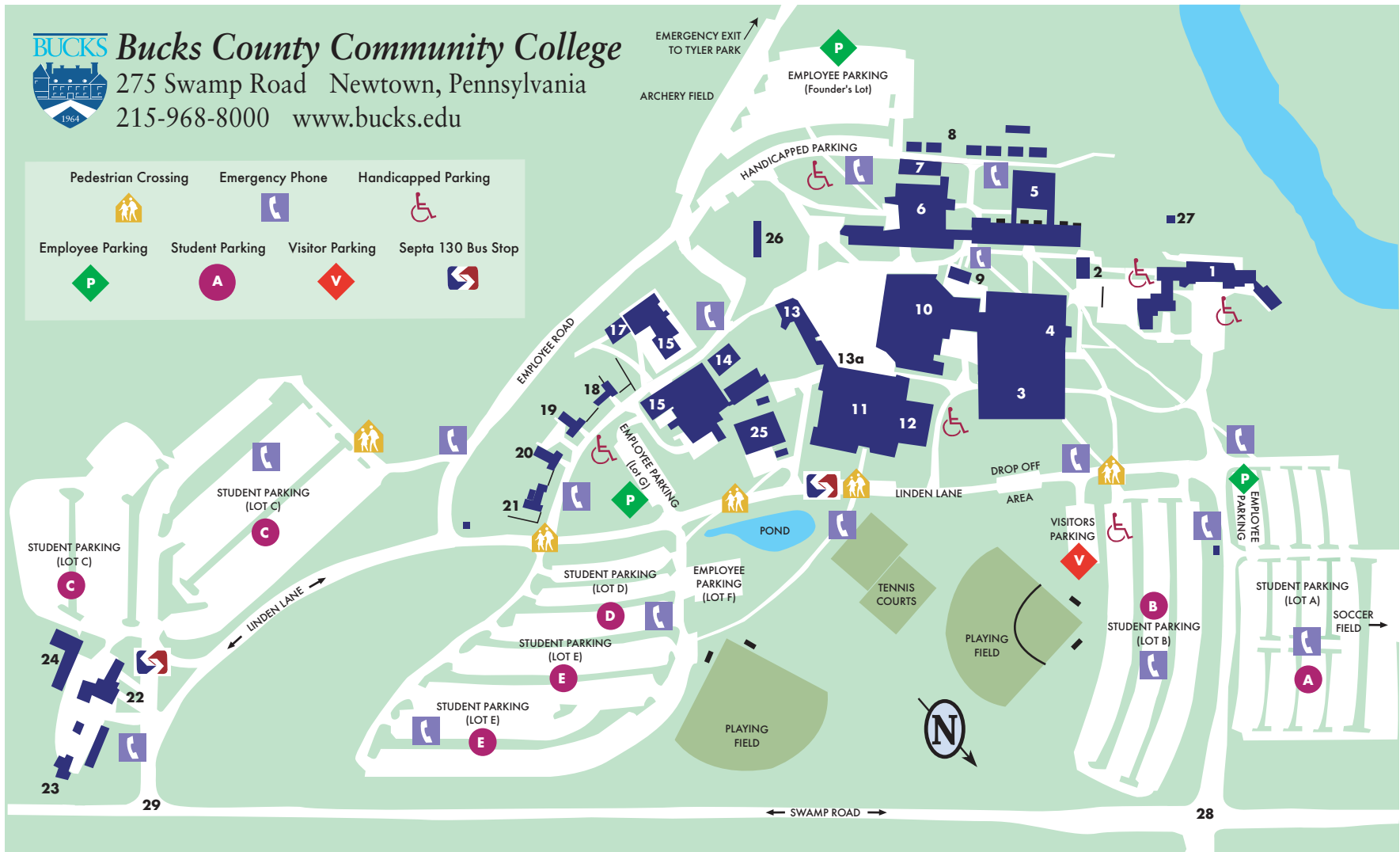


Bucks County Community College

275 Swamp Road Newtown, Pennsylvania

215-968-8000 www.bucks.edu

Pedestrian Crossing 	Emergency Phone 	Handicapped Parking
Employee Parking 	Student Parking 	Visitor Parking
	Septa 130 Bus Stop 	



3/08

- | | | | |
|--|---|---|---|
| <ol style="list-style-type: none"> 1. Tyler Hall: President's Office, Academic Affairs, Academic & Curricular Services, Administration & Treasurer, Budget/Accounting, Continuing Education/Workforce Development, Duplicating, Foundation, Human Resources, Meeting Rooms, Public Relations 2. Orangery 3. Gateway Center: Atrium, ACT Center, Workforce Development Training Rooms, Computer Labs, Science and Technology Lab, Teleconference Center, Telephone Operators 4. Library: Auditorium, Art Gallery, Bookstore, Learning Resources, Learning Technologies, Online Learning, Technology Learning Center, Tutoring Center, Cinema, Video & Audio Classrooms/Labs | <ol style="list-style-type: none"> 5. Penn Hall: Business Studies, Language & Literature, Nursing, Social Science, Classrooms, Faculty Offices 6. Founders Hall: Evening Programs, Behavioral Science, Math, Science & Technology, Classrooms, Faculty Offices 7. Early Learning Center/Childcare Facility 8. Portable Classrooms 9. Cooper Homestead: Faculty Center 10. Charles E. Rollins Center: Advising, Career, Counseling, Transfer Services, ACT 101-GOALS, Cafeteria, Clubs & Organizations, Disability Services, Perkins Academic Support Services, SLIC, Student Life, Student Affairs, Testing Center, Women's Center 11. Gymnasium: Health & Physical Education, Swimming Pool, Faculty Offices | <ol style="list-style-type: none"> 12. Wellness Center 13. Pemberton Hall: Information Network Services, Institutional Research, Multicultural Services 13a. The Hub: Admissions, Records & Registration, Financial Aid, Student Accounts 14. 3-D Arts Building: Sculpture & Glass Studios 15. Hicks Art Center: Arts Department, Art Gallery, Classrooms/Labs/Studios, Faculty Offices, Woodworking 16. Music and Multimedia Center: Art, Communication, Graphic Design, Music, Multimedia 17. Allied Health Building: LPN, Radiography Classrooms/Labs, Faculty Offices | <ol style="list-style-type: none"> 18. Cottage 1: Workforce Development 19. Cottage 2: Music Program Offices 20. Cottage 3: Continuing Education 21. Cottage 4: Security & Safety 22. Barn: Physical Plant/Maintenance 23. Farmhouse: Purchasing, Public Safety 24. Pheasant Barn: Mailroom, Shipping and Receiving 25. Mechanical Building 26. Creation Pole & Sundial 27. Tyler Gardens/Gazebo 28. West Gate 29. East Gate: (traffic light) |
|--|---|---|---|



Newtown Campus
 275 Swamp Road
 Newtown, PA 18940
 215.968.8100



Lower Bucks Campus
 1304 Veterans Highway
 Bristol, PA 19007
 267.685.4800



Upper Bucks Campus
 One Hillendale Drive
 Perkasie, PA 18944
 215.258.7700



Online
bucks.edu

