

Bay State College



2008-2009
CATALOG

In 1946, on the tree-lined streets of Boston's beautiful Back Bay, the founders of Bay State College opened their doors to students with the drive and motivation to make a better future for themselves.

Over the years, Bay State College has remained committed to its mission of preparing students for successful, rewarding careers or continuing their education as well as improving professional options for evening students who are working professionals. Today, as one of Boston's private colleges, Bay State College awards the Baccalaureate Degree in Entertainment Management, Fashion Merchandising, and Management. In addition, the Associate Degree in Science or Applied Science is awarded in business, criminal justice, fashion, entertainment, retail, travel and hospitality, allied health, and human services fields.

Bay State faculty members are active professionals in their fields and provide students with the most up-to-date information. The school's well-established internship program offers students real-world experience that is invaluable after graduation. Most important, 95% of graduates who take advantage of the school's career services resources find excellent jobs after graduation. Other students build on a solid foundation of academic coursework and individual attention in their years at Bay State College to successfully transfer to four-year schools.

For students who want to take advantage of the opportunities the city has to offer, Bay State College provides a prime vantage point in the heart of Boston's Back Bay. Boston is one of the world's foremost centers of higher education and is also the home to numerous high-tech companies, top medical centers, and new business ventures known internationally.

Bay State College students enjoy all that Boston has to offer academically, socially, and professionally. Within walking distance lie some of the country's most notable educational, cultural, recreational, and historical sites, including the theater district, the Freedom Trail, the Public Garden, museums, music, dance, Harvard Square, the Boston Public Library, and Fenway Park. All of these attractions are easy to reach, thanks to Boston's extensive public transportation system.

When you add it all together ... the diversity of our academic programs ... our proven track record of working with our graduates to secure excellent jobs or enhancing the careers of our working students ... and the history and excitement of Boston ... you'll find that Bay State College is a great place to begin or continue your journey on the road to a successful career and a promising future.

mission

Bay State College is a private college whose mission is to provide students with a quality education that prepares them for professional careers and increasing levels of higher education. Bay State College accomplishes this mission by providing a learning environment where teaching excellence and student services are blended to support the uniqueness of individual students, preparing them to achieve their full potential as ethically and socially aware citizens.

vision statement

Bay State College will be the college of choice in our region for career-minded students and employers who seek well-educated graduates in our disciplines.

core values

- Quality
- Respect
- Support

accreditation

Bay State College is accredited by The New England Association of Schools and Colleges, and is authorized to award the Associate in Applied Science, Associate in Science and Bachelor of Science degrees by the Commonwealth of Massachusetts. Bay State College is also a member of several professional education associations.

The New England Association of Schools and Colleges accredits schools and colleges in the six New England states. Membership in one of the six regional accrediting associations in the United States indicates that the school or college has been carefully evaluated and found to meet standards agreed upon by qualified educators.

The New England Association of Schools and Colleges, Inc. is located at 209 Burlington Road, Suite 201, Bedford, MA 01730; (781) 271-0022.

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Day Division Calendar 2008 – 2009

September 1	Residence Halls Open for 1 st Year Students
September 2	Residence Halls Orientation for 1 st Year Students
September 2	Late Orientation
September 3	Classes Begin for 1 st Year Students
September 7	Residence Halls Open for 2 nd Year Students
September 8	Classes Begin for Returning Students
September 8 – 12	Add/Drop Period
September 24	First-Year Experience Classes Meet during Prime-time
October 8	Honors List Reception
October 13	Columbus Day, No Classes
October 14 – 17	New York City Merchandising Trip
October 22	First-Year Experience Classes Meet during Prime-time
October 24	Mid-Semester Progress Reports Distributed
November 3	Advising for Spring Semester 2009 Begins
November 11	Veteran's Day - No Classes
November 12	Registration Begins and Advising Continues for Spring 2009
November 17	Last Day to Withdraw from a Course and Receive a "W" Grade
November 26	Day Classes End at 12:00 p.m. for Thanksgiving Break
November 26 – 28	Thanksgiving Break
December 1	Classes Resume from Thanksgiving Break
December 12	Fall Semester Classes End
December 15 – 19	Day Division Final Exams
December 19	Residence Halls Close
December 22 – Jan. 9	Winter Break

January 1	2009/2010 Financial Aid Applications Available
January 8	Classes begin for New January 2009 Students
January 11	Residence Halls Reopen
January 12	Day Division Classes Begin
January 12 – 16	Add/Drop Period
January 19	Martin Luther King Day – No Classes
January 21	First-Year Experience Classes Meet during Prime-time
February 4	Honors List Reception
February 11	First-Year Experience Classes Meet during Prime-time
February 16	Presidents' Day – No Classes
March 6	Mid-Semester Progress Reports Distributed
March 9 – 13	Spring Break
March 16	Deadline for 2009/2010 Financial Aid Applications
March 16	Classes Resume
March 25	Advising for Fall Semester 2009 Begins
April 3	Last Day to Withdraw from a Course and Receive a "W" Grade
April 8	Career Fair
April 13	Registration Begins and Advising Continues for Fall Semester 2009
April 15	Student Association Elections
April 20	Patriots' Day – No Classes
April 23	Fashion Show
May 1	Deadline for 2009/2010 Returning Students Financial Applications
May 1	Last Day of Day Division Classes
May 2	New York Shopping Trip
May 4 - 8	Day Division Final Exams
May 8	Residence Halls Close for Undergraduates
May 17	Residence Halls Close for Graduates
May 17	Annual Commencement at the Berkeley Performance Center

Continuing and Professional Education Calendar

2008 – 2009

Fall Semester

Term I Begins September 2 and Ends October 23

September 1	Labor Day - No Classes
September 2	Classes Begin – Middleborough
September 3	Classes Begin – Boston
September 9	Last Day to Add/Drop Classes
September 22 – 26	Midterm Exam/Project Week
September 29 – Oct 3	Mid-Semester Progress Reports Distributed
October 7	Honors Reception – Middleborough
October 8	Honors Reception – Boston
October 10	Last Day to Withdraw from Class and Receive a “W”
October 13	Columbus Day - No classes (Note: Monday Classes will meet Tuesday, October 14 due to the Columbus Day Holiday – Boston only)
October 20 – 24	Final Exam/Project Week
October 21	New Student Orientation – Middleborough
October 22	New Student Orientation – Boston
October 22	Last Night of Classes for Boston
October 23	Last Night of Classes for Middleborough

Term II Begins October 27 and Ends December 18

October 27	Classes Begin – Boston
October 28	Classes Begin – Middleborough
October 31	Last Day to Add/Drop Classes
November 11	Veteran’s Day
November 17 – 21	Midterm Exam/Project Weeks
November 17 - 21	Mid-Semester Progress Reports Distributed
November 26 – 30	Thanksgiving Break – No Classes
December 1	Classes Resume – Boston
December 2	Classes Resume – Middleborough
December 5	Last Day to Withdraw from Class and Receive a “W”
December 15 – 19	Final Exam/Project Week
December 16	New Student Orientation – Middleborough
December 17	Last Night of Classes for Boston
December 17	New Student Orientation – Boston
December 18	Last Night of Classes for Middleborough
December 19 – January 4	Winter Break

Spring Semester

Term I Begins January 5 and Ends February 26

January 5	Classes Begin - Boston
January 6	Classes Begin - Gloucester, Middleborough
January 9	Last Day to Add/Drop Classes
January 19	Martin Luther King Jr. Day – No classes (Note: Monday Classes will Meet Tuesday, January 20 due to the Martin Luther King Jr. Day Holiday – Boston only)
January 26 – 30	Midterm Exam/Project Week
February 2 – 6	Mid-Semester Progress Reports Distributed
February 10	Honors Reception – Middleborough
February 11	Honors Reception – Boston
February 13	Last Day to Withdraw from Class and Receive a “W”
February 16	President’s Day – No classes
February 20 – 27	Final Exam/Project Week
February 24	New Student Orientation – Middleborough
February 25	Last Night of Classes for Boston
February 25	New Student Orientation – Boston
February 26	Last Night of Classes for Gloucester and Middleborough

Term II Begins March 2 and Ends April 23

March 2	Classes Begin – Boston
March 3	Classes Begin – Gloucester, Middleborough
March 6	Last Day to Add/Drop Classes
March 23– 27	Midterm Exam/Project Week
March 30 - April 3	Mid-Semester Progress Reports Distributed
April 10	Last Day to Withdraw from Class and Receive a “W”
April 20	Patriot’s Day – No classes
April 20 – 24	Final Exam/Project Week
April 21	New Student Orientation – Middleborough
April 22	Last Night of Classes for Boston
April 22	New Student Orientation – Boston
April 23	Last Night of Classes for Gloucester and Middleborough
April 24 – May 3	Spring Break

Continuing and Professional Education Calendar

2008 – 2009

Summer Semester

Term I Begins May 4 and Ends June 25

May 4	Classes Begin – Boston
May 5	Classes Begin – Middleborough
May 8	Last Day to Add/Drop Classes
May 17	Graduation
May 25	Memorial Day – No Classes
May 26 – 29	Midterm Exam/Project Week
June 1 – 5	Mid-Semester Progress Reports Distributed
June 9	Honors Reception – Middleborough
June 10	Honors Reception – Boston
June 12	Last Day to Withdraw from Class and Receive a “W”
June 22 – 26	Final Exam/Project Week
June 23	New Student Orientation – Middleborough
June 24	Last Night of Classes for Boston
June 24	New Student Orientation – Boston
June 25	Last Night of Classes for Middleborough

Term II Begins June 29 and Ends August 20

June 29	Classes Begin – Boston
June 30	Classes Begin – Middleborough
July 6	Last Day to Add/Drop Classes
July 20 – 24	Midterm Exam/Project Week
July 27 – 31	Mid-Semester Progress Reports Distributed
August 7	Last Day to Withdraw from Class and Receive a “W”
August 17 – 21	Final Exam/Project Week
August 18	New Student Orientation – Middleborough
August 19	Last Night of Classes for Boston
August 19	New Student Orientation – Boston
August 20	Last Night of Classes for Middleborough
August 21 – 30	Summer Break

Bay State College is a private college whose mission is to provide students with a quality education that prepares them for professional careers and increasing levels of higher education. The College admits students who show the interest and capability to successfully fulfill these goals.

General Admissions Day Division

Applicants may submit applications on a rolling basis.

A \$40 application fee and supporting documents (baccalaureate programs) must accompany the application. Once all documents have been received, the College will request the student's transcript, and the college will make a decision after the transcript is received. Upon acceptance, a \$100 non-refundable tuition deposit is required to reserve the student's place in the class. This fee is credited toward the first semester's tuition. For students living on campus, an additional Residence Hall deposit is required to secure a room.

All applicants must complete placement assessments to determine competency levels in English and mathematics, unless presenting transfer credits for evaluation.

General Admissions Associate Programs

A student must be a current high school student working toward graduation, a high school graduate, or a recipient of a GED certificate to apply.

General Admissions Baccalaureate Programs (Day and Evening)

- An applicant must submit a High School transcript with a minimum GPA of 2.3, submit SAT scores, and a recommendation from a high school faculty member. Students who maintain a GPA of 2.5 or above are not required to submit a recommendation.
- Bay State College students currently enrolled in an Associate degree program must maintain a minimum GPA of 2.3, complete 12 credits towards graduation, and submit a recommendation from the appropriate department chair. Students who maintain

a GPA of 2.5 or above are not required to submit a recommendation.

- Bay State College graduates must have maintained a minimum GPA of 2.3, and submit a recommendation from a faculty member or department chair. Students who graduated with a GPA of 2.5 or above are not required to submit a recommendation.
- Transfer students must maintain a minimum GPA of 2.3 from an accredited college, complete 12 hours of credits towards graduation and submit a recommendation from a faculty member. Transfer students who maintain a GPA of 2.5 or above are not required to submit a recommendation.

Prospective students are strongly encouraged to call the Admissions Office at 617-217-9000 to arrange a personal interview. If possible, it is recommended that parents of prospective students accompany them to visit the college.

Criminal Justice Admissions

Applicants should be informed that personal background checks are required before working at an internship and convicted felons may not be allowed to work in a criminal justice field.

Early Childhood Education Admissions

Applicants should be informed that personal background checks are required by the Massachusetts Department of Early Education and Care. Convicted felons may not be allowed to work in early childhood settings.

Fashion Design Admissions

Bay State College recommends that fashion design applicants submit a portfolio of their creativity as part of the application process. If a student has examples of drawings, paintings, photographs, digital media, or garment sketches, it may be brought to the personal interview with the student's admissions representative. Students who need assistance in assembling a portfolio should contact Patricia Nugent, Department Chair of Fashion, at pnugent@baystate.edu or call 617-217-9402.

admissions

Medical Assisting Admissions

Applicants to the MA program must place into English I.

In addition, applicants should be informed that criminal record checks may be required by specific clinical affiliations and employers of medical assistants.

Physical Therapist Assistant Admissions

Applicants to the Bay State College PTA Program are considered on a rolling admissions basis. The criteria for admissions are:

- High School GPA minimum of 2.7/4.0 (weighted for difficulty) or College GPA minimum of 2.7/4.0 based on at least 12 credits (weighted for difficulty)
- Achievement of a score on the Bay State College's English Placement Test sufficient to be placed into English II (or SAT Verbal > 500).
- Achievement of a score on the Bay State College's Math Placement Test sufficient to be placed into College Algebra (or SAT Math > 500).
- A laboratory science, either Biology, Chemistry, Physics, or Anatomy and Physiology is required either in high school or college, with a grade of "C" (if more than one science achieved, Science GPA minimum is 2.0/4.0).

Physical Therapy observation is strongly recommended prior to enrollment. Since being a PTA requires physical work, applicants should be informed that students must be physically capable of performing all physical aspects of PT assessment and treatment and all requirements of the PTA Program. Applicants should be informed that students in the PTA Program are required to permit Bay State College or clinic sites to conduct background checks (CORI) and undergo drug testing to be able to participate in clinical education. Applicants should be informed that convicted felons are at high risk for not being permitted to practice physical therapy in Massachusetts and many other states.

Continuing and Professional Education Admissions Associate/Baccalaureate Programs

Applicants may submit applications on a rolling basis. An evening student must be a high school graduate or a recipient of a GED certificate to apply. There is no tuition deposit required. All applicants without transfer credit must complete placement assessments to determine competency levels in English and mathematics. Placement assessments are waived for adult professionals with significant life/work experience who petition for a waiver.

For information regarding admissions to the Management or Entertainment Management Baccalaureate program see page 9.

Financial aid is available to all qualified students who are admitted to a program of study.

Prospective students are strongly encouraged to call the Continuing and Professional Education Admissions Office at 617-217-9000.

Transfer Applicants

Students who have graduated from an accredited high school or received a GED certificate and subsequently attended a previous college or university are considered transfer students. Bachelor degree applicants, see page 9 for additional Admissions requirements.

academic programs and services

Career Services

Career Services, located at 35 Commonwealth Avenue, 3rd floor, is designed to equip students to conduct effective job searches, help students research targeted companies for employment, transfer to another college or university and prepare students for the next steps in their professional and /or academic development.

Career Services offers:

- Lifetime career and transfer counseling
- Electronic and printed materials on potential companies, colleges, industry trends, and job information
- Access to the Internet to locate job opportunities locally and globally
- Career Fairs and professional events held on campus for students
- Regular workshops including resume and cover letter writing, career exploration, and interviewing skills

Center for Learning and Academic Success

The Center for Learning and Academic Success (CLAS) offers a range of services to help students enhance skills and improve learning. Academic support by faculty and peers includes study skills workshops, one-to-one tutoring, private conferences, seminars for students and faculty, study groups, and computer access. CLAS is located on the 2nd floor of 35 Commonwealth Avenue in the back of the Library and is open Monday through Friday from 8 a.m. to 5 p.m. and by appointment.

Computer Labs

Three computer labs are available for student use. The labs are located in rooms 301A at 122 Commonwealth Avenue, Room 400B at 35 Commonwealth Avenue, and a lab is located at 31 St. James Avenue. Lab schedules are posted indicating room availability.

International Student Services

Bay State College offers international student services to help students adjust and succeed in achieving their education. The college has

two levels of English classes that are specially designed for non-native speakers of English. The international student advisor is available throughout the academic year to assist international students with immigration and employment concerns, cultural transitions, housing, and academic advising. Please contact admissions@baystate.edu for more information.

Library

The Bay State College Library is located on the second floor of 35 Commonwealth Avenue. The library is staffed with trained librarians who are available to guide and instruct students in the research process. With its growing collection and commitment to student information literacy, the library aims to be a central component of the educational experience at Bay State.

The library's resources include:

- 5,500 books, including reference works, major-specific subject collections, and fiction
- 10 computers with Internet access
- 6 databases, many with full-text articles
- A collection of over 85 periodicals, including professional publications, journals, newspapers and popular magazines
- Inter-library loan access
- Borrowing privileges at the main branch of the Boston Public Library
- Ample study space

Student Lounges

Student lounges are available to students at 35 (first and third floors) and 122 (garden level) Commonwealth Avenue, and across from the cafeteria at 125 Commonwealth Avenue. There is also a lounge available to students at 31 St. James Avenue (second floor) and at 437 Boylston Street (3rd floor).

Transfer Counseling

Students interested in transferring to a four-year college after graduation may take advantage of counseling in the Career Services Office.

academic programs overview

Boston Day Division

Baccalaureate

- Entertainment Management
 - Audio Production Concentration
- Fashion Merchandising
- Management

Associate

- Business Administration
- Criminal Justice
- Early Childhood Education
- Entertainment Management
 - Audio Production Concentration
- Fashion Design
- Fashion Merchandising
- Health Studies
- Medical Assisting
- Physical Therapist Assistant
- Retail Business Management
- Travel and Hospitality Management

Continuing and Professional Education

BOSTON CAMPUS

Baccalaureate

- Entertainment Management
- Management

Associate

- Business Administration
- Criminal Justice
- Entertainment Management
- Medical Assisting

MIDDLEBOROUGH CAMPUS

Baccalaureate

- Management

Associate

- Business Administration
- Criminal Justice
- Early Childhood Education
- Medical Assisting

Continuing and Professional Education

Bay State College offers Baccalaureate degrees and Associate degrees through its Continuing and Professional Education Division. These professional programs help prepare students to succeed in the career of their choice, while working full-time. Each campus location – Boston and Middleborough – offers classes conveniently scheduled twice each week. Many Associate degree programs can be completed in just 20 months through eight-week terms offered in three evening semesters per academic year. Refer to the Continuing and Professional Education Calendar in this catalog for more details.

Interested students may also take non-degree coursework. Bay State College is continually reviewing, enhancing, and creating programs to meet the needs of students and industry. Please refer to the academic programs and course descriptions in this catalog for more information.

entertainment management

Day • Boston Campus
Evening • Boston Campus

The Bachelor of Science in Entertainment Management program endows students with the education and skills necessary to work in the contemporary entertainment management culture. An advanced curriculum provides students with a rich and diverse educational experience that includes contemporary organizational structure, legal issues, and management practices of entertainment venues and facilities, as well as the ability to clearly express themselves in writing and speech. Graduates will develop strong interpersonal and communication skills, an aptitude for the latest business technology, and comprehensive understanding of the theater, music, and performing arts industries.

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

Bachelor Degree

CURRICULUM

Program Requirements		Credit Hours	
		Sem 1	Sem 2
First Year			
CIS102	Computer & Information Literacy	3	
ENG101*	English I	3	
ENT101	Entertainment Business	3	
ENT102	Music Entertainment	3	
MAN101	Introduction to Business	3	
FYE101	First Year Experience	1	
COM102	Mass Media		3
ENG102*	English II		3
ENT106	Venue Management		3
MAT101*	College Algebra		3
MAN102	Management		3
Second Year		Sem 1	Sem 2
ENT105	Sports Entertainment	3	
ENT201	Event Management	3	
MKT210	Principles of Marketing	3	
PSY101/ SOC101	Psychology/Sociology	3	
ELEC	Humanities Elective	3	
ACC100	Financial Accounting I		3
AHI100	Fine Arts		3
COM101	Public Speaking		3
ENT299	Internship & Seminar I		3
LAW140	Entertainment Law & Ethics		3
Third Year		Sem 1	Sem 2
ACC110	Financial Accounting II	3	
ECO101	Microeconomics	3	
ENT301	Entertainment & Services Marketing	3	
ELEC	Music History/Theory Elective	3	
ELEC	Science Elective	3	
ECO102	Macroeconomics		3
MAT200	Statistics		3
ENT353	Film/TV Production Management		3
ELEC	Literature Elective		3
ELEC	Elective		3
Fourth Year		Sem 1	Sem 2
ENT350	Concert Production Management	3	
ENT400	Entertainment Management Practicum	3	
ENT499	Internship & Seminar II	3	
ELEC	Entertainment/Business Elective	3	
ELEC	Math Elective	3	
ENT495	Senior Seminar & Projects		3
ELEC	Social Science Elective		3
ELEC	Elective		3
ELEC	Entertainment/Business Elective		6

122 credit hours are required for graduation

entertainment management

audio production concentration

Day • Boston Campus

The Audio Production Concentration in Entertainment Management is designed to prepare students for careers in audio applications for the fields of mass communications, arts, and the entertainment industries. Baccalaureate courses, constituting the core of this concentration, will advance the artistic, technical, and problem-solving abilities of the enrolled students. Elective and required courses will allow students to develop additional skills and knowledge in related areas, including entertainment business, music entertainment, and facility management. Students are also required to complete a comprehensive program course (Senior Seminar and Projects) and a 3-credit internship experience.

Bachelor Degree

CURRICULUM

Program Requirements		Credit Hours	
		Sem 1	Sem 2
First Year			
AUD101	Audio Theory & Recording	3	
CIS102	Computer & Information Literacy	3	
ENG101*	English I	3	
ENT101	Entertainment Business	3	
MAN101	Introduction to Business	3	
FYE101	First Year Experience	1	
AUD102	Desktop Audio		3
AUD103	Live Sound Engineering		3
ENG102*	English II		3
ENT102	Music Entertainment		3
MAT101*	College Algebra		3
Second Year			
AUD104	Studio Recording	3	
AUD200	Midi & Synthesis	3	
MAN102	Management	3	
PSY101/ SOC101	Psychology/Sociology	3	
ELEC	Humanities Elective	3	
AUD210	Logic Pro Studio		3
COM101	Public Speaking		3
ENT299	Internship & Seminar I		3
LAW140	Entertainment Law & Ethics		3
MKT210	Principles of Marketing		3
Third Year			
ACC100	Financial Accounting I	3	
AUD220	Advanced Audio Theory	3	
ECO101	Microeconomics	3	
MAT200	Statistics	3	
ELEC	Science Elective	3	
ACC110	Financial Accounting II		3
AHI100	Fine Arts		3
AUD300	Sound Design		3
AUD310	Advanced Live Sound		3
ECO102	Macroeconomics		3
Fourth Year			
AUD320	Advanced Studio Recording	3	
AUD400	Mastering Audio	3	
ENT499	Internship & Seminar II	3	
ELEC	Math Elective	3	
ELEC	Social Science Elective	3	
ENT495	Senior Seminar & Projects		3
ELEC	Audio Production/Entertainment Elective		6
ELEC	Literature Elective		3
ELEC	Elective		3

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

122 credit hours are required for graduation

fashion merchandising

Day • Boston Campus

Building on the Associate's degree program, the Bachelor of Science in Fashion Merchandising equips students with a greater depth and breadth of knowledge and the ability to understand the complex environment of fashion merchandising and marketing. This four-year degree program provides a comprehensive curriculum, composed of practices and theories of fashion merchandising and business. Coursework, field trips, case analysis, and internship opportunities help students develop advanced aesthetic and analytical skills that will enable them to play a valuable role in an ever-changing marketplace.

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

Bachelor Degree

CURRICULUM

Program Requirements		Credit Hours	
		Sem 1	Sem 2
First Year			
CIS102	Computer & Information Literacy	3	
ENG101*	English I	3	
FAM101	Fashion Merchandising	3	
FAM107	Visual Merchandising	3	
HIS106	History of Fashion	3	
FYE101	First Year Experience	1	
ENG102*	English II		3
FAM105	Contemporary Designers & Trends		3
FAM110	Fashion Show Production		3
MAT101*	College Algebra		3
MKT207	Advertising & Promotion		3
Second Year			
		Sem 1	Sem 2
COM101	Public Speaking	3	
FAM120	Merchandise Marketing & Control	3	
MKT210	Principles of Marketing	3	
PSY101/ SOC101	Psychology/Sociology	3	
ELEC	Humanities Elective	3	
ACC100	Financial Accounting I		3
AHI100	Fine Arts		3
FAM240	Textiles		3
FAM245	Retail Operations		3
MKT212	Consumer Behavior		3
Third Year			
		Sem 1	Sem 2
ACC110	Financial Accounting II	3	
AHI101/102	Art History Elective	3	
ECO101	Microeconomics	3	
FAM312	Retail Product Development	3	
ELEC	Science Elective	3	
ECO102	Macroeconomics		3
FAM313	Specialized Markets		3
MAT200	Statistics		3
ELEC	Literature Elective		3
ELEC	Elective		3
Fourth Year			
		Sem 1	Sem 2
FAM330	Case Studies in Fashion Marketing	3	
FAM410	Global Markets	3	
FAM499	Internship & Seminar	3	
ELEC	Math Elective	3	
ELEC	Fashion Elective	3	
FAM411	Fashion Import Buying		3
FAM495	Senior Project in Merchandising		3
LAW110	Business Law		3
ELEC	Social Science Elective		3
ELEC	Business Elective		3

122 credit hours are required for graduation

management

Day • Boston Campus
Evening • Boston and Middleborough Campuses

Bay State College's Bachelor of Science in Management opens doors to almost unlimited management opportunities in virtually any industry. This four-year degree program utilizes specialized courses, case analyses and the use of computers and technology to make management decisions. The advanced curriculum provides a solid foundation of analytical problem-solving skills, presentation skills, case and group work, financial and strategic analysis, and the ability to implement tactical initiatives. Students will gain in-depth knowledge of critical thinking, group dynamics, and research methods as they apply to a range of industries and business structures.

Bachelor Degree

CURRICULUM

Program Requirements		Credit Hours	
		Sem 1	Sem 2
First Year			
CIS102	Computer and Information Literacy	3	
ENG101*	English I	3	
LAW110	Business Law	3	
MAN101	Introduction to Business	3	
MAT101*	College Algebra	3	
FYE101	First Year Experience	1	
ECO101	Microeconomics		3
ENG102*	English II		3
MAN102	Management		3
PSY101	Psychology		3
WRI259	Writing for Business		3
Second Year			
ACC100	Financial Accounting I	3	
COM101	Public Speaking	3	
ECO102	Macroeconomics	3	
MAN240	Organizational Behavior	3	
ELEC	Literature Elective	3	
ACC110	Financial Accounting II		3
MAT200	Statistics		3
MKT210	Principles of Marketing		3
ELEC	Program Elective/Internship		3
ELEC	Program Elective		3
Third Year			
HIS101	American History	3	
SOC101	Sociology	3	
ELEC	Science Elective	4	
ELEC	Social Science Elective	3	
ELEC	Computer Elective	3	
AHI100	Fine Arts		3
FIN201	Finance		3
HIS201	U.S. History in the 20th Century		3
MAN305	Business Ethics		3
ELEC	Elective		3
Fourth Year			
MAN401	Operational Management	3	
MAN403	System Analysis & Design	3	
MAN411	Strategic Management	3	
ELEC	Program Elective/Internship	3	
ELEC	Elective	3	
MAN450	Senior Seminar & Project		3
ELEC	Program Elective		3
ELEC	Humanities Elective (300 level or higher)		3
ELEC	Elective		3
ELEC	Program Elective		3

122 credit hours are required for graduation

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

business administration

Day • Boston Campus

Evening • Boston and Middleborough Campuses

This major provides a balanced core of business courses, focusing on key areas in accounting, management, and marketing, as well as providing courses in computer applications, economics, and business law. Problem-solving strategies and applications are stressed in this program, which prepares graduates to enter the business world or to transfer into a four-year program.

Associate Degree

CURRICULUM

Program Requirements		Sem hrs/credits
ACC100	Financial Accounting I	3
ACC110	Financial Accounting II	3
ECO101/ ECO102	Microeconomics/Macroeconomics	3
LAW110	Business Law	3
MAN101	Introduction to Business	3
MAN102	Management	3
MAN240	Organizational Behavior	3
MAT200	Statistics	3
MKT210	Principles of Marketing	3
WRI259	Writing for Business	3
ELEC	Program Elective/Internship	3
ELEC	Program Elective	3
		39 credits

General Education Requirements

CIS102	Computer & Information Literacy	3
COM101	Public Speaking	3
ENG101*	English I	3
ENG102*	English II	3
MAT101*	College Algebra	3
PSY101/ SOC101	Psychology/Sociology	3
ELEC	Humanities Elective	3
FYE101	First Year Experience	1
		22 credits

61 credit hours are required for graduation

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

criminal justice

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The study of criminal justice is a fascinating field, with abundant career opportunities. Bay State College's Criminal Justice program provides students with the skills that are critical to success in this profession. Courses cover such topics as criminal law, civil rights and liberties, and criminal investigation. Students gain in-depth knowledge of the agencies that make up the criminal justice system—police, courts, and corrections.

Associate Degree

CURRICULUM

Program Requirements		Sem hrs/credits
CRI100	Introduction to Criminal Justice	3
CRI102	Criminal Law	3
CRI110/ POL101	American Court Systems/ U.S. Government	3
CRI202	Corrections	3
CRI203	Functions of Police in Modern Society	3
CRI204	Civil Rights & Liberties	3
CRI205	Criminal Investigation & Procedures	3
CRI208	Juvenile Justice	3
CRI210	Communications in Criminal Justice	3
CRI299	Internship & Seminar	3
ELEC	Elective	3
ELEC	Elective	3
		36 credits

General Education Requirements

CIS102	Computer & Information Literacy	3
COM101	Public Speaking	3
ENG101*	English I	3
ENG102*	English II	3
MAT101*	College Algebra	3
PSY101	Psychology	3
SOC101	Sociology	3
ELEC	Humanities Elective	3
FYE101	First Year Experience	1
		25 credits

61 credit hours are required for graduation

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

early childhood education

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The Early Childhood Education program prepares graduates to become professionals in the education and development of young children. Graduates of the program satisfy the Massachusetts Department of Early Education and Care (DEEC) guidelines for employment as a teacher of children in Early Childhood settings, including childcare centers, nursery schools, and preschools. Students in this program complete two required 150-hour internships in professional child care settings and may find employment in an early childhood setting or may transfer for further study at the bachelor's level in such fields as education, psychology, or human services.

Associate Degree

CURRICULUM

Program Requirements		Sem hrs/credits
BIO107	Fundamentals of Nutrition	3
ECE101	Early Childhood Education	3
ECE200	Internship & Seminar	1
ECE202	Infant/Toddler Internship	4
ECE203	Preschool Internship	4
ECE204	Children's Literature	3
ECE240	Methods & Approaches	3
ECE242	Infant/Toddler Curriculum	3
ECE244	The Exceptional Child	3
ECE245	Preschool Curriculum	3
ECE249	Child Care Management & Operations	3
PSY203	Growth & Development	3
ELEC	Elective	3
		39 credits

General Education Requirements

CIS102	Computer & Information Literacy	3
COM101	Public Speaking	3
ENG101*	English I	3
ENG102*	English II	3
MAT101*	College Algebra	3
PSY101	Psychology	3
ELEC	Humanities Elective	3
FYE101	First Year Experience	1
		22 credits

61 credit hours are required for graduation

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

entertainment management

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Entertainment is one of America's largest and fastest growing industries. Designed to examine the various sectors and management functions in the entertainment industry, the Entertainment Management program prepares students for business careers in the entertainment and leisure worlds of music, sports, new media, arts, and the performing arts. Students are prepared to work with companies and organizations catering to leisure activities in these industries and to pursue careers with galleries, museums, theater organizations, talent agencies, tourist destinations, recreation centers, sports organizations and city, townships, and governmental agencies.

Associate Degree

CURRICULUM

Program Requirements		Sem hrs/credits
ACC100	Financial Accounting I	3
COM102	Mass Media	3
ENT101	Entertainment Business	3
ENT102	Music Entertainment	3
ENT105	Sports Entertainment	3
ENT106	Venue Management	3
ENT201	Event Management	3
ENT299	Internship & Seminar	3
LAW140	Entertainment Law & Ethics	3
MAN101	Introduction to Business	3
MAN102	Management	3
MKT210	Principles of Marketing	3
		39 credits

General Education Requirements

CIS102	Computer & Information Literacy	3
COM101	Public Speaking	3
ENG101*	English I /Literature	3
ENG102*	English II /Literature	3
MAT101*	College Algebra	3
PSY101/ SOC101	Psychology/Sociology	3
ELEC	General Education Elective	3
ELEC	Humanities Elective	3
FYE101	First Year Experience	1
		22 credits

61 credit hours are required for graduation

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

The Audio Production Concentration in Entertainment Management provides students the unique opportunity to combine technical production skills with business expertise. This concentration affords students the opportunity to expand beyond the audio technology fields. Courses such as Audio Theory and Recording, Desktop Audio, and Critical Listening are combined with a strong foundation of entertainment, general education, and business courses, thus making students highly marketable in the broadcast and post-production arena. A senior internship provides hands-on experience with local industry experts, often leading to rewarding careers after graduation.

Associate Degree

CURRICULUM

Program Requirements		Sem hrs/credits
ACC100	Financial Accounting I	3
ENT101	Entertainment Business	3
ENT102	Music Entertainment	3
ENT299	Internship & Seminar	3
LAW140	Entertainment Law & Ethics	3
MAN101	Introduction to Business	3
MAN102	Management	3
MKT210	Principles of Marketing	3
AUD101	Audio Theory & Recording	3
AUD102	Desktop Audio	3
AUD103	Live Sound Engineering	3
AUD104	Studio Recording	3
AUD200	Midi & Synthesis	3
AUD210	Logic Pro Studio	3
		39 credits
General Education Requirements		
CIS102	Computer & Information Literacy	3
COM101	Public Speaking	3
ENG101*	English I/Literature	3
ENG102*	English II/Literature	3
MAT101*	College Algebra	3
PSY101/ SOC101	Psychology/Sociology	3
ELEC	Humanities Elective	3
FYE101	First Year Experience	1
		22 credits

61 credit hours are required for graduation

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

The Fashion Design program at Bay State College combines the artistic and technical skills of design and business. Supported by liberal arts, the Fashion Design major combines theoretical and hands-on learning, making graduates marketable in the creative sector of the fashion business. Fashion design classes are taught in the Fashion Studio and Lab, which offers a professional work environment for students. In addition, the use of the computer as a design tool is an integral part of the program curriculum.

Associate Degree

CURRICULUM

Program Requirements		Sem hrs/credits
FAD101	Flat Pattern Design I	3
FAD102	Flat Pattern Design II	3
FAD103	Clothing Construction	3
FAD104	Tailoring	3
FAD105	Principles of Draping	3
FAD110	Basic Drawing & Design	3
FAD201	Apparel Design I	3
FAD202	Apparel Design II	3
FAD205	Fashion Art	3
FAD207	Couture Details & Specialty Sewing	3
FAD210	Fashion Illustrations	3
FAM240	Textiles	3
HIS106	History of Fashion	3
		39 credits

General Education Requirements

CIS220	Computer Design	3
COM101	Public Speaking	3
ENG101*	English I	3
ENG102*	English II	3
MAT101*	College Algebra	3
PSY101/ SOC101	Psychology/Sociology	3
ELEC	Humanities Elective	3
FYE101	First Year Experience	1
		22 credits

61 credit hours are required for graduation

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

fashion merchandising

Day • Boston Campus

The Fashion Merchandising program combines the principles of merchandising and marketing with fashion-oriented courses to prepare students to buy, coordinate, display, and promote apparel and other consumer products. A broad, basic foundation, necessary to understanding the overall field, is coupled with studies geared to specific career directions within the field. Exciting opportunities exist for talented, highly motivated students with major department stores, specialty shops, mail order business companies, advertising agencies, and fashion magazines.

Associate Degree

CURRICULUM

Program Requirements		Sem hrs/credits
ACC100	Financial Accounting I	3
FAM101	Fashion Merchandising	3
FAM105	Contemporary Designers & Trends	3
FAM107	Visual Merchandising	3
FAM110	Fashion Show Production	3
FAM120	Merchandise Marketing & Control	3
FAM240	Textiles	3
FAM245	Retail Operations	3
HIS106	History of Fashion	3
MKT207	Advertising and Promotion	3
MKT210	Principles of Marketing	3
MKT212	Consumer Behavior	3
ELEC	Internship	3
		39 credits

General Education Requirements

CIS102	Computer & Information Literacy	3
COM101	Public Speaking	3
ENG101*	English I	3
ENG102*	English II	3
MAT101*	College Algebra	3
PSY101/ SOC101	Psychology/Sociology	3
ELEC	Humanities Elective	3
FYE101	First Year Experience	1
		22 credits

61 credit hours are required for graduation

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

The Health Studies program provides a broad-based education with a focus in the general health fields. In the Health Studies program, students will focus on preparation for work in the health or medical fields. The Health Studies program is also a strong preparation for those students who may wish to continue their studies at the bachelor level. All Health Studies majors are required to successfully complete the General Education Requirements in addition to their concentration requirements.

Associate Degree

CURRICULUM

Program Requirements		Sem hrs/credits
ANT103	Anthropology of Health & Illness	3
BIO101	Introduction to Biology	4
BIO110	Principles of Genetics	3
BIO201	Anatomy & Physiology I	4
BIO202	Anatomy & Physiology II	4
BIO299	Internship & Seminar	3
MED102	Medical Terminology	3
ELEC	Social Science Elective	3
ELEC	Literature Elective	3
ELEC	Elective	3
ELEC	Elective	3
ELEC	Elective	3
		39 credits

General Education Requirements		
CIS102	Computer & Information Literacy	3
COM101	Public Speaking	3
ENG101*	English I	3
ENG102*	English II	3
MAT101*	College Algebra	3
PSY101/ SOC101	Psychology/Sociology	3
ELEC	Humanities Elective	3
FYE101	First Year Experience	1
		22 credits

61 credit hours are required for graduation

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

medical assisting

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The Medical Assisting program prepares graduates to work as medical assistants. Completion of the program equips graduates with the professional skills and abilities needed to make clinical and administrative judgments in a variety of medical settings. Medical assistants' responsibilities include managing the medical office, taking blood samples, obtaining vital signs, and performing EKGs.

Accreditation

The Medical Assisting program is accredited by the Accrediting Bureau of Health Education Schools (ABHES) and prepares students for both the Certified Medical Assistant (CMA) examination administered by the American Association of Medical Assistants and the Registered Medical Assistant examination administered by the American Medical Technologist. ABHES is located at 7777 Leesburg Pike, Suite 314, Falls Church, VA 22043; 703-917-9503.

Associate Degree

CURRICULUM

Program Requirements		Sem hrs/credits
ANT103	Anthropology of Health & Illness	3
BIO101	Introduction to Biology	4
BIO201	Anatomy & Physiology I	4
BIO202	Anatomy & Physiology II	4
MED102	Medical Terminology	3
MED116	Clinical Assisting I	4
MED150	Medical Office Procedures	4
MED210	Pharmacology	3
MED217	Clinical Assisting II	4
MED220	Clinical Assisting III	4
MED225	Medical Ethics	3
MED299	Internship & Seminar	3
		43 credits
General Education Requirements		
CIS102	Computer & Information Literacy	3
COM101	Public Speaking	3
ENG101*	English I	3
ENG102*	English II	3
MAT101*	College Algebra	3
PSY101	Psychology	3
FYE101	First Year Experience	1
		19 credits

62 credit hours are required for graduation

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

physical therapist assistant

Day • Boston Campus

Physical Therapist Assistants (PTAs) provide rehabilitative services to patients with various movement disorders and physical impairments. Graduates of the PTA program possess the knowledge and skills required to work with physical therapists to assist patients in improving strength, endurance, coordination, mobility and overall function. The PTA program is challenging, combining a series of courses in physical therapy practice and techniques, science and general education courses, and three full-time, six-week clinical education experiences. All students in the PTA program must attain a "C" or better in all courses with the exceptions of a "C-" or better in the Literature Elective, Psychology and Sociology. Most PTA professional courses include a lab. All PTA Courses that have both a lecture and lab component require the student to achieve a minimum grade of "C" (74/100) in both the lab and lecture components of the course. PTA students must maintain a GPA of 2.5 in professional courses per semester and achieve a minimum cumulative GPA of 2.5 in all professional courses to graduate. If a student achieves a GPA of less than 2.5 in professional courses for one semester, he/she will be placed on probation. The student must then achieve a minimum cumulative GPA of 2.5 in professional courses by the end of the following semester or he/she will be suspended from the PTA Program. If a student achieves a GPA of 2.0 in professional courses or less in any semester, or if they fail the same professional course twice, or if they fail to achieve the minimum passing grade in three professional courses they will be suspended from the PTA Program.

Associate Degree

CURRICULUM

Program Requirements		Sem hrs/credits
BIO211	Anatomy and Physiology I	4
BIO212	Anatomy and Physiology II	4
PTA100	Foundations for Physical Therapy	3
PTA101	Introduction to Physical Therapy	4
PTA102	Medical Terminology	1
PTA121	PT Assessment & Measurement	4
PTA122	Clinical Pathologies	3
PTA123	Kinesiology	4
PTA130	Clinical Education I	4
PTA212	Soft Tissue Tech & Modalities	4
PTA213	Musculoskeletal PT Intervention	4
PTA215	Cardiopulmonary PT Intervention	3
PTA216	Neuromuscular PT Intervention	4
PTA221	PTA Seminar	4
PTA240	Clinical Education II	4
PTA250	Clinical Education III	4
		58 credits
General Education Requirements		
ENG102*	English II	3
PSY101	Psychology	3
SOC101	Sociology	3
ELEC	Literature Elective	3
FYE101	First Year Experience	1
		13 credits

71 credit hours are required for graduation

Accreditation

Physical Therapist Assistants must graduate from a program that has been accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) in order to qualify to take the licensure examination. Most states, including Massachusetts, require licensure to practice. The Physical Therapist Assistant program has been granted full accreditation status by the Commission on Accreditation in Physical Therapy Education. CAPTE is located at 1111 N. Fairfax St., Alexandria, VA 22314-1488; 703-706-3245.

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

retail business management

Day • Boston Campus

The Retail Business Management program trains students to successfully develop and operate a retail business. Emphasis is placed on innovative thinking and problem solving in order to prepare students to operate successful companies. Students learn proven strategies and structures of professional retail management, including operations, advertising and promotion, and human resources.

Associate Degree

CURRICULUM

Program Requirements		Sem hrs/credits
ACC100	Financial Accounting I	3
ECO101/ ECO102	Microeconomics/Macroeconomics	3
FAM101	Fashion Merchandising	3
FAM120	Merchandise Marketing & Control	3
FAM245	Retail Operations	3
MAN102	Management	3
MKT207	Advertising & Promotion	3
MKT210	Principles of Marketing	3
WRI259	Writing for Business	3
ELEC	Elective	3
ELEC	Elective	3
ELEC	Elective	3
ELEC	Internship/Elective	3
		39 credits
General Education Requirements		
CIS102	Computer & Information Literacy	3
COM101	Public Speaking	3
ENG101*	English I	3
ENG102*	English II	3
MAT101*	College Algebra	3
PSY101/ SOC101	Psychology/Sociology	3
ELEC	Humanities Elective	3
FYE101	First Year Experience	1
		22 credits

61 credit hours are required for graduation

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

travel and hospitality management

Day • Boston Campus

Travel and Hospitality Management prepares students to work in the tourism industry in both the travel and hospitality fields. The program includes travel-specific courses, focusing on airlines, cruises, tours, and tourism geography as well as in-depth hotel courses, with special attention paid to hotel operations and meeting planning. There is a strong demand for graduates of this program in hotels for positions in front office operations, concierge, sales, marketing, and reservations. Travel positions with a strong predicted employment growth include airline customer service representatives, reservations, tour operations, and travel consultants. This combination major gives students the opportunity to work in either field, providing them with many career path choices.

Associate Degree

CURRICULUM

Program Requirements		Sem hrs/credits
ACC101	Financial Accounting I	3
GEO100	World Geography	3
LAW239	Hospitality & Business Law	3
MKT210	Principles of Marketing	3
THM101	Travel & Hospitality Management	3
THM102	Front Office Procedures	3
THM103	Airline Industry	3
THM107	Hotel Operations	3
THM201	Automations I	3
THM202	Automations II	3
THM203	Convention Promotion & Services	3
WRI259	Writing for Business	3
ELEC	Internship & Seminar	3
		39 credits
General Education Requirements		
CIS102	Computer & Information Literacy	3
COM101	Public Speaking	3
ENG101*	English I	3
ENG102*	English II	3
MAT101*	College Algebra	3
PSY101/ SOC101	Psychology/Sociology	3
ELEC	Humanities Elective	3
FYE101	First Year Experience	1
		22 credits

61 credit hours are required for graduation

*Refer to the Placement Testing section (p. 41) of the catalog to determine English and mathematics sequence based on placement test results. Students testing out of English I and/or English II will be required to take a literature elective in place of ENG101 and ENG102.

Each year the Student Financial Services Office assists many students in obtaining the funds necessary to make college affordable. All eligible students, day or evening, full-time or part-time, may be able to receive financial assistance funding. Students and parents are encouraged to meet with Student Financial Services Office staff to determine their individual options.

Financial Services

The Student Financial Services Office is located on the garden level of 122 Commonwealth Avenue. The Student Financial Services Office is open from:

Monday - Thursday: 9 a.m. - 7 p.m.
 Friday: 9 a.m. - 5 p.m.
 Saturday: 9 a.m. - 1 p.m.

To apply for financial aid, a student must:

1. Apply for the U.S. Department of Education PIN at www.pin.ed.gov
2. Complete the financial aid application (FAFSA) at www.fafsa.ed.gov
3. Complete Entrance Counseling at www.mapping-your-future.org
4. Complete the Master Promissory Note (MPN) at www.amsa.com/asadirect.html

For additional information, assistance or one-on-one counseling contact the Student Financial Services Office at 617-217-9066.

For the 2009/2010 academic year, the priority deadline for consideration for all institutional funds is March 15, 2009. The deadline for MASSGRANT funds is May 1, 2009. Other states will have varying deadlines for consideration for state grant aid. Please check with the Student Financial Services Office regarding other deadlines.

Submit any other documents required by the Student Financial Services Office. The student should review the Student Aid Report (SAR) to determine if the Student Financial Services Office will require additional documents. The SAR should also be reviewed to ensure the accuracy of the data submitted. The student should contact the Student Financial Services Office immediately if there are any inaccuracies. Students must complete all financial arrangements prior to registering for classes.

At the end of the spring semester, each student's academic progress and student account (with the

Bursar's Office) is reviewed. Financial aid applicants who have met all eligibility criteria will be reviewed for all federal, state, and institutional funds available. Financial aid applicants who fail to meet all eligibility criteria, including academic progress will not be eligible for aid.

Students must reapply each academic year for financial aid. Renewal FAFSA should be available in January 2009 for those students planning to enter their second, third or fourth academic year in September 2009. This should be done by March 15, 2009 to ensure all deadlines have been met.

To be eligible for financial aid, a student must meet all of the following criteria:

- A. Demonstrate financial need. Financial need is the difference between the estimated cost of attendance and the calculated amount the student and family can be expected to provide based on the FAFSA;
- B. Provide all documents required by either the Student Financial Services Office and/or the Department of Education;
- C. Be enrolled in a degree or certificate program;
- D. Be enrolled on at least a halftime basis (6 credits) each semester, if applying for a student loan, and at least 1 credit each semester for a Federal Pell Grant;
- E. Maintain satisfactory academic progress;
- F. Be a U.S. citizen or eligible noncitizen;
- G. Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan (formerly NDLS), Federal Stafford Loan (formerly GSL), Parent Loan for Undergraduate Students (PLUS) or Supplemental Loan for Independent Students (SLS);
- H. Have a valid social security number;
- I. Be registered with the Selective Service, if required;
- J. Have not been convicted of an illegal drug offense.

In addition to the above, students who have been awarded Bay State Grant Scholarship funds must attend full time (12 credits) for at least 60 days into each semester. If a student withdraws, takes a leave of absence, or enrolls less than full time before the 60th day of the semester, the Bay State Grant Scholarship funds will be canceled for that semester.

Satisfactory Academic Progress and Financial Aid

Satisfactory academic progress (SAP) is reviewed each semester and described in this catalog on page 38. If a student does not meet SAP, he/she will be placed on probation for the following semester. The student will continue to maintain financial aid eligibility and to receive financial aid funding for the probationary semester. A student may only receive aid for one probationary semester. Exceptions to this may be granted on appeal. At the end of the probationary semester, the student's SAP will be reviewed again and must be brought up to an appropriate level or the student's eligibility for aid is terminated.

If a student's financial aid eligibility is terminated due to SAP, he/she does have the right to appeal this termination. A written appeal must be submitted to the Director of Student Financial Services and should include all relevant information regarding the reasons for the student's past academic performance, steps being taken to improve the student's academic performance, and any other relevant information or documentation. The appeal will be reviewed with the Department/Program Chair. The Director of Student Financial Services will notify the student in writing of the final decision about the appeal.

Students who are ineligible for aid due to SAP may only regain eligibility if one of the following occurs:

1. The student meets the SAP requirements and is within the maximum time frame allowed.
2. The student appeals and the appeal is granted, allowing the student one more probationary semester.
3. Even if an appeal is granted the student is not guaranteed institutional aid.

Withdrawal

The official process for withdrawing from Bay State College is described in this catalog. Financial aid awards will be adjusted according to federal regulations, which stipulate that a student who withdraws retains aid in proportion to the percentage of the semester he/she was enrolled. If the student withdraws during the first 60% of the semester, a portion of his/her federal funds must be returned. The student and Bay State

College will share responsibility for returning these funds. Once the student has completed more than 60% of the semester, no adjustment to the financial aid award is necessary. State and institutional funds will be adjusted according to the regulations governing these programs.

Students who borrow a federal or state student loan program during their enrollment at Bay State College are required to complete the appropriate student loan exit counseling forms when they cease to be enrolled in a degree program at least half-time. Students, who borrow a Federal Subsidized/Unsubsidized Stafford Loan, may complete this requirement online at www.mapping-your-future.org. Students who borrow a Federal Perkins Loan are required to meet one-on-one with a Student Financial Services Counselor to complete this requirement.

The student's deferment period for all federal loan programs will begin based on the student's withdrawal date. Students are allowed only one deferment period for each loan. Consequently, a student who withdraws and then returns to Bay State College or another institution may not be eligible for an additional deferment period prior to the start of repayment. Students are strongly encouraged to meet with Student Financial Services Office staff and the Bursar prior to withdrawal to determine the financial impact of their withdrawal from Bay State College and to complete the required student loan exit counseling forms.

Leave of Absence

Financial aid awards will be adjusted, as required by federal regulations, based on the type and time of the leave of absence. The official process for requesting a leave of absence from Bay State College and the type and timing of a leave of absence is described in this catalog on page 40.

In the event that a student fails to return from an approved leave of absence, the student will be withdrawn with an effective date equal to his/her original leave date. In these instances, repayment on any federal loans may begin immediately.

Students are strongly encouraged to meet with the Student Financial Services Office staff and the Bursar prior to taking an official leave of absence to determine the financial impact of their leave of absence from Bay State College.

Financial Aid Disbursement

With the exception of Federal Work-Study, all financial aid is applied directly to the student account for the appropriate semester. The following conditions must be met before any aid will be disbursed:

The student is meeting all financial aid eligibility criteria as outlined previously in this catalog;

The student's enrollment status has been determined as either full time, 3/4 time, 1/2 time, or less than 1/2 time, and all appropriate aid adjustments have been done. Day division students will have this determination made after the add/drop period of each semester; Evening Division Program students will have this determination made after the add/drop period of the second term of each semester.

In addition, there may be requirements specific to an award that must be met before that award can be applied to the student account.

Bay State Institutional Grants and Scholarships

Bay State grants and scholarships are not disbursed until the 60th day of each semester. Students who have withdrawn, taken leave of absence, or dropped below full time enrollment prior to the 60th day of the semester are not eligible for a Bay State grant or scholarship and will have their grant or scholarship award for the semester canceled.

In order for a student to receive his/her scholarship award they must be in good financial standing with the College.

Available Bay State Grants and Scholarships:

- **George J. Brennan Jr. Award:** This scholarship is given to the current student who has achieved the highest GPA in his/her class at the end of his/her first academic year.
- **Guidance Scholarship:** This scholarship is awarded to a student who has been nominated by his/her guidance office. The student must be an applicant of Bay State College. All Massachusetts high school guidance offices are eligible to participate in nominating a worthy candidate. The student must maintain a GPA of 3.0 or higher to maintain eligibility and must be in good financial standing with the College.

- **Jobs for Bay State Grads:** This scholarship is available to high school seniors who participate in the JBSG program at their high schools. The student must be enrolled for the upcoming Fall semester. This scholarship can be renewed for the second year of study as long as the student receives a 2.7 or better GPA.
- **Louis F. Musco Memorial Award:** This award is given to the current student who has successfully combined good scholastic ability with outstanding college participation. This recipient of this award is nominated and decided by the faculty at Bay State.
- **Presidential Scholarship:** The Presidential scholarship is given to students based on merit. Applications are available in the Admissions, Student Financial Services, and Bursar's Offices. It can be renewed for the second year of study as long as the student receives a 3.0 or better GPA.
- **Tech Prep Scholarship:** This scholarship is given to high school seniors in the Tech Prep program at their high schools. The student must be enrolled at Bay State for the upcoming Fall semester. This scholarship can be renewed for the second year of study as long as the student receives a 2.7 or better GPA.

Federal, State Grants, Scholarships and Work Study Program

There are many federal and state grants and scholarships available to prospective students. Specific information for applying for these grants and scholarships is available from the Student Financial Services Office. The following is a partial list of available grants and scholarships:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Massachusetts State Grant Program
- Federal Work Study Program

Federal and State Loans

This is a partial list of available federal and state loans. For more specific information, contact the Student Financial Services Office.

- Federal Perkins Loan
- Federal Stafford Loan
- Federal Plus Loan

Graduation

Students who borrow from a federal or state student loan program during their enrollment at Bay State College are required to complete the appropriate student loan exit counseling forms when they cease to be enrolled in a degree program at least half-time. Students who borrow a Federal Subsidized/Unsubsidized Stafford Loan may complete this requirement online at www.mapping-your-future.org. Students who borrow a Federal Perkins Loan are required to meet one-on-one with a Student Financial Services Counselor to complete this requirement. We recommend scheduling an appointment within 30 days of your anticipated date of graduation. Student borrowers who fail to complete the required student loan exit counseling sessions may not receive their official diploma or an official academic transcript from Bay State College.

Student Loan Counseling Services

Student Financial Services Office staff are available to assist borrowers of all Federal and State loan programs while they attend Bay State College and after they leave (post-graduate and withdrawal). In addition, these counselors provide in-depth entrance and exit loan counseling sessions on all Federal student loan programs. Additional counseling assistance is available to students in areas such as loan repayment, loan deferments, loan consolidation, and credit issues.

financial aid information

The college realizes that financing an education can be a complex process. Cost of attendance (tuition, room and board, commuting expenses, etc.) will vary from student to student according to a student's program of study. Specific information is available from the Student Financial Services or Bursar's offices. Tuition, insurance, fees, and residence charges are subject to change and are prorated for the students beginning in the spring term.

Bay State College Tuition

Day Division

Application Fee \$40
Payable with the application for admission.
This fee is nonrefundable.

Tuition Deposit \$100
Payable upon receipt of the acceptance letter.
The deposit is applied toward the tuition.
This fee is nonrefundable.

Tuition for the 2008-2009 Academic Year
Full-Time Students \$18,925
Minimum 4 courses (minimum 3 credits each) per semester.

Physical Therapist Assistant Program \$20,500
*Part-time students (fewer than 4 courses per semester) and students taking more than 5 courses per semester will be charged accordingly.

Allied Health Program Fee \$475
(Medical Assisting, Physical Therapist Assistant only)

Fashion Design Program Studio Fee \$300

Online Course Fee (per course) \$75

Student Services Fee \$375
A Student Services fee is charged to all students to cover the cost of various activities including orientation, the Learning Center, computers and Internet access, and career placement.

Student Activity Fee \$50

Additional Fees

- Student Accident & Sickness Insurance . . \$1,190
- A late payment fee of \$100 per semester will be charged.
- A returned check fee of \$25 is charged each time a check is returned by the bank. The college reserves the right to refuse payment by check after two NSF returns.

Continuing and Professional Education Boston and Middleborough Campuses

Evening course tuition is \$233 per credit hour.
3-credit course \$699
4-credit lab course \$932

Additional Fees

- A late payment fee of \$50 per term will be charged.
- Lab Fees as applicable are \$50.
- A returned check fee of \$25 is charged each time a check is returned by the bank. The college reserves the right to refuse payment by check after two NSF returns.

financial aid information

Additional Fees & Expenses Day and Evening (As Applicable)

Student Health Insurance

The Commonwealth of Massachusetts requires that any degree-seeking student enrolled 3/4 time or more be covered by a comprehensive health insurance program. Students already covered by a comparable health insurance program must submit proof of insurance every year the student is enrolled at the college. Students who do not have health insurance will be charged by the college.

Books

The cost of books and supplies varies depending on the courses taken each semester.

Book Vouchers

Book Vouchers are issued to students during the fall and spring semesters. A book voucher is a result of excess financial aid. Students are eligible to receive a book voucher if their total financial aid award is greater than their total tuition, fees and charges. If a student makes any changes in registration during the add/drop period, it could alter the book voucher amount.

Program Fees

Various programs of study may require the payment of a program fee. These fees cover the added cost of supplies specific to the programs. Fee information is available upon request.

Student Activities Fee

A Student Activities fee of \$50 is charged to day students to supplement student clubs and student planned events throughout the year. This fee is allocated annually by the Student Association and all students are welcome to offer input on how fee money is spent.

Student Services Fee

A Student Services fee of \$375 is charged to day students to cover the cost of various programs including, but not limited to, First Year Experience, the Center for Learning and Academic Success, graduation, computers and Internet access, and Senior Week activities. This fee is nonrefundable.

Residence Hall Deposit

Residence Hall deposits are payable when the residence agreement is signed. A \$200 deposit payment reserves a student's place in the residence hall. The deposit is applied toward the room and board fee. This deposit is nonrefundable.

Room and Board

Room and board, which includes a weekly meal plan, is \$11,130.

Residence Hall Technology Fee

A residence hall technology fee of \$250 is charged to all students who reside on campus. The fee covers items including hardware and service for internet access and cable television in rooms and common areas.

Residence Hall Security/Damage Deposit

There is a \$300 security/damage deposit due 45 days prior to entry. This will be refunded within 90 days of departure, provided that the student's place of residence has not been damaged beyond that sustained by normal usage, and there are no other balances to Bay State College.

Residence Hall Refund Policy

Residence hall costs are based on a full academic year. Prior to occupancy there is a full refund of funds received, except for the nonrefundable deposit of \$200. Refunds after occupancy will be in compliance with the residence agreement. Students must withdraw from the residence halls when not enrolled at the college.

Institutional Refund Policy – Day and Evening

Day Division

Students who need to withdraw from Bay State College must complete an Official Withdrawal with their Department/Program Chair and submit this form to the Registrar. The student's official date of withdrawal is the date the college is notified. Tuition will be adjusted in accordance with the published refund schedule, based on the official date of withdrawal. The refund percentage is applied

to tuition only. All fees are nonrefundable once classes have begun. Tuition and housing deposits are nonrefundable. Residence hall fees are for the full academic year and are not refundable (see residence agreement).

Refund Schedule*	% Refundable
Prior to Week 1	100%
Week 1	90%
Week 2	75%
Week 3	50%
Week 4	25%
Week 5	10%
No refunds after Week 5	

* Withdrawing from a course after the established Add/Drop date for that term will result in zero percent refund. Please speak to the Bursar prior to withdrawing from a class.

Continuing and Professional Education

Students who need to withdraw from Bay State College must complete an Official Withdrawal with their Campus Coordinator/Advisor. The student's official date of withdrawal is the date the college is notified. Tuition will be adjusted in accordance with the published refund schedule below, based on the official date of withdrawal. The refund percentage is applied to tuition only. Fees are not refunded.

Refund Schedule*	% Refundable
Prior to week 1	100%
Week 1	75%
Week 2	50%
Week 3	25%
No refunds after Week 3	

*Class Meetings are defined by the scheduled meeting pattern. It is not defined by when a student attends.

Financial Aid Implications of Withdrawing from the College

Financial aid awards will be adjusted according to federal regulations, which stipulate that a student who withdraws retains aid in proportion to the percentage of the semester he or she was enrolled. If the student withdraws during the first 60% of the semester, a portion of his or her federal funds must be returned. The student and Bay

State College will share responsibility for returning these funds. Once the student has completed more than 60% of the semester, no adjustment to the financial aid award is necessary. Students are strongly encouraged to meet with the Student Financial Services Office staff and the Bursar prior to withdrawal to determine the financial impact of their withdrawal from Bay State College. Federal, state and institutional funds will be adjusted according to the regulations governing these programs.

Course Load Full-Time Student

Full-Time Student. A full-time student is registered for 4 courses or 12 or more credits per semester. The maximum number of courses for which a student may register per semester is six. The sixth course is taken at an additional cost, unless required by the individual program (PTA). PTA requires a clinical education course during the summer, which is included in the student's yearly tuition at no additional cost.

Part-Time Student. A part-time student is registered for fewer than 4 courses or 12 credits per semester. Part-time status will impact a student's financial aid award.

policies and procedures

The Family Educational Rights and Privacy Act (FERPA)

Student Rights to Information

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1) The right to inspect and review the student's education records within 45 days of the day Bay State College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. In the event that records are not maintained by the Registrar, the Registrar shall advise the student to address the request to the appropriate Bay State College official.

2) The right to request an amendment to the student's education record(s) that the student believes is inaccurate or misleading. Students may request an amendment to a record that they believe is inaccurate or misleading. They should write the Bay State College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Bay State College decides not to amend the record as requested by the student, Bay State College will notify the student of the decision and advise the student of his or her right to a hearing for appeal. The hearing will take place with the Vice President of Academic Affairs. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as: a person employed by Bay State College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Bay State College has contracted (such as an attorney, auditor, or

collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bay State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington DC 20202-4605

Confidentiality of Student Records

Bay State College accords all the rights under the Family Rights and Privacy Act of 1974 (FERPA), the Buckley Amendment, to all students. No one outside the institution shall have access to nor will the institution disclose any information from the students' education records (except directory information) without the written consent of students. The following exceptions are permitted under the Act: (1) personnel within the institution, (2) officials of other institutions in which students seek to enroll, (3) persons or organizations providing students financial aid, (4) accrediting agencies carrying out their accreditation function, (5) persons in compliance with a judicial order, (6) persons in an emergency in order to protect the health or safety of students or other persons, and (7) parents of dependent students according to the IRS definition.

Certain personally identifiable information from a student's education record, designated by Bay State College as directory information, may be released without the student's prior consent. This information includes: name, major field of study, dates of attendance, anticipated graduation date, and degrees conferred.

A student has the absolute right to prevent disclosure of all directory information including verification of enrollment. If a student wishes to prevent disclosure, the student must complete a Request to Prevent Disclosure of Directory

Information in the Registrar's Office. A student's Request to Prevent Disclosure of Directory Information is valid for the life of the record or until a request to reverse non-disclosure is made in writing to the Registrar's Office.

Student Right to Know and Graduation Rate

In accordance with the Student Right to Know Regulations (published in the December 1, 1995 Federal Register, pages 61775 through 61788), Bay State College discloses its graduation rates:

Twenty-eight percent of the Fall 2005 Cohort of Full-Time, First-Time, Degree Seeking Freshmen received a recognized educational credential from Bay State College by August 31, 2008.

Transfer-Out Rate

In accordance with the Student Right to Know Regulations (published in the December 1, 1995, Federal Register, pages 61775 through 61788), Bay State College discloses its transfer-out rate:

The Fall 2005 Cohort of Full-time, First-time, Degree Seeking Freshmen who transferred out of Bay State College to a four-year institution before completion of their program of studies was 8.6 percent.

Student Conduct

Students are expected to maintain courteous and respectful relations with their fellow students, faculty, and staff and to treat other people's property with respect. This includes the following:

- Smoking is not allowed in any Bay State College facility.
- Eating or drinking is restricted to the dining hall and the student lounges.
- Drinking or possession of alcoholic beverages and the possession of illegal drugs are prohibited.
- Physical violence and threats of any kind are prohibited.

Offenders may be subject to disciplinary action, which may result in dismissal from the college. A detailed explanation of the code of conduct can be found in the Bay State College Student Handbook.

Academic Conduct

Any work submitted by a student is assumed by the college to be, in thought and expression, the student's own. Plagiarism, cheating, and forgery are unacceptable. Plagiarism includes the unauthorized use of another person's ideas, writings, or research. Cheating is the dishonest conduct used to gain academic advantage, including stealing or receiving stolen examinations, papers, research, library materials; and copying computer assignments or software. Signing another's name to examinations, papers, or attendance lists constitutes forgery. These violations will be subject to sanctions, including expulsion.

The Grading System

The Grade Point Average (GPA) is determined by multiplying the Quality Points for each subject by the number of credits of that subject and dividing the sum by the number of quality hours. Quality hours are attempted credits less credits from non-punitive withdrawal grades.

Grade	Numerical Value	Quality Pts per Credit Unit
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	below 60	0.0
I	Incomplete: A student has one semester to make up a grade of incomplete before it turns into an IF, Incomplete Failure.	
IF	Incomplete Failure	
P	Pass	
NP	Non-Pass Credit Not Earned	
TR	Transfer Credit	
TO	Test Out	
W	Withdrawal (non-punitive)	

policies and procedures

Academic Standards for Day and Evening Students

A student's satisfactory academic progress is measured both quantitatively and qualitatively. A student who fails to meet the required academic progress standard will be placed on academic probation for a semester, suspended for a semester or academic year, and/or permanently dismissed from the college.

Qualitative Measurement

Cumulative Grade Point Average (GPA)

Students must maintain a required cumulative grade point average (GPA) at the end of each academic semester. Students, with their academic advisors, monitor their cumulative GPAs to ensure that progress toward graduation requirements is being met as follows:

Transfer* and BSC

Credits attempted	Cumulative GPA
0-18	1.25
19-35	1.40
36-45	1.80
46-90	2.00
91-122**	2.00

*Credits earned at other institutions, which have been accepted as transfer credit by Bay State College, must be included when evaluating the student's academic progress.

** Requirements of Bachelor students.

Associate Degree

Day programs are 60 credits plus First-Year Experience. PTA Program is 70 credits plus First-Year Experience. Programs are designed to be completed in two (2) years or four (4) semesters. To meet the 150% rule, the program must be completed within 90 attempted credits and/or three (3) academic years or six (6) semesters.

Evening programs are 60 credit programs and are designed to be completed in twenty (20) months or five (5) semesters (ten terms). To meet the 150% rule, the program MUST be completed within 90 attempted credits and/or thirty (30) months or seven and one half (7.5) semesters (fifteen terms).

NOTE: Students wishing to pursue their degree on a part-time basis should consult with the appropriate Department/Program Chair and the Director of Student Financial Services to determine the maximum allowable time for completion.

Bachelor Degree

Bachelor programs require 121 credits plus First Year Experience and are designed to be completed in four (4) years or eight (8) semesters. To meet the 150% rule, the programs MUST be completed within 180 attempted credits and/or six (6) academic years or twelve (12) semesters.

Quantitative Measurement

Academic Credits Earned by Semester

Students must complete at least 67% of their attempted credits each semester rounded to the nearest higher or lower 3 credit increment. Courses, which have received a grade of W or I, are included as attempted credits. Repeat courses are included only if the credit for the course was not earned when taken previously. Students are evaluated at the end of each semester to ensure that the ratio of the number of earned credits, when compared to the number of credits attempted, meets this required ratio.

In addition, the College uses an earned completion ratio that requires a full-time student to complete his or her degree within a maximum of 150% of the standard length of the program and/or credits.

Health and Human Services Academic Program Standards

In addition to the requirements described above, there are specific requirements pertaining to minimum grades and GPA requirements, course progression, completion terms, laboratory sessions, professional attire, liability insurance, vaccines, CPR certification, behavior, and internships for students in MA and PTA programs. Information on specific requirements and standards are available from the Department/Program Chairs of each program.

Honors List

A full-time student who maintains a 3.40 GPA and complete 12 or more credits for the semester is placed on the Honors List. Students with incomplete grades are not eligible.

Academic Probation

Students whose cumulative GPA and/or earned credit completion ratio is below the required standard at the end of a given semester will be placed on academic probation. Students on probation must fulfill academic guidelines

determined by the Academic Standards Committee. Failure to do so may result in administrative withdrawal from the college. (See PTA for program-specific probation.)

Academic Suspension

Students may be suspended from the college at one of two points in their academic program:

1) A first-semester student with a cumulative GPA of 1.0 or below will be suspended from the college without being placed on probation. An evening student that has a cumulative GPA of 1.0 or below after the second term of a semester (regardless if they only took one term) will be suspended from the college without being placed on probation.

2) A student whose cumulative GPA and/or earned credit completion ratio is below the required standard for two consecutive semesters will be placed on suspension and dismissed from the college. (See PTA for program-specific probation.)

Failing Courses

A student who fails a course that is required for his or her major must repeat that course. Any student who fails a course twice may be withdrawn from the college at the discretion of the Department/Program Chair. (See PTA for program-specific suspension.)

Repeating Courses

A student wishing to repeat a course may do so at Bay State College. The original attempt will be listed with the original grade on the student transcript. Additionally, each subsequent attempt will also be listed with a grade. However, only the subsequent attempt(s) will be factored into the student's cumulative grade point average (GPA).

Administrative Appeal Process

A student who is academically dismissed may appeal to the Academic Standing Committee. The appeal must be made in writing to the Chairperson and must include extenuating circumstances explaining past performance as well as arguments supporting reinstatement to the college and a request for reinstatement of financial aid. If the student is reinstated, he or she is assigned probationary status for one semester, with review by the Department/Program Chair. The student must follow any recommendations by the Academic Standing Committee regarding tutoring, counseling, course selection and advising. Final appeal must be sent to the Vice

President of Academic Affairs.

Registration

Students are required to meet with their advisor during each registration period (April for the Fall semester and November for the Spring semester) to develop an academic plan to complete their program. Students must be in good financial standing to participate in early registration. An advisor signature is required to complete a registration.

Registration for evening students is in July for the Fall semester (September and November terms); in November for the Spring semester (January and May terms); and in March for the Summer semester (May and July terms).

Adding/Dropping a Course

During the first week of the semester (or evening term), students may add or drop courses. An Add/Drop form must be completed and signed by the student's Department/Program Chair or Academic Advisor during designated Add/Drop hours, which are posted on college bulletin boards. Adding a sixth course (or a third course during an evening term) will result in additional charges. A course dropped during this period will not appear on the student's transcript.

CE Students Transferring to Full-time Day Status

Students must contact the Registrar's office to ensure that he/she meets academic standards to transfer to the Day Program.

- Associate degree students are required to have a minimum GPA of 2.0 and have completed at least 6 credits. Students with a GPA between 1.5 – 1.99, and not on probation, must meet with the department chair and receive approval to transfer.
- Bachelor degree students are required to have a minimum GPA of 2.3, have completed 12 credits, and submit a recommendation from the appropriate department chair. Students who maintain a GPA of 2.5 or above are not required to submit a recommendation.
- Students must obtain a division change form from the Registrar's office and get signed approval from the Bursar's office and Student Financial Services office.
- Students will meet the Registrar to review class requirements and select classes for the next semester.

policies and procedures

Withdrawal From a Course

Ceasing to attend class does not constitute withdrawal from an individual course. To officially withdraw from a course, the student must fill out a Course Withdrawal Form with his or her Department/Program Chair or Academic Advisor prior to the last day to withdraw as published in the academic calendar.

Withdrawing from a course after the add/drop period, but before the last day to withdraw, will result in a non-punitive grade of W. Students are not permitted to withdraw from a course after the published last day to withdraw.

Withdrawing from a course(s), especially if the student is taking fewer than 12 credits (a full-time course load), may result in an adjustment to the student's financial aid eligibility. Students are expected to contact the Student Financial Services Office and Bursar's Office to discuss financial obligations to the college.

The last day to withdraw is within the 12th week of the semester. For evening students, the last day to withdraw is within the 6th week of the term.

Withdrawal from the College

Students are encouraged to consult with their academic advisors, Department/Program Chairs, and/or financial aid counselor as well as residence hall personnel, if appropriate, prior to withdrawal from the college.

Academic Withdrawal

Students who have to withdraw from the college before fulfilling his or her graduation requirements must complete a Change in Status Form with their Department/Program Chair or the Registrar. Students should refer to the college's refund policy (see page 34-35). Students should not stop attending classes without making an official withdrawal to the college.

Any student who withdraws from the college will be required to withdraw from the residence halls. Students should note that, in signing the residence agreement, they have committed to a contractual period that consists of a full academic year. Under this agreement, a resident is responsible for room and board charges for the entire year. To be considered for a release, a student must complete the "Petition for Release

from the Residence Agreement" and all associated steps in the process. Students should visit the Office of Student Affairs on the Garden Level of 35 Commonwealth Avenue for more information.

Leave of Absence Policy

A leave of absence for up to 180 days in any 12-month period may be granted to matriculated students who are in good academic and financial standing. The purpose of a leave of absence is to allow a student time to deal with an unexpected occurrence that impacts his or her studies to the extent that long-term absence is warranted.

A student must complete a Bay State College Change in Status Form with their Department/Program Chair or Registrar to initiate a leave of absence. This form must be accompanied by documentation related to the student's request for a leave of absence. The Change in Status Form and any accompanying documentation will be forwarded to the Vice President of Academic Affairs or the Director of Continuing and Professional Education for review and approval. Please note that retroactive leaves of absence will not be granted.

In the event a leave of absence is approved, the student's status will be noted as "On Leave" effective the date of the request. There are two kinds of leaves:

1. A Leave of Absence Mid Semester/Term:

This type of leave is requested when a semester/term is in active session. In this case, all courses that the student is registered for will have grades noted for them.

If the leave of absence is requested after two-thirds of the semester or term is completed, faculty may submit a grade appropriate for the student.

If the request is prior to two-thirds being completed, incomplete grades will be entered. Students will be required to resolve the incomplete grade within one semester of returning to the college.

Students who fail to return to the college from an approved leave of absence will be withdrawn with an effective date equal to their original leave date and any incomplete grades will be changed to I, Incomplete Failing (if applicable).

2. A Leave of Absence End Semester/Term:

This type of leave is requested when a semester/term is not in active session and there is an unexpected occurrence in the student's life that impacts his or her ability to continue for the upcoming semester/term. In this type of leave, there are no grade entries made.

The student's schedule for the upcoming semester will be deleted. The student will be placed on leave for up to 180 days in any 12-month period. In the event that the student does not return to the college, he or she will be withdrawn from the college with an effective date equal to his or her original leave date.

If a leave is not approved, students have the right to appeal the decision to the Vice President for Academic Affairs within two weeks of the date of the denial of leave.

Transfer of Credit

Students entering the Associate Degree program may transfer no more than 30 credits, and students entering the Bachelor Degree program may transfer no more than 60 credits, from an accredited institution to Bay State College. Incoming students who wish to transfer credits from another institution must submit an official transcript prior to admission. An evaluation by the Registrar will be sent to the student upon acceptance to a degree program.

Credits to be transferred must meet the following requirements: The grade earned must be a C or better; science courses must be taken in the last five years, and general education courses must be taken in the last 10 years. The institution must be accredited by a recognized organization, and the course must be equivalent to one offered at Bay State College (excluding elective credit). Credits transfer; grades and quality points do not. Developmental courses such as Basic English, Basic Mathematics, and College Reading, are not eligible for transfer.

The PTA program has special considerations for transfer credits. Students who seek to transfer PTA courses must have attended an accredited PTA program. Courses in which a student has received a C or better may be considered for transfer credit. In some cases a course syllabus may be required to demonstrate equivalence. The Program Chair may require that a student either audit a portion of a course or the entire course in order to accept

transfer credits. Further, a student may be required to demonstrate knowledge and competence in course content in order to transfer credit.

PTA students can only transfer English credits equal to the level of their English Placement test score. An example of this would be a student who places into English II would not be permitted to transfer credits for Literature from another college.

Students already attending Bay State College may also transfer courses under the above conditions. However, a minimum of 9 of the last 15 credits toward a degree must be earned in residence at Bay State College. Current students seeking to have courses considered for transfer into Bay State College must have a Pre-Approval for Transfer Credit Form completed and signed by their Advisor, Department/Program Chair before the course is accepted.

In addition to credits from another institution, students may submit credits from the Advanced Placement Program (AP) and from College Level Examination Program (CLEP). Bay State College will accept AP scores of 3 and higher. For example, a score of 3, 4 or 5 on the AP English Language Exam will earn a student 6 credits for English I and English II. Students interested in obtaining credit for CLEP examinations should contact the Registrar (Day Division) or Campus Coordinator/Advisor (Evening Division).

Placement Testing

Entering Day and Evening students must take the English and math placement tests. The placement tests are designed to properly place a student into the English and math sequences. If a student does not show minimal competence in English and/or mathematics, he or she will be required to take ENG099, Basic English, ENG098, College Reading, and/or MAT099, Basic Mathematics, before beginning the English and/or Mathematics sequence. Please note: ENG099, ENG098, and MAT099 are 3-credit courses that DO NOT apply toward graduation. Students who place into English II must still take an additional three (3) credits of English.

Schedule/Course Overload

Students wishing to take more than 5 courses per semester must have permission from their Department/Program Chair and have a minimum cumulative grade point average of 2.4.

student life

Bay State College students enjoy all the advantages of the college's location. Students from across the country and around the world travel many miles to make their college home in Boston and benefit from the rich experiences of this urban classroom. The faculty and administration of the college guide and support students as they pursue their education both on and off campus.

Bookstore

The college bookstore is available online at <http://baystate.textbookx.com>, a secure virtual bookstore for Bay State College. The online bookstore sells text book — new, used and on an open marketplace.

Dining Hall Back Bay Cafe

The dining hall is located on the garden level at 125 Commonwealth Avenue. Breakfast, brunch, lunch, and dinner are available at specified times throughout the week.

Residence Life

Bay State College students who reside on campus enjoy a variety of social, educational, and cultural benefits. The residence halls are located along Commonwealth Avenue and Marlborough Street, in one of Boston's prime residential areas. Rooms accommodate two to six students. A Resident Director and Resident Assistants serve each hall. Microwave ovens, laundry facilities, and computer labs are located in each hall. Additionally, each room is equipped with wireless Internet access and cable television. Residence agreements are available each November for the upcoming year. Room availability is guaranteed on a first-come, first-served basis. The Guide to Residence Hall Living provides detailed information about resident life and responsibilities. Further information is available from the Office of Student Affairs at 617-217-9222.

Personal Counseling

Students who experience difficulty can find a secure and confidential atmosphere in the Counseling Office. Students may discuss any problems they are experiencing—including, but not limited to, academic, personal, or social issues—with a professionally trained counselor who will provide an assessment and may refer the student for long-term counseling elsewhere. The Counseling Office is located on the Garden Level of 35 Commonwealth Avenue, and the counselor may be reached at 617-217-9212.

Informational programs promoting awareness of sexual harassment, rape, and other offenses are provided for students. If a student should ever experience a sexual assault, he/she should inform the Dean of Student Affairs and/or a counselor as soon as possible to ensure that the correct procedures, disciplinary action, medical care and counseling may be initiated.

Student Activities

Bay State College offers numerous student activities throughout the year to bring students together with common interests and goals. Some of the student activities are geared more towards academics, such as internships and career fairs, while other activities are geared to social and community events. Some of the student activities/services offered include: health club facilities, program-specific clubs, Student Association, Bay State Voices literary magazine, and weekly workshops and events organized throughout the year.

Career-oriented clubs and organizations include the Early Childhood Education Club, Entertainment Management Association, Justice Society, Literary Club, Medical Assisting Society, Physical Therapist Assistant Club, and DEX.

Each day division students pays an Activity Fee of \$50 per year to support activities on campus. Money from this fee is allocated annually by the Student Association to various clubs and events. All students are encouraged to attend Student Association Meetings to voice their own views on how this money is spent.

Professional events include the Spring Career Fair attended by numerous employers, where recruiters hire for entry-level and management positions. Although activity options are more limited for evening students based on scheduling challenges, every effort is made to plan appropriate events for the evening student.

Academic Advising

Every student is assigned a faculty advisor at the beginning of the semester who gives advice on academic, career, and personal matters. Students should meet with their advisors on a regular basis to discuss academic progress, scheduling, graduation requirements, and student support services. In addition to the faculty advisor, students may discuss any academic issues with their individual Department/Program Chair.

Course # Course Description Credits

ACC100 Financial Accounting I 3

This is an introductory course in accounting that will allow students to develop a basic understanding of the language of business. Topics include the accounting cycle, accounting terminology and principles, special journals, current assets including merchandise inventory and current liabilities, cash and internal controls together with the construction and analysis of financial statements. [Pre-Requisite(s): None; Co-Requisite(s): None]

ACC110 Financial Accounting II 3

This course introduces students to accounting procedures utilized in the issuance and redemption of both equity and debt securities. The valuation of plant assets, natural resources and intangibles. Students will explore the various forms of business ownership such as partnerships and corporations, including analysis of the Income Statement, Balance Sheet and Statement of Cash Flows. Other topics discussed will include the accounting for investments and the time value of money. [Pre-Requisite(s): ACC101 w/ min. grade of C-; Co-Requisite(s): None]

ACC200 Intermediate Accounting I 3

The course focuses on financial accounting standards and prepares the student with the tools to apply the standards. The coverage starts with the conceptual framework and then concentrates on the four financial statements. This course concludes with an in-depth look at the sections of the balance sheet. [Pre-Requisite(s): ACC100 with a minimum grade of C-; Co-Requisite(s): None]

ACC201 Intermediate Accounting II 3

This course is a continuation of ACC200 and continues with the conceptual framework as it applies to the liabilities and stockholders' equity sections of the Balance sheet. The student then focuses on special accounting issues in accounting and concludes with the Statement of Cash Flows. [Pre-Requisite(s): ACC200; Co-Requisite(s): None]

ACC202 Advanced Managerial Accounting 3

This course builds on managerial accounting and covers the current managerial accounting trends

and concepts. The course will cover trends such as balanced scorecard, Just-In-Time, Flexible budgets, and Activity-Based-Costing. The course will then deal with cash and capital budgets.

[Pre-Requisite(s): ACC110; Co-Requisite(s): None]

ACC203 Computerized Accounting 3

This course uses the latest version of commonly used industry accounting software. This course provides students with hands-on training in computerized payables, receivables, inventory, and payroll. Students use the software in a step-by-step process to create their own accounting system for a merchandising/retail business from the ground up. Students also learn how to generate monthly, quarterly, and annual financial reports.

[Pre-Requisite(s): ACC100; Co-Requisite(s): ACC110]

AHI100 Fine Arts 3

This course is intended to provide an introduction to the fine arts, including painting, sculpture, architecture, music, modern opera, and poetry. Focus is placed on the historical, religious, and political significance of the art studied. Students are expected to recognize major developments in Western thought and culture from the early Renaissance to modern art of the 20th century. Students are asked to visit museums and attend productions as well as other cultural events.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

AHI101 Art History I 3
The Ancients to the Renaissance

This is a survey of the history of art from the Ancients through the Renaissance, including the art of Mesopotamia and Egypt, Ancient Greece and Rome, and the Middle Ages. We will conclude with the revival of classical ideals during the Renaissance after which students may go on to Art History II – Renaissance to Modern.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

AHI103 American Art History 3

This course is a general introduction to the history of American art. It will trace the development of various artistic styles such as portraiture, genre painting, Impressionism, and abstraction through the works of selected artists. The course also will incorporate an examination of the social and historical context that produced such art as well as look at art in its role as communicator, social critic, political tool and means for documenting history.

Course #	Course Description	Credits
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The course will include lecture, hands-on projects and group work. Several field trips will also be required.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

AHI105 Art and Architecture	3
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This introductory course will allow students to increase their understanding of art and architecture through direct exposure to notable museums and regional milestones within the Boston area. The highlights of this course are the weekly guided visits to local art museums and art galleries, as well as guided architectural excursions through the State House, Back Bay, Copley Square, and South End areas of Boston. Weekly trips are supplemented by frequent readings, lectures, and discussions.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

ANT103 Anthropology of Health & Illness	3
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The purpose of this course is to place health and illness in a sociocultural context. Culture affects attitudes, beliefs, and techniques of healing and vice versa. Theories, practices, and institutions in relation to global and local cultural groups will be examined. Cross-cultural similarities and differences in birth, aging, disability, death, etc., will be discussed in various cultural myths, and alternative approaches to healing and illness are studied in various cultural settings.

[Pre-Requisite(s): None; Co-Requisite(s): None]

AUD101 Audio Theory and Recording	3
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In this course, students are introduced to the basic skills, theories and production techniques used in multi-track music recording and production. Topics include studio recording console design and operation, microphone design theory and application, digital tape machines, patch bay, signal flow, and basic mixdown techniques. [Prerequisite: Placement in MAT101; Co-Requisite(s): None]

AUD102 Desktop Audio	3
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In this class, students learn the essentials of ProTools and sampling/looping. Students will be introduced to the theories, practices, and tools used in digital audio production. The focus of this course is the fundamental concepts behind digital audio tools, including binary number systems, analog to digital converters, cables and connectors, digital

protocol formats, file formats, and delivery media. [Prerequisite: Grade of C- or higher in AUD101; Co-Requisite(s): None]

AUD103 Live Sound Engineering	3
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Sound Engineering is a broad-based course designed to give students a wide based knowledge of and experience in sound engineering theory and practice. It covers sound from theatre to conference room, from concert hall to stadium. It is not a music producer's course but an engineer's course for people who want to know how sound engineering equipment operates and why. [Prerequisite: Grade of C- or higher in AUD101; Co-Requisite(s): [None]

AUD104 Studio Recording	3
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Students apply, develop and expand on skills learned in AUD101 by recording projects with musicians. Much of the course focuses on audio processing tools and techniques. Specific topics include dynamic processors, digital effects, SMPTE synchronization, equalization, analog tape recorders, time code, automated mixdown, and recording session protocols and procedures. [Prerequisite: Grade of C- or higher in AUD102 and AUD103; Co-Requisite(s): None]

AUD106 Critical Listening	3
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This course provides aspiring music producers with the ability to hear and identify the key features of a balanced, artful, and professional music mix. Through educational drills, analysis of classic recordings, and comparison of different mixing styles, students will be able to identify width and depth, free range, dynamics, and mix approaches used in various music selections. [Prerequisite: None; Co-Requisite(s): None]

AUD200 Midi & Synthesis	3
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Students learn advanced desktop audio applications MIDI (Musical instrument digital interface) protocol and Audio Synthesis. Topics include hard disk recording, sampling and editing, signal processing and MIDI in multimedia. Advanced skills will be developed using synthesizers and samplers. Students will study the elements of sound and how they apply to simple and complex waveforms, envelopes, LPOs, filters and keyboard architecture. [Prerequisite: Grade of C- or higher in AUD102 ; Co-Requisite(s): None]

AUD201 Hard Disk Recording	3
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Students learn the concepts and production techniques used specifically in the digital audio

studio. Concepts include principles of digital audio recording, work station operation, and digital signal processing. Production technique work focuses on the use of digital audio workstations for music editing, radio production and internet broadcast. [Prerequisite: AUD102; Co-Requisite(s): None]

AUD202 Advanced MIDI Recording 3

This advanced practical course builds on existing computer and MIDI sequencing skills. Students learn the MIDI sequencer and Sampler editing and will expand their knowledge of the basics of audio engineering and hard disk recording. [Prerequisite: AUD102; Co-Requisite(s): None]

AUD203 Mixdown 3

This course provides students with an understanding of the synchronization of different mediums with digital audio and sampling techniques. For example, students will learn to replace acoustic drums with MIDI samples. Critical listening skills are further developed to create well-engineered recording projects. [Prerequisite: AUD202; Co-Requisite(s): None]

AUD205 Music Production 3

Students examine the role of the record producer and gain knowledge of producing musical projects including the business, technical, and aesthetic components of the process. Students learn the management skills necessary to manage other student audio engineers, musicians, and studio resources to function as an independent producer of music recordings and commercial audio production. [Prerequisite: ENT102; Co-Requisite(s): None]

AUD210 Logic Pro Studio 3

Using Logic Pro Studio, one of the industry standard digital production software packages, students will explore beginning, intermediate and advanced production techniques of audio recording and importing, editing and manipulation, virtual instruments and plug-ins, and other application interface. Students will demonstrate increasing proficiency with Logic Pro Studio through individual and team based projects. [Prerequisite: Grade of C- or higher in AUD102; Co-Requisite(s): [None]]

AUD220 Advanced Audio Theory 3

This course continues the study of the principles of audio signals and the equipment used to record, process, and distribute audio content. Sound in

acoustical form is discussed to introduce students to issues related to studio acoustics. Students expand their understanding of signal flow and advanced audio systems by creating and reading complex block diagrams. The course is an in depth study of concepts and equipment used in all facets of audio production: signal processors, dynamic range, distortion, analogue recording and SMPTE time code. [Prerequisite: Grade of C- or higher in AUD101; Co-Requisite(s): [None]]

AUD300 Sound Design 3

Sound Design represents the technical and artistic issues related to incorporating and manipulating sound into recordings and multimedia, such as web sites, video games and virtual worlds. Additionally, students will explore the practical skills and theoretical knowledge that is applied when using both linear and non-linear sound design techniques used for film and video. [Prerequisite: Grade of C- or higher in AUD102; Co-Requisite(s): [None]]

AUD303 Advanced Critical Listening and Production Analysis 3

This course offers students the opportunity to benefit from a comprehensive curriculum that trains them in an equal mix of theory and practical listening skills that they will use for audio recording. A variety of sound recordings will be analyzed in class and broken down into their component parts to facilitate understanding of the production process. [Prerequisites: AUD104; AUD205; Co-Requisite(s): None]

AUD310 Advanced Live Sound Engineering 3

This course is designed to give students both advanced theoretical and practical application of audio recording in the unique and specialized area of Live Sound. Students will explore challenges such as audience noise, mic placement for the audience and venue structure. The course will be taught alternating between a class room setting and on location. Under the direction of the instructor, students will produce concert recordings throughout the semester. [Prerequisite: Grade of C- or higher in AUD103; Co-Requisite(s): [None]]

AUD320 Advanced Studio Recording 3

The course focuses on recording techniques used in multitrack music production. Subjects include advanced signal flow, overdubbing, recording session management, time code, studio

Course #	Course Description	Credits
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procedures, console operation, signal processing, analytical and critical listening skills, close, distant, and stereo mic techniques for a variety of musical instruments, and basic mixdown strategies. Students participate in in-class recording sessions and engineer recording projects. . [Prerequisite: Grade of C- or higher in AUD104; Co-Requisite(s): [None]

AUD340 Commercial Audio Installation	3
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This is a practical rather than theoretical course that prepares the student to work in an audio installation environment and to know basic tools, products and the methods for completing a proper installation. It provides a foundation knowledge of cabling, terminating, and mounting, which are the basis for all installation products. [Prerequisite: AUD220; Co-Requisite(s): None]

AUD405 Advanced Production	3
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Advanced Audio Production is an in-depth study of audio/sound/hearing and the application of audio principles and acoustic physics. Other topics include digital editing, mixing and multi-tracking; studios and acoustics; equipment needs such as consoles, microphones, speakers and recorders; the processing of signals; and on-location recording. Students learn through lecture/discussion as well as through hands-on usage of advanced equipment. [Prerequisite: AUD220; Co-Requisite(s): None]

AUD400 Mastering	3
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Students will explore issues related to the process of mastering audio for multiple formats including vinyl, CDs, and digital music in a recording studio. While working with studio personnel, students will cover issued dealing with level management, dynamic` range, frequency response, surround equipment, and multichannel audio formats, among others. [Prerequisite: Grade of C- or higher in AUD320; Co-Requisite(s): [None]

BIO101 Introduction to Biology with Lab	4
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Students learn the fundamentals of biology by surveying the biological sciences. Introduction to Biology discusses the science of biology, the origin of life, the cellular and genetic basis for life, and the principles of ecology, evolution, and the diversity of life. Laboratories supplement or complement the

lectures through experimentation, demonstration, discussion, field trips, and video. Students learn (1) what the science of biology is and how it is studied; (2) about the chemistry of life; (3) how cells live and reproduce; (4) how genes work and how traits that are controlled by genes are inherited; (5) about diversity of life and how it is produced by evolution; and (6) how organisms interact with their environments.

[Pre-Requisite(s): None; Co-Requisite(s): None]

BIO107 Fundamentals of Nutrition	3
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The student will study contemporary issues in nutrition. This includes the key to good health in relation to diet and disease prevention, the nutrient composition of foods, and nutrition across the lifespan with an emphasis on health promotion and wellness during pregnancy, childhood, adolescence, adulthood, and aging. This interdisciplinary perspective will include social, behavioral, and public health policies and their effect on the health and well-being of society. The application of scientific principles to food storage and preparation (including meal planning) with emphasis on nutritional and sanitary dimensions of food handling practices is discussed.

[Pre-Requisite(s): None; Co-Requisite(s): None]

BIO110 Principles of Genetics	3
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This course provides an overview of current trends in genetic research. Emphasis is placed on examining how modern DNA technology has become integrated into many aspects of our daily lives. The course begins with a review of classical genetics, followed by an introduction to molecular biology. Some areas highlighted are genetics and human diseases; genetics and agriculture; genetics and forensic science; the Human Genome project; the implications of the widespread availability of genetic screening tools; and recombinant DNA technology. Students participate in hands-on demonstrations of several techniques common to DNA technology research, such as chromosome preparation, DNA extraction, restriction fragment length polymorphisms (RLFP), principles of DNA finger printing, reading of a DNA sequence, learning the pattern of inheritance of several genetic traits, and understanding the underlying mechanisms of inheritance.

[Pre-Requisite(s): None; Co-Requisite(s): None]

BIO120 Special Topics in Biological Sciences 3

This course will focus on areas of biology likely to have broad appeal among students in non-science programs. Topics such as human ecology, immunology and disease, marine biology, general botany, evolution and great discoveries in biology are some possibilities. Course instruction may include lectures, readings, laboratories and field trips as appropriate.

[Pre-Requisite(s): None; Co-Requisite(s): None]

BIO121 Ecology 3

Focus on human interactions with, and perceptions of, the natural environment. Problems of population, pollution, natural resources, and human behavior in relation to ecological theory will be discussed. This course will include both a broad ecological and evolutionary perspective, as well as, practical aspects needed for informed citizenship.

[Pre-Requisite(s): None; Co-Requisite(s): None]

BIO201 Anatomy & Physiology I with Lab 4

Anatomy and Physiology I begins with the most basic level of organization—the cell—progresses through the study of tissues and then moves on to the study of organs and organ systems. Four organ systems that will be covered include: the integumentary, skeletal, muscular, and nervous systems. This course also includes a two-and-a-half-hour lab. (Minimum grade of C- required for Medical Assisting students to move on in program sequence.)

[Pre-Requisite(s): BIO101; Co-Requisite(s): None]

BIO202 Anatomy & Physiology II with Lab 4

Anatomy and Physiology II covers the endocrine, immune, lymphatic, reproductive, digestive, cardiovascular, respiratory, and renal systems. This course also includes a two-and-a-half-hour lab. All anatomical and physiological principles under study are emphasized in the laboratory component of this course through the use of scientific models, charts, and tissue specimens. (Minimum grade of C- required for Medical Assisting students to move on in program sequence.)

[Pre-Requisite(s): BIO201; Co-Requisite(s): None]

BIO211 Anatomy & Physiology I with Lab (PTA) 4

Anatomy and Physiology I is the study of the structure and function of the normal human body. This course begins with the most basic level of organization—the cell—progresses through the study of tissues, then moves on to the study of organs and organ systems. Three organ systems that will be covered include: integumentary, skeletal, and muscular systems. This course includes a two-hour lab. (Minimum grade of C is required for PTA students.)

[Pre-requisite(s): None; Co-requisite(s): None]

BIO212 Anatomy & Physiology II with Lab (PTA) 4

Anatomy and Physiology II is the study of the structure and function of the normal human body. Emphasis is placed on organ systems including nervous, endocrine, digestive, respiratory, circulatory, urinary, and immune systems. This course includes a two-hour lab. (Minimum grade of C is required for PTA students.) [Pre-requisite(s): BIO 211 with a minimum grade C; Co-requisite(s): None]

BIO299 Health Studies Internship 3

This course is designed to provide the student with an opportunity to relate the knowledge obtained in the classroom to an educational experience in a clinical setting. The student will be placed in a health care setting (e.g. hospital, nursing home) and will perform a minimum of 120 unpaid, supervised hours of internship. The intern will observe experienced health care professionals at work in order to gain an understanding of the general background operations of a health care institution. In addition, the intern will, to an appropriate degree, interact with and provide services to patients and health care workers at the institution. All observations and experiences will be documented in a journal.

CIN101 Introduction to Cinema Studies 3

This course will broadly survey the history of film including related technology, production techniques, theory, criticism, and historical/cultural context. We will examine form as content, i.e. how composition (the shot) and context (editing) are as significant as character development and plot in creating effects.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

Course #	Course Description	Credits	
			on marker making and grading. [Pre-Requisite(s): FAD102; Co-Requisite(s): None]
CIN102	Documentary Film	3	
	Truth may not be stranger than fiction, but in the hands of a skilled documentary filmmaker it can be at least as powerful. Long before television discovered the reality fad, documentary films were informing, persuading and even manipulating audiences. This course will examine the development of the documentary tradition in film from critical and historical perspectives through the exploration of important filmmakers, movements and trends. [Pre-Requisite(s): None; Co-Requisite(s): ENG101]		
CIS102	Computer & Information Literacy	3	
	This course introduces students to practical information literacy skills necessary to be successful in an era of digital revolution including: the evolution of the computer, Internet, and World Wide Web; application-based projects; database design and usage; and information management and assessment. The course will allow students to develop hands-on experience and proficiency in Internet and library research, Word, Excel, and advanced PowerPoint design. [Pre-Requisite(s): None; Co-Requisite(s): None]		
CIS111	Excel	3	
	This advanced microcomputer course using Excel enables students to increase their knowledge in practical application for meeting business needs. This course focuses on training students to use the more advanced features of this integrated software package to assist productivity in the workplace. The content is presented in a lecture/lab format in a cooperative learning environment. Students learn how to work with templates and multiple worksheets and to summarize data in Excel using various methods, including consolidation of worksheets. Students work in a team environment to solve business case studies. [Pre-Requisite(s): CIS102; Co-Requisite(s): None]		
CIS220	Computer Design - Fashion Concepts	3	
	In this course, students are introduced to the technique of using the computer as a design tool through conceptualization and creation of design artwork on the computer with specific emphasis		
COM101	Public Speaking	3	
	This is a course in the fundamentals of effective oral and nonverbal communication that develops a greater ease in expressing one's thoughts effectively. The course focuses on both formal and informal public-speaking exercises. [Pre-Requisite(s): None; Co-Requisite(s): ENG101]		
COM102	Mass Media	3	
	This course will provide students with a general overview of Mass Media. The course provides a comprehensive understanding of the history, theory, terminology, technologies, and practice of mass media both locally and globally. Emphasis is placed on print media (newspapers, magazines, journalism) and audiovisual media (radio, recording, television, film, computers). Students will gain a greater understanding of the pervasive role of the media in their lives and the society in which they live. [Pre-Requisite(s): None; Co-Requisite(s): None]		
CRI100	Introduction to Criminal Justice	3	
	This course examines the United States criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities. Additionally, this course will provide a background for more in-depth study in later Criminal Justice courses. [Pre-Requisite(s): None; Co-Requisite(s): None]		
CRI102	Criminal Law	3	
	This course studies the general principles of criminal liability, including the justification of punishment, general concepts fact and fault, principles of justification and excuse, the significance of resulting harm, and accountability for acts of others. Certain specific crimes, such as murder and manslaughter, are also examined. [Pre-Requisite(s): None; Co-Requisite(s): None]		
CRI110	American Court Systems	3	
	This course focuses on the dynamics of the courthouse (Juvenile, Appellate, Federal, and State). It will examine the procedural requirements for judicial processing of criminal offenders,		

concepts of evidence sufficiency, standards of proof, due process, and constitutional safeguards.

[Pre-Requisite(s): None; Co-Requisite(s): None]

CRI202 Corrections **3**

This course introduces students to the profession, industry, and academic discipline of corrections. It presents how the correctional system really works as far as the operation of corrections in the United States. It focuses on the structure of correctional systems, the operations of correctional institutions and programs, the evolutionary and political development of corrections, and the goals of corrections in today's society. Job opportunities in corrections are explored throughout the course.

[Pre-Requisite(s): None; Co-Requisite(s): None]

CRI203 Function of Police in Modern Society **3**

This course examines the police role and law enforcement policy in the total justice process. Police organizations, personnel issues, management and operations, as well as coordination and consolidation of police service, police integrity, and community relations are covered.

[Pre-Requisite(s): CRI101; Co-Requisite(s): None]

CRI204 Civil Rights and Liberties **3**

The protection of individual rights under the Constitution with emphasis on the Bill of Rights and the Due Process and Equal Protection Clauses are covered in this course. Specific topics to be discussed are rights of the defendant, racial discrimination, sex discrimination, and Congressional protection of civil rights.

[Pre-Requisite(s): None; Co-Requisite(s): None]

CRI205 Criminal Investigation and Procedures **3**

This course focuses on the Fourth, Fifth, and Sixth Amendments, the right to be free from unreasonable search and seizure, the privilege against self-incrimination, and the right to counsel. The need to protect the public and enhance law enforcement efficiency and individual defendants from abuse at the hands of the state will be examined.

[Pre-Requisite(s): CRI101; Co-Requisite(s): None]

CRI208 Juvenile Justice **3**

This course is designed to introduce students to the origin and development of the juvenile

justice system, specifically the juvenile court. Emphasis is placed upon laws, juvenile offenders and police involvement, diversion programs, detention, adjudication, after care, foster homes, non-delinquent children in the justice system and juvenile gangs.

[Pre-requisite(s): CRI101; Co-requisite(s): None]

CRI209 Homeland Security **3**

This course introduces students to the fundamental components of Homeland Security. It includes consideration of domestic and foreign terrorism, the roots of anti-American sentiment in the world, 9/11, the measures taken after 9/11 and the USA PATRIOT ACTs I and II. The role, structure and positions within the Homeland Security Department will also be explored, focusing on career opportunities for graduates.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

CRI210 Communications in Criminal Justice **3**

This course will introduce students to communications in Criminal Justice. This course will provide students with practice in interviewing, interrogation and report writing. Students will learn the skills necessary to develop clear, accurate, and convincing reports that meet the requirements for judicial acceptance. The course will reinforce skills in keyboarding, spelling, grammar, writing, and interpersonal communication.

[Pre-Requisite(s): ENG102; Co-Requisite(s): None]

ECE101 Early Childhood Education **3**

This course is an overview of the historical and philosophical perspectives on the teaching of early childhood programs. Principles of early childhood education with a focus on facilities, goals, and approaches are explored. Current issues in the field are considered, with emphasis on meeting the needs of young children. Special attention is given to developmentally appropriate practice and current research in the field, and cultural trends that impact the teaching of young children.

[Pre-Requisite(s): None; Co-Requisite(s): None]

ECE200 Early Childhood Education Seminar **1**

In order to enhance the students' learning opportunities and provide them with a maximum potential for success in their internship experience, students begin observing and volunteering in

Course #	Course Description	Credits
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their internship sites during the spring semester their freshman year. This affords them the time to gradually familiarize themselves with the demands of their placement and become comfortable with the children, adults, and routine. By starting the internship experience early, students have more opportunities to integrate course curriculum into their day-to-day experiences and to work on building skills and confidence.

[Pre-Requisite(s): ECE101; Co-Requisite(s): None]

ECE202 Infant/Toddler Internship	4
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A professional internship of at least 150 hours is required of all Early Childhood Education majors in accordance with the guidelines established by the Department of Early Education and Care. This professional experience includes interacting with infants and toddlers in a developmentally appropriate setting. Students have the opportunity to observe and participate in all aspects of the infants' and toddlers' daily routines and help them develop cognitive, social, emotional, linguistic, and behavioral skills. All Early Childhood Education majors are supervised by a cooperating teacher at their internship sites and by the Bay State College ECE Program Chair. In addition to the on-site experience, all Early Childhood Education students meet in a group and individually with their Bay State College supervisor. [Pre-Requisite(s): ECE101, ECE242; Co-Requisite(s): None]

ECE203 Preschool Internship	4
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A professional internship of at least 150 hours is required of all Early Childhood Education majors in accordance with the guidelines established by the Department of Early Education and Care. This professional experience includes teaching young children in all aspects, addressing social, emotional, cognitive, linguistic, and behavioral skills. Students observe and participate in the teaching of individual and small groups of young children in an early childhood education setting. All early childhood education students meet in a group and individually with their Bay State College supervisor. [Pre-Requisite(s): ECE101, ECE245; Co-Requisite(s): None]

ECE204 Children's Literature	3
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This course surveys the current field of children's literature, emphasizing teaching methods that

promote literacy learning and provide motivation for young readers. Topics include choosing and evaluating good children's literature; examining literacy genres; and utilizing literature across the curriculum, in the media, in bibliotherapy, and in classroom story time. Students investigate the life and work of a variety of children's book authors and illustrators and participate in activities to create book projects for classroom use. This course is designed for Early Childhood Education majors and others interested in studying the selection, application, and evaluation of books appropriate for use with young children.

[Pre-Requisite(s): None; Co-Requisite(s): None]

ECE240 Methods and Approaches in Teaching	3
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This introductory methods course provides the study and application of the principles of instruction, methods, and materials, both past and present with relevancy for early childhood. Topics covered include curriculum design, organization, and planning of the educational programs for young children. A variety of approaches are reviewed, including Montessori Head Start, The High/Scope Curriculum, and others. This course also assists Early Childhood Education students in keeping current with research, policy, and issues affecting this field.

[Pre-Requisite(s): ECE101; Co-Requisite(s): None]

ECE242 Infant and Toddler Curriculum	3
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This course focuses on understanding the growth and development of infants and toddlers. Students use this knowledge to plan developmentally appropriate curriculum for infants and toddlers. Students make use of their understanding of children's social, emotional, cognitive, and physical development to plan and implement activities for infants and toddlers in facilities caring for young children. Students study and practice techniques that help infants and toddlers to develop trust and autonomy in a positive and loving way.

[Pre-Requisite(s): None; Co-Requisite(s): ECE101]

ECE244 The Exceptional Child	3
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This course focuses on the diverse needs of the early childhood education population and explores the intervention strategies necessary for the education of children with physical handicaps, exceptional abilities, chronic illnesses, specific learning disabilities, and emotional or mental disorders. An in-depth study of the Inclusion Model

in the preschool classroom covers the following topics: observation techniques, assessment and referral, equipment and curriculum adaptation, techniques for supporting parents and families, and an introduction to the laws concerning the exceptional child.

[Pre-Requisite(s): None; Co-Requisite(s): None]

ECE245 Preschool Curriculum 3

This course focuses on an application of goals and philosophy to develop a workable, sound, and developmentally appropriate practice and creative curriculum for young children. The meaning and value of play and the child's individual and developing use of materials are explored. The purpose, design, and function of learning and expressive activities in the early childhood setting are reviewed. Students study and practice techniques for stimulating and guiding children's development through the use of materials, with an emphasis on play, art, music, and creative expression.

[Pre-Requisite(s): ECE101; Co-Requisite(s): None]

ECE249 Child Care Management and Operations 3

This course focuses on the duties and responsibilities of a child care center director. Emphasis is placed on all aspects of child care management such as hiring and supervising staff, all licensing regulations, creating a budget, record-keeping, health and safety, and all aspects of daily functions. [Pre-Requisite(s): ECE202 or ECE203; Co-Requisite(s): None]

ECO101 Microeconomics 3

This course examines the economic problems of the household, the firm, and the individual industry. Principles are developed to explain household consumption decisions, along with firm and industry production decisions. Topics include perfect competition, monopoly, and the government's role in economic welfare.

[Pre-Requisite(s): A 100 Level MAT course; Co-Requisite(s): None]

ECO102 Macroeconomics 3

This course examines the economy as a whole. Emphasis is placed on issues relating to the level of output, employment, income, and inflation. Topics include international trade, money, the federal budget deficit, the labor force, and comparative

economic systems.

[Pre-Requisite(s): A 100 Level MAT course; Co-Requisite(s): None]

ECO103 History of Economic Thought 3

This course provides a broad account of economic ideas from ancient times to the present, and gives the student powerful insight into the historic contributions which have helped shape contemporary economic theories.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

ECO104 The Global Economy 3

This course focuses on the advent of the Global Economy, its political, social, and cultural implications. It addresses its positive and negative aspects, as well as the ways that this phenomenon is perceived at home and in the various parts of the world.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

ENG098 College Reading 3

This course is for students who do not meet the minimum requirements for admission to the English I class based on the English placement exam administered upon entry to Bay State College. The course, which students take concurrently for Basic English for College focuses on reading, comprehension, and critical thinking skills. The credits do not apply towards graduation.

[Pre-Requisite(s): None; Co-Requisite(s): None]

ENG099 Basic English for College 3

This course, which meets five days a week, is for students who have demonstrated a need for more focused work in the fundamentals of grammar, composition, and reading based on the English placement exam administered upon entry to Bay State College. Students focus on punctuation, grammar, reading comprehension, and writing skills. The lab component, designed to supplement and enhance the lecture, is a mandatory and graded part of the course. These credits do not apply toward graduation. (Minimum grade of C- is required to move on in the English sequence.)

[Pre-Requisite(s): Min. grade to enter PTA program is a B; Co-Requisite(s): None]

ENG099-ESL Basic English for College 3

Basic English for College is an advanced-level grammar, reading, and writing course for bilingual students who are fully literate in their native

Course #	Course Description	Credits
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language(s) and who have been living in the United States for less than seven years. The course enables students to polish their academic English skills to prepare for college-level work; students learn to write well-structured paragraphs, develop proofreading and editing skills, use reading strategies to analyze nonfiction texts, and use parenthetical citations. These credits do not apply toward graduation. (Minimum grade of C- is required to move on in the English sequence.)
[Pre-Requisite(s): None; Co-Requisite(s): None]

ENG101 English I	3
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In this course, students develop the necessary writing, analytical, and grammar skills needed for producing college-level essays. Students are introduced to various rhetorical modes through analysis of selected readings. They are then expected to apply the methods and techniques used in these models in their own compositions. Assigned modes may include description, narration, process analysis, comparison/contrast, definition, and argumentation/persuasion. Basic principles of transactional writing and documentation of source material, as well as, review of some essential grammatical principles will also be covered.
[Pre-Requisite(s): By placement test; Co-Requisite None]

ENG101-ESL ESL-English I	3
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This introductory college-level English course is tailored to the bilingual student who has a demonstrated ability to write well-structured essays and analyze nonfiction texts accurately. The course focuses on research techniques, common rhetorical patterns in writing, and the more complex aspects of English grammar. Additionally, the course introduces students to the analysis of short fiction and poetry. [Pre-Requisite(s): By placement test; Co-Requisite(s): None]

ENG102 English II	3
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In this course, students build upon the analytical and writing skills developed in ENG101 with the goal of creating more extensive and sophisticated college papers. Through close reading and analysis of selected texts, students will develop the research and compositional skills necessary for higher level college work. Additionally, the course introduces students to the analysis of various literary genres.

A research paper and an extended literary analysis paper are required.

[Pre-Requisite(s): ENG101 or by placement test; Co-Requisite(s): None; minimum passing grade of C for PTA students.]

ENG201 The Honors Humanities Course - Literature and the Dynamics of Relationships	3
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The Honors Course is an elective course that is open to students who have completed a minimum of 12 college credits with a cumulative GPA of 3.4 on a 4.0 scale. The theme of the Honors Course rotates from year to year among the humanities and social sciences. The course emphasizes critical thinking skills, reading, writing, and the use of primary source materials. In this course students will analyze and discuss the relationships between characters. Some of the relationships examined will include romantic relationships, sibling relationships, parent/child relationships, master/slave relationships and ancestral relationships. Also, students will focus on generational, racial, cultural, historical, personal, legal and family conflicts. The class will explore then write short critical responses and analytical essays based on the characters, themes, language and/or structure of the literary work studied.

[Pre-Requisite(s): 12 College Credits with GAP of 3.4 ; Co-Requisite(s): None]

ENT101 Entertainment Business	3
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This survey course will provide a broad overview of the goals and strategies of the entertainment industry. Students will discuss philosophies and techniques of the industry. Topics will include management of sports and entertainment events, marketing, financial analysis of entertainment enterprises and industries, strategic planning and ethical issues in entertainment management. Students will work collaboratively on student-generated production as part of their overall grade.
[Pre-Requisite(s): None; Co-Requisite(s): None]

ENT102 Music Entertainment	3
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This course focuses on music entertainment career opportunities. It will include how to work with artists, producers, engineers, managers, promoters, artist managers and songwriters. Students will be introduced to club and venue management including concerts, nightclubs and booking agencies as well as to the day-to-day operations of a modern recording studio business. Class topics

will also explore artist and music management; including marketing, promotion, financial analysis, music production and the legal aspects of the music industry.

[Pre-Requisite(s): None; Co-Requisite(s): None]

ENT105 Sports Entertainment 3

Students will explore all aspects and venues associated with the sports entertainment industry. The course will also focus on the marketing of sports, the role of media and sports, sports and the entertainment complex, the financing of sports teams and stadiums, the growth of women's sports and the significance of international sports. [Pre-Requisite(s): None; Co-Requisite(s): None]

ENT106 Venue Management 3

This course introduces the students to the functions, procedures and systems necessary to plan, develop, operate and maintain indoor/outdoor performance entertainment venues, such as a club, a sound stage, or a theater. Emphasis is on the importance of the venue manager's role in maintaining the physical plant and grounds for maximum safety, comfort, and profitability. [Pre-Requisite(s): None; Co-Requisite(s): None]

ENT201 Event Management 3

The focus of this course is to address the needs of all entertainment events at different venues from the initial planning stage to follow-through after the event. Small group events to large multi-entertainment productions will be examined for similarities in organization at each stage of the development process. This course will address recognizing specific needs for every event and trouble shooting for problems throughout events. [Pre-Requisite(s): None; Co-Requisite(s): None]

ENT221 College & Pro Sports Industries 3

This course is an intensive investigation of the major sports leagues (MLB, NBA, NFL, NHL, and WNBA) and the NCAA college sports organization, how those organizations operate, expand, and deal with conflict. Additionally, students will study the financing, marketing, and profitability of these major sports entities, their plans for foreign expansion, the demographics of their fan bases, and the economic role major sports entities play in home cities.

[Pre-Requisite(s): ENT105; Co-Requisite(s): None]

ENT231 Survey of the Music Industry 3

The class is designed to provide an overview of the field including career opportunities in order to aid students in their academic direction. Students are introduced the on-campus Desktop studio and rented studio facilities so they may begin working with upperclassmen. For music business students, this is the opportunity to spend a time in the studios to get a sense of the technology involved in the music industry. Discussions will focus on the overall structure of the recording industry, including record companies, licensing, and publishing. [Pre-Requisite(s): ENT102; Co-Requisite(s): None]

ENT299 Entertainment Internship 3

This course is designed to have the student apply the knowledge obtained in the classroom to a work situation in their field of study. The student will work at an approved site and create a portfolio that will include: a journal reflecting the student's experiences; a list of publications and web-sites that pertain to their profession; an interview with a management person within the organization; a completed professional resume and cover letter. [Pre-Requisite(s): Sophomore standing and a GPA of 2.0; Co-Requisite(s): None]

ENT301 Entertainment and Services Marketing 3

Entertainment & Services Marketing is designed to provide students with the ability to analyze and solve complex and current entertainment business and marketing problems through the use of case studies. Students will study the marketing initiatives of select entertainment content producers and professional sports teams and associations and their effectiveness in reaching marketing goals. This course requires students to exercise critical thinking and creative problem-solving skills in real life entertainment business situations.

[Pre-Requisite(s): ENT101, ENT102, MKT210; Co-Requisite(s): None]

ENT323 International Sports Industries 3

This course will examine the functions of major international sports organizations and their industries such as the Olympics, the World Cup, the Commonwealth Games, and major international golf and tennis tournaments. Student will study the financing, marketing, and profitability of these major international sports industries, as well as

Course #	Course Description	Credits
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studying the transnational economic and social functions of these international organizations. [Pre-Requisite(s): ENT105; Co-Requisite(s): None]

ENT331 Record Company Operations	3
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This course will focus on how record companies discover, record and promote new talent, as well as manage their song catalogues. Case studies will involve both the major domestic and international record companies, as well as independent labels serving niche markets. Topics will include the role of the music producer, recognizing and assigning singer, songwriter, and music publisher credits, determining royalty structures, booking session players and studios, music marketing and industry trends. [Pre-Requisite(s): ENT102; Co-Requisite(s): None]

ENT 350 Concert Production Management	3
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This course will review the basics of producing and managing concerts, in both large and small venues. Topics covered will include scouting, renting, booking, promoting, public safety issues, union requirements, contracts and artist, staff, and event management, as well as the current touring industry configurations and major players. [Pre-Requisite(s): ENT102 and ENT106; Co-Requisite(s): None]

ENT353 Film/TV Production Management	3
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This course examines the behind the scenes decisions that a production manager makes when producing for film, television, and theater. The focus is on the business skills and knowledge needed to plan, fund, and execute a production. Although some of the topics covered will involve the technical equipment used in a production, it is not a studio based course and no filming or editing will be required. Topics include planning and finance, marketing strategies, task description, operation and evaluation. [Pre-Requisite(s): ENT101 or ENT102 ; Co-Requisite(s): None]

ENT400 Entertainment Management Practicum	3
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This course involves hands on instruction in putting together an entertainment production. Bachelor students will take an active part in planning,

managing and promoting a Bay State sponsored production. The course will develop and reinforce skills that students would acquire through their prior course work, including internships. It would function as the entertainment management equivalent of stage training, music training, etc. [Pre-Requisite(s): ENT350, ENT353; Co-Requisite(s): None]

ENT422 Sport Management Policy	3
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The course will examine the various management principles as they apply to different sport settings. Special emphasis will be placed on studying current theories and principles from the management sciences and then making direct application of these theories and principles to sports and sport settings. Administration, organizational structure and leadership are discussed at various levels of sport organization, including youth, scholastic, recreational, collegiate, Olympic, and professional. Management skills such as personnel and diversity issues, decision-making, motivation, time management, and conflict management are discussed, as well as a variety of marketing approaches in sports. [Pre-Requisite(s): ENT105; Co-Requisite(s): None]

ENT431 Agents, Production and Performance (A & R)	3
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This course will focus on the role played by the music agents, managers, and Artist & Representation (A & R) professionals. Students will use a variety of techniques, including case studies, market research, and analyzing current trends to identify successful strategies for establishing professional relationships, cultivating record label interest, marketing musical acts, and managing the careers of musicians and recording artists. [Pre-Requisite(s): ENT 331; Co-Requisite(s): None]

ENT495 Senior Seminar Projects	3
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The Senior Seminar Project is a capstone course and is taken in the last semester of the Bachelor student's program. The students will use all previously acquired Entertainment Management course knowledge to evaluate critical business decisions for their fields of interest, and in doing so, create their own model business entity. Each Bachelor student will present their progress weekly and share their insights and suggestions with their peers. [Pre-Requisite(s): Bachelor students and Juniors with permission of the Department Chair; Co-Requisite(s): None]

ENT 499 Internship and Seminar II 3

This higher level internship course builds on the skills and experiences acquired by students in both their class work and their prior internship, but would require the students to focus on specific EM disciplines such as marketing, management, promotion, etc., distinguishing it from the more generalized ENT 299. [Pre-Requisite(s): ENT299 and BS students only; Co-Requisite(s): None]

FAD101 Flat Pattern Design I 3

This course introduces students to the basic sloper and dart manipulation. Students visualize various designing and construction techniques while developing the basic concept types of skirt, bodice, sleeve, etc. [Pre-Requisite(s): None; Co-Requisite(s): None]

FAD102 Flat Pattern Design II 3

In this course, students are exposed to advanced use of the master pattern. This course includes structure for sleeve and body styling, designs of collars, and the further development in the use of the slack sloper. [Pre-Requisite(s): A minimum grade of "C" in FAD101; Co-Requisite(s): None]

FAD103 Clothing Construction 3

Clothing Construction stresses the basic professional techniques in the production of designers' first samples. Through this class, students gain insight into the relationship between creative design and quality of the finished product. [Pre-Requisite(s): None; Co-Requisite(s): None]

FAD104 Tailoring 3

In this course, students learn to custom-fit clothing, as well as the techniques of industrial construction, while developing design concepts. [Pre-Requisite(s): A minimum grade of "C" in FAD103; Co-Requisite(s): None]

FAD105 Principles of Draping 3

This comprehensive course provides students with the fundamental principles in developing basic silhouettes by draping and pattern making techniques. Students will further explore the characteristics of drapability of fabric and its effect on the development of silhouette and style. An original garment is designed and executed in fabric based on the categories studied. [Pre-Requisite(s): None; Co-Requisite(s): None]

FAD110 Basic Drawing & Design 3

Students explore the major principles of two and three-dimensional design, using a variety of mediums, including black and white and color. Perspective, line, form, and shape are studied. [Pre-Requisite(s): None; Co-Requisite(s): None]

FAD201 Apparel Design I 3

This course is devoted to the design of garments in the apparel industry based on specific design problems given by the instructor. Emphasis will be placed on individual personality factors that are inherent in apparel design, as each student research and create their own designs within each assignment. Students are responsible for the development of designs for the spring fashion show based on a chosen theme. [Pre-Requisite(s): FAD102; Co-Requisite(s): None]

FAD202 Apparel Design II 3

A continuation of Apparel Design I (FAD 201), this course is devoted to the design and construction of garments in the apparel industry. Students will learn the production and final distribution methods of garments. The creation of a collection of designs for the spring fashion show will constitute the majority of the student's final grade. [Pre-Requisite(s): FAD201; Co-Requisite(s): None]

FAD205 Fashion Art 3

Using the skills acquired in Basic Sketching (FAD110), students will continue to develop their illustrative skills in order to successfully complete portfolio work requires in Fashion Illustration (FAD210). [Pre-Requisite(s): FAD110; Co-Requisite(s): None]

FAD207 Couture Details and Specialty Sewing 3

This upper level sewing course explores advanced applications such as embroidery, beading, piping, quilting, fancy pleating, and boning. The design and construction of specialty products (accessories) will also be explored. [Pre-Requisite(s): FAD103 and FAD104; Co-Requisite(s): None]

FAD210 Fashion Illustration/ Portfolio Development 3

This course introduces students to the world of fashion art. Emphasis is placed on the creation of a lady's fashion figure and on the design of the

Course #	Course Description	Credits	Course #	Course Description	Credits
	clothing being shown. In addition, some attention is given to men and children figures. Classes consist of technical demonstrations, workshops, and individual guidance designed to assist students in developing their style. [Pre-Requisite(s): FAD205; Co-Requisite(s): None]		FAM120 Merchandise Marketing & Control	In this course, fashion and retail students acquire an understanding of the financial aspects of merchandise planning and management by learning the procedures for purchasing and pricing merchandise, planning inventory levels, formulating a six-month plan, and calculating sales projections. [Pre-Requisite(s): None; Co-Requisite(s): Placement or successful completion of MAT101]	3
FAM101 Fashion Merchandising/ Buying		3	FAM208 Creative Fashion Presentations	Based on the knowledge acquired in previous fashion classes, students prepare and present fashion information through shows, clinics and/or written communications. Presentations are based on researching, analyzing, and forecasting fashion trends. [Pre-Requisite(s): FAM101; Co-Requisite(s): None]	3
	This course presents basic theoretical and practical knowledge required to favorably commence a career in merchandising. The course emphasizes the consumer, financial planning, buying, and merchandising. Topics covered include consumer behavior, fashion elements, planning, fashion merchandising techniques and practices, negotiating, and information systems. [Pre-Requisite(s): None; Co-Requisite(s): None]		FAM240 Textiles	This course offers a comprehensive study geared to educating students in the behavior and performance of the materials used in today's consumer goods. This course serves as necessary background for those interested in buying and designing for retail positions where providing fabric information to the consumer is required. New and traditional technologies in manufacturing are surveyed. [Pre-Requisite(s): None; Co-Requisite(s): None]	3
FAM105 Contemporary Designers and Trends		3	FAM245 Retail Operations/Strategies	This course examines the various approaches to retailing: a functional approach, which focuses on activities retailers must perform; an institutional approach, which describes the various types of retail establishments and their development; and a strategic approach, which concentrates on planning to meet objectives. The goal of the course is to assist students in becoming successful retail planners and decision makers who are able to successfully adapt to change. [Pre-Requisite(s): None; Co-Requisite(s): None]	3
	This course provides an overview of contemporary designers, their inspirations and their place in the fashion industry. Topics covered include licensing, branding, design, and market strategies. [Pre-Requisite(s): None; Co-Requisite(s): None]		FAM310 Case Studies in Fashion Marketing	Case Studies in Fashion Marketing is designed to provide students with the ability to analyze and solve realistic business and marketing problems as related to the apparel and soft goods industries,	3
FAM107 Visual Merchandising		3			
	Students are introduced to the material, tools, and techniques used in visual merchandising. This background is reinforced with exposure to the work of leading professionals in the field. Emphasis is placed on giving students maximum opportunity to design and implement their own window and point-of-purchase displays. Concepts used in the design of posters, signage, sales environments, and exhibits are also explored. [Pre-Requisite(s): None; Co-Requisite(s): None]				
FAM110 Fashion Show Production		3			
	Producing a fashion show of professional caliber is the learning tool in this course. Students leave nothing to chance as they experience the creative, organizational, and promotional aspects of a major production. Students also learn to coordinate clothing and accessories to achieve a total look appropriate to the individual. Special attention is placed on problem solving and understanding the function of the professional coordinator. [Pre-Requisite(s): None; Co-Requisite(s): None]				

primarily using the case analysis method combined with group discussion and exchange of ideas. Students assume the role of a fashion business consultant and must exercise critical thinking and creative problem solving skills in real-life challenging business situations.

[Pre-Requisite(s): FAM101, MKT210; Co-Requisite(s): None]

FAM312 Retail Product Development 3

Retail Product Development introduces the process of apparel development from idea generation to finished product. The major factors affecting the process such as globalization, technological innovation and ever-changing consumer demand are thoroughly examined. Students will understand how the technical and creative processes in apparel design are structured and managed in the context of a realistic business environment. Particular attention is given to the mastery of business planning and development, creative planning and management, technical design considerations and production planning and distribution.

[Pre-Requisite(s): FAM101, FAM245, MKT210; Co-Requisite(s): None]

FAM313 Specialized Markets 3

In this course, students are exposed to in-depth study of specialized fashion markets, focusing on the interrelationships between producers and retailers, channels of distribution, and methods of promotion. Special attention will be placed on the cosmetics, childrenswear, accessories, and menswear markets. [Pre-Requisite(s): FAM101, MKT210; Co-Requisite(s): None]

FAM410 Global Markets 3

Global Markets studies the interrelationship between retailers, suppliers and consumers in the global economy. Students will be exposed to international strategic planning concepts and growth strategies. The course presents examples and profiles of major international retailers, including their operational and competitive marketing methodologies. The specific criteria for international retailing success are examined and special attention is paid to the trade, cultural and environmental factors affecting global expansion.

[Pre-Requisite(s): FAM101, MKT210; Co-Requisite(s): None]

FAM411 Fashion Import Buying 3

This course analyzes important factors in developing import programs, distribution of products, market sources, financing, and aspects associated with apparel and other import products. The impact of imports on the domestic apparel business is examined. [Pre-Requisite(s): FAM101, FAM120; Co-Requisite(s): None]

FAM414 Specialized Markets: Concentration in Household Products 3

This course explores the range of home products, both soft and hard lines, that make up the home furnishing industry. Product development, merchandising, and marketing within each category are explored.

[Pre-Requisite(s): FAM313; Co-Requisite(s): None]

FAM495 Senior Project in Merchandising 3

The senior project, a component of the final semester, is designed as an opportunity for students to demonstrate the ability to think and write critically about a retail business-related problem of the student's choice. Extensive, accurate, and timely research, as well as competent writing and independent analysis are emphasized.

[Pre-Requisite(s): Department Chair Approval; Co-Requisite(s): None]

FIN201 Finance 3

The principle focus of this course is on decisions and actions that are undertaken in light of the firms' objectives. Certain key concepts and commonly used tools of financial analysis are developed. Included are such topics as ratio analysis and financial control techniques. This material provides a useful overview of finance, and the ideas and terminology developed here facilitate an understanding of all the other parts of the course. Topics to be covered include decisions involving working capital, long-term assets, sources and forms of long term financing, financial structure, and leverage and cost of capital calculations.

[Pre-Requisite(s): ACC100; Co-Requisite(s): None]

FIN301 Managerial Finance 3

The principle focus of the course is on the decisions and actions that are undertaken in the light of the firm's business objectives. The course develops a strategic investment model to be used in borrowing, decision-making and evaluation. The

Course #	Course Description	Credits	HIS101 American History	3
	course deals with strategic financing decisions and ends with the management of working capital. [Pre-Requisite(s): ACC110, FIN201; Co-Requisite(s): None]		A survey of U.S. History from the colonial period to the present, this course provides students with a look at the more significant events, issues, and ideas that have shaped the American republic. The course will also examine the issues and policies that currently influence the lives of the American people and the development of international relations. Students are encouraged to develop analytical and critical thinking skills with which they may better understand ongoing developments in American society. [Pre-Requisite(s): None; Co-Requisite(s) ENG101]	
FIN303 Money and Capital Markets		3	HIS106 History of Fashion	3
This course examines how the banking markets work and international financial integration. There is an examination of different types of financial instruments, investments and the measuring of risk with each of the instruments. The course reviews how the Federal Reserve operates, how it makes policy decisions to change the market or controls the money supply. [Pre-Requisite(s): ECO102, FIN201; Co-Requisite(s): None]			History of Fashion examines western fashion throughout world history. An overview of social, political, and economic forces that influenced fashion is conducted. Examination of current trends in designer clothing and their similarities and contrasts to previous eras provide clarity in understanding contemporary fashions, thus allowing students to become more competent merchandisers, designers, and consumers. [Pre-Requisite(s): None; Co-Requisite(s): ENG101]	
FYE101 First Year Experience		1	HIS121 Western Civilization I The Ancient World to the Fall of Rome	3
The First Year Experience provides an extended orientation to the College and the demands of higher education. It is designed to assist students in successfully making the transition from high school to college. [Pre-Requisite(s): None; Co-Requisite(s): None]			This course follows the history of Western Civilization from the beginning of history in the ancient Middle East to the fall of Rome. While studying ancient Mesopotamia, Egypt and Rome, students examine the development of human ideas, arts, and political institutions. [Pre-Requisite(s): None; Co-Requisite(s): ENG101]	
GEO100 World Geography		3	HIS122 Western Civilization II Charlemagne to the Enlightenment	3
This course focuses on the geographic and social features of the Eastern Hemisphere including Europe, Asia, the Middle East, Africa and the South Pacific. It will provide a comprehensive study of the physical and human features of these areas and the interrelationship between them. Historical impact, climate, culture, customs, languages, and the impact of the political and environmental factors on major countries and cities in these areas will be covered. [Pre-Requisite(s): None; Co-Requisite(s): ENG101]			This course examines the history of Western Civilization from the early Middle Ages to the Age of Enlightenment. The course takes a close look at the feudal system and the Renaissance, along the way emphasizing the development of human ideas, arts, and political and social institutions. [Pre-Requisite(s): None; Co-Requisite(s): ENG101]	
GEO150 Geography of the Americas		3	HIS123 Western Civilization III The French Revolution to World War II	3
This course focuses on the geographic and social features unique to the countries located throughout North America, South America, Central America and the Caribbean Islands. It will include an in-depth study of the countries, cities, important physical features, historical impact, climate, customs, languages, and the impact of political and environmental factors in these areas. [Pre-Requisite(s): None; Co-Requisite(s): ENG101]			This course examines the history of Western Civilization from the French Revolution to the end of World War. The course studies the Industrial Revolution and the birth of modern European	

culture, focusing on the development of human ideas, arts, and political institutions.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

HIS201 U.S. in the 20th Century 3

This course will survey major events in the history of the United States during the 20th century. Students will be introduced to different ideas, dynamic personalities, and changing trends in American culture. Emphasis will be placed on America's participation in the Vietnam War, the civil rights movement, and student activism on college campuses.

[Pre-Requisite(s): ENG101; Co-Requisite(s): None]

HIS221 History of Europe in the 20th Century 3

This course focuses on the main events that took place in Europe during the last century. It addresses fundamental topics such as the totalitarian regimes of Hitler's Germany and Stalin's Russia, the apocalyptic nature of both World Wars, the establishment of common economic and political institutions, as well as the stunning advance in science.

[Pre-Requisite(s): None; Co-Requisite(s): None]

HIS301 Special Topics in History: Women in American History 3

This course examines the role of women in the shaping of American History. [Pre-Requisite(s): Any 100-level History; Co-Requisite(s): None]

HIS321 Special Topics in History: History of the Middle East 3

This course provides a general introduction to the chief elements of Middle-Eastern History, from Muhammad to the present. [Pre-Requisite(s): Any 100-level History; Co-Requisite(s): None]

HIS401 Advanced Topics in History: American Foreign Policy during the Cold War 3

This course covers the era of the Cold War (1945 – 1989), starting from the roots of East-West tensions, up to and including the collapse of the Soviet Empire. The course focuses primarily on American foreign policy and US-Soviet diplomacy during the period. [Pre-Requisite(s): Any 100-level History; Co-Requisite(s): None]

HIS421 Advanced World Topics in History: Europe Since 1989 3

This course focuses on Europe's recent history, from the fall of the Berlin Wall to the present.

[Pre-Requisite(s): Any 100-level History; Co-Requisite(s): None]

HON101 The Honors Course 3

The Honors Course is an elective course that is open to students who have completed a minimum of 12 college credits with a cumulative GPA of 3.4 on a 4.0 scale. The theme of the Honors Course rotates from year to year among the humanities and social sciences. Past Honors Courses have focused on such themes as American Popular Culture, the Cultural History of Boston, and Comparative World Religions. The course emphasizes critical thinking skills, reading, writing and the use of primary source materials. [Pre-Requisite(s): 12 College Credits with a GPA of 3.4; Co-Requisite(s): None]

LAW110 Business Law 3

This course introduces students to the basic legal concepts and principles of business law. It includes consideration of contracts, property partnerships, and corporations. The Uniform Commercial Code is covered in relation to sales, commercial paper, and risk-bearing devices. The case method is used in the application of the legal principles studied.

[Pre-Requisite(s): None; Co-Requisite(s): None]

LAW140 Entertainment Law & Ethics 3

This course focuses on the legal and economic perspectives of the entertainment industry. Students study the topics of intellectual property and proprietary rights, project development and production, talent and the guilds, distribution and financing, as well as ancillary rights and related issues. Students also closely analyze a range of contracts and are introduced to the art of negotiation.

[Pre-Requisite(s): None; Co-Requisite(s): None]

LAW239 Hospitality and Business Law 3

This course includes business law practices, including an understanding of the U.S. Court system, general contract principles, franchising, negligence, liability, discrimination, and real estate law. Focus is placed on these areas as they relate to the hospitality industry. The innkeeper's law and obligation to serve the customer are covered, as well as federal and state legislation relating to

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the serving of alcoholic beverages. Appropriate federal and state cases and statutes are examined. [Pre-Requisite(s): None; Co-Requisite(s): None]

LAW330 Legal Environment of Business 3

Students examine and analyze the domestic and international legal and regulatory environment in which both public and private businesses and agencies function. Through extensive classroom discussion of assigned textual readings and judicial decisions affecting modern business practice, students apply fundamental statutory and regulatory concepts to actual disputes in business. Throughout the course, students practice critical legal thinking skills in analyzing law cases including careful consideration of the ethical issues raised in each. Among the major topics covered in the course are: ethics and the social responsibility of business, nature and classification of contracts, equal opportunity in employment, international dispute resolution, business organizations, and commercial transactions including the law of sales. [Pre-Requisite(s): LAW110; Co-Requisite(s): None]

LIT200 Literature 3

In this course students analyze and discuss three major literary genres—short story, poetry, and drama. Students write several short critical responses and one analytical essay based on characters, themes, language, and/or structure of the literary works studied. The focus of the readings includes both classic and contemporary works by American, British, and European writers and may include Sophocles, Shakespeare, Henrik Ibsen, Arthur Miller, Lorraine Hansbury, William Faulkner, James Joyce, Flannery O'Connor, Ralph Ellkson, James Baldwin, Raymond Carver, John Keats, William Wordsworth, Robert Frost, Emily Dickinson, Sylvia Plath, and Langston Hughes, among others. [Pre-Requisite(s): ENG102; Co-Requisite(s): None]

LIT211 The American Novel 3

This upper-division course traces the development of the American novel from Hawthorne to Morrison. The focus of the class will be on critical reading and writing, as well as placing the literature in a social and historical context. The class is both reading

and writing intensive. Each class discussion will be based on a theme, listed in the course outline. Students should keep these themes in mind as they do their reading and writing assignments. [Pre-Requisite(s): LIT200; Co-Requisite(s): None]

LIT213 American Poetry 3

Students in this class will read and analyze selected American poetry. This course will focus on themes, images, patterns, and purposes presented by the individual poets. [Pre-Requisite(s): LIT200; Co-Requisite(s): ENG101]

LIT231 Drama 3

This course will introduce students to the basic elements of drama (plot, character, theme, points of view, symbolism, irony, tragedy and comedy) by exploring both classic and modern forms of drama. It will examine the role of drama in modern society (e.g., as social commentary or as a form of healing therapy for say, victims of abuse). It will also look at new forms of drama, both in the traditional (i.e., theatrical) mode such as types of performance art and the nontraditional mode, such as dramatic play in children. [Pre-Requisite(s): None; Co-Requisite(s): ENG101]

LIT232 The Mystery Story as Literature 3

This course is designed to introduce students to mystery/detective fiction as a separate genre of literature. Through the study of such concepts as point of view, characterization, the elements of voice, narrative time versus real time, pacing, plot, and the withholding of information from the reader (as well from the fictional characters), students will become familiar with mystery/detective fiction as a legitimate and enduring form of literature. [Pre-Requisite(s): ENG102; Co-Requisite(s): None]

LIT233 Science Fiction/Fantasy as Literature 3

This course examines the structures and conventions of the genre commonly referred to as science fiction. Over the course of the semester, students examine texts of various lengths in order to arrive at a clearer understanding of the evolution of science fiction literature, the major themes of the genre, and the writers who have contributed to establishing and defining this form of literature. [Pre-Requisite(s): ENG102; Co-Requisite(s): None]

LIT236 Short Stories of the World 3

“Oh, I have now a mania for shortness,” wrote Anton Chekhov, one of the greatest short story writers. “Whatever I read – my own or other peoples works – it all seems to me not short enough.” What makes a short story different than a novel? Is the short story just shorter? In this course students will read and analyze many of the most outstanding examples of this unique form of fiction from around the world. Authors may include Poe, Tolstoy, Chekhov, Flaubert, de Maupassant, James, Chopin, Joyce, Hemingway, Faulkner, O’Connor, Ellison, Borges, Cheever, Garcia Marquez, Updike, Monroe, Carver, and others.

[Pre-Requisite(s): ENG102; Co-Requisite(s): None]

**LIT311 American Topics:
The African American Novel 3**

The purpose of this course is to broaden students’ development of the African American novel, from Douglass’s influential slave narratives and Chestnut’s fiction, through the Harlem Renaissance, and to contemporary works by Toni Morrison and Ralph Ellison. Through close reading and consideration of historical and social factors, students will better understand the particular challenges of African American writers and their contributions to American literature as a whole. The class will emphasize critical reading and writing, as well as student participation.

[Pre-Requisite(s): Any 200-Level Literature;
Co-Requisite(s): None]

**LIT321 Shakespeare: Histories,
Comedies, and Tragedies 3**

Students in this class will read and analyze selected histories, comedies, and tragedies by William Shakespeare. This course will emphasize understanding Shakespeare’s language, characters, and themes. We will also look at the historical and cultural circumstances surrounding Shakespeare and the plays he wrote. [Pre-Requisite(s): Any 200-Level Literature; Co-Requisite(s): None]

LIT331 19th Century British Novel 3

This upper-division course offers an overview of the Victorian novel from Austen to Hardy. The focus of the class will be on critical reading and writing, as well as placing the literature in a social and historical context. The class is both reading and writing intensive. [Pre-Requisite(s): Any 200-Level Literature; Co-Requisite(s): None]

LIT332 19th Century Russian Novel 3

This upper-division course traces the development of the 19th Century Russian novel from the shorter prose of Pushkin and Gogol to the master works of Turgenev, Dostoevskii, and Tolstoy. The focus of the class will be on critical reading and writing, as well as placing the literature in a social and historical context. The class is both reading and writing intensive. Each class discussion will be based on a theme. Students should keep these themes in mind as they do their reading and writing assignments.

[Pre-Requisite(s): Any 200-Level Literature;
Co-Requisite(s): None]

**LIT431 Advanced World Literature Topics:
The James Family 3**

This course examines the writings and thoughts of four members of the James family – the philosopher and psychologist William, the novelist Henry, their sister Alice, and their father, the philosopher and mystic, Henry, Sr. [Pre-Requisite(s): Any 200-Level Literature; Co-Requisite(s): None]

MAN101 Introduction to Business 3

This course is designed to help students understand the current business community. Presently, business practices are being affected by many other countries because of their trade and business decisions. Emphasis is placed on how the global economy affects small businesses, corporations, labor unions, personnel practices, stock and bond markets, and budget and trade deficits. Upon completion of this course, students will have a greater understanding of, and interest in, business events, both nationally and worldwide. In addition, students will have a better grasp of future career opportunities available in the business world.

[Pre-Requisite(s): None; Co-Requisite(s): None]

MAN102 Management 3

This course prepares students for positions of managerial responsibility, an important aspect of which is responsibility for the action of other people. Emphasis is placed on the four functions of management: planning, organization, leadership, and controlling. Principles relating to decision-making, problem-solving, and interpersonal relationships are developed through group discussions and case studies.

[Pre-Requisite(s): None; Co-Requisite(s): None]

Course #	Course Description	Credits	
MAN105	Introduction to Entrepreneurship	3	Grants and Angel Investors. This course is part of the Entrepreneurship Certificate program. [Pre-Requisite(s): None; Co-Requisite(s): MAN106]
	This course covers entrepreneurial process from conception to launch of a new venture. Attributes of successful entrepreneurs, opportunity recognition, venture capital and business planning are covered to learn how to turn opportunities into a viable business. Small Business management topics include evaluating market potential, choosing a form of ownership, fulfilling tax responsibilities, obtaining appropriate financing and preparing a business plan. Students will learn techniques for analyzing and developing new markets. Developing marketing plans for new ventures. Pricing, communicating, and distributing new products or services with limited resources. [Pre-Requisite(s): None; Co-Requisite(s): None]		
MAN106	Small Business Management Planning	3	
	This is a capstone course in the Entrepreneurship Certificate. This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Special topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Other topics will include the use of Business Plan software tools and also a strong understanding of resources provided by government agencies such as the Small Business Administration (SBA) and the SCORE Foundation. Upon completion, students will have the skills to create and develop a small business plan. Students will research a business opportunity; produce a professional start-up business plan that includes market analysis, cash flow analysis, and financial pro forma statements. [Prerequisites: MAN105, Co-Requisite(s): MAN107]		
MAN107	New Venture Creation: Entrepreneurship	3	
	Students will learn and understand the sources of cash in the context of start-up and small firms. Emphasis is on cash generating from operations and use of cash for future operations, growth and debt. External sources of cash will be covered by focusing on Venture Capital and Private equity firms. Other external sources will include the study of Commercial Banking and lending, Foundations,		
MAN205	Human Resources Management	3	
	This course allows students to develop an understanding of the role of managing human resources. The course explores the importance of recruiting, interviewing, testing, and effectively supervising salaried and hourly employees, negotiation skills, union relations, and performance evaluation. Additional information regarding compensation, benefits, and employee wellness programs are discussed. [Pre-Requisite(s): MAN102; Co-Requisite(s): None]		
MAN240	Organizational Behavior	3	
	This course examines individual, group, and organizational behavior within various business settings in a culturally diverse workplace. Topics covered include management theory, communication, motivation, leadership, managing rewards, stress management, employee counseling, appraisal, employee disciplinary systems, conflict management, training, and organizational development. Throughout the course, students work individually and in teams on cases and business simulations. [Pre-Requisite(s): MAN102; Co-Requisite(s): None]		
MAN305	Business Ethics	3	
	In this course students will first gain a foundation in the classic theories, the principles and concepts of general ethics, then move on to a consideration of ethics in the business world, where professionals are often faced with decisions that have moral and ethical implications. What questions are raised by efforts to create moral environments within organizations? To what extent should social responsibility be a criterion in evaluating the goods, services, and actions of companies? Students will consider diverse views on key issues by reading authors such as Milton Friedman and Peter Drucker. Case analysis and class discussion will be utilized. [Pre-Requisite(s): ECO102, MAN102, MAN240; Co-Requisite(s): None]		
MAN322	International Management	3	
	International Management introduces the student to the unique challenges of working for a multinational corporation. Students develop		

knowledge in managing across borders where higher levels of sophistication are needed in the marketing, operations, human resources, and financial management disciplines. Comparisons among political, economic, and technological environments are examined. Students examine the impact of culture on communication, motivation and leading in international settings.

[Pre-Requisite(s): ECO102, MAN102;
Co-Requisite(s): None]

MAN401 Operational Management 3

This course introduces the student to the primary tasks, duties, and responsibilities of a firm's operating units. Strategies, tactics, and their impact on marketing and finance are examined. Students learn how the operations management process transforms human, physical, and technological resources into finished products and services. The focus of operations management is decision-making at the operating level of the firm.

[Pre-Requisite(s): ACC100, FIN201, MAN240, MAT200, MKT210; Co-Requisite(s): None]

MAN403 Systems Analysis & Design 3

This case-based course introduces the concepts and practices of analyzing an organization's needs and selecting and implementing appropriate computer solutions. The student will use and build upon word processing, spreadsheet, database and presentation development skills while developing a solution to the course's case problem.

[Pre-Requisite(s): CIS102, Computer Elective;
Co-Requisite(s): MAN401]

MAN411 Strategic Management 3

In this course students learn strategy analysis, strategy and policy formulation, policy implementation, and control. Students analyze problems in formulating, implementing, measuring, and adjusting strategy to ensure profitability and/or effectiveness in organizations. The use of a SWOT analysis will be used throughout the semester. The course emphasizes team-based projects designed to build knowledge and skills.

[Pre-Requisite(s): ACC100, FIN201, MAN401, MKT210; Co-Requisite(s): None]

MAN420 Management of Small Business 3

This course provides the fundamentals of effective small business management. Coverage includes such diverse activities as managing growth, pricing, advertising and financial analysis. The course will also deal with major issues of a small business such as technology, crime insurance needs, the family business, ethics and the global marketplace. Students will select a business and develop a business plan for that business.

[Pre-Requisite(s): ACC110, ECO101, MKT210, MAN102; Co-Requisite(s): None]

MAN450 Senior Seminar and Project 3

This is the capstone course and should be taken in the last semester of the students program. The course is taught in a group setting where the group makes decisions for their company with the use of computer software and on a weekly basis and a ranking will be maintained during the semester. The idea is to maximize the wealth of the owners and the use of prior course knowledge is critical. Students will individually research a company and evaluate the company to determine if they would buy the stock of the company.

[Pre-Requisite(s): FIN201, MAN401, MAN403;
Co-Requisite(s): MAN411]

MAT099 Basic Mathematics for College 3

This course is designed as an introductory/review math course. The student will be able to understand terminology and operate whole numbers, fractions, decimals, percents, ratios, and proportions. In addition, students will be able to solve equations using the order of operation. An introduction of integers is also included. This is a remedial course, and the credits from this course do not apply towards graduation. [Pre-Requisite(s): Placement Test; Co-Requisite(s): None]

MAT101 College Algebra 3

College Algebra is designed to provide students with the fundamental concepts of algebra and the applications of these concepts (i.e. word problems). Topics include signed numbers, evaluating expressions, simplifying linear expressions, solving a formula for a variable, and graphing linear equations. [Pre-Requisite(s): Placement Test or MAT099; Co-Requisite(s): None]

Course #	Course Description	Credits	
MAT102 College Algebra/ Trigonometry		3	The anti-derivative will be introduced as well as its application towards finding area between curves. To close out the term, the student will examine the derivative and the integral of trigonometric functions. [Pre-Requisite(s): MAT160 or Instructors Permission; Co-Requisite(s): None]
	This course reviews and strengthens skills in algebra and logical thinking. Topics include: review of powers, roots, order of operations, solving equations in one or more variables, linear graphing, factoring, solving, graphing quadratics, right triangle trigonometry, the unit circle, and basic trigonometric identities. [Pre-Requisite(s): Placement Test or MAT101; Co-Requisite(s): None]		
MAT160 Pre-Calculus		3	MED102 Medical Terminology 3
	This class covers necessary algebraic and trigonometric topics in preparation for Calculus. The student will study general functions, function properties, and function transformations. This knowledge will be applied to take an in-depth look at polynomial and rational functions. Logarithmic and exponential functions will be introduced, followed by growth/decay applications of those functions. To wrap up the semester, the graphs of all six trigonometric functions will be examined, as well as solving trigonometric equations. [Prerequisites: MAT101 or MAT102 or Instructors Permission; Co-Requisite(s): None]		This course develops the knowledge of the elements of medical words and the skill to spell and pronounce them, leading to an ability to understand the language of medicine. Emphasis is placed on building medical words from Greek and Latin prefixes, word roots, and combining forms. Also covered is the understanding of the relationship between medical terms and their synonyms in lay usage and the clarification of the meaning of unfamiliar words by analysis of their components. [Pre-Requisite(s): None; Co-Requisite(s): None]
MAT200 Statistics		3	MED116 Clinical Assisting I 4
	This course introduces students to general statistical methods used in collection, presentation, analysis, and interpretation of statistical data. Topics to be covered include frequency distributors, measures distributions, and the application of concepts in statistical methodology. An analysis of research design is also introduced. [Pre-Requisite(s): MAT101 or MAT102; Co-Requisite(s): None]		This course teaches the basic theory and technical skills to provide safe, technically proficient, and professional assistance to medical professionals and to assure the highest quality of health care to patients. Some of the areas covered in this course include: obtaining vital signs, height and weight; examination preparation and assistance for a wide variety of specialty examinations; development of patient care and education plans; sterilization; incubation; medical records documentation; history taking; therapeutic communication; sterile technique; patient positioning; and professionalism. Minimum grade of C required for Medical Assisting students to continue in the program sequence. [Pre-requisite(s): None; Co-requisite(s): None]
MAT230 Calculus		3	MED150 Medical Office Procedures 4
	A one-semester class, introducing students to fundamental Calculus. The student will learn to graph basic toolkit functions and determine continuity and limits of said functions. Through the study of the tangent line of rates and change, the derivative will be introduced. Differentiation fundamentals such as power, multiplication, division, and chain rules will be studied. Applications of the derivative such as curve sketching through increase/decrease, concavity analysis, and extrema will be followed by related rate problems.		This course introduces the student to the role of the administrative medical assistant. The course includes instruction in current medical office procedures such as telephone etiquette, appointment scheduling, patient billing, filing of insurance claims, office maintenance, and staff management. Students work with materials both manually and on the computer. Students are introduced to basic computer concepts, including software, hardware, various operating systems and the basic Microsoft Office environment. The role of the medical assistant in a managed care environment is stressed throughout the course. [Pre-Requisite(s) MED102, CIS102; Co-Requisite(s): None]

MED160 Coding and Billing 3

This course is designed to familiarize the student with standard billing and coding procedures necessary to ensure third party payment for services rendered in the medical office. The student will gain detailed knowledge of ICD-9 (International Classification of Diseases) and CPT (Current Procedural Terminology) codes, HCFA – 1500 (Health Care Finance Administration) forms, and legal collection procedures. The student will also gain familiarity with remuneration and provider relations policies of various types of insurance carriers including Health Maintenance Organizations, Preferred Provider Organizations, Auto and Homeowner insurance companies, and Worker's Compensation, as well as federal programs such as Medicare and Medicaid (Mass Health).

[Pre-Requisite(s): None; Co-Requisite(s): None]

MED210 Pharmacology 3

This course introduces students to basic pharmacological theory and practice as well as rudimentary legal concepts essential to a beginning in pharmacology. The course also covers a wide group of commonly prescribed medications that health professionals will encounter in practice. Areas of coverage for each medication are uses, side effects, contraindications, laboratory test interferences, interactions, patient implications, dosages and routes, and drugs in the group trade and generic name. Loading dose, therapeutic indexes, and drug levels are also covered. State and federal drug regulation and narcotic scheduling are included. Finally, dosage calculation and medication administration skills are reviewed. (Minimum grade of C- required for Medical Assisting students to move on in program sequence.) [Pre-Requisite(s): MED102 or MAT101; Co-Requisite(s): None]

MED217 Clinical Assisting II 4

This course is a continuation of Clinical Assisting I. In this course, students gain detailed knowledge of the procedures, documentation skills and guidelines necessary to assist a variety of health care providers. Students become familiar with various medical specialties, such as gastroenterology, orthopedics, pulmonary, ophthalmology, urinary, and cardiology. In addition, students gain greater understanding of the procedures, diseases, and treatments common to these specialties. Some of the topics and procedures to be covered include EKGs, visual acuity, audiometry, first

aid, application of wound dressing, nutrition, instrument identification and preparation, body mechanics, range of motion, and allergy testing. Minimum grade of C required for Medical Assisting students to continue in the program sequence. [Pre-requisite(s): MED116; Co-requisite(s): None]

MED220 Clinical Assisting III 4

This course provides students with the theoretical knowledge and technical skill to perform routine laboratory procedures that are likely to be done on-site in physician offices, clinics, and other health care facilities. Some of the tests and procedures covered include: orientation and maintenance of laboratory equipment; quality control principles; collecting, processing, and recording biological specimens such as blood, urine, throat, and stool; finger sticks; injection techniques; and performing routine urinalysis, phlebotomy, and basic emergency procedures. Students become CPR certified. Minimum grade of C required for Medical Assisting students to continue in the program sequence. [Pre-requisite(s): MED116; Co-requisite(s): None]

MED225 Medical Ethics 3

This course exposes students to a wide variety of moral principles currently encountered in medicine, as well as the ethical questions and controversies arising out of current medical practice. This course emphasizes the importance of discovering personal opinion on issues covered and the appropriate conduct as a medical professional aside from personal beliefs and values. These objectives are met by readings, lectures, group discussions, clinical hypothetical practice sessions, and guest speakers in several areas critical to the course. Some topics currently covered are applied human genetic counseling, human experimentation, in-vitro fertilization, surrogate parenting, abortion, euthanasia, medically treating special populations, legal rights of patients and health care providers, informed consent, rights of the handicapped, long-term care, acquired immune deficiency syndrome, and allocation of medical resources.

[Pre-Requisite(s): None; Co-Requisite(s): None]

MED299 Internship and Seminar 3

A 160-hour medical assisting internship is required of all Medical Assisting majors during their studies at Bay State College. [Pre-Requisite(s): MED217, MED220 ; Co-Requisite(s): None]

Course #	Course Description	Credits	
MKT203	Marketing and Public Relations	3	
	Students will explore the basic concepts, principles, and activities involved in entertainment marketing. Students will formulate marketing strategies, analyze marketing opportunities, and plan a marketing program. Students will become familiar with the basic process of public relations and the use of communication strategies to achieve organizational goals. This course will also focus on organization, financing, and operating a start-up entertainment production company. [Pre-Requisite(s): ENT101 or Permission of Instructor; Co-Requisite(s): None]		
MKT207	Advertising and Promotion	3	
	This course, offering an analysis of highly successful local and national advertising campaigns, is coupled with identifying the characteristics of contemporary media. In this course, students develop creative concepts for the advertising of both products and services. Emphasis is placed on understanding the procedures and professionals involved in bringing concepts to reality. [Pre-Requisite(s): None; Co-Requisite(s): None]		
MKT210	Principles of Marketing	3	
	Principles of Marketing exposes the student to the basic concepts, principles, and activities involved in marketing. Students study the role of marketing in businesses and non-profit organizations. Environmental, societal, demographic, and economic factors affecting marketing and the nature of marketing decisions are also explored. Students will learn how to formulate marketing strategies to analyze marketing opportunities and to develop a marketing program, emphasizing product, place, price, and promotion. Students will work in teams to select a product and develop a marketing plan for that product. [Pre-Requisite(s): None; Co-Requisite(s): None]		
MKT212	Consumer Behavior	3	
	In this course the student explores the demographic and psychographic factors pertaining to consumer behavior and motivation and how it relates to product development and marketing. Discussions concentrate on consumer research, geographic		distribution, income, gender, education, leisure activities, family structure, lifestyle, attitude, reference groups, and consumerism as influences. [Pre-Requisite(s): None; Co-Requisite(s): None]
MKT422	International Marketing	3	
	This course deals with the relevance of international marketing. The course starts with the culture of international marketing and the need for understanding of globalization. The thrust of the course is a small to medium sized company and how to set up, understand customer values, delivering value and financing of exports. [Pre-Requisite(s): MKT210; Co-Requisite(s): None]		
MKT425	Marketing Research	3	
	This course focuses on and examines the critical need for customer and market information and the tools and methods available to collect and analyze that information. Topics include identification of information needs, market and consumer analysis, methodology for collection of information, and analysis of data relative to marketing issues. Reviews data and key marketing concepts to help students learn more about marketing tools and uses. Use of the Internet will also help demonstrate how to gather market research data more quickly and efficiently. [Pre-Requisite(s): MAT200, MKT210; Co-Requisite(s): None]		
MUS101	Fundamentals of Music	3	
	Students will develop critical listening skills for the analysis of contemporary music recordings by exploring the conventions of basic music theory and the historical and social context of music. Song forms, time signatures, lyrical content, scales, harmony and other topics are covered through classroom lecture, demonstration, and audio examples. [Pre-Requisite(s): None; Co-Requisite(s): ENG101]		
MUS102	American Music in the 20th Century	3	
	This course is an introductory study of the diverse musical traditions that are part of the American experience. This course surveys American music beginning in the early 20th century with blues, gospel, and American folk music, and progresses through ragtime, jazz, rock, and hip-hop. Indigenous and immigrant music styles will also be explored. [Pre-Requisite(s): None; Co-Requisite(s): ENG101]		

PHI100 Introduction to Philosophy 3

The aim of this course is to introduce the student to some of the central problems discussed by prominent philosophers of the ancient and more recent past, to critically examine fundamental beliefs and concepts, and to develop in the student an interest and ability in thinking philosophically, expressing such thought clearly, comprehending philosophical works and positions, and reasoning intelligently about pivotal questions.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

PHI103 Ethics 3

Ethics is a branch of philosophy that studies questions about human conduct and human character. This course will examine a variety of competing ethical theories with special emphasis given to the application of these theories to contemporary moral issues such as abortion, capital punishment, euthanasia, sexual attitudes and behaviors, drug use, and morality in business and the media. This course aims at helping you think deeply about your own moral values and exposing you to various systems of ethics and justifications for moral beliefs. Traditional and contemporary writers will be considered.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

**POL101 Political Science:
U.S. Government 3**

This course will introduce students to the fundamental institutions, concepts and workings of the United States government and the American political process. Students will become familiar with the structure and complexities of the political system as well as an understanding of the major political principles, concepts, themes and the relationship between public interests and attitudes and the actions taken by their representative. This course is designed to stimulate the student's interest in, discussion of and participation in the American political system.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

**POL102 Political Science:
Introduction to Public Policy 3**

This course will introduce students to the political process and the institutions involved in the creation of public policy. Through the examination of case studies and contemporary issues, the course will examine topics such as health care, education, the environment, crime and issues surrounding

scientific and technological advancements. This course is designed to stimulate the student's interest in current issues as well as develop critical thinking skills toward public issues and the creation of solutions for them. It also aims to provide a fundamental understanding of American policy making, the process and the people involved, in order to encourage students to become active citizens in the political system.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

**POL201 The Honors Social Sciences
Course - Great Court Cases of the 20th
Century 3**

The Honors Course is an elective course that is open to students who have completed a minimum of 12 college credits with a cumulative GPA of 3.4 on a 4.0 scale. The theme of the Honors Course rotates from year to year among the humanities and social sciences. The course emphasizes critical thinking skills, reading, writing, and the use of primary source materials. In this course, students will explore notable criminal and civil cases of the twentieth century. Some of the cases covered will include Sacco and Vanzetti, Leopold and Loeb, O.J. Simpson, The Scopes Monkey Trial, Brown v. Board of Education, Rodney King, The Chicago Seven, and the Nuremberg Trials. Cases will be studied in light of their historical, sociological, psychological, and political significance.

[Pre-Requisite(s): 12 College Credits with GAP of 3.4; Co-Requisite(s): None]

PSY101 Psychology 3

This course provides an introductory survey to the discipline of psychology—the study of human behavior. Emphasis is placed on the following topics: understanding the major theoretical viewpoints of psychology; the process of human growth and development—biological, emotional, intellectual, and social; personality development; and patterns of normal and abnormal behavior.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101; Minimum passing grade of C for PTA students]

**PSY110 Psychology of Alzheimer's
Caregiving 3**

This course examines ways of better understanding and caregiving for persons with Alzheimer's or related symptoms. Changes in the actual structure of the brain, and concurrent loss of brain functions, are very difficult for patient, family

Course #	Course Description	Credits
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and significant others, as well as for caregivers, whether professional nursing staff or concerned family members. This course will convey a solid understanding of the biological reasons for profound behavior changes which greatly affect family members due to the progressive loss of functions their loved one experiences. Teaching approaches will include lectures, guest speakers, small group discussions (3-4 students to a group), videos, role-playing and simulations of caregiving situations.

[Pre-Requisite(s): None; Co-Requisite(s): None]

PSY201	Abnormal Psychology	3
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This course provides an in-depth study of the wide range of ways in which personality and behavior may become disordered. Selected clinical syndromes are reviewed, including neuroses/anxiety disorders, character or personality disorders, schizophrenia, and clinical depressive disorders. Selected therapeutic issues and evidence and theories concerning treatment alternatives are studied. [Pre-Requisite(s): PSY101; Co-Requisite(s): None]

PSY203	Growth and Development	3
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This course provides a detailed review of child and adolescent development from conception through puberty. Special emphasis is placed on understanding normal development milestones; physical, psychological, social, cognitive, and emotional growth; common handicapping conditions, both physical and psychological; and factors influencing development.

[Pre-Requisite(s): PSY101; Co-Requisite(s): None]

PSY205	Addiction and Society	3
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This course focuses on the study of how a variety of substances in society may lead to the development of addictive behavior in men and women. The addictive process and current theories are investigated, including principles of individual differences, behavior consistence, and the influence of biological and sociocultural variables upon substance-using behavior. A variety of addictions are reviewed, including, but not limited to, alcohol, illicit drugs, gambling, eating, and smoking.

[Pre-Requisite(s): PSY101; Co-Requisite(s): None]

PSY207	Human Lifespan Development	3
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This course provides a detailed review of child, adolescent, and adult development from conception to death. The following objectives are emphasized: (1) normal development milestones; (2) physical, cognitive, emotional, and social development; (3) common disabling conditions across the lifespan; and (4) factors influencing development such as cultural norms, family structure, education, socioeconomic status, wellness, geographical and housing location, and social/institutional structures. Special attention is given to sensory, perceptual, and motor development as the foundations for mature cognition, social skills, and emotional attachments.

[Pre-Requisite(s): PSY101; Co-Requisite(s): None]

PTA100	Foundations for Physical Therapy	3
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This course teaches a variety of topics, which are essential to the successful completion of the PTA program. This course is designed to provide the student with the foundation, knowledge, and study skills needed to understand physical therapy concepts. Topics include reviewing healthcare literature and statistics, essential professional behaviors, public health laws, writing and math competencies, physics and chemistry.

[Pre-Requisite(s): None; Co-Requisite(s): None]

PTA101	Introduction to Physical Therapy	4
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This course introduces students to the history of physical therapy and its role in the health care system. Students are introduced to the physical therapy delivery system as well as discuss issues of insurance reimbursements, health care management, and professional ethics. Basic physical therapy skills such as communicating with patients, body mechanics, bed mobility and positioning, transfer training, basic gait training, and range of motion exercises are covered in lecture and lab sessions. Students are introduced to the basics of physical therapy documentation. This course includes a 2.5-hour lab. [Pre-Requisite(s): None; Co-Requisite(s): BIO211, PTA100, PTA102]

PTA102	Medical Terminology for PTAs	1
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This course presents a study of basic medical terminology. The student will learn prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols.

The student will use these word parts to analyze new terms, decipher unfamiliar terms, and check for spelling. The student will also be able to use context in a sentence as a means of defining word meanings.

[Pre-Requisite(s): None; Co-Requisite(s): None]

PTA121 PT Assessment and Measurement **4**

Students gain an understanding of the PT and PTA roles in patient assessment and its importance in guiding the provision of quality, cost-effective care. Students learn to assess the following: segmental length, girth and volume, vital signs, edema, skin condition, joint range (goniometry), sensation, reflexes, balance, posture, and pain. Assessment of home and work environments is also introduced. In addition, students gain further training and experience in documentation and prepare for the first clinical affiliation. Course content is closely coordinated with BIO212 and PTA122. This course includes a 2.5-hour lab. [Pre-Requisite(s): PTA100, PTA101, PTA102, BIO211 with minimum grade of C; Co-Requisite(s): PTA122, PTA123, and BIO212]

PTA122 Clinical Pathologies **3**

This course introduces students to broad categories of diseases, disorders and injuries within the framework of the Guide to Physical Therapy Practice and the WHO Classification of functioning, disability and health. Students learn about disease processes and understand components of neuromuscular, musculoskeletal, integumentary, cardiopulmonary, immunological, and general medical pathologies through the lifespan. Consideration of culture, gender and age is discussed. [Pre-Requisite(s): PTA100, PTA101, PTA102, BIO211 with minimum grade of C; Co-Requisite(s): PTA121, PTA123 and BIO212]

PTA123 Kinesiology **4**

This course reviews anatomy of the extremities and spine with emphasis on muscle and nerve distributions. The course is designed to teach students joint and muscle function as they apply to human movement and musculoskeletal function. Kinesiology utilizes principles of mechanics, musculoskeletal physiology, and neuromuscular physiology. Students learn manual muscle testing as part of this course. This course includes a 2.5-hour lab. [Pre-Requisite(s): PTA100, PTA101, PTA102, BIO211 with minimum grade of C; Co-Requisite(s): PTA121, PTA122, BIO212]

PTA130 Clinical Education I **4**

This is the first of three six-week clinical affiliations required in the program. The Academic Coordinators of Clinical Education schedule students for a clinical experience location and time frame. The time frames for Clinical Education I normally occur anytime during the summer months. Students are given the opportunity to apply skills and knowledge learned in the first two semesters of class and lab to a clinical setting. Students begin treating patients under appropriate clinical supervision. [Pre-Requisite(s): PTA121, PTA122, PTA123, BIO212 with a minimum grade of C; Co-Requisite(s): None]

PTA212 Soft Tissue Techniques and Modalities **4**

Students learn soft tissue techniques such as massage and basic myofascial release. Wound and burn care concepts are explored. The course also covers the indications, contradictions, and application of modalities including ultrasound, electrical stimulation, thermal agents, traction, biofeedback, and hydrotherapy. Students gain skills in documentation related to the course content area. This course includes 2.5-hour lab. [Pre-Requisite(s): PTA130 with a minimum grade of C; Co-Requisite(s): PTA213, PTA215, PTA216]

PTA213 Musculoskeletal PT Intervention **4**

This course covers the physical therapy treatment of musculoskeletal conditions. Students learn the principles of therapeutic exercise. Emphasis is placed on the integration of exercise regimes into patient care plans for a variety of patient populations, including geriatric and pediatric. Students also learn about different treatment strategies, such as group or tandem treatments. Concepts of orthotic and prosthetics use are explored in relationship to the patient with orthopedic, musculoskeletal conditions and lower extremity amputations. Documentation skills related to the course content area are included. This course includes a 2.5-hour lab. [Pre-Requisite(s): PTA130 with a minimum grade of C; Co-Requisite(s): PTA212, PTA215, PTA216]

PTA215 Cardiopulmonary PT Intervention **3**

This course covers physical therapy assessment and treatment of cardiac, vascular and pulmonary conditions. Students learn theories of clinical

Course #	Course Description	Credits
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assessment and management and the major therapeutic strategies and skills used in the treatment of patients with cardiopulmonary conditions. Students also learn documentation skills related to the course content area. This course includes a 2 hour lab. [PTA130 with a minimum grade of C; Co-Requisite(s): PTA212, PTA213, PTA216]

PTA216 Neuromuscular PT Intervention	4
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This course covers physical therapy treatment of neuromuscular conditions across the lifespan. Students learn theories of motor control and the major therapeutic strategies and skills used in the assessment and treatment of patients with neuromuscular conditions. Basic pediatric neurological/development treatment techniques are also covered. Students learn appropriate intervention techniques for all age populations. Students also learn documentation skills related to the course content area. This course includes a 2.5 hour lab. [Pre-Requisite(s): PTA130 with a minimum grade of C; Co-Requisite(s): PTA212, PTA213, PTA215]

PTA221 Physical Therapist Assistant Senior Seminar	4
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This course is divided into three units: (1) Physical Therapy Management for Special Patient Populations: Students learn to integrate and adapt the knowledge and skills gained in previous coursework to the treatment of some special patient populations. This unit covers topics of special interest to the students including, but not limited to, women's health issues, wheelchair and seating fitting, geriatric, orthotic and prosthetic fitting. (2) Comprehensive Physical Therapy Management: This unit challenges students to apply evidenced-based practice, problem-solving and analytical thinking to answer questions and develop solutions to problems relating to specific patient scenarios. It requires students to integrate learning experiences from the entire curriculum and helps prepare them for Clinical Education II and III. (3) Professional Preparation: This unit assists students to prepare to enter the profession of physical therapy. The unit is taught jointly with the Career Service Department. Topics include resume and cover letter writing, interview skills, preparing professional presentations, licensure requirements, and a review of the legal aspects of physical therapy

delivery. This course is compressed into the four weeks before the students begin their final two clinical education experiences. [Pre-Requisite(s): PTA212, PTA213, PTA215, PTA216 with a minimum grade of C; Co-Requisite(s): None]

PTA240 Clinical Education II	4
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Students enter the second clinical affiliation with all academic coursework completed. This experience provides them with the opportunity for additional experiential learning. Students apply and hone their new skills and knowledge in a clinical setting under appropriate supervision. By the end of this affiliation, students demonstrate entry-level skills in multiple areas but may still require some supervision and hands-on teaching.

[Pre-Requisite(s): PTA221 with a minimum grade of C; Co-Requisite(s): None]

PTA250 Clinical Education III	4
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Students enter the third clinical affiliation with entry-level skills in the majority of categories. The purpose of the final clinical affiliation is to (1) ensure the achievement of entry-level skills, (2) ensure the safety of student interactions and activities while in the clinic, and (3) ensure that students maintain a professional manner and demeanor in all clinical situations. As in previous clinical education courses, the student is provided with appropriate clinical supervision. By the end of this affiliation the student demonstrates full readiness to enter the profession of physical therapy. [Pre-Requisite(s): PTA240 with a minimum grade of C; Co-Requisite(s): None]

SOC101 Sociology	3
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This course provides students with an introduction to the sociological understanding of human interaction, group processes, social structures, and social change. Students study basic concepts, theories, and methods of sociological investigations.

[Pre-Requisite(s): None; Co-Requisite(s): ENG101]

SOC201 Social Problems	3
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This course explores the most interesting and provocative topics of the day, the subject matter of news reports, private conversations, and public debate. This course enables students to gain a sociological understanding of the problems of persons and societies while examining their own backgrounds and the opinions with which they enter the course. Social forces that shape students'

points of view also come into focus. Major research findings on social problems and their theoretical interpretations are presented objectively.

[Pre-Requisite(s): SOC101 or permission of instructor; Co-Requisite(s): None]

SOC203 Marriage and the Family 3

This course provides an in-depth study of the contemporary American family. Special attention is paid to the following issues: stages of the family life circle, family policy, and family interaction. The above issues are studied from a biopsychosocial approach. A number of problematic issues facing the family are also reviewed, including family violence, dysfunctional families, health problems, AIDS and STDs, handicapping conditions, aging, and coping with divorce/separation, as well as many others. [Pre-Requisite(s): SOC101 or permission of instructor; Co-Requisite(s): None]

THM101 Travel and Hospitality Management 3

This course offers a detailed introduction of the tourism industry. Amtrak, car rentals, cruises, documentation and insurance are all covered, as well as the history and sociology of tourism. Students are introduced to the use of the major tourism industry reference guides in these areas. This course will also examine the hospitality industry and the role it plays in tourism.

[Pre-Requisite(s): None; Co-Requisite(s): None]

THM102 Front Office Procedures 3

This course traces the flow of activities and functions performed in the Front Office and the techniques and skills needed for efficient guest services. Through a computer software application, and a simulated reservation system, students learn the guest cycle in a simulated front office exercise.

[Pre-Requisite(s): None; Co-Requisite(s): None]

THM103 Airline Industry 3

This course acquaints students with the fundamentals of domestic and international air reservations and fare construction. Worldwide airline and airport codes and routings, manufacturers, airline industry structure, and ticketing are included.

[Pre-Requisite(s): None; Co-Requisite(s): None]

THM107 Hotel Operations 3

This course allows students to develop an understanding of lodging organizations and operations and the departmental functions at the property level. The interdependence of departments and their impact on the delivery of guest services is discussed in relation to the managerial roles of planning, organization, leadership, and controlling. Special emphasis is also placed on food and beverage management and operations as they relate to the hotel industry.

[Pre-Requisite(s): None; Co-Requisite(s): None]

THM171 Travel Industry Operations 3

This course offers an in-depth study into specific areas of travel industry operations including tours, rail, motor coach travel, cruises, hotels, and destination development. Students will learn about travel operations and will investigate the areas of sales and customer service as it applies to the travel industry. Legal issues and risk management will be incorporated into each area of study.

[Pre-Requisite(s): None; Co-Requisite(s): None]

THM201 Automations I 3

This course focuses on American Airline's SABRE computer system formats through the use of Sabre Personal Trainer - a simulated SABRE program. Students will use SABRE formats to build basic Passenger Name Records and develop their skills by creating air reservations, changing air reservations, faring, basic pricing and ticketing. Students will be involved in role-playing situations where they can transfer their skills to computer formats. Customer service and sales skills will be incorporated throughout the course.

[Pre-Requisite(s): THM102; Co-Requisite(s): None]

THM202 Automations II - Sales and Service 3

This course focuses on American Airlines' SABRE computer system formats. Students will use SABRE formats involved in Phase IV ticketing, booking hotels, car rental services, queues, PNR modification, faring, Stars, FOX, and seating assignments. Planet SABRE will be introduced. Customer service and sales skills are incorporated throughout the course.

[Pre-Requisite(s): None; Co-Requisite(s): None]

Course #	Course Description	Credits	WRI259 Writing for Business	3
THM203	Convention Promotion and Services	3	Formerly Business Communications, this course emphasizes the importance of personal and interpersonal relationships in becoming an effective member of an organization. Students work to improve the verbal, non-verbal, listening, writing, editing and proofreading skills necessary for success. Using Microsoft Word, students write various business documents to include formal business letters, business emails, cover letters, resumes, and memoranda. Interview techniques are also covered, along with a continuous review of grammar, punctuation, spelling, and word usage. [Pre-Requisite(s): None; Co-Requisite(s): ENG102]	
	This course allows students to develop an understanding of the various convention and meeting markets and their impact on the industry. Promotional techniques are examined as well as the actual proposals and contracts utilized. Completing the course is the in-depth review of the servicing of meetings, conferences, and conventions as it impacts at the meeting property. Included in this study are the terminology, function room set-ups, and post meeting/function critiques critical to proper convention service. [Pre-Requisite(s): THM101, THM102, THM107; Co-Requisite(s): None]			
THM299	Walt Disney World Internship	6		
	The internship provides students with the opportunity to work in their areas of special interest in the nation's foremost theme park. Opportunities exist for successful students to continue their careers at Walt Disney World following graduation. [Pre-Requisite(s): Minimum 2.00 GPA and one full program semester; Co-Requisite(s): None]			
WRI201	Fiction Writing	3		
	In this course students will analyze the concepts of structure, character, plot, style, scene, timing, and narration. We will study these concepts in selected published fiction, and apply them, in various approaches, to our own writing. Students will be required to keep daily writing pages, write weekly stories, and share several of their pieces with the class. We will also be reading Brenda Euland's and Julia Cameron's celebrated books on writing for inspiration and ideas. [Pre-Requisite(s): None; Co-Requisite(s): ENG101]			
WRI204	Media Writing	3		
	This class is more about writing than it is about media. Good media writing is not possible without good writing. Therefore, with the help of William Zinsser's <i>On Writing Well</i> , we will concentrate on grammar, style, structure, clutter reduction, punctuation, and self-editing, as well as exploring the use of this good writing within the media. [Pre-Requisite(s): None; Co-Requisite(s): ENG101]			

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