

# Why choose Center for Developmental Education?



The CDE offers a variety of academic programs and support services designed to enhance your college academic skills. You may choose the General Studies Prep program if you have been away from school for a while, have a non-traditional educational background (GED), or if English is not your first language. Your choice to use the academic support services of the CDE will strengthen your overall academic performance and pave the way to a successful college experience.

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**CENTER FOR DEVELOPMENTAL EDUCATION****PREPARATORY PROGRAM**

General Studies Prep Program

**TRANSFER INFORMATION**

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**PROGRAM CONTACT**

Susan Boissoneault, Dean for Developmental Education

**PROGRAM INFORMATION**

General Studies Prep students receive individualized interpretation of their placement test score and academic advisement at the time of testing. This program helps students build a solid foundation for success at BCC.

Students interested in pre-career options should refer to the description on page 64.

Students in this program receive priority acceptance into the QUEST for Success program (see page 65) which provides a range of services to help students achieve their goals.

**ENTERING THE PROGRAM**

Students may apply directly to this program or may be admitted to this program following a review of their educational background. Some students in this program have been out of school for several years; some did not complete high school; others did not take college preparatory courses in high school.

**RELATED PROGRAMS**

General Studies Prep - ESL concentration, General Studies degree program.

Pre-career options in Art, Business, Computer Information Systems, Criminal Justice, Engineering, and Health Sciences.

**AFTER THE PROGRAM**

After successful completion of the program, including developmental courses, students transfer to a degree or certificate program. In some cases this may be as easy as completing a change of program form; in other cases, students must complete an internal transfer application. See individual degree programs or your advisor for details on how to apply.

Students who have successfully completed this program have been accepted into nearly every BCC degree or certificate program and transferred to UMass Dartmouth and other four-year institutions.

## General Studies Prep

**CENTER FOR DEVELOPMENTAL EDUCATION**

This program provides students the opportunity to develop college-level skills in math, reading, and writing. Students whose native language is not English should choose the English as a Second Language concentration on the next page.

**PROGRAM COURSES**

\_\_\_ CSS 11 College Success Seminar: The Meaning of Work 1 credit

*Developmental Courses: Enroll in courses indicated by placement testing or needed as prerequisites for degree program.*

\_\_\_ ENG 10 Basic Writing Skills 3 credits

\_\_\_ MTH 1N Introduction to Algebra 3 credits

\_\_\_ MTH 4N Algebra and Essential Geometry 3 credits

\_\_\_ MTH 01 Arithmetic Review 1 credit

\_\_\_ MTH 07 Intermediate Algebra Part I 3 credits

\_\_\_ MTH 08 Intermediate Algebra Part II 3 credits

\_\_\_ RDG 09 Fundamentals of Reading Development 3 credits

\_\_\_ RDG 10 College Reading and Learning Strategies 3 credits

*General Education and Career Elective Courses: Some of these degree credit courses have prerequisites. Ask an advisor for recommendations based on BCC degree program desired.*

*Pre-career option students need 6-8 career credits.*

\_\_\_ ELECTIVE (Choose required MTH course in desired program) 3 credits

\_\_\_ ELECTIVE - Behavioral/Social Science 3 credits

\_\_\_ ENG 11 Composition I: College Writing 3 credits

*Career Prep Option Elective or introductory course for desired program:*

\_\_\_ ELECTIVE(S) (Choose 3-4 credits) as required

\_\_\_ ELECTIVE(S) (Choose 3-4 credits) as required

*SPH 11 or SPH 13 (choose one):*

\_\_\_ SPH 11 Fundamentals of Public Speaking 3 credits

\_\_\_ SPH 13 Interpersonal Speech 3 credits

*Academic Support Courses: as recommended*

\_\_\_ CSS 13 Career Exploration and Development Seminar 1 credit

\_\_\_ CSS 15 Technology Tools for College Success 3 credits

\_\_\_ RDG 01 Study Skills: Learning How to Learn 1 credit

**PREPARATORY PROGRAM**

General Studies Prep Program  
English as a Second Language Concentration

**TRANSFER INFORMATION**

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**PROGRAM CONTACT**

Regina Pirtle, ext. 2476

**PROGRAM INFORMATION**

ESL courses prepare students to do college work in English. They are open only to students whose first language is not English. Students registered in ESL courses must have the written approval of the Dean for Developmental Education or his/her designee before registering in other BCC courses. Students are placed into the intermediate or advanced level after placement testing. The ESL Skills Specialist determines placement based on placement test scores.

Students who meet eligibility requirements receive priority acceptance into the QUEST for Success support program (see page 65), which provides services that help students achieve their goals.

Bristol Community College welcomes international students each semester. Students who have completed their secondary school education may attend Bristol Community College on a F-1 student visa. International students may be admitted to General Studies Prep-ESL or the program of their choice if they have demonstrated English proficiency. All BCC students are tested by the College's Director of Testing and may be referred to the ESL Program Coordinator for additional testing.

Students attending BCC on an F-1 student visa must be enrolled in a degree program as a full-time student (12 credits or more per semester).

**RELATED PROGRAMS**

General Studies Prep.

Pre-career options in Art, Business, Computer Information Systems, Criminal Justice, Engineering, and Health Sciences.

**AFTER THE PROGRAM**

Students who complete this program have a solid foundation in the academic uses of the English language.

After successful completion of ESL program courses and proficiency tests, students may transfer to a degree or certificate program and may take any required developmental courses and/or general education courses needed.

Students who have completed required ESL courses have entered nearly every degree or certificate program at BCC, and transferred to UMass Dartmouth and other four-year institutions.

## General Studies Prep [ESL]

**CENTER FOR DEVELOPMENTAL EDUCATION**

Students who need intensive instruction in English as a Second Language (ESL) are admitted to the General Studies Prep program's ESL concentration. Reading, writing, grammar, and conversation are offered at the intermediate and advanced levels. The ESL Skills Specialist determines placement based on placement test results.

**PROGRAM COURSES**

_____ CSS 11	College Success Seminar: The Meaning of Work	1 credit
<i>ESL Courses: Courses may be required based on testing. Except for ESL 22, 23, 24 and 25, these courses do not earn credit toward a degree.</i>		
_____ ESL 12	Intermediate English Grammar	3 credits
_____ ESL 13	Intermediate English Vocabulary and Reading Skills	3 credits
_____ ESL 14	Intermediate English Writing Skills	3 credits
_____ ESL 15	Intermediate English Conversation Skills	3 credits
_____ ESL 22	Advanced English Grammar Review	3 credits
_____ ESL 23	Advanced English Vocabulary and Reading Skills	3 credits
_____ ESL 24	Advanced English Written Expression	3 credits
_____ ESL 25	Advanced English Conversation	3 credits

## CENTER FOR DEVELOPMENTAL EDUCATION

### PREPARATORY PROGRAM

General Studies Career Prep Program

### TRANSFER INFORMATION

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### PROGRAM CONTACT

Susan Boissoneault, Dean for Developmental Education

### PROGRAM INFORMATION

Students in the Career-Prep programs should take their required developmental courses in the first semester and take career courses as indicated. Students must complete 6 - 8 credits of career electives in the Career-Prep option selected.

### OPTIONS

Each option lists recommended courses for that particular career track. Choose courses in the desired track as electives in General Studies Prep. Choose courses with the help of your advisor.

Completion of the Career-Prep option does not guarantee admission to selective programs such as Nursing Career. Students must apply for internal transfer to these programs and meet entrance requirements for admission.

### RECOMMENDATIONS

#### PRE-BUSINESS

BUS 11: Take after MTH 01

MAN 11: Take as part of a learning community with RDG 10, if available.

#### PRE-COMPUTER INFORMATION SYSTEMS

CSS 15: This course is designed for those with no computer experience. Take CIS 11 if you are an experienced user of the Internet, word processing and other applications.

CIS 12 or 13 or 53: Choose one of these three courses in spring if you have taken CIS 11 in the fall semester

#### PRE-CRIMINAL JUSTICE

CRJ 11: Choose a learning community (if available), if taken in fall semester

CRJ 15: Take this course during spring semester

#### PRE-ENGINEERING

CAD 15 and ETK 13: Take these courses together in the second semester with MTH 08, if required.

#### PRE-HEALTH SCIENCES

MAA 70: Take this course to major in Medical Administrative Assistant

### RELATED PROGRAMS

General Studies Prep - ESL concentration, General Studies Prep, General Studies degree program, QUEST for Success Program

## General Studies Prep [Career Prep]

### CENTER FOR DEVELOPMENTAL EDUCATION

The General Studies Prep program offers Pre-Career Preparation options to help students build a solid foundation to prepare to enter selected career programs. The course recommendations help students build academic skills and develop career competencies. In some cases, such as Web Design and Business Administration, students get a head start by taking career courses early in their academic programs.

#### PRE-BUSINESS

\_\_\_ BUS 11 Business and Financial Mathematics 3 credits

*BUS 13 or MAN 11 or MAR 11 (choose one):*

\_\_\_ BUS 13 Introduction to Business Functions and Practices 3 credits

\_\_\_ MAN 11 Principles of Management 3 credits

\_\_\_ MAR 11 Principles of Marketing 3 credits

#### PRE-ART/WEB DESIGN

\_\_\_ ART 13 Drawing I 3 credits

\_\_\_ ART 39 Computer Graphics 3 credits

#### PRE-COMPUTER INFORMATION SYSTEMS

\_\_\_ CIS 11 Introduction to Business Information Systems 3 credits

\_\_\_ CSS 15 Technology Tools for College Success 3 credits

*CIS 12 or CIS 13 or CIS 53 (Choose one):* 3 credits

\_\_\_ CIS 12 Introduction to Programming (COBOL)

\_\_\_ CIS 13 Business Creativity

\_\_\_ CIS 53 Operating Systems

#### PRE-CRIMINAL JUSTICE

\_\_\_ CRJ 11 Introduction to Criminal Justice 3 credits

\_\_\_ CRJ 15 Report Writing and Information Systems 3 credits

#### PRE-ENGINEERING

\_\_\_ CAD 15 Computer Aided Drafting 3 credits

\_\_\_ ETK 13 Computer Skills for Engineers and Technicians 3 credits

#### PRE-HEALTH SCIENCES

*BIO 15 or BIO 33 and BIO 34 (Choose one):* 4 credits

\_\_\_ BIO 15 Survey of Human Anatomy and Physiology

\_\_\_ BIO 33 Human Anatomy and Physiology I

\_\_\_ BIO 34 Human Anatomy and Physiology II

*HCI 13 or HLT 13 and HLT 15 or MAA 70:*

\_\_\_ HCI 13 Medical Language 3 credits

\_\_\_ HLT 13 Medical Language Module I 1 credit

\_\_\_ HLT 15 Medical Language Module II 1 credit

\_\_\_ MAA 70 Medical Terminology 3 credits

### QUEST SERVICES

QUEST for Success offers exclusive services for participating students that ease the transition to college:

- Course selection with specially trained advisors
- Special orientation program
- Free College Success Seminars
- Self-paced learning labs for developmental courses (see descriptions at right)
- Special scholarship opportunities
- Supplemental instruction
- Academic transfer, career and personal counseling
- Field trips and cultural enrichment activities

### SPECIFIC ACADEMIC SERVICES

- QUEST Math Lab, located in B109, ext. 2986.
- QUEST Writing Lab, located in B204, ext. 2692
- QUEST Reading Lab, located in B100, ext. 2611
- QUEST ESL Lab, located in B110, ext. 2476

### COLLEGE-WIDE RESOURCES

Tutoring & Academic Support Center (TASC), Dr. Ron Weisberger, Coordinator is located in B110, ext. 2295. The TASC provides individual and group tutoring, supplemental instruction group study sessions, and individual programs for ESL and reading students.

Office of Disability Services, Jan Baptist, Director, is located in B104, ext. 2955. The Office assists students with learning disabilities or physical challenges.

## TRiO QUEST for Success program

QUEST is a comprehensive support program that addresses students' academic, career and personal development needs. Designed to help students who may be the first in their families to attend college, who come from low-income backgrounds, or who may have a disability, QUEST is funded in part through a TRiO Student Support Services grant from the U.S. Department of Education.

### SPECIFIC ACADEMIC SERVICES INCLUDE:

**The QUEST Math Lab** (B109, ext. 2986) offers developmental mathematics courses including Arithmetic Review (MTH 01), Introduction to Algebra (MTH 1N), Algebra & Essential Geometry (MTH 4N), and Intermediate Algebra (MTH 07 and 08). Students in the Math Lab progress at their own pace to master each topic, with extra support provided if needed. Students may complete a course in less than one semester, or they may take up to one academic year (two consecutive semesters).

Learning resources include small group study, computer-assisted learning and mini-lectures. Each lab class is led by an instructor and supported by one-on-one instruction/tutoring from the Math Skills Specialist and the QUEST tutors. Open Lab hours also provide extra individualized tutoring if desired.

**The QUEST Writing Lab** (B204, ext. 2692) offers both Basic Writing Skills (English 10) and College Writing (English 11). Students may finish these courses in one semester each or may require an additional semester to build writing or research skills. QUEST Writing Lab courses provide a classroom writing experience with additional support services that students can benefit from, such as:

- Tutorial support
- Individualized instruction
- Self-paced grammar instruction
- One-to-one assistance with word processing and online research

*All students in QUEST may take advantage of the QUEST Writing Lab during Open Lab hours.*

**The QUEST Reading Lab** (B100, ext. 2611) offers Fundamentals of Reading Development (Reading 09), College Reading and Learning Strategies (Reading 10), and Advanced English Reading and Vocabulary (ESL 23) in a supported, modified self-paced format. Students work in large groups, small groups and individually to develop reading skills that they need to succeed in college. Lab support includes: one-to-one instruction, computerized curriculum, and Internet research skills. Open Lab hours provide individual assistance for all QUEST students.

**The QUEST ESL Lab** (B110, ext. 2476) provides individual support, tutorials, and language practice for students in English-as-a-Second-Language courses. The ESL Lab is located in the Tutoring and Academic Support Center (TASC) and is directed by the ESL Skills Specialist. Work in the Lab may include the use of audiotapes, computer software, one-to-one or group tutoring sessions, conversation practice, and assistance with writing. All students in ESL are assigned at least one lab hour each week, but most students spend many hours improving their language skills in the TASC. In fact, many ESL students go on to become peer tutors in the TASC!

All QUEST labs are equipped with Skillsbank Plato and Learning Plus software.

### ADDITIONAL INFORMATION ON QUEST

#### Eligibility

**General Studies Prep** (see page 62) students receive priority acceptance to QUEST services, but QUEST is open to eligible students in any program. Students may request information about the QUEST program through the admission process. At the time of placement testing, interested students may apply for participation in the program. Students interested in this TRiO Program can contact Dean Susan Boissoneault, QUEST Project Director, at any time.

#### Participation Requirements

Students in the QUEST Program are required to complete CSS 11, the College Success Seminar. QUEST students enroll in a designated course section at no charge. Students are also required to attend QUEST Day orientation and to allow staff to monitor their academic progress. QUEST students are enrolled in a degree program, are usually attending full-time, and take the majority of their classes before 4 p.m.

## ACADEMIC POLICIES AND GRADING IN CDE PROGRAMS

**Grading in Self-Paced Learning Labs:** Students who successfully complete a QUEST self-paced learning lab course earn grades of A, B, or C including plus and minus grades. Students who make satisfactory progress and complete at least 50 percent of the required coursework will receive a grade of "S" (Satisfactory) and must register for the same lab course the following semester. The "S" grade is not final and does not apply to the degree or the Grade Point Average (G.P.A.).

Students who do not make satisfactory progress and complete less than 50 percent of the course requirements will receive a grade of "U" (Unsatisfactory) and must register for the same course in a traditional lecture section in the following semester. "U" grades are treated in the same way as "F" grades with regard to satisfactory progress, academic standing, and G.P.A.

**Academic Standing and Dismissal:** Full-time students in the General Studies Prep program, including ESL students, are placed on probation if they fail to complete a minimum of 9 credits of coursework with a minimum grade of "C-" after one semester.

Students may be dismissed from the college if they fail to complete the 9-credit minimum after two semesters. Dismissed students may reenroll only as non-degree students and are not eligible for financial aid.

## STEP UP TO COLLEGE

*Diane Desmarais, Coordinator, ext. 2360*

The Step Up to College program is designed to provide support and college coursework to students making the transition from GED and Adult Learning Center programs to college work at BCC. Students become part of a learning community and take their courses as a group. The program provides students with an orientation to the College, supplemental instruction, small class sizes, and individual advisement. This is a part-time evening program; tuition and books are offered at no cost to eligible participants. Step Up to College is supported in part by the Massachusetts Department of Elementary and Secondary Education. Courses include: CSS11 and 15, ENG 10, MTH 1N, and RDG 01

## DISABILITY SERVICES

*Jan Baptist, Director, ext. 2955*

Disability Services provides support services that enable students with disabilities to fully participate in the life of the academic community.

Disability Services provides the following services to students with documented disabilities: accommodations, assistive technology and training, self-advocacy and leadership training, coordination of services with local agencies such as Massachusetts Rehabilitation Commission, Massachusetts Commission for the Blind, and Massachusetts Commission for the Deaf and Hard of Hearing. Disability Services also provides screening for learning disabilities based upon faculty referral and/or self-report.

Students with disabilities are encouraged to contact Disability Services early to allow adequate time to arrange accommodations prior to the beginning of classes. A minimum of 3 - 6 weeks may be needed to arrange for certain accommodations. Learn more about Disability Services at [www.BristolCC.edu](http://www.BristolCC.edu). Go to the Academic quick link and then Academic Support Programs. Click directly on Disability Services. To make an appointment in New Bedford, call ext. 4000.

## TUTORING & ACADEMIC SUPPORT CENTER

*Dr. Ronald Weisberger, Coordinator, ext. 2295*

The CDE's Tutoring and Academic Support Center (TASC) is a nationally recognized comprehensive learning center. The TASC provides individual and group tutoring in an accepting and supportive environment and encourages collaborative learning. Students will also find self-paced, computer supported instruction in reading, writing and math; the latest in multimedia software, audiovisual and print materials to supplement their classes, access to the Internet, and a community of students who want to make their college career a success.

Tutoring is offered for most BCC courses. Our peer tutors are highly trained and certified by the College Reading and Learning Association.

Supplemental Instruction (SI) offers designated group study sessions led by a master tutor who attends class, leads a content review, and demonstrates effective learning and study methods. Learn more about tutoring at [www.BristolCC.edu](http://www.BristolCC.edu). Click on the Academics quick link and then Academic Support Programs. Click directly on The Tutoring and Academic Support Center. For tutoring services in New Bedford, call ext. 4000. For Attleboro, call ext. 3543.

