

**Catalog Addendum 2021-2022**

Issued January, 2022

NEW COURSES					
Program	Course Number	Course Name	Credits	Course Description	
Biology, B.P.S.	BIO399	Independent Research	3	This course provides students with faculty-supervised, independent research experience addressing select topics in the biological sciences.	
Medical Assistant Certificate	MAS213	Medical Office Systems & Procedures	4	This course covers the responsibilities performed by the medical administrative assistant in a contemporary medical office including patient relations, appointment scheduling, insurance billing and collection, management of medical records, and report generation. Various simulated office procedures are included. Prerequisite: BIO119	
	MAS232	Medical Assistant Clinical Procedures	4	This course provides the cognitive, psychomotor and affective skills involved in the clinical procedures performed in a health care setting by a Medical Assistant. Theory includes the study of pharmacology, medication administration, pediatrics, assisting with specialty exams and a basic knowledge of possible medical emergencies. The role of providing empathy and support for the patient is emphasized. Prerequisites: MAS134, MAS233	
Varies	PLA100	Prior Learning Assessment: Adult Learning Theory	1	This is an adult learning theory course that facilitates self-directed learning using written assignments, case studies and forums. Major topics include tacit versus explicit learning, Blooms Taxonomy, the Kolb Model, and experiential learning theory. Students in this course will be able to identify areas of their own learning from numerous settings such as training, work, community volunteering and self-study and describe learning from experience.	

COURSE CHANGES					
Program	Course Number	Course Name	Credits	Type of Revision	
Healthcare Informatics AAS & BS	CNA105	Introduction to Computer Networking	3	Course name change	CNA105 Introduction to Computer Networking has been changed to CNA105 IT Foundations.
Cybersecurity A.A.S.	CNA206	Linux/UNIX	3	Course number change	CNA206 Linux/UNIX has been changed to CNA208 Linux/UNIX.
Foundational Course	MA099	Introduction to Algebra	3*	Course name change	Essentials of Math/Algebra
Medical Assistant A.A.S.	BU213	Medical Office Systems & Procedures	3	Course name change	BU213 Medical Office Systems & Procedures has been changed to MAS213 Medical Office Systems & Procedures.
				Pre-req. change	BU132 prerequisite has been removed.
	PSY101 or SOC000	General Psychology or Social Science Elective	3	Course change	PSY101 General Psychology or SOC000 Social Science Elective has been replaced with PSY101 General Psychology or SOC000 Sociology Elective.
Medical Assistant Certificate	MAS235	Medical Assistant Clinical Seminar and Externship	4	Pre-req. change	MAS233 and MAS232 <b>or MAS234</b> taken within the last academic year, a 2.0 GPA, and minimum grade of "C" in all program requirements.
Nursing A.A.S.	NU214	Health Restoration II	5	Pre-req. change	PSY102 Developmental Psychology has been added.
	PH103	Introduction to Philosophy	3	Course change	PH103 Introduction to Philosophy has been replaced with a Philosophy Elective.

NEW PROGRAMS										
Program Name	HEGIS Code	Credential	Program Credits	Campus: Main (Choate)	Day	Eve	Weekend	Seated	Online	Normal Completion Time
Biology	0401.00	B.P.S.	121	X	x	x	x		x	48 months
Management	0506.00	B.P.S.	120	X	x	x	x		x	48 months
Medical Assistant	5214	Certificate	37	X	x	x	x	x	x	10 months

## BIOLOGY – B.P.S.

The Bachelor's in Professional Studies (BPS) in Biology program prepares graduates with the necessary skills and competencies to attain careers in biology and health related fields. The program also prepares graduates to further their education in graduate and professional schools. Students who complete the core courses and electives gain fundamental natural science skills and a deep understanding of the biological principles governing life. Graduates obtain the skills needed to be independent, life-long learners, including the ability to evaluate scientific issues that affect daily life and society.

The program is designed to maximize diverse academic interests, allowing a flexible curricular pathway where students can customize their elective choices to meet their professional goals and interests. In addition to completing a BPS Biology core, students take an array of electives allowing them specialized instruction in areas such as public health, biological research or biology generalist.

Trocaire's BPS in Biology is designed for all students seeking accessible, flexible baccalaureate education. The program maximizes progression for direct entry, transfer as well as degree completers through a flexible curriculum with seated, online and hands on experiential course selections.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Apply the scientific process to address biological questions and problems.
- Find, critically evaluate and communicate information on biological questions.
- Demonstrate critical and ethical thought regarding biological research and its societal impact.

### PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

- EN099 or English placement; and
- MA099 or Math placement or 2 years of high school math with a minimum earned grade of "C".

\*GS100 College Seminar or GS102 College Success must be taken at the main campus

### Additional Degree Requirements

All courses require a minimum grades of "C" except EN101, the Humanities and Liberal Arts electives, HLT100 and a Quality Point Average of 2.0

## PROGRAM REQUIREMENTS

### First Year – 1<sup>st</sup> Semester

BIO105 or	Human Biology or	
BIO130	Anatomy and Physiology I	3
ENG101	English Composition	3
*GS100 or	College Seminar or College	
*GS102 or	Success or Introduction to	
HLT100	Health Professions	1-3
MA110	College Algebra	3
PSY101	General Psychology	3
		<b>13</b>

### First Year – 2<sup>nd</sup> Semester

BIO180	General Biology I	3
BIO180L	General Biology I Lab	1
BIO119	Medical Terminology	3
CH111	General Chemistry	3
CH111	General Chemistry Lab	1
FE000	Free Elective	3
SOC000	Social Science Elective	3
		<b>17</b>

### Second Year – 1<sup>st</sup> Semester

BIO000	Biology Elective	3
BIO253	Cellular and Molecular	3
	Biology	
CH253	Biochemistry	3
LA000	Liberal Arts Elective	3
MA120	Statistics I	3
		<b>15</b>

### Second Year – 2<sup>nd</sup> Semester

BIO000	Biology Elective	3
BIO223	Microbiology	3
BIO223L	Microbiology Lab	1
BIO300	Epidemiology	3
DA101	Introduction to Data Science	3
FE000	Free Elective	3
		<b>16</b>

### Third Year – 1<sup>st</sup> Semester

BIO000	Biology Elective	3
BIO343	Biotechnology Methods and	3
	Techniques	3
FE000	Free Elective	3
HUM000	Humanities Elective	3
PSY301	Health Psychology	16

### Third Year – 2<sup>nd</sup> Semester

BIO000	Biology Elective	3
FE000	Free Elective	3
GS320	Research Methods and Designs	3
PH206	Ethics in Data Science	3
SOC301	Sociology of Health and	3
	Medicine	<b>15</b>

### Fourth Year – 1<sup>st</sup> Semester

BIO300	Independent Research	3
FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
LA000	Liberal Arts Elective	3
		<b>15</b>

### Fourth Year – 2<sup>nd</sup> Semester

BIO499	Capstone Seminar	3
FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
		<b>15</b>

**Total Credits 121**

## MANAGEMENT – B.P.S.

Trocaire's BPS in Management degree program prepares graduates with the necessary skills and competencies to attain entry-level and intermediate level positions in management across a broad range of public and private sector employers.

The program offers applied learning experiences that reinforce core knowledge and competencies in management and leadership. Graduates acquire the expertise to think, communicate, and act critically, constructively and strategically, allowing them to advance organizational goals and objectives. Graduates of the program are positioned to contribute to and capitalize on the many opportunities created by rapidly evolving and changing business and organizational environments. The program affords students with diverse professional experiences and academic interests a flexible curricular pathway allowing them to customize a learning experience aligned with their professional goals and interests. Students may complete the BPS Management core as indicated below and select free elective coursework across a variety of subjects in subject areas including Cybersecurity, Data Analytics, Healthcare Management, Hospitality, and Human Resource Management as well as make use of relevant transfer credit.

As part of the BPS Management program of study, the learner will complete an externship experience designed to provide a faculty-supervised opportunity for applied learning in a business organization context. Experiences, designed in collaboration with organizations connected to the program and college through established networks, provide for professional development of the learner and direct utilization of program material in applied context.

The program is designed to specifically address the needs of working adult learners including transfer students and degree completers through a flexible curriculum and online, distance education modality. This program will serve Trocaire students who wish to continue from the associate degree level as well as transfer students seeking accessible baccalaureate education while balancing work and family life.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Demonstrate professional communication skills related to management and leadership.
- Apply quantitative and qualitative skills in areas of management and leadership.
- Apply management and leadership skills including project management, budgeting skills, and personnel management to effectively manage and lead their area(s) of responsibility.
- Integrate principles of ethical behavior, social responsibility, and diversity and inclusion to all aspects of management and leadership.
- Develop innovative solutions to strategic, tactical, and operational issues in managing through the combined use of information, organizational knowledge, talent management, and critical thinking.

\*GS100 College Seminar or GS102 College Success must be taken at the main campus

### Additional Degree Requirements

Minimum grades of "C" in: GS100 or GS102, MGT309, MGT300, MGT312, MGT315, PSY303, MGT320, BU300, MGT330, MGT440 and a Quality Point Average of 2.0

## PROGRAM REQUIREMENTS

### First Year – 1<sup>st</sup> Semester

ENG000	Basic Communication (GE Core)	3
*GS100 or *GS102	College Seminar or College Success	1-3
FE000	Free Elective	2
FE000	Free Elective	3
FE000	Free Elective	3
LA000	Liberal Arts Elective	3
		<b>15</b>

### First Year – 2<sup>nd</sup> Semester

NAT000	Natural Science (GE Core)	3
FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
LA000	Liberal Arts Elective	3
		<b>15</b>

### Second Year – 1<sup>st</sup> Semester

QUA000	Quantitative Analysis (GE Core)	3
FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
		<b>15</b>

### Second Year – 2<sup>nd</sup> Semester

FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
		<b>15</b>

### Third Year – 1<sup>st</sup> Semester

MGT309	Management Theory & Practice	3
MGT312	Diversity & Teambuilding	3
ET000	Ethics Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
		<b>15</b>

### Third Year – 2<sup>nd</sup> Semester

MGT315	Critical Management Communication	3
MGT300	Managerial Finance	3
PSY303	Organizational Psychology	3
FE000	Free Elective	3
LA000	Liberal Arts Elective	3
		<b>15</b>

### Fourth Year – 1<sup>st</sup> Semester

MGT320	Leadership & Change Management	3
BU300	Project Management	3
FE000	Free Elective	3
FE000	Free Elective	3
LA000	Liberal Arts Elective	3
		<b>15</b>

### Fourth Year – 2<sup>nd</sup> Semester

MGT440	Externship Seminar	3
MGT330	Strategic Planning	3
FE000	Free Elective	3
FE000	Free Elective	3
LA000	Liberal Arts Elective	3
		<b>15</b>
	<b>Total Credits</b>	<b>120</b>

## MEDICAL ASSISTANT - CERTIFICATE

Medical Assisting is an allied health profession that allows students to perform both back of the office clinical procedures and front of the office administrative responsibilities. The Medical Assistant Certificate program will prepare graduates with the necessary skills and competencies to attain entry-level positions as medical assistants in healthcare settings. Students/graduates qualify for a number of industry desirable certifications, including: National Certified Medical Office Assistant (NCMOA), Certified Medical Reimbursement Specialist (CMRS) and Certified Coding Associate (CCA) credentials. Medical Assistants primarily find employment in outpatient or ambulatory healthcare facilities such as medical offices and clinics.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- **Foundations for Clinical Practice** - Perform and demonstrate competence of clinical skills required for entry level employment as a medical assistant.
- **Applied Communications** - Articulate written and oral communication skills appropriate to patient instruction and care.
- **Medical Business Practice** - Demonstrate competency in medical office administrative skills.
- **Medical Law and Ethics** - Demonstrate the knowledge and practice of appropriate behavior in the workplace related to medical law, healthcare ethics and professionals in the context of the role of a medical assistant.
- **Safety and Emergency Practices** - Demonstrate and apply Protective Practices of the Medical Assistant including principles of aseptic technique, infection control, safety techniques and basic elements of emergency planning.

### PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

- High school or college Natural Science with a minimum earned grade of "C".
- Current and transfer students must have a minimum 2.0 cumulative grade point average with minimum grades of "C" in all laboratory science courses.
- Annual physical exam and proof of immunizations: Influenza, PPD (annually), TDAP, MMR, Meningitis Varicella, HepB, COVID-19 and any other immunizations required for the clinical site.

## PROGRAM REQUIREMENTS

### Fall Semester:

Courses	Weeks 1-5	
BIO130	Anatomy & Physiology I	3
BIO130L	Anatomy & Physiology I Lab	1
BIO119	Medical Terminology	3

### Fall Semester:

	Weeks 6 – 10	
BIO131	Anatomy & Physiology II	3
BIO131L	Anatomy & Physiology II Lab	1
MAS134	Orientation to Medical Assisting	2

### Fall Semester:

	Weeks 11 – 15	
MAS233	Medical Assistant Diagnostic and Clinical Laboratory Procedures	3
		<b>16</b>

### Spring Semester:

	Weeks 1 – 5	
MAS213	Medical Office Systems & Procedures	Continued
MAS232	Medical Assistant Clinical Procedures	Continued
HIT119	Outpatient Coding, Classification & Reimbursement II	3

### Spring Semester:

	Weeks 6 – 10	
MAS213	Medical Office Systems & Procedures	Continued
MAS232	Medical Assistant Clinical Procedures	Continued
HIT118	Healthcare Reimbursement	3

### Spring Semester:

	Weeks 11 – 15	
MAS213	Medical Office Systems & Procedures	4
MAS232	Medical Assistant Clinical Procedures	4
PH205	Ethics in Healthcare	3
		<b>17</b>

### Summer Session I

MAS235	Medical Assistant Clinical Seminar & Externship	4
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**Total Credits 37**

### Additional Degree Requirements

All courses require a minimum grade of "C".

Accreditation information is located on page 4 of the College Catalog