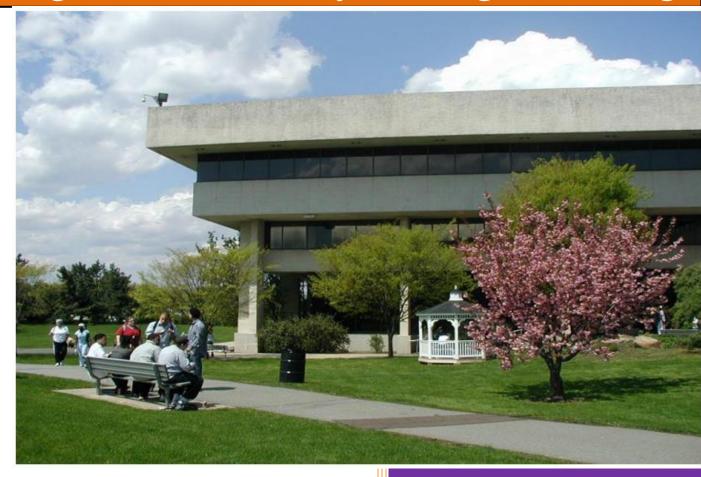# 2016-2017

Bergen Community College Catalog

Bergen Community College

2016-2017 Academic Year

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2016-2017 CATALOG

Bergen Community College Catalog

Welcome to our interactive online Catalog. This comprehensive and powerful resource will help you find detailed information on the many programs and hundreds of courses offered at BCC. Providing Catalog information in this digital format makes the publication more useful and timely.

The College Catalog or the College Website- Where to Look for Information

Both the College Catalog and the College website contain information on a variety of subjects. In general, the best place to start your search for information will be BCC's website at www.bergen.edu.

This catalog lists academic degree requirements, course descriptions, academic policies and procedures as well as information on our student services, transfer options, and financial information. For additional information on academic policies and procedures please remember to visit the website.

This catalog also includes information on our noncredit continuing education offerings.

Use the menu and search feature found at the left of the page to navigate through the Catalog. The navigation bar at the top of the page can be used to return to the BCC website.

Archived Catalog Editions

The Bergen Community College Catalog is published every year. The Catalog is archived each year, so you are able to access previous editions. Use the drop-down menu at the top of the page to select the edition you want to review. This feature is particularly useful for returning students.

When you need to access the list of graduation requirements for your particular degree, the Catalog is the place to go. Because students' program requirements are locked in based on the year you enroll in a program, it is important to return to the correct Catalog edition when reviewing your progress. New editions of the Catalog will be published at the start of each Fall semester, and the existing edition will be added to the archives. Program requirements do change, so be sure to select the edition appropriate for you when you look back.

For questions about the content of the online Catalog, please contact the Associate Dean of Curriculum at ikleinman@bergen.edu or 201-447-7160. Please note that some classes may not be offered every semester.

ABOUT BERGEN COMMUNITY COLLEGE

Vision and Mission Statement

Vision

Bergen Community College will be a dynamic partner by bridging potential with opportunities for educational, professional and personal growth.

Mission

To inspire our community to realize a better future.

Values

To fulfill the vision and mission of Bergen Community College, these core values will guide our daily endeavors: learning, excellence, integrity, respect and creativity.

Serving the community at these convenient locations:
Paramus - Hackensack - Meadowlands

Travel Directions to Bergen Locations

Directions to Main Campus, 400 Paramus Road, Paramus, New Jersey

From the North

(Via Garden State Parkway) – Take Exit 165, turn right (west) on Ridgewood Road, then right onto Ridgewood Avenue (crossing over Route 17) and continue to Paramus Road. Turn left onto Paramus Road and continue approximately 2 miles to College, proceed around jug handle to main entrance.

(Via Route 17) – Turn right off Route 17 onto Ridgewood Avenue (west) to Paramus Road. Turn left onto Paramus Road and continue as above.

From the East

Take Route 4 (via George Washington Bridge from New York City) to Paramus Road, Paramus. (From the east, Paramus Road is approximately 3/4 miles past Route 17 intersection). Turn right onto Paramus Road and proceed north for approximately 2 miles to College entrance on right side of Paramus Road.

From the South

(Via Garden State Parkway) – Take Exit 160 (Passaic Street). Turn left onto Passaic Street. Continue over Route 4 onto Paramus Road (Passaic Street becomes Paramus Road north of Route 4 overpass). Continue north about 2 miles on Paramus Road to College entrance on right.

(Via Route 17) – Take Century Road, second exit to the right, proceed around clover leaf over Route 17 onto Century Road (west). Continue to Paramus Road and turn right onto Paramus Road to College entrance on right.

From the West

Take Route 4 to Paramus Road, Paramus (exit under overpass). Turn right onto Paramus Road and proceed north for approximately 2 miles to College entrance on right side of Paramus Road.

Directions to Meadowlands (Lyndhurst) 1280 Wall Street West, Lyndhurst, New Jersey

Public Transportation: NJ TRANSIT Bus Routes #192, Clifton-NY; #76, Hackensack-Newark

From the West

Take 1-80 East toward New York City. Take Exit 64 for Route 17 South. Merge on to Route 17 South. Continue to follow Route 17 South past Route 3. Proceed on Route 17 South to Polito Avenue. Turn left on Polito Avenue. Continue to the first traffic light (Wall Street). Turn left on Wall Street West. Look for 1280 on the right hand side, just after the fork in the road.

From the North

Take Route 17 South. Continue to follow Route 17 South past Route 3. Proceed on Route 17 South to Polito Avenue. Turn left on Polito Avenue. Continue to the first traffic light (Wall Street). Turn left on Wall Street West. Look for 1280 on the right hand side, just after the fork in the road.

From the South

Take Garden State Parkway North. Take Exit 129 for I-95 North. Follow signs for Trucks-Buses/Cars and merge onto I-95 New Jersey Turnpike North. Take Exit 16W to merge onto RT-3 West toward Rutherford. Route 3 West to Route 17 South exit. Proceed on Route 17 South to the first traffic light (Polito Avenue). Turn left on Polito Avenue. Continue to the first traffic light (Wall Street). Turn left on Wall Street West. Look for 1280 on the right hand side, just after the fork in the road.

From the East

Route 3 West to Route 17 South exit. Proceed on Route 17 South to the first traffic light (Polito Avenue). Turn left on Polito Avenue. Continue to the first traffic light (Wall Street). Turn left on Wall Street West. Look for 1280 on the right hand side, just after the fork in the road.

Directions to Ciarco (Hackensack) 355 Main Street, Hackensack, New Jersey

From New York

Take the George Washington Bridge. Cross over the bridge onto Route 80 local. Take Route 80 local until you get to Exit 66 Hudson Street. Go to the intersection with the light; make a left onto Hudson Street and stay on Hudson Street to County Court House. Continue past County Court House where Hudson then becomes Main Street.

Garden State Parkway North

Take the Garden State Parkway to Exit 160. At the foot of the exit ramp, make a right on to Passaic Street. Travel three miles (about nine traffic lights) and immediately after State Street, you will see the Parisian Beauty Academy on your right. The driveway just past the Parisian Beauty Academy is the Learning Center's parking lot.

New Jersey Turnpike North

Take Exit 18 going north, take Route 80 (local lane reads Route 17, Hackensack). Take the first Hackensack Exit 66 to Hudson Street to the end of the ramp and turn left. You are now on Hudson Street. Stay on Hudson Street to the County Court House, go three quarters around small circle to Main Street.

The College's facilities are designed to accommodate people with disabilities.

General information

Bergen Community College is a comprehensive, publicly supported two-year college that is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Through its open admissions policy, the College is committed to equal educational opportunities for all.

The instructional programs are designed to prepare students for transfer to four-year colleges and universities, or for immediate entry into a career. There are also non-credit courses offered for those seeking personal enrichment or improvement of specific skills.

The College receives funding from the Bergen County Board of Chosen Freeholders and from the State of New Jersey. This support makes it possible to maintain high-quality facilities and programs while charging low tuition and fees.

Philosophy

Bergen Community College realizes the need to educate citizens to meet the varied demands of a complex society and to prepare people of all ages to undertake the obligations of citizenship and family life. To this end, the College offers diverse and useful educational experiences.

The variety of programs provides choices and permits flexibility of movement from one curriculum to another, to propel the student toward self-discovery and personal self-realization. High academic standards are maintained so that the student can easily transfer to a four-year college or university or, be prepared for immediate employment.

The College is aware of its obligation to the student body and to the community at large. It serves as a cultural center by offering frequent lectures, symposia, films, and musical and dramatic presentations. The College's proximity to centers of learning and culture such as those in New York City enable it to draw fully on a variety of resources.

The primary emphasis of the faculty is on effective instruction of students. Research and writing directed toward these goals are encouraged. Since the general welfare of the students is of paramount importance, emphasis on individual advisement and counseling is fundamental to the College's philosophy. Faculty members are selected not only for their academic qualifications and experience, but also for their interest in maintaining close student-teacher relationships that will enable students to develop to their full potential. To enhance this aim, advisement and additional counseling services are centralized under the Vice President of Student Services. The faculty guide a variety of activities such as student government, clubs, societies, and publications. These activities serve to enrich student experiences and provide the maximum opportunity for demonstrated leadership and responsible participation.

The College offers a wide variety of athletic activities such as basketball, baseball, tennis, soccer, golf and intramural sports.

Bergen Community College is committed to helping students meet the challenge of rapidly changing social, political, economic, and educational thought and to reinforcing the principle that higher education for every citizen in our society is a worthy goal that is within reach.

Statement on Civility

Civility is a vital component of an inviting and effective learning environment. It is fitting, given the enormous diversity of the members of the College community that we strive to establish agreement on what constitutes civil behavior in our community. To support the College's efforts in this regard, and to create an environment of learning for all, students are expected to strive for the following:

1. To allow others the opportunity to express their points of view and to seek to understand their experiences that may have contributed to the formation of these views.

2. To reflect on our own life experiences that contribute to our current views and how these experiences and views may differ from those of others.

3. To seek out opportunities and experiences that will lead to greater understanding of the ways in which the diverse members of our community are at once the same and different.

4. To seek out truth and knowledge by challenging the basis of unfamiliar, new and untested ideas, while acting respectfully towards fellow seekers, especially with whom we strongly disagree.

Academic Year

The College offers a flexible, accessible schedule for its students. A year-round slate of courses, including winter and summer sessions, enables students to begin (or continue) their educational advancement at their own pace – and on their own schedule:

• Fall Semester – September to December;

• Spring Semester – January to May ;

• Summer sessions – May to August;

• Winter Term – January;

• 7-week Cycles – September to August (ESL and GED Courses).

History

The emergence of Bergen Community College as the county's first public two-year institution of higher learning was due to the dedicated efforts of many people to expand the range of state and county educational facilities and services.

On April 3, 1963, the Bergen County Board of Chosen Freeholders passed a resolution appointing a committee of distinguished citizens charged with the responsibility of inquiring into the needs for a two-year county college in Bergen County.

In October 1963, the "County College Study Committee" submitted its final report which stated: "The subcommittee of the county college study committee concludes that there is an immediate need for a two-year public county college in Bergen County." On April 7, 1965, the Bergen County Board of Chosen Freeholders submitted a petition to the State Board of Education requesting permission to establish a county college in Bergen County and requesting that the Commissioner of Education conduct an independent study to determine the higher education needs of Bergen County and the ability of the county to support the proposed college.

The conclusion of this independent study by the New Jersey State Commissioner of Education, described in the September 1965 report to the State Board of Education (pursuant to N.J.S.A. 18:22-101), was essentially that there was sufficient and reliable evidence of the need for a county college in Bergen County and that the county was financially able to construct and operate the proposed college.

On October 20, 1965, the Bergen County Board of Chosen Freeholders passed the necessary resolutions to establish, operate, and provide financial support for a county college in Bergen County.

On November 3, 1965, a public meeting was held, and the Freeholders passed the following resolution: "I move that the Resolution establishing the County College, which was approved on first reading at a meeting of the Board of Chosen Freeholders held on October 20, 1965, be finally adopted, and that the clerk of the Board publish the same in The Record together with statement of its final passage as required by law."

The College was projected to fulfill immediate and long-range educational needs of the citizens of the community. The 167-acre site of the Orchard Hills Country Club in Paramus was selected for the home of Bergen Community College.

The College registered its first class of day and evening students in September 1968, in interim buildings designed to accommodate more than 1,300 full-time students. The Master Plan, approved by the Board of Trustees on July 19, 1967, called for two phases of construction. Phase I, completed in 1973, cost about 21 million dollars and totaled 430,000 square feet. In 1987, the Board of Trustees approved a Facilities Master Plan, which called for the construction of the Student Center,

the Theatre, and the C-wing of the Pitkin Education Center, which provides classrooms for technology enhanced instruction. The plan included the renovation of the Sidney Silverman Library and barrier-free access for disabled students. With the completion of the Technology Education Center, which opened September 2003, the 1987 Facilities Master Plan was completed.

The Philip Ciarco Jr. Learning Center was founded by the College in 1970 primarily to provide educational and counseling services for adults who had not completed a formal high school education, as well as for adults who were interested in studying English as a Second Language. The newly renovated facility at the corner of Main and Passaic Streets, in Hackensack, was opened on October 14, 1999. The Center houses spacious seminar rooms, classrooms, computer laboratories, and student lounge areas.

Bergen Community College dedicated its newest building at 1280 Wall Street West in Lyndhurst on October 15, 2010. Bergen Community College at the Meadowlands serves as the College's hub for economic and workforce development initiatives. The College is currently renovating the five-story, 125,000-square-foot facility, which will support the goal of making Bergen Community College at the Meadowlands a branch campus for students to complete designated degree programs.

Dr. Sidney Silverman was named as the first president of the College and consultant to the Board of Trustees in August 1966. He served as president from February 1, 1967, until his retirement on June 30, 1977. Dr. Alban E. Reid was appointed as the second president of Bergen Community College on July 1, 1977-1980. Dr. Jose Lopez-Isa was interim/acting president from 1980-1981, and then the third president in 1981-1995. Dr. Judith K. Winn became the fourth president on July 1, 1995. Dr. G. Jeremiah Ryan became the fifth president on July 1, 2007. Dr. José Adames served as the College's interim president from July 2011 to August 2012. Dr. B. Kaye Walter became the seventh president on August 7, 2012.

Accreditations, Authorization, and Licensure Information

State Licensure and Authorization

Pursuant to the laws and statutes of the State of New Jersey, Bergen Community College is an institution of high education that is licensed and authorized by the State to offer associate's degrees and certificate programs.

The Office of the Secretary of Higher Education (OSHE), an agency of New Jersey state government, is charged with oversight of the licensure of all institutions of higher education that operate within the State, including Bergen Community College, and assures the integrity of all degrees awarded by those institutions.

Any questions, comments, or concerns can be brought to the attention of:
Director of Office of Licensure
Office of the Secretary of Higher Education
P.O. Box. 542, Trenton, NJ 08652-0542
Telephone. (609)984-3738

Accreditations

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

In addition, four programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

The Diagnostic Medical Sonography Program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography, a Committee of the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The Medical Office Assistant Program is accredited by the Medical Assisting Review Board, a Committee of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

The Paramedic Science Program is accredited by the Commission on Accreditation of Educational Programs for the Emergency Medical Services Professions, a Committee of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

The Surgical Technology is accredited by the Accreditation Council on Education in Surgical Technology and Surgical Assisting, a Committee of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

The Nursing Program is approved by the New Jersey State Board of Nursing, 124 Halsey Street, 6th Floor, Newark, NJ 07101, 973-504-6430 and is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation.

The Radiography Program and Radiation Therapy Programs are accredited by the Joint Review Committee on Education in Radiologic Technology and the New Jersey Radiologic Technology Board of Examiners.

The Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care.

The Paralegal Studies and the Legal Nurse Consultant Program are approved by the American Bar Association.

The Veterinary Technology Program is accredited by the American Veterinary Medical Association.

Grants, Scholarships, and Community Partnerships

Achieving the Dream™ (ATD)

Achieving the Dream™ (ATD) is an evidence-based, student-centered non-profit network that is dedicated to helping more community college students, particularly low-income students and students of color, stay in school and earn a college degree or certificate. Bergen Community College was accepted into the Achieving the Dream National Reform Network in January 2015.

Conceived as an initiative in 2004 by Lumina Foundation and seven founding partner organizations, ATD now leads the most comprehensive non-governmental reform movement for student success in higher education history. The ATD National Reform Network includes more than 200 Colleges, 15 state policy teams, more than 20 investors, and more than 100 coaches and advisors - working throughout 34 states and the District of Columbia - to help 3.8 million community college students have a better chance of realizing greater economic opportunity and achieving their dreams.

Additional information can be found by visiting www.bergen.edu/atd and www.achievingthedream.org

Bergen Community College Foundation

Bergen Community College Foundation administers several funds and endowments that provide annual graduation and scholarship awards for students. All full and part-time students are encouraged to apply for these awards regardless of financial aid status. Each award has a separate set of qualifying criteria so, in most cases, students may qualify for one or more awards. Detailed information can be found on the College's Website or by contacting the Foundation office at bccfoundation@bergen.edu or at (201) 447-7117.

Bergen Community College Alumni Network

The Alumni Network, administered by the Bergen Community College Foundation, advances the mission of the College by promoting ideas, leadership, and personal relationships among alumni, current students, faculty, staff, and administration. The Alumni Network links former Bergen students and graduates to the past, present, and future for College benefits and services.

The Network offers members extensive benefits and services:

• Use of College facilities including the Library, pool, computer labs, and athletic facilities

• Special Career services including employment skills workshops, job listings, and assistance with resume writing

• A variety of social activities including seminars, receptions, and special trips

• A newly established business forum and networking component for business leaders from throughout the region

For more information, please contact the Foundation at the College at (201)447-7117 or by e-mail at aluminetwork@bergen.edu

Carnegie Foundation for the Advancement of Teaching

The Carnegie Foundation for the Advancement of Teaching recognized the College's commitment to excellence when it awarded the Carnegie Foundation for the Advancement of Teaching 2010 Community Engagement Classification. Bergen was one of just 12 community colleges nationwide and 115 colleges and universities in total to garner the Carnegie Foundation designation for successful institutional practices of community engagement. Rutgers University and Richard Stockton College were the only other New Jersey colleges selected.

Health Professions Opportunity Grant (HPOG)

According to the U.S. Bureau of Labor Statistics, employment in health care has continued to grow even during the current recession: heath care has added 559,000 jobs since the beginning of the recession in December 2007.

Bergen offers many programs preparing the next generation of health professionals.

$24 Million U.S. Department of Health and Human Services Administration Grant

The U.S. Department of Health and Human Services Administration for Children and Families has named Bergen Community College the lead institution and fiscal agent for the 26-member Northern New Jersey Health Professionals Consortium in administering a $24 million grant to support health professions training and certification for low-income individuals.

The NJ State Department of Health projects New Jersey will add 100,400 healthcare jobs through 2016 that will account for nearly 40 percent of New Jersey's employment growth during that period. This grant is employer-driven and directly addresses occupations in demand throughout the region and the labor shortages being experienced by the consortium's employer partners.

The Northern New Jersey Health Professionals Consortium includes 10 northern New Jersey community colleges, 10 Workforce Investment Boards, and six major health-related companies, including some of New Jersey largest employers: Meridian Health, Care One of New Jersey, Bayada Nurses Inc., CVS Pharmacies, Visiting Nurse Association of Central New Jersey and Caring People Inc.

At Bergen, part of the grant will fund the addition of new Associate of Applied Science degree programs for dietetic technicians and paramedics. The rest of the school's share will enhance certification programs for nursing assistants as well as pharmacy technicians, phlebotomy technicians, patient-care technicians and home health aides.

This grant will allow the College to provide expanded skill lab instruction, additional equipment for practice and critical financial support for tuition and child care stipends for Practical Nursing students. Bergen is excited to be a part of this collaborative grant effort, which is designed to improve retention and graduation rates for students.

Hispanic-Serving Institution Science, Technology, Engineering, and Math (HSI STEM) Grant

The Hispanic-Serving Institution Science, Technology, Engineering and Math (HSI STEM) grant, STEM Graduation Pathways to Success (STEM "GPS"), is a five-year grant that the College was awarded from the U.S. Department of Education. The goal of this grant is to improve retention, graduation and transfer rates through improved data-collecting strategies and the development of new formal and informal science and math teaching methods.

Suburban Studies Faculty Group

Over 50 College faculty and administrators from a variety of disciplines have collaborated to form the Suburban Studies Faculty Group, a valuable professional development and community engagement undertaking. The educators include the dynamics of suburbia into their coursework and incorporate assignments relating to community outreach and civic lessons. Thousands of students will be participating in this project.

For more information, please contact Dr. Philip Dolce at the College at (201) 447-7468 or by e-mail at pdolce@bergen.edu.

Title V Grant

Bergen is the recipient of a five-year federal grant, *123 Connect,* which addresses student progress and retention through innovative academic approaches and student support initiatives. The grant focuses on the development of new curricula and teaching approaches in English basic skills, basic mathematics, and other areas to help students transition to Bergen and remain in the College until they have achieved their degrees.

Torch Television

Bergen Community broadcasts original programming on channel 26 of the Verizon FIOS cable system – the first college in the U.S. to do so. The College provides all content and manages a programming schedule for the channel. Programming includes "Studio Bergen," a monthly news magazine and live and taped debates/speeches/interviews of high-profile guests who have appeared at the College. Torch Television is broadcast 24 hours a day, seven days a week on all Verizon FIOS cable television packages in all of Bergen and part of Hudson and Passaic counties. Many programs are taped in the College's high- technology and high-definition television studios located in West Hall on the College's main campus in Paramus.

ACADEMIC PROGRAMS

Programs of Study by Category

General Education Requirements

GENERAL EDUCATION REQUIREMENTS BY DEGREE PROGRAM:

AA (ASSOCIATE OF ARTS) TRANSFER DEGREE

Course Categories	Credits
Communication (Written and Oral Com.)	9
Mathematics (Quantitative Knowledge & Skills)	12
Social Science (Society and Human Behavior)	6
Humanities (Humanistic Perspective)	9
History (Historical Perspective)	6
Diversity courses (Global & Cult. Awns.)	3
Unassigned general education credit	0
General education foundation total	45

AS (ASSOCIATE OF SCIENCE) TRANSFER DEGREE

Course Categories	Credits	
Communication (Written and Oral Com.)	6	
Mathematics (Quantitative Knowledge & Skills)	9	
Social Science (Society and Human Behavior)	3	+ 3
Humanities (Humanistic Perspective)	3	
History (Historical Perspective)	0	
Diversity courses (Global & Cult. Awns.)	0	
Unassigned general education credit	6	
General education foundation total	30	

AAS (ASSOCIATE OF APPLIED SCIENCE), AFA (ASSOCIATES OF FINE ARTS), AS NURSING NON TRANSFER DEGREE

Course Categories	Credits
Communication (Written and Oral Com.)	6
Mathematics (Quantitative Knowledge & Skills)	3
Social Science (Society and Human Behavior)	3
History (Historical Perspective)	0
Diversity courses (Global & Cult. Awns.)	0
Unassigned general education credit	8

General education foundation total	20

CERTIFICATE

Course Categories	Credits
Communication (Written and Oral Com.)	3
Mathematics (Quantitative Knowledge & Skills)	3
History (Historical Perspective)	0
Diversity courses (Global & Cult. Awns.)	0
Unassigned general education credit	0
General education foundation total	6

COURSES APPROVED FOR GENERAL EDUCATION

The following courses approved for the purposes of general education at Bergen Community College are regarded as general education courses at many, but not all, other colleges and universities in New Jersey and other states. To determine which of the following courses will meet general education requirements at New Jersey colleges or universities, see NJ Transfer (www.njtransfer.org). Students interested in transferring to out-of-state schools should consult the catalogs and websites of those institutions.

The development of critical thinking and writing skills is essential to a student's success in the Bergen Community College General Education Program. Therefore, the college's general education courses provide students with the opportunity to develop these skills through a variety of appropriate critical thinking and writing assignments.

STUDENTS ARE ADVISED TO REVIEW THE SPECIFIC GENERAL EDUCATION REQUIREMENTS IN THEIR RESPECTIVE PROGRAMS OF STUDY.

I. - II. Computer Science & Communication

I. Computer Science

CIS-158	Introduction to Computer Science	3
CIS-165	Fundamentals of Programming	3

II. Communication

COM-100	Speech Communication	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
WRT-202	Technical Writing	3

WRT-202: for AAS degree programs only

III. Humanities: Arts and Media

ART-101	Introduction to Art and Visual Culture	3
ART-102	History of Art and Visual Culture to 1400	3
ART-103	History of Art and Visual Culture 1400-1900	3
ART-104	Modern Art 1890-1940	3
ART-107	History of Photography	3
ART-110	Contemporary Art 1940-Present	3
MUS-101	Introduction to Music	3
MUS-105	History of Jazz in America	3
MUS-106	World Music	
MUS-107	History of Western Music before 1750	3
MUS-108	History of Western Music after 1750	3
MUS-109/THR 109	History of Musical Theatre	3
MUS-110	Music, Art, and Drama	3
THR-101	Introduction to the Theatre	3
THR-140/CIN 140	Introduction to Cinema	3

III. Humanities: History

HIS-101	West Civilization to the Reformation	3
HIS-102	West Civilization since the Reformation	3
HIS-105	Women in History	3
HIS-106	Modern Europe to the French Revolution	3
HIS-107	Modern Europe since the French Revolution	3
HIS-111	US History to the Reconstruction	3
HIS-112	US History since the Reconstruction	3
HIS-113	20th Century US History to WWII	3
HIS-114	20th Century US History since WWII	3
HIS-116	Women in American History	3
HIS-121	Modern Asian History	3
HIS-124	African American History [1877-Present]	3
HIS-126	Modern African History	3
HIS-130	Latin American History to the Independence	3
HIS-131	Latin American History since the Independence	3
HIS-132	The Spanish Speaking Caribbean and Central America since 1898	3

III. Humanities: Literature

LIT-201	American Literature to 1880	3
LIT-202	American Literature 1880 to Present	3
LIT-203	World Literature to 1650	3
LIT-204	World Literature 1650 to Present	3
LIT-205	English Literature to 1800	3
LIT-206	English Literature 1800 to Present	3
LIT-210	Introduction to the Short Story	3
LIT-215	Black Literature in America	3
LIT-218	American Ethnic Literature	3
LIT-221	Shakespeare	3
LIT-226	Introduction to the Novel	3

LIT-227	Introduction to Poetry	3
LIT-228	Women in Literature	3
LIT-229	Myth and Literature	3

III. Humanities: Philosophy and Religion

PHR-100	Reasoning	3
PHR-101	Introduction to Philosophy	3
PHR-102	Contemporary Moral Issues	3
PHR-103	Introduction to Logic	3
PHR-106	Eastern Philosophy	3
PHR-107	Introduction to the Philosophy of Art	3
PHR-110	Introduction to Ethics	3
PHR-111	Social and Political Philosophy	3
PHR-120	Introduction to Religion	3
PHR-121	Religions of the World	3

III. Humanities: World Languages and Cultures

LAN-170	American Sign Language I	3
LAN-270	American Sign Language II	3
LAN-271	Intermediate American Sign Language I	3
LAN-272	Intermediate American Sign Language II	3
LAN-115	Arabic I	3
LAN-255	Arabic II	3
LAN-256	Intermediate Arabic I	3
LAN-257	Intermediate Arabic II	3
LAN-116	Chinese [Mandarin] I	3
LAN-276	Chinese [Mandarin] II	3
LAN-277	Intermediate Chinese [Mandarin] I	3
LAN-278	Intermediate Chinese [Mandarin] II	3
LAN-110	French I	3
LAN-200	French II	3
LAN-201	Intermediate French I	3
LAN-202	Intermediate French II	3
LAN-203	French Conversation	3
LAN-111	German I	3
LAN-210	German II	3
LAN-211	Intermediate German I	3
LAN-212	Intermediate German II	3
LAN-213	German Conversation	3
LAN-180	Hebrew I	3
LAN-280	Hebrew II	3
LAN-144	Irish I	3
LAN-244	Irish II	3
LAN-245	Intermediate Irish I	3
LAN-112	Italian I	3
LAN-220	Italian II	3
LAN-221	Intermediate Italian I	3
LAN-222	Intermediate Italian II	3

LAN-223	Italian Conversation	3
LAN-120	Japanese I	3
LAN-260	Japanese II	3
LAN-261	Intermediate Japanese I	3
LAN-262	Intermediate Japanese II	3
LAN-165	Korean I	3
LAN-265	Korean II	3
LAN-266	Intermediate Korean I	3
LAN-119	Latin I	3
LAN-289	Latin II	3
LAN-114	Russian I	3
LAN-240	Russian II	3
LAN-241	Intermediate Russian	3
LAN-242	Intermediate Russian II	3
LAN-113	Spanish I	3
LAN-230	Spanish II	3
LAN-231	Intermediate Spanish I	3
LAN-232	Intermediate Spanish II	3
LAN-233	Spanish Conversation	3
LAN-228	Elementary Spanish for Heritage Speakers	3
LAN-229	Intermediate Spanish for Heritage Speakers	3

IV. - V. Technological Competency and Mathematics

IV. Technology Competency

INF-101	Introduction to Information Technology	3
INF-102	Introduction to Computing	1

V. Mathematics

MAT-130	Contemporary Math	3
MAT-150	Statistics I	3
MAT-155	Finite Mathematics	3
MAT-180	Precalculus: College Algebra and Trigonometry	4
MAT-223	Calculus for the Managerial and Social Sciences	3
MAT-250	Statistics II	3
MAT-280	Calculus I	4
MAT-281	Calculus II	4
MAT-282	Calculus III	4

VI. Natural Sciences

Biology

BIO-101	General Biology I	4
BIO-103	The Human Body	4
BIO-104	Microbiology	4
BIO-107	Introduction to Human Biology	4
BIO-108	Introduction to Environmental Biology	4
BIO-109	Anatomy and Physiology I	4
BIO-209	Anatomy and Physiology II	4

BIO-130	People-Plant Relationships	4
BIO-131	General Botany	4
BIO-203	General Biology II	4
BIO-217	Sustainability in Nature	4

Chemistry

CHM-100	Introduction to Chemistry	4
CHM-102	Chemistry in Context	4
CHM-112	College Chemistry	4
CHM-140	General Chemistry I	3
CHM-141	General Chemistry - Lab	1
CHM-240	General Chemistry II	3
CHM-241	General Chemistry II - Lab	1

Physics and Physical Science

PHY-100	Energy and Society	4
PHY-111	Astronomy	4
PHY-112	Climatology	4
PHY-113	Geology	4
PHY-114	Meteorology	4
PHY-185	Introduction to Physics	4
PHY-186	General Physics I [Fall Only]	4
PHY-280	Physics I	4
PHY-286	General Physics II [Spring Only]	4
PHY-290	Physics II	4
PHY-291	Physics III [Fall Only]	4

BIO-101, BIO-103, BIO-104, BIO-107, BIO-108, BIO-109, BIO-209, BIO-131, BIO-203, CHM-100, CHM-102, CHM-112, CHM-140, CHM-141, CHM-240, CHM-241, PHY-111, PHY-112, PHY-113, PHY-185, PHY-186, PHY-280, PHY-286, PHY-290, PHY-291: Lab Science Elective. To receive full gen ed credit for CHM-140, a student must also take CHM-141, and for CHM-240, a student must also take CHM-241.

BIO-109, BIO-209: Some colleges may require both BIO-109 and BIO-209 before transfer credit is awarded.

VII. Social Sciences

Anthropology

ANT-100	Introduction to Anthropology	3
ANT-101	Cultural Anthropology	3

Economics

ECO-101	Principles of Macroeconomics	3
ECO-102	Principles of Microeconomics	3

Geography

GEO-101	World Geography	3
GEO-102	Human Geography	3

Political Science

POL-101	American Government	3
POL-102	International Relations	3
POL-103	Political Ideology	3
POL-104	State and Local Government	3
POL-107	Introduction to Politics	3

Psychology

PSY-101	General Psychology	3
PSY-106	Developmental Psychology: Lifespan	3
PSY-201	Child Psychology	3

Sociology

SOC-101	Sociology	3
SOC-103	Sociology of the Family	3
SOC-113	Social Problems	3
SOC-120	Sociology of Gender Roles	3
SOC-222	Ethnic-Minor Group Relations	3

VIII. Diversity Courses

Anthropology

ANT-100	Introduction to Anthropology	3
ANT-101	Cultural Anthropology	3

Arts and media

CIN-160	Women in Cinema	3
MUS-105	History of Jazz in America	3
MUS-106	World Music	

Communication

COM-114	Intercultural Communication	3

Geography

GEO-101	World Geography	3
GEO-102	Human Geography	3

History

HIS-105	Women in History	3
HIS-116	Women in American History	3
HIS-121	Modern Asian History	3
HIS-124	African American History [1877-Present]	3
HIS-126	Modern African History	3
HIS-130	Latin American History to the Independence	3
HIS-131	Latin American History since the Independence	3
HIS-132	The Spanish Speaking Caribbean and Central America since 1898	3
HIS-146	Genocide and Holocaust	3

Literature

LIT-203	World Literature to 1650	3
LIT-204	World Literature 1650 to Present	3
LIT-215	Black Literature in America	3
LIT-218	American Ethnic Literature	3
LIT-223	Contemporary Latin American Literature	3
LIT-228	Women in Literature	3
LIT-231	Literature & Environmental Issues	3

Philosophy and Religion

PHR-106	Eastern Philosophy	3
PHR-121	Religions of the World	3
PHR-122	Women and Religion	3
PHR-124	The Christian Scriptures	3
PHR-125	The Hebrew Scriptures	3
PHR-126	The Islamic Scriptures	3
PHR-127	The Buddhist Scriptures	3

Political Science

POL-103	Political Ideology	3

Psychology

PSY-110	Psychology of Sexuality	3
PSY-123	Cross-Cultural Psychology	3
PSY-207	Psychology of Women	3
PSY-210	Social Psychology	3

Sociology

SOC-101	Sociology	3
SOC-103	Sociology of the Family	3
SOC-113	Social Problems	3
SOC-120	Sociology of Gender Roles	3
SOC-121	The Changing Roles of Women	3
SOC-222	Ethnic-Minor Group Relations	3

AA Degree Programs in Liberal Arts

Curriculum Requirements

Program: Liberal Arts – General CurriculumDegree: Associate in Arts
Code: AA.LA.GEN

Area of Study	Credits	Course Description
Communication	9	WRT-101 English Composition I (3 cr.) WRT201 English Composition II (3 cr.) COM100 Speech Communication (3 cr.) or COM102 Public Speaking (3 cr.)
History	6	Two general education courses (6 cr.) in History (HIS)
Humanities	9	Three general education courses (9 cr.) to be selected from the following fields, with no more than two courses (6 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)

Mathematics, Natural Sciences, and Technology	12-14	One 4-cr. general education course in Mathematics (MAT); or two 3-cr. general education courses in Mathematics (MAT); or one 3-cr. general education course in Mathematics (MAT) and one 3-cr. general education course in either Computer Science (CIS) or Information Technology (INF) Two general education courses (8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY)
Diversity Requirement*	3	In completing the BCC General Education Program, a student must take and pass one 3-credit course in gender studies, non-Western history or thought, and/or cultural diversity. Choose from the list of Diversity Courses on the General Education (p. 16) course list.
Total GE Credits:	45-47	

AA/LA Program and Program Support Requirements	15	Two or three courses (6-9 cr.) to be selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) History (HIS) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN) Two or three courses (6-9 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Free Electives	2-6	Programs can make recommendations in footnotes.
Total Credits	64-66	

*Selection of a Diversity Course in History will not reduce the 6-credit Foundation Requirement in History – in that event, the student will end up with a total of 9 Foundation credits in History; selection of a Diversity Course in Humanities will not reduce the 9-credit Foundation requirement in Humanities – in that event, the student will end up with a total of 12 Foundation credits in the Humanities; and selection of a Diversity course in the Social Sciences will not reduce the 6-credit Foundation Requirement in Social Sciences – in that event, the student will end up with a total of 9 Foundation credits in the Social Sciences. In any event, s/he must meet the total Foundation requirement of 45-47 credits.

LIBERAL ARTS AA - GENERAL CURRICULUM DEGREE

Code: AA.LA.GEN

The Liberal Arts program is an interdisciplinary degree that provides an overview of the arts, humanities, social sciences, mathematics and natural sciences. Because the liberal arts major covers a broad spectrum of subjects, it prepares students to transfer to four-year colleges to pursue a Bachelor's degree in such fields as English, history, humanities, journalism, foreign languages, pre-law, literature, psychology, sociology, political science, philosophy, and education. Additionally, the program stresses the following LEAP goals: civic knowledge and engagement—local and global; intercultural knowledge and competence; ethical reasoning and action; and foundations and skills for lifelong learning. It provides a more individualized education and allows the student to develop a course of study by selecting from a variety of General Education Areas.

Program Learning Outcomes

- Demonstrate the ability to think critically and creatively.
- Apply analytical reasoning across academic disciplines.
- Demonstrate proficiency in oral and written communication.
- Demonstrate information literacy and technological competency.
- Recognize and appreciate diversity, historical viewpoints, and the global perspective.
- Cultivate ethical values, personal wellness, and personal learning strategies.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

HIS	History Elective*	3
	Humanities Elective**	3
MAT	Mathematics Elective*†	3-4
COM-100	Speech Communication or	3
COM-102	Public Speaking	3

WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

HIS	History Elective*	3
	Humanities Elective**	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*† or Free Elective†	3-4
	Social Science Elective*	3
	Diversity Elective*	3
WRT-201	English Composition II	3
	Subtotal: 18-19	

Third Semester

	Humanities Elective**	3
	Humanities Elective	3
	Natural Science Elective*	4
	Social Science Elective*	3
	Social Science Elective	3
	Subtotal: 16	

Fourth Semester

	Humanities Elective	3
	Natural Science Elective*	4
	Social Science Elective	3
	Humanities or Social Science Elective	3
	Free Elective‡	2-4
	Subtotal: 15-17	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

	Subtotal: 6

Humanities Electives**

Three general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR],

Cinema Studies [CIN]); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 9

Social Science Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 6

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8

Subtotal: 12-14

Diversity Elective*

Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

Two or three courses (6-9 cr.) to be selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Two or three courses (6-9 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).
Subtotal: 15

FREE ELECTIVES‡
Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16)

**General Education Electives in Arts (ART, MUS, THR, and CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN) (p. 16)

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Recommended: IST-123 Success 101.

LIBERAL ARTS AA – CINEMA STUDIES OPTION

Code: AA.LA.CINST

The Cinema Studies option comprises a series of classes within a Liberal Arts context that allows students to learn about how films are made; how significance is created within films; the history of film; and other more specific topics such as American Cinema and Women in Cinema. The program offers Special Topics courses whose topics change; some that have been offered include Films of the 1970s, Film Noir, and Latin American Cinema.

Program Learning Outcomes

- Interpret films through a variety of aesthetic, cultural, historical, and theoretical frameworks, those often found in other humanities courses.

- Use the terminology and analytic questions specific to film analysis.

- Articulate thoughts about film in writing and speaking.

- Watch a film properly, in silence and darkness, without interruption.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

HIS	History Elective*	3
MAT	Mathematics Elective*†	3-4
WRT-101	English Composition I	3
CIN-140/THR 140	Introduction to Cinema	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
	Subtotal: 15-16	

Second Semester

	Humanities Elective**	3
MAT/CIS/INF	Mathematics/ Computer Science/ Information Technology Elective*†	3-4

	or Free Elective†	
	Social Science Elective*	3
	Diversity Elective*	3
CIN-150	Special Topics in Cinema I	3
WRT-201	English Composition II	3
	Subtotal: 18-19	

Third Semester

HIS	History Elective*	3
	Natural Science Elective*	4
	Social Science Elective*	3
	Social Science Elective	3
CIN-160	Women in Cinema or	3
CIN-170	American Cinema	3
	Subtotal: 16	

Fourth Semester

	Natural Science Elective*	4
	Social Science Elective	3
	Humanities Elective***	3
	Free Elective‡	2-4
CIN-250	Special Topics in Cinema II	3
	Subtotal: 15-17	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

	Subtotal: 6	

Humanities Electives**

	General Education Humanities course (but not in History [HIS]).**	3
	General Education Humanities course (but not in History [HIS] & not in the Arts [ART, MUS,THR, CIN]].***	3
CIN-140/THR 140	Introduction to Cinema	3
	Subtotal: 9	

Social Science Electives*

Two courses (6-9 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8
	Subtotal: 12-14

Diversity Elective*

	Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

CIN-150	Special Topics in Cinema I	3
CIN-160	Women in Cinema	3
	or	
CIN-170	American Cinema	3
		Subtotal: 9

Social Science Electives

Two courses (6-9 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6

Subtotal: 15

FREE ELECTIVES‡

Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s)

**General Education Electives in Arts (ART, MUS,THR, and CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN)

***General Education Electives in Literature (LIT), Philosophy & Religion (PHR), or World Languages & Cultures (LAN)

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Recommended: IST-123 Success 101.

LIBERAL ARTS AA – COMMUNICATION OPTION

Code: AA.LA.COMM

The Associate of Arts Degree, Communication Option prepares students to transfer into the junior year of a liberal arts baccalaureate program for advanced undergraduate and graduate studies in the field of Communication or other liberal arts major. The program includes courses that teach theories, principles and practices of effective and ethical communication in a range of personal, public, visual and mediated contexts. The option in Communication is appropriate for students focusing on many areas of study as well as professional careers. A concentration in Communication is often selected by students going into education, business, marketing, public relations, law, social work, criminal justice and political science.

Program Learning Outcomes

• Demonstrate the ability to speak effectively in personal, social, academic, and business situations.

• Learn and apply methods in researching, organizing, delivering, and evaluating formal and informal speeches.

• Understand the body of research in related content areas of COM- 100.

• Demonstrate knowledge of theories of communication, analysis of effective speaking, interpersonal and intrapersonal communication.

• Develop effective listening skills.

• Demonstrate the ability to participate effectively in discussion groups.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

HIS	History Elective*	3
	Humanities Elective**	3
MAT	Mathematics Elective*†	3-4
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3

Subtotal: 15-16

Second Semester

HIS	History Elective*	3
	Humanities Elective**	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective* or Free Elective†	3-4
	Social Science Elective*	3
WRT-201	English Composition II	3
COM-114	Intercultural Communication	3

Subtotal: 18-19

Third Semester

	Humanities Elective**	3
	Humanities Elective	3
	Natural Science Elective*	4
	Social Science Elective*	3
COM	Communication Elective***	3

Subtotal: 16

Fourth Semester

	Humanities Elective	3
	Natural Science Elective*	4
	Social Science Elective	3
COM	Communication Elective***	3
	Free Elective‡	2-4

Subtotal: 15-17

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3

Subtotal: 9

History Electives*

Subtotal: 6

Humanities Electives**

Three general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 9

Social Science Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8
	Subtotal: 12-14

Diversity Course

COM-114	Intercultural Communication	3
		Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

Two Communication (COM) courses (6 cr.).***	6
One or two courses (3-6 cr.) to be selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); Languages and Cultures (LAN).	3-6
One or two courses (3-6 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).	3-6

Subtotal: 15

FREE ELECTIVES‡
Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s)

**General Education Electives in Arts (ART, MUS,THR, and CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN)

(p. 16)

***Take any of the following Communication courses: COM-101; COM-102; COM-103; COM-116; COM-119; COM-122; COM-213.

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Recommended: IST-123 Success 101 or another Communication course.

LIBERAL ARTS AA – ECONOMICS OPTION

Code: AA.LA.ECON

The Associate in Arts (AA) Degree, Economics Option, is designed to present students with introductory & intermediate level courses to build a solid foundation in economic thinking and reasoning as well as understanding of fundamental concepts of microeconomics and macroeconomics theory before students transfer to a four-year institution to complete their bachelor degree. The program promotes technical communication skills, analytical thinking, and problem solving through theoretical and practical learning methods. Students explore topics such as inflation, recession, unemployment, money & banking, fiscal & monetary policies, exchange rate movements, externalities & public goods as well as behavior of firms in pricing of products/resources and determining quantity of outputs/factors of production in different market environments.

Program learning outcomes

- Demonstrate critical thinking skills to analyze and evaluate the way in which economists examine the real world to understand current events.

- State and support their own views on economic issues addressed in their courses, in written, oral, and graphical forms, with logical rigor and clarity.

- Understand the importance as well as the limitations of empirical evidence in evaluating the validity of economic models.

- Evaluate and utilize economic data found on the Internet and other sources.

- Demonstrate problem-solving and quantitative reasoning skills to address economic or policy problems.

- Demonstrate an understanding of major economic events that have shaped and determined the course of the economic history.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

PHR / LAN	Humanities Elective**Recommended: PHR-101, PHR-111, or 2 semesters of World Languages.	3
MAT	Mathematics Elective*†Recommended: MAT-130, MAT-150, or MAT-155 refer to MAT electives in the General Education Section	3-4
	Free Electives Recommended: IST-123 Success 101	3
ECO-101	Principles of Macroeconomics	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
		Subtotal: 18

Second Semester

MAT/CIS/INF	Mathematics or Computer Science or Information Technology ElectiveRecommended: MAT-130, MAT-155, CIS-158, INF-101	3-4
PHR / LAN	Humanities Elective**Recommended: PHR-101, PHR-111, or 2 semesters of World Languages.	3
HIS	History ElectiveRecommended: HIS-107, HIS-114, HIS-121	3
ECO-102	Principles of Microeconomics	3
WRT-201	English Composition II	3
		Subtotal: 15-16

Third Semester

HIS	History Elective Recommended: HIS-107, HIS-114, HIS-121	3
PHR / LAN	Humanities Elective** Recommended: PHR-101, PHR-111, or 2 semesters of World Languages	3

	Natural Science Elective* Recommended: BIO-107, BIO-108, CHM-100, CHM-102	4
	Diversity Course Recommended: GEO-101, POL-103, SOC-120	
ECO-203	Intermediate Macroeconomics	3
	Subtotal: 16	

Fourth Semester

	Social Sciences Elective*** Recommended: POL-101, SOC-101, PSY-101	6
	Natural Science Elective* Recommended: BIO-107, BIO-108, CHM-100, CHM-102	4
PHR / LAN	Humanities Elective**** Recommended: PHR-101, PHR-111 , or 2 semesters of World Languages.	3
ECO-202	Intermediate Microeconomics	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

Recommended:

HIS-107	Modern Europe since the French Revolution	3
HIS-114	20th Century US History since WWII	3
HIS-121	Modern Asian History	3
	Subtotal: 6	

Humanities Electives**

Recommended: PHR101, PHR111, World Languages and Culture

Subtotal: 9

Social Sciences

Recommended:

SOC-101	Sociology	3
POL-101	American Government	3
PSY-101	General Psychology	3
	Subtotal: 6	

Mathematics, Natural Sciences, and Technology

Mathematics, Natural Sciences, & Technology

Recommended:

Mathematics: MAT130, MAT150, MAT155	3-4
Computer Science: CIS158	0-3
Information Systems: INF101	0-3
Natural Science Electives: BIO107, BIO108, CHM100, CHM102	8
Subtotal: 12-14	

Diversity Elective‡

Recommended:

GEO-101	World Geography	3
POL-103	Political Ideology	3
SOC-120	Sociology of Gender Roles	3
	Subtotal: 3	

Subtotal: 45-47

PROGRAM REQUIREMENTS

Core Courses

ECO-101	Principles of Macroeconomics	3
ECO-102	Principles of Microeconomics	3
ECO-203	Intermediate Macroeconomics	3
ECO-202	Intermediate Microeconomics	3
	Subtotal: 12	

Humanities Electives

Recommended:

PHR-111	Social and Political Philosophy	3
	Subtotal: 3	

Subtotal: 15

FREE ELECTIVES‡‡
Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16)

ACADEMIC PROGRAMS| 31

**General Education Electives in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN) (p. 16)

***Choose from the following: ECO-461-462; POL-101; PSY-101; SOC-101.

****Electives in Arts (ART, MUS,THR, CIN); History (HIS); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN).

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡General Education Diversity Course Elective (p. 16). Recommended: GEO-101; HIS-121; SOC-120; SOC-121; SOC-122.

‡‡Recommended: IST-123 Success 101 or one of the following: another Economics course or BNF-101, BNF-201, or BNF-207.

LIBERAL ARTS AA – GLOBAL STUDIES OPTION

Code: AA.LA.GLOBAL.STUD

Students are strongly encouraged to participate in a study abroad program while earning credits toward their degree. It is recommended that students investigate this option early in their course selection.

The Associates in Liberal Arts with a Global Studies option is a comprehensive and interdisciplinary program that explores cultures, political systems, historical developments and economies to help students develop the knowledge, awareness and skills needed in an increasingly interdependent world. This program is for students who intend to transfer to a 4-year International/Global Studies or liberal arts program. Global Studies is an excellent path for students interested in pursuing graduate studies in International Relations, Public Policy, Communications, Education, Linguistics, Business, Law, and any of the Social Sciences or career fields that require a global perspective.

Program Learning Outcomes

- Demonstrate understanding of global issues from a multidisciplinary perspective.

- Demonstrate knowledge of world geography, current political events, and contemporary global issues.

- Increase knowledge of the value of the language, religion, art, and philosophy of different cultures.

- Demonstrate effective communication skills, both orally and in writing.

- Demonstrate proficiency in a relevant language other than one's own.

- Experience life in another country through a study abroad experience.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

LAN	Language Elective*	3
HIS	History Elective**	3
MAT	Mathematics Elective**†	3-4
COM-100	Speech Communication	3

	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
		Subtotal: 15-16

Second Semester

LAN	Language Elective*	3
HIS	History Elective**	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective***†	3-4
	or	
	Free Elective†	3
WRT-201	English Composition II	3
SOC-101	Sociology	3
ANT-101	Cultural Anthropology	3
		Subtotal: 18-19

Third Semester

LAN	Language Elective*	3
LIT	Literature Elective‡	3
PHR	Philosophy/Religion Elective‡‡	3
	Natural Science Elective***	4
POL-102	International Relations	3
	or	
POL-103	Political Ideology	3
		Subtotal: 16

Fourth Semester

LAN	Language Elective*	3
	Natural Science Elective***	4
	Free Elective‡‡‡	3
GEO-101	World Geography	3
SOC-222	Ethnic-Minor Group Relations	3
		Subtotal: 16

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 9

History Electives**

		Subtotal: 6

Humanities

LAN	Language Electives*	6
PHR	Philosophy/Religion Elective‡‡	3
	Subtotal: 9	

Social Sciences

POL-102	International Relations	3
	or	
POL-103	Political Ideology	3
SOC-101	Sociology	3
	Subtotal: 6	

Mathematics, Natural Sciences, and Technology

Mathematics***		3-4
Mathematics or Computer Science or Information Technology***		0-3
Natural Science Electives***		8
	Subtotal: 12-14	

Diversity Course:

ANT-101	Cultural Anthropology	3
	Subtotal: 3	

Subtotal: 45-47

PROGRAM REQUIREMENTS

LAN	Language Electives*	6
LIT	Literature Elective‡	3
GEO-101	World Geography	3
SOC-222	Ethnic-Minor Group Relations	3

Subtotal: 15

FREE ELECTIVES‡‡‡
Subtotal: 3-6

Total Credit Hours: 65-66

Specific Program Notes

*World Language Electives: Any General Education LAN Level I or higher course. Students may take four semesters of the same language or two semesters each of two different languages (p. 16)

**Choose from HIS-101, HIS-102, HIS-106, HIS-107, HIS-121, HIS-124, HIS-126, HIS-131, HIS-135, or HIS-145.

***General Education Elective(s) (p. 16)

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information

Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Choose from LIT-203, LIT-204, LIT-223, or LIT-224

‡‡Choose from PHR-106, PPR-121, PHR-124, PHR-125, or PHR-126.

‡‡‡Recommended: IST-123 Success 101 or another Language (LAN) course.

LIBERAL ARTS AA – HISTORY OPTION

Code: AA.LA.HIST

The Associate in Liberal Arts with History Option is recommended for students who are interested in pursuing the knowledge, values, and skills that are unique to the study of history and who intend to transfer to a 4-year history or liberal arts program. Coursework requirements include two survey courses in Western Civilization, European History, US History, or Latin American History. Students also take at least three History electives and a Geography course in addition to courses in general education. An AA degree with a History Option is easily transferable to all public and private colleges that accept transfer students. Those who continue on to earn a BA in history often pursue careers in education, government and non-profit, international relations and security, law, journalism and literature, film and entertainment, museums and historic preservation, business and finance.

Program Learning Outcomes

- Demonstrate, in both written and oral discussion, the ability to consider a diversity of viewpoints, construct and defend a thesis, and revise it effectively as new evidence demands.

- Read and comprehend a variety of primary and secondary sources, evaluate their perspective and bias, and contextualize them with appropriate detail.

- Develop a methodological practice of identifying, gathering, evaluating, analyzing, synthesizing, interpreting, and citing historical evidence.

- Narrate, in written or oral form, an event from the past in a way that recognizes different perspectives and multiple causation and rejects inevitability.

- Recognize the important political, intellectual, social, and cultural forces that have shaped our past.

- Identify examples of historical change and continuity over time and evaluate their historical significance.

- Temper moral judgment in historical interpretation with an understanding of historical perspective and the significance of changing cultural context.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

HIS	History Core Survey*	3
MAT	Mathematics Elective**†	3-4
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
GEO-101	World Geography	3
	Subtotal: 15-16	

Second Semester

HIS	History Core Survey*	3
HIS	History Elective	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective**†	3-4
	or	
	Free Elective†	3
	Humanities Elective (but not in History [HIS])***	3
	Social Science Elective**‡	3
WRT-201	English Composition II	3
	Subtotal: 18-19	

Third Semester

HIS	History Elective	3
PHR	Philosophy or Religion Elective	3
	Humanities Elective (but not in History [HIS] & not in Philosophy & Religion [PHR])****	3
	Natural Science Elective**	4
	Social Science Elective**‡	3
	Subtotal: 16	

Fourth Semester

HIS	History Elective	3
	Natural Science Elective**	4
	Social Science Electives‡	6
	Free Elective‡‡	2-4
	Mathematics or Computer Science or Information Technology Elective*†	3-4
	Subtotal: 15-17	

MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History Core Survey*

One of the following 6-credit sequences is recommended:

HIS-101	West Civilization to the Reformation	3
	and	
HIS-102	West Civilization since the Reformation	3
	or	
HIS-111	US History to the Reconstruction	3
	and	
HIS-112	US History since the Reconstruction	3

However, one of the following 6-credit sequences is also acceptable:

HIS-106	Modern Europe to the French Revolution	3
	and	
HIS-107	Modern Europe since the French Revolution	3
	or	
HIS-113	20th Century US History to WWII	3
	and	
HIS-114	20th Century US History since WWII	3
	or	
HIS-130	Latin American History to the Independence	3
	and	
HIS-131	Latin American History since the Independence	3
	Subtotal: 6	

Humanities

Philosophy or Religion (PHR) Elective	3
General Education Humanities course (but not in History [HIS])***	3

General Education Humanities course (but not in History [HIS] and not in Philosophy & Religion [PHR])**** 3

Subtotal: 9

Social Science Electives**‡

Two general education courses selected from the following fields, with no more than one course in any one field:

Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) & Anthropology (ANT).

Subtotal: 6

Mathematics, Natural Sciences, and Technology

Mathematics**	3-4
Mathematics or Computer Science or Information Technology**	0-3
Natural Science Electives**	8
Subtotal: 12-14	

Diversity Course:

GEO-101	World Geography	3
	Subtotal: 3	

Subtotal: 45-47

PROGRAM REQUIREMENTS

Three electives in History (HIS)	9
Social Science Electives‡	6

Two courses (6 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) & Anthropology (ANT).

Subtotal: 15

FREE ELECTIVES‡‡
Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*History concentrators must complete 15 credits in history. This includes a one-year, 6-credit core sequence in a single field of study. HIS-101 & HIS-102 or HIS-111 & HIS-112 is recommended, but any one of the following is also acceptable: HIS-113 & HIS-114, HIS-120 & HIS-121, or HIS-130 & HIS-131. Students are encouraged to take a broad range of history courses, both chronologically and geographically.

**General Education Elective(s) (p. 16)

***General Education Electives in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN) (p. 16)

****General Education Electives in Arts (ART, MUS,THR, CIN), Literature (LIT), or World Languages & Cultures (LAN) (p. 16)

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Recommended: courses in Anthropology (ANT), Sociology (SOC), and Economics (ECO).

‡‡Recommended: IST-123 Success 101 or another History course.

LIBERAL ARTS AA – LATIN AMERICAN STUDIES OPTION

Code: AA.LA.LATST

Students are strongly encouraged to participate in a study abroad program while earning credits toward their degree. It is recommended that students investigate this option early in their course selection.

This interdisciplinary degree option has been developed to give students the opportunity to take courses that focus on Latin American history, literature and Spanish language, selecting from a variety of courses currently offered at the college. This option will prepare transfer students interested in pursuing a bachelor degree with career opportunities to work in Latin America or with the U.S. Latino population in business, communications, criminal justice, education, health care, travel and tourism, hotel and restaurant management, and social work.

Program Learning Outcomes

- Analyze a variety of texts about the history and culture of Latin America.

- Understand basic principles and periods of Latin American artistic production.

- Apply knowledge of different critical approaches to understanding Latin American cultures.

- Demonstrate both critical and methodological insight in a relevant field of Latin American studies through a research project.

- Demonstrate proficiency in a relevant language.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*†	3-4
HIS-102	West Civilization since the Reformation	3
PHR-111	Social and Political Philosophy	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3

Subtotal: 15-16

Second Semester

MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3
HIS-111	US History to the Reconstruction	3
POL-102	International Relations	3
WRT-201	English Composition II	3
GEO-101	World Geography	3
HIS-130	Latin American History to the Independence or	3
HIS-132	The Spanish Speaking Caribbean and Central America since 1898	3

Subtotal: 18-19

Third Semester

	Natural Science Elective*	4
HIS-131	Latin American History since the Independence	3
LAN-231	Intermediate Spanish I or	3
LAN-228	Elementary Spanish for Heritage Speakers	3
ECO-102	Principles of Microeconomics	3
LIT-223	Contemporary Latin American Literature or	3
LAN-236	Spanish American Literature	3

Subtotal: 16

Fourth Semester

	Natural Science Elective*	4
	Free Elective‡	2-4
SOC-222	Ethnic-Minor Group Relations	3
LAN-232	Intermediate Spanish II or	3
LAN-229	Intermediate Spanish for Heritage Speakers	3
LAN-233	Spanish Conversation	3

Subtotal: 15-17

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3

WRT-201	English Composition II	3
	Subtotal: 9	

History

HIS-102	West Civilization since the Reformation	3
HIS-111	US History to the Reconstruction	3
	Subtotal: 6	

Humanities

LAN-231	Intermediate Spanish I	3
	or	
LAN-228	Elementary Spanish for Heritage Speakers	3
LAN-232	Intermediate Spanish II	3
	or	
LAN-229	Intermediate Spanish for Heritage Speakers	3
PHR-111	Social and Political Philosophy	3
	Subtotal: 9	

Social Sciences

GEO-101	World Geography	3
POL-102	International Relations	3
	Subtotal: 6	

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8
Subtotal: 12-14	

Diversity Course:

HIS-131	Latin American History since the Independence	3
	Subtotal: 3	

Subtotal: 45-47

PROGRAM REQUIREMENTS

ECO-102	Principles of Microeconomics	3
HIS-130	Latin American History to the Independence	3
	or	
HIS-132	The Spanish Speaking Caribbean and Central America since 1898	3
LAN-233	Spanish Conversation	3
LIT-223	Contemporary Latin American Literature	3
	or	
LAN-236	Spanish American Literature	3

SOC-222	Ethnic-Minor Group Relations	3

Subtotal: 15

FREE ELECTIVES‡

Subtotal: 2-6

Total Credit Hours: 64-66

*General Education Elective(s) (p. 16)

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective). This can also be LAN-113 or LAN-230, depending on language proficiency. ‡Recommended: IST-123 Success 101.

Students may take the CLEP exam to earn LAN credits.

LIBERAL ARTS AA – LITERATURE OPTION

Code: AA.LA.LIT

The Literature program provides students the opportunity to sharpen their critical reading, thinking, and writing skills by taking courses organized by genre, topic, geographical location, and time period. The degree prepares students for further study at four-year institutions in literary studies and the humanities, as well as other majors that require a solid foundation in critical thinking skills. This preparation is also valuable for students seeking employment in a wide variety of fields.

Program Learning Outcomes

- Identify major literary genres.

- Employ strategies of active reading and close textual analysis to interpret and evaluate literary texts.

- Demonstrate, in discussion and writing, an understanding of literary techniques that writers use in constructing their texts.

- Identify the historical and cultural forces that shape the production of literary works in a global, regional, and/or national/state context.

- Recognize diverse fields of literary theory and criticism, and apply appropriate critical lenses to selected pieces of literature.

- Analyze works of literature in relation to their correlative aesthetic and literary movements.

- Incorporate properly formatted research in support of an argument; and demonstrate competency in evaluating information from a critical source.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities Elective* (not in Literature and not in History)	3
HIS	History Elective*	3
MAT	Mathematics Elective*†	3-4
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

LIT	Literature Sequence Part I**	3
HIS	History Elective*	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3
	Social Science Elective*	3
	Diversity Elective*‡	3
WRT-201	English Composition II	3
	Subtotal: 18-19	

Third Semester

LIT	Literature Sequence Part II**	3
LIT	Genre Course***	3
LIT	Literature Elective	3
	Natural Science Elective*	4
	Social Science Elective*	3
	Subtotal: 16	

Fourth Semester

	Natural Science Elective*	4
	Social Science Electives	6
	Free Elective‡‡	2-4
LIT-221	Shakespeare	3
	Subtotal: 15-17	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

	Subtotal: 6	

Humanities*

LIT	Literature Sequence Part I**	3

LIT	Literature Sequence Part II**	3
	Humanities Elective (not in Literature & not in History)	3

Subtotal: 9

Social Science Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 6

Mathematics, Natural Sciences, and Technology

Mathematics*		3-4
Mathematics or Computer Science or Information Technology*		0-3
Natural Science Electives*		8

Subtotal: 12-14

Diversity Elective*

Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

LIT	Genre Course	3
LIT	Literature Elective	3
	Two Social Science courses (6 cr.) to be selected from 6 the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT)	6
LIT-221	Shakespeare	3

Subtotal: 15

FREE ELECTIVES‡‡

Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16)

**LIT-201 & LIT-202, LIT-203 & LIT-204, and LIT-205 & LIT-206 are sequential courses; students must take two of these courses in sequential order.

***Genre courses include LIT-226 Introduction to the Novel and LIT-227 Introduction to Poetry (forthcoming).

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡General Education Diversity Course Elective (p. 16). Recommended: LIT-215, LIT-218, LIT-223, or LIT-228.

‡‡Recommended: IST-123 Success 101 or another Literature course.

LIBERAL ARTS AA– PHILOSOPHY OPTION

Code: AA.LA.PHIL

The program in Philosophy introduces students to the basic principles and techniques of logical thinking and argumentation, to the history of philosophical thought, to the basic problems of philosophy (What is real? What can be known? What is really worthwhile?), and to a set of methods by which contemporary moral, social, and political problems may be clearly understood and perhaps resolved.

Program Learning Outcomes

- Identify and analyze the basic problems of philosophy in the fields of metaphysics, epistemology, and value theory.

- Demonstrate a sound working knowledge of the basic principles of logic and the ability to incorporate them in their analyses of philosophical issues.

- State and support views on philosophical issues logically, coherently, concisely, and clearly, both orally and in writing.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

HIS	History Elective*	3
MAT	Mathematics Elective*†	3-4
PHR-101	Introduction to Philosophy	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

PHL	Philosophy Elective**	3
HIS	History Elective*	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3

	Social Science Elective*	3
	Diversity Elective‡	3
WRT-201	English Composition II	3
	Subtotal: 18-19	

Third Semester

PHR	Philosophy Electives***	6
	Humanities Elective (not in Philosophy or Religion and not In History)*	3
	Natural Science Elective*	4
	Social Science Elective*	3
	Subtotal: 16	

Fourth Semester

PHR	Philosophy Elective***	3
	Natural Science Elective*	4
	Social Science Electives***	6
	Free Elective‡‡	2-4
	Subtotal: 15-17	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

Subtotal: 6	

Humanities

	Philosophy Elective**	3
	Humanities Elective (not in Philosophy or Religion 3and not in History)*	3
PHR-101	Introduction to Philosophy	3
	Subtotal: 9	

Social Science Electives*

Subtotal: 6	

Mathematics, Natural Sciences, and Technology

	Mathematics*	3-4
	Mathematics or Computer Science or Information Technology*	0-3

Natural Science Electives*	8
	Subtotal: 12-14

Diversity Elective‡

	Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

Philosophy Electives***	9
Social Science Electives***	6

Subtotal: 15

FREE ELECTIVES‡‡
Subtotal: 2-6

Total Credit Hours: 45-47

Specific Program Notes

*General Education Elective(s) (p. 16)

**General Education Elective(s) in Philosophy (p. 16). PHR-103 Basic Logic recommended.

***Need not be General Education courses.

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡General Education Diversity Course Elective (p. 16). Recommended: PHR-106; PHR-121; PHR-122; PHR-124; PHR-125; or PHR-126.

‡‡Recommended: IST-123 Success 101 or another Philosophy course.

LIBERAL ARTS AA – POLITICAL SCIENCE OPTION

Code: AA.LA.POLI.SCI

The Associate in Arts (AA) Degree, Political Science Option is designed to present students with introductory courses in order to build a solid foundation in political thinking and reasoning before students transfer to a four-year institution to complete their bachelor degree. The program promotes technical communication skills, analytical thinking, and problem solving through theoretical and practical learning methods. Students explore topics such as power, the state, government, power structures, political behavior, policies, ideologies, international relations and comparative politics.

Program Learning Outcomes

- Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings and historical trends in political science.

- Recognize and apply basic research methods to political science, including research design, data analysis and interpretation.

- Use critical thinking skills to analyze and evaluate the ways in which political scientists examine the world.

- State and support their own views on political issues addressed in their courses, both orally and in writing, with logical rigor and clarity.

- Develop an appreciation for diversity in identifying and achieving political goals.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities Elective**	3
MAT	Mathematics Elective*†	3-4
POL-107	Introduction to Politics	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3

Subtotal: 15-16

Second Semester

| HIS | History Elective* | |

MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3
	Humanities Elective**	3
	Diversity Elective‡	3
POL-101	American Government	3
WRT-201	English Composition II	3

Subtotal: 18-19

Third Semester

POL	Political Science Electives***	6
HIS	History Elective*	3
	Humanities Elective**	3
	Natural Science Elective*	4

Subtotal: 16

Fourth Semester

POL	Political Science Elective***	3
	Natural Science Elective*	4
	Humanities Electives****	6
	Free Electives‡‡	2-4

Subtotal: 15-17

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3

Subtotal: 9

History Electives*

Subtotal: 6

Humanities Electives**

Three general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 9

Social Sciences

POL-101	American Government	3
POL-107	Introduction to Politics	3

		Subtotal: 6
Mathematics, Natural Sciences, and Technology		
Mathematics*	3-4	
Mathematics or Computer Science or Information Technology*	0-3	
Natural Science Electives*	8	
		Subtotal: 12-14

Diversity Elective‡

	Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

Political Science Electives***	9
Humanities Electives - two courses to be selected from the following fields: Arts (Art [ART], 6 Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).	6

Subtotal: 15

FREE ELECTIVES‡‡
Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**General Education Electives (p. 16) in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN).

***Three courses to be selected from the following: POL-102 International Relations; POL-103 Modern Political Ideologies; POL-104 State and Local Government; POL-106 Themes in US History 9Modern American Presid3ency); POL-116 Labor Law; POL-122 Collective Bargaining; POL-461-463 Co-op Work Experience (Political Science).

****Electives in Arts (ART, MUS,THR, CIN); History (HIS); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN).

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡General Education Diversity Course Elective (p. 16).

‡‡Recommended: IST-123 Success 101 or another Political Science course.

LIBERAL ARTS AA – PSYCHOLOGY OPTION

Code: AA.LA.PSY

The Associate of Arts (AA) in Liberal Arts (LA) with a concentration in Psychology will prepare students for further academic study in Psychology at the junior and senior college levels. Through theoretical and experiential based learning, students will develop basic competencies that include knowledge acquisition, critical thinking, and analytical writing skills, that potentially encompass a wide range of courses. This course variety potentially includes: general topics such as research methods, abnormal behavior, educational and developmental theories and practices, psycho-biological topics, topics in sexuality and gender, health and sports psychologies, and social and cultural psychologies.

Program Learning Outcomes

- Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.

- Apply basic research methods in psychology, including research design, data analysis, and interpretation.

- Demonstrate critical and creative thinking, skeptical inquiry, and use scientific approach to solving problems related to behavior and mental processes.

- Apply psychological principles to personal, social and organizational issues.

- Demonstrate effective writing skills and oral communication skills in various formats.

- Develop an appreciation for sociocultural diversity.

- Demonstrate insight into their own and others' behavior and mental processes and apply effective strategies for self-management and self-improvement.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities Elective**	3
MAT	Mathematics Elective*†	3-4
PSY-101	General Psychology	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

HIS	History Elective*	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3
	Humanities Elective**	
	Diversity Elective‡	3
SOC-101	Sociology	3
WRT-201	English Composition II	3
	Subtotal: 18-19	

Third Semester

HIS	History Elective*	3
	Humanities Elective**	3
	Natural Science Elective*	4
PSY-102	Introduction to Abnormal Psychology	3
PSY-106	Developmental Psychology: Lifespan or	3
PSY-201	Child Psychology	3
	Subtotal: 16	

Fourth Semester

PSY	Psychology Elective	3
	Natural Science Elective*	4
	Humanities Electives***	6
	Free Electives‡‡	2-4
	Subtotal: 15-17	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

	Subtotal: 6	

Humanities Electives**

Three general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

		Subtotal: 9

Social Sciences

PSY-101	General Psychology	3
SOC-101	Sociology	3
	Subtotal: 6	

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8
Subtotal: 12-14	

Diversity Elective‡

	Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

	Psychology Elective	3
	Humanities Electives – two courses to be selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).	6
PSY-102	Introduction to Abnormal Psychology	3
PSY-106	Developmental Psychology: Lifespan or	3
PSY-201	Child Psychology	3

Subtotal: 15

FREE ELECTIVES‡‡

Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**General Education Electives (p. 16) in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN).

***Electives in Arts (ART, MUS,THR, CIN); History (HIS); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN).

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡General Education Diversity Course Elective (p. 16). Recommended: PSY-110; PSY-207; SOC-120; SOC-121; SOC-122.

‡‡Recommended: IST-123 Success 101 or another Psychology course.

LIBERAL ARTS AA – RELIGION OPTION

Code: AA.LA.REL

The Religious Studies program introduces students to the basic problems and methods of theology; to the sacred literatures of Judaism, Christianity, Islam, and other religious traditions; and to the history, basic beliefs, and characteristic practices of the major religions of the world.

Program Learning Outcomes

- Explain the relationship between religion and culture.

- Apply academic methodologies to the study of religion.

- Analyze sacred texts and traditions recognizing the various hermeneutical approaches.

- Defend positions on religious issues with critical precision, clarity and rigor, both orally and in writing.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

HIS	History Elective*	3
MAT	Mathematics Elective*†	3-4
PHR-120	Introduction to Religion	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

HIS	History Elective*	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3
	Social Science Elective*	3
	Diversity Elective‡	3
PHR-121	Religions of the World	3
WRT-201	English Composition II	3
	Subtotal: 18-19	

Third Semester

PHR	Religion Electives	6
	Humanities Elective (not in Philosophy or Religion and not In History)*	3
	Natural Science Elective*	4
	Social Science Elective*	3
	Subtotal: 16	

Fourth Semester

PHR	Religion Elective	3
	Natural Science Elective*	4
	Social Science Electives	6
	Free Elective‡‡	2-4
	Subtotal: 15-17	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

	Subtotal: 6

Humanities

	Humanities Elective (not in Philosophy or Religion and not in History)*	3
PHR-120	Introduction to Religion	3
PHR-121	Religions of the World	3
	Subtotal: 9	

Social Science Electives*

	Subtotal: 6

Mathematics, Natural Sciences, and Technology

	Mathematics*	3-4
	Mathematics or Computer Science or Information Technology*	0-3
	Natural Science Electives*	8
	Subtotal: 12-14	

Diversity Elective*

	Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

Religion Electives	9
Social Science Electives	6

Subtotal: 15

FREE ELECTIVES‡‡

Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡General Education Diversity Course Elective (p. 16). Recommended: PHR-106; PHR-122; PHR-124; PHR-125; or PHR-126.

‡‡Recommended: Recommended: IST-123 Success 101 or another Religion or Philosophy course.

LIBERAL ARTS AA – SOCIOLOGY OPTION

Code: AA.LA.SOC

The Associate in Arts (AA) Degree Program in Sociology is designed to be a transfer program and to give students a general foundation in sociological theories and research methods as related to the study of society, social behavior, and contemporary social issues.

Program Learning Outcomes

- Demonstrate the ability to apply the three major sociological perspectives (i.e., structural functionalism, conflict theory and symbolic interactionism) to social phenomena presented in each of their elective courses.

- Demonstrate their knowledge of cultural diversity and be able to apply the perspective of cultural relativism when viewing the complex social world in which in we all live.

- Utilize the scientific method and the unique quantitative and qualitative tools developed by sociologists to objectively analyze social environments

- Evaluate and utilize materials found on the internet and other sources.

- Use critical thinking skills to analyze and evaluate the ways in which sociologists examine their social world.

- State and support their own views on sociological issues addressed in their courses, both orally and in writing, with logical rigor and clarity.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities Elective**	3
MAT	Mathematics Elective*†	3-4
SOC-101	Sociology	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
		Subtotal: 15-16

Second Semester

HIS	History Elective*	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	Or	
	Free Elective†	3
	Humanities Elective**	3
	Diversity Elective‡	3
PSY-101	General Psychology	3
WRT-201	English Composition II	3
		Subtotal: 18-19

Third Semester

SOC	Sociology Electives	6
HIS	History Elective*	3
	Humanities Elective**	3
	Natural Science Elective*	4
		Subtotal: 16

Fourth Semester

SOC	Sociology Elective	3
	Natural Science Elective*	4
	Humanities Electives***	6
	Free Electives‡‡	2-4
		Subtotal: 15-17

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 9

History Electives*

	Subtotal: 6

Humanities Electives**

Three general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 9

Social Sciences

SOC-101	Sociology	3
PSY-101	General Psychology	3

Subtotal: 6

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8

Subtotal: 12-14

Diversity Elective‡

Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

Sociology Electives	9
Humanities Electives – two courses to be selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).	6

Subtotal: 15

FREE ELECTIVES‡‡
Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**General Education Electives (p. 16) in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN).

***Electives in Arts (ART, MUS,THR, CIN); History (HIS); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN).

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡General Education Diversity Course Elective (p. 16). Recommended: SOC-120; SOC-121; SOC-122; ANT-100; ANT-101; PSY-110; PSY-207.

‡‡Recommended: IST-123 Success 101 or another Sociology course.

LIBERAL ARTS AA – WOMEN'S STUDIES OPTION

Code: AA.LA.WMST

The Women's Studies program is an interdisciplinary major which examines women's roles and achievements locally and globally. Various perspectives are presented through such courses as Women in History, Sociology of Gender Roles, Women in Literature, and Women and Religion.

Program Learning Outcomes

• Demonstrate the ability to conduct interdisciplinary feminist analysis.

• Examine and critique ideological assumptions underlying social institutions and systems of representation, including but not limited to assumptions regarding gender, race, class, nationality, disability, age, and sexual orientation.

• Demonstrate an understanding of women's historical and contemporary agency, and how it has shaped women's lives in various geographical settings.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*†	3-4
HIS-105	Women in History	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
ANT-101	Cultural Anthropology	3
	or	
SOC-101	Sociology	3
	Subtotal: 15-16	

Second Semester

MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3
	Humanities Elective**	3
HIS-116	Women in American History	3

PSY-101	General Psychology	3
SOC-120	Sociology of Gender Roles	3
WRT-201	English Composition II	3
	Subtotal: 18-19	

Third Semester

	Humanities Electives**	6
	Natural Science Elective*	4
LIT-228	Women in Literature	3
PSY-207	Psychology of Women	3
	Subtotal: 16	

Fourth Semester

	Natural Science Elective*	4
	Free Elective‡	2-4
CIN-160	Women in Cinema	3
PHR-122	Women and Religion	3
SOC-121	The Changing Roles of Women	3
	Subtotal: 15-17	

CIN-160: Spring offering only

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History

HIS-105	Women in History	3
HIS-116	Women in American History	3
	Subtotal: 6	

Humanities Electives**

Three general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 9

Social Sciences

PSY-101	General Psychology	3
ANT-101	Cultural Anthropology	3
	or	
SOC-101	Sociology	3
	Subtotal: 6	

Mathematics, Natural Sciences, and Technology

Mathematics*		3-4
Mathematics or Computer Science or Information Technology*		0-3
Natural Science Electives*		8

Subtotal: 12-14

Diversity Course:

CIN-160	Women in Cinema	3

Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

LIT-228	Women in Literature	3
PHR-122	Women and Religion	3
PSY-207	Psychology of Women	3
SOC-121	The Changing Roles of Women	3
SOC-120	Sociology of Gender Roles	3

Subtotal: 15

FREE ELECTIVES‡

Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**General Education Electives (p. 16) in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN).

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Recommended: IST-123 Success 101.

LIBERAL ARTS AA– WORLD LANGUAGES AND CULTURES OPTION

Code: AA.LA.WLAN

Students are strongly encouraged to participate in a study abroad program while earning credits toward their degree. It is recommended that students investigate this option early in their course selection.

The World Languages and Cultures program develops students' appreciation for other cultures and other ways of living and thinking, and prepares students to live and work in an increasingly interdependent world. In addition to language courses, students are encouraged to take regional/cultural studies courses and participate in a study abroad program. The program prepares students to transfer to a four year school to pursue a Bachelor of Arts degree in a variety of areas including Area Studies, Languages and Literature, Translation and Interpretation, International Relations, Public Policy, Political Science, Social Sciences, SocialWork, Education, and Linguistics.

The study of world languages offers opportunities in multiple career fields in occupations such as: Teaching, research, translation and interpretation, public service, counseling, social work, advocacy, publishing, campaign management, journalism and business leadership among others.

Program Learning Outcomes

• Demonstrate listening, speaking/signing, reading and writing skills.

• Demonstrate an understanding of traditions, customs and beliefs related to the target language

• Link information about the target language and cultures to other disciplines.

• Compare and contrast language and cultural concepts with one's own language and culture.

• Interact with native speakers, both locally and globally, and gain a world perspective

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

LAN	Language Elective*	3

HIS	History Elective**	3
MAT	Mathematics Elective***†	3-4
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

LAN	Language Elective*	3
HIS	History Elective**	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective***†	3-4
	or	
	Free Elective†	3
WRT-201	English Composition II	3
SOC-101	Sociology	3
ANT-101	Cultural Anthropology	3
	Subtotal: 18-19	

Third Semester

	Humanities Elective****	3
	Social Science Elective*****	3
LAN	Language Elective	3
	Natural Science Elective***	4
LIT	Literature Elective	3

Literature Elective, Choose from:

	Humanities Elective****	3
	Social Science Elective*****	3
	Natural Science Elective***	4
LIT-203	World Literature to 1650	3
LIT-204	World Literature 1650 to Present	3
LIT-223	Contemporary Latin American Literature	3
LIT-224	International Literature	3
	Subtotal: 16	

Fourth Semester

LAN	Language Elective*	3
	Natural Science Elective***	4
	Free Elective‡	2-4
GEO-101	World Geography	3
SOC-222	Ethnic-Minor Group Relations	3

Subtotal: 15-17

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3

Subtotal: 9

History Electives**

Choose from:

HIS-101	West Civilization to the Reformation	3
HIS-102	West Civilization since the Reformation	3
HIS-106	Modern Europe to the French Revolution	3
HIS-107	Modern Europe since the French Revolution	3
HIS-121	Modern Asian History	3
HIS-130	Latin American History to the Independence	3
HIS-131	Latin American History since the Independence	3
HIS-124	African American History [1877-Present]	3
HIS-126	Modern African History	3
HIS-135	History of the Middle East	3
	or	
HIS-145	Anatomy of Peace	3

Subtotal: 6

Humanities

LAN Electives*	6
General Education Humanities course (but not in History [HIS] & not in World Languages and Cultures [LAN]).****	3

Subtotal: 9

Social Sciences

One general education course selected from the following fields (but not in Sociology): Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Anthropology (ANT).*****	3
SOC-101　　Sociology	3

Subtotal: 6

Mathematics, Natural Science, and Technology***

Mathematics	3-4
Mathematics or Computer Science or Information Technology	0-3
Natural Science Electives*	8

Subtotal: 12-14

Diversity Course:

ANT-101	Cultural Anthropology	3

Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

	LAN Electives*	6
GEO-101	World Geography	3
SOC-222	Ethnic-Minor Group Relations	3

Literature Elective, choose from:

LIT-203	World Literature to 1650	3
LIT-204	World Literature 1650 to Present	3
LIT-223	Contemporary Latin American Literature	3
	or	
LIT-224	International Literature	3

Subtotal: 15

FREE ELECTIVES‡

Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*World Language Electives: Students must complete either four semesters of the same World Language or two semesters each of two different World Languages.

**History Electives: Choose from HIS-101, HIS-102, HIS-106, HIS-107, HIS-121, HIS-130; HIS-131, HIS-124, HIS-126, HIS-135, or HIS-145.

***General Education Electives (p. 16)

****General Education Electives (p. 16)in Arts (ART, MUS,THR, CIN); Literature (LIT); or Philosophy & Religion (PHR).

*****General Education Electives (p. 16) in Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Anthropology (ANT).

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in

Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Recommended: IST-123 Success 101.

AA Degree Programs in Fine and Performing Arts

Curriculum Requirements		

Program: Fine and Performing Arts – General
Curriculum
Degree: Associate in Arts
Code: AA.FPA.GEN

Area of Study	Credits	Course Description
Communication	9	WRT-101 English Composition I (3 cr.) WRT201 English Composition II (3 cr.) COM100 Speech Communication (3 cr.) or COM102 Public Speaking (3 cr.)
History	6	Two general education courses (6 cr.) in History (HIS)
Humanities	9	Three general education courses (9 cr.) to be selected from the following fields, with no more than two courses (6 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)

Mathematics, Natural Sciences, and Technology	12-14	One 4-cr. general education course in Mathematics (MAT); or two 3-cr. general education courses in Mathematics (MAT); or one 3-cr. general education course in Mathematics (MAT) and one 3-cr. general education course in either Computer Science (CIS) or Information Technology (INF)

Two general education courses (8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY) |
| Diversity Requirement* | 3 | In completing the BCC General Education Program, a student must take and pass one 3-credit course in gender studies, non-Western history or thought, and/or cultural diversity.

Choose from the list of Diversity Courses on the General Education (p. 16) course list. |
Total GE Credits:	45-47	
AA/FPA Program and Program Support Requirements	14-16	Courses in the Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]). To be assigned in accordance with the needs of the program.
Free Electives	2-6	Programs can make recommendations in footnotes.

Total Credits   64-66

*Selection of a Diversity Course in History will not reduce the 6-credit Foundation Requirement in History – in that event, the student will end up with a total of 9 Foundation credits in History; selection of a Diversity Course in Humanities will not reduce the 9-credit Foundation requirement in Humanities – in that event, the student will end up with a total of 12 Foundation credits in the Humanities; and selection of a Diversity course in the Social Sciences will not reduce the 6-credit Foundation Requirement in Social Sciences – in that event, the student will end up with a total of 9 Foundation credits in the Social Sciences. In any event, s/he must meet the total Foundation requirement of 45-47 credits.

FINE AND PERFORMING ARTS AA – GENERAL CURRICULUM DEGREE

Code: AA.FPA.GEN

The Associate of Arts (AA.FPA.GEN) degree program provides students with a solid foundation in the fine arts. Students take a series of courses in art, music, theater arts and cinema studies, as well as other art electives. In addition, students take general education courses in Humanities, Social Sciences, Mathematics, Natural Sciences and Technology.

Program Learning Outcomes

- Develop a broad understanding of the studio, historical, theoretical, and economic dimensions of the arts.

- Demonstrate the ability to think critically and creatively.

- Apply analytical reasoning across academic disciplines.

- Demonstrate proficiency in oral and written communication.

- Develop an awareness of and sensitivity to global issues.

- Demonstrate information literacy and technological competency.

- Identify their degree of interest to pursue further study of a specific area of the fine and performing arts while exploring other academic disciplines through the general education requirements of a liberal arts education.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

HIS	History Elective*	3
	Humanities Elective**	3
MAT	Mathematics Elective*†	3-4
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

HIS	History Elective*	3
	Humanities Elective**	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3
	Social Science Elective*	3
	Diversity Elective*	3
WRT-201	English Composition II	3
	Subtotal: 18-19	

Third Semester

	Humanities Elective**	3
	Natural Science Elective*	4
	Social Science Elective*	3
	Program Requirement***	3
	Program Requirement***	3
	Subtotal: 16	

Fourth Semester

	Natural Science Elective*	4
	Program Requirement***	3
	Program Requirement***	3
	Program Requirement***	3
	Free Elective‡	2-4
	Subtotal: 15-17	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

	Subtotal: 6

Humanities Electives**

Three general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR],

Cinema Studies [CIN]); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 9

Social Science Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 6

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8

Subtotal: 12-14

Diversity Elective*

Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

Courses in the Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]). To be assigned in accordance with the needs of the program.
Subtotal: 14-16

FREE ELECTIVES‡
Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**General Education Electives (p. 16) in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN).

***Courses in the Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]).

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Recommended: IST-123 Success 101.

FINE AND PERFORMING ARTS AA – ART OPTION

Code: AA.FPA.ART

The Associate of Arts (AA.FPA.ART) degree program provides students with a solid foundation in the visual arts. Students take a series of courses in drawing, design, and art history as well as other studio art electives. In addition, students take general education courses in Humanities, Social Sciences, Mathematics, Natural Sciences and Technology.

Program Learning Outcomes

- Demonstrate knowledge of the history of art.

- Apply the basic elements and principles of design.

- Demonstrate the fundamentals of drawing.

- Demonstrate skills specific to the materials and technologies of art.

- Work creatively.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*†	3-4
ART-122	Two-Dimensional Design	3
ART-123	Life Drawing I	3
	or	
ART-124	Drawing Fundamentals	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

HIS	History Elective*	3
ART	Art History Elective‡	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3

	Studio Art Elective‡‡	3
	Diversity Elective*	3
WRT-201	English Composition II	3
	Subtotal: 18-19	

Third Semester

ART	Art History Elective‡	3
	Natural Science Elective*	4
	Social Science Elective*	3
	Studio Art Electives‡‡	6
	Subtotal: 16	

Fourth Semester

	Natural Science Elective*	4
ART	Studio Art Elective‡‡	3
	Humanities Elective**	3
HIS	History Elective*	3
	Free Elective‡‡‡	2-4
	Subtotal: 15-17	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

Subtotal: 6	

Humanities Electives**

General Education Art History Electives‡	6
One course selected from the following fields: Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).	**3**
Subtotal: 9	

Social Science Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 6

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8

Subtotal: 12-14

Diversity Elective*

Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

ART-122	Two-Dimensional Design	3
ART-123	Life Drawing I	3
	or	
ART-124	Drawing Fundamentals	3

FREE ELECTIVES‡‡‡

Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**General Education Electives (p. 16) in Arts, Literature, Philosophy & Religion, or World Languages.

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Humanities General Education Electives in Art History include: Art102 History of Art and Visual Culture to 1400, Art103 History of Art and Visual Culture from 14001900, Art104 Modern Art, Art107 History of Photography, or Art110 Contemporary Art.

‡‡Studio Art Electives include: Art123 Life Drawing I, Art124 Drawing Fundamentals, Art127 Painting 1, ART129 Collage Materials & Techniques, Art181 Photography 1, Art184 Digital Photography, Art192 Computer 3D Animation I, Art189 Computer 2D Illustration, Art197 Computer Imaging, Art223 Life Drawing II, Art226 Letterform and Type, Art228 Painting II, Art229 Painting III, Art259 Computer Graphics for the Web Developer, Art260 Graphic Design I, Art281 Photography 2, Art287 Computer Layout I, Art288 Computer Layout II, Art290 Computer 2D Animation I, Art291 Computer 2D Animation II, Art292 Computer 3D Animation II, Art298 Interactive Multimedia.

‡‡‡Recommended: IST-123 Success 101.

FINE AND PERFORMING ARTS AA– CINEMA STUDIES OPTION

Code: AA.FPA.CINST

The Cinema Studies Program comprises a series of classes that allows students to learn about how films are made; how significance is created within films; the history of film; and other more specific topics such as American Cinema and Women in Cinema. The program offers Special Topics courses whose topics change; some that have been offered include Films of the 1970s, Film Noir and Latin American Cinema. This program requires fewer general liberal arts courses and thus allows a greater focus on Cinema Studies itself, without the same emphasis on a liberal arts context.

Program Learning Outcomes

- Interpret films through a variety of aesthetic, cultural, historical, and theoretical frameworks.

- Use the terminology and analytic questions specific to film analysis.

- Articulate thoughts about film in writing and speaking.

- Watch a film properly, in silence and darkness, without interruption.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

HIS	History Elective*	3
MAT	Mathematics Elective*†	3-4
CIN-140/THR 140	Introduction to Cinema	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
		Subtotal: 15-16

Second Semester

	Humanities Elective**	3
MAT/CIS/INF	Mathematics/ Computer Science/ Information Technology Elective*†	3-4

	or Free Elective†	
	Social Science Elective*	3
	Diversity Elective*	3
WRT-201	English Composition II	3
CIN-150	Special Topics in Cinema I	3
		Subtotal: 18-19

Third Semester

	Natural Science Elective*	4
	Social Science Elective*	3
HIS	History Elective*	3
CIN-160	Women in Cinema	3
CIN-170	American Cinema	3
		Subtotal: 16

Fourth Semester

CIN	Cinema Studies Elective‡	3
	Natural Science Elective*	4
	Humanities Elective**	3
	Free Elective‡‡	2-4
CIN-250	Special Topics in Cinema II	3
		Subtotal: 15-17

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 9

History Electives*

	Subtotal: 6

Humanities Electives**

	General Education Humanities course (but not in History [HIS]).**	3
	General Education Humanities course (but not in History [HIS] & not in the Arts [ART, MUS,THR, CIN]).***	3
CIN-140/THR 140	Introduction to Cinema	3
		Subtotal: 9

Social Science Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8
	Subtotal: 12-14

Diversity Elective*

	Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

CIN	Cinema Studies Elective‡	3
CIN-150	Special Topics in Cinema I	3
CIN-160	Women in Cinema	3
CIN-170	American Cinema	3

Subtotal: 15

FREE ELECTIVES‡‡
Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**General Education Electives (p. 16) in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN).

***General Education Electives (p. 16) in Literature (LIT), Philosophy & Religion (PHR), or World Languages & Cultures (LAN).

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡CIN-150 Special Topics in Cinema I or CIN-250 Special Topics in Cinema II can be taken twice for separate credit as long as the topic is different from a previously taken course.

‡‡Recommended: IST-123 Success 101.

FINE AND PERFORMING ARTS AA – MUSIC OPTION

Code: AA.FPA.MUSC

The Associate of Arts (AA) General Music Arts option concentrates student learning on music skills and knowledge, preparing students for further academic study of Music in a variety of music applications such as Music Education, Music Therapy, Music Studies and Music History at the junior and senior college levels. Through applied and theoretical courses, students will develop the basic competencies of musicianship, knowledge acquisition, critical thinking, and analytic writing skills that potentially encompass a wide range of degree possibilities. The music course variety potentially includes performance, listening, and theoretical skill sets necessary for a pathway towards a bachelor's degree in music.

Program Learning Outcomes

- Demonstrate knowledge of the major and minor key signatures, and apply this knowledge to the analysis of music compositions.

- Demonstrate theoretical mastery of and ability to play all major and minor chords and scales on the keyboard.

- Understand the general functions and specific workings of the elements out of which many pieces of music are made: rhythm, melody, harmony, form, and such secondary factors as texture, dynamics and tone color.

- Recognize distinctive musical characteristics as well as the historical placement and socio-cultural context of each of the major stylistic periods of Western art music, as well as those related to a variety of musical traditions including American and world popular music, folk/traditional music, and other global music styles.

- Know the names and chord functions of the diatonic system, basic chord progressions and demonstrate proper melodic voice leading through notation.

- Exhibit mastery of an instrument or voice at a minimum of an intermediate level.

- Exhibit basic facility in sight reading and sight singing.

- Exhibit growth in artistry, technical skills, collaborative competence, and knowledge of repertory through regular ensemble experiences.

- Critique live concert performances, representing numerous and varied musical cultures and traditions, using the skills and vocabularies they have mastered in their coursework.

CAREER PATHWAYS

Sound Engineering Technician	Broadcast Sound Engineer	Corporate Audio Content Developer
Music Director	Music Composer	Music Producer

RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*†	3-4
	Humanities Elective**	3
MUS-131	Class Piano I	2
MUA-1 MUS-1	Applied Music Performance Ensemble	
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 16-17	

Second Semester

	Humanities Elective**	3
MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3
	Diversity Elective*	3
MUS-231	Class Piano II	2
MUA-2 MUS-2	Applied Music Performance Ensemble	
WRT-201	English Composition II	3
	Subtotal: 16-17	

Third Semester

HIS	History Elective*	3
	Humanities Elective**	3
	Natural Science Elective*	4
	Social Science Elective*	3
MUS-132	Music Theory I	2

MUS-134	Ear Training and Musicianship I	2
	Subtotal: 17	

Fourth Semester

HIS	History Elective*	3	
	Natural Science Elective*	4	
	Social Science Elective*	3	
	Free Elective‡	2-3	
MUS-232	Music Theory II		2
MUS-234	Ear Training and Musicianship II		2
	Subtotal: 16-17		

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

	Subtotal: 6

Humanities Electives**

Three general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 9

Social Science Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: economics (eco); geography (geo); political science (pol); psychology (psy); sociology (soc) and anthropology (ant).

	Subtotal: 6

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8
	Subtotal: 12-14

Diversity Elective*

	Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

MUA	Applied Music	2
MUS	Performance Ensembles	2
MUS-131	Class Piano I	2
MUS-132	Music Theory I	2
	MUS-133	
MUS-231	Class Piano II	2
MUS-232	Music Theory II	2
MUS-234	Ear Training and Musicianship II	2
Subtotal: 16		

FREE ELECTIVES‡
Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**General Education Electives (p. 16) in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN).

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Recommended: IST-123 Success 101 or Music (MUS or MUAO course.

FINE AND PERFORMING ARTS AA – GENERAL THEATRE ARTS OPTION

Code: AA.FPA.THTR

The Theatre Arts: General Theatre Arts Option introduces the student to many of the collaborative artists that make theatre 'happen.' This program is designed to give students a clearer vision into each of those collaborative disciplines in order to inform their decision on which area(s) they would like to focus as a career option or a major area of study at a four year institution.

Program Learning Outcomes

- Demonstrate the discipline required to work in a professional setting including the demands of a rehearsal schedule and of maintaining a strong performance during the run of the show.

- Explain the technical, backstage, and design elements of theatre.

- Describe the components of mounting a theatrical production including budgeting, building scenery, lighting rental, costume resources, securing rights and residuals.

- Describe the business of show business, including the various resources available for finding work and, ultimately, joining the unions.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*†	3-4
THR-110	Basic Act Techniques	3
THR-131	Stagecraft and Lighting	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*† or	3-4

	Free Elective†	3
	Humanities Elective**	3
	Social Science Elective*	3
THR-120	Stage Make-Up	1
THR-113	Movement for the Performing Artist or	2
THR-220		
DAN-124/THR 124	Dance Appreciation	3
	or	
THR-231	Stage Electrics	3
WRT-201	English Composition II	3
	Subtotal: 15-17	

Third Semester

HIS	History Elective*	3
	Humanities Electives**	6
	Natural Science Elective*	4
	Social Science Elective*	3
THR-214	Audition Techniques or	2
THR-217	Theatre Performance and Production or	2
THR-232	Stage Management or	1
	Dance Technique Class***	1-2
	Subtotal: 18	

Fourth Semester

HIS	History Elective*	3
	Natural Science Elective*	4
	Diversity Elective*	3
	Free Elective‡	2-4
THR-215	Directing for the Stage or	3
THR-216	Theatre Production Workshop	4
	Subtotal: 15-18	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3

WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

	Subtotal: 6	

Humanities Electives**

Three general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 9	

Social Science Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6	

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8
Subtotal: 12-14	

Diversity Elective*

	Subtotal: 3	

Subtotal: 45-47

PROGRAM REQUIREMENTS

THR-110	Basic Act Techniques	3
THR-120	Stage Make-Up	1
THR-131	Stagecraft and Lighting	3
THR-113	Movement for the Performing Artist	2
	or	
THR-220		
	or	
DAN/THR-124		
	or	
THR-231	Stage Electrics	3
THR-214	Audition Techniques	2
	or	
THR-217	Theatre Performance and Production	2

	or	<----- or ----
THR-232	Stage Management	1
	or	<----- or ----
THR-215	Dance Technique Class***	1-2
	Directing for the Stage	3
	or	<----- or ----
THR-216	Theatre Production Workshop	4

Subtotal: 14-16

FREE ELECTIVES‡

Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**General Education Electives in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN) – see page 1. Recommended: THR-101 Introduction to the Theatre; MUS-110 Music, Art, & Drama; THR-109 History of the Musical Theatre; THR-140 Introduction to the Cinema.

***Dance Technique Classes – DAN-102 Ballet; DAN-103 Modern; DAN-104 Tap; DAN-105 Jazz; DAN-108 Improvisation.

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Recommended: IST-123 Success 101 or one of the following: COM-106 TV Production; DFT-210 Computer Aided Drafting; THR-236 Lighting Design.

FINE AND PERFORMING ARTS AA – ACTING OPTION

Code: AA.FPA.THTR.ACT

The Theatre Arts: Acting Option program focuses a student on the craft of acting. Through discipline, instruction and performance, the student will be prepared to audition for professional productions as well as continue their studies in acting at a four-year institution.

Program Learning Outcomes

- Apply a variety of methods of acting, such as those of Constantine Stanislavsky and Sanford Meisner.

- Learn how to analyze a script, block a scene, and build a character

- Develop the physical and vocal technique in order to work in proscenium, three-quarters, and in-the-round (arena) settings.

- Perform in the different styles of these genres, from period pieces to contemporary plays.

- Demonstrate an understanding of the discipline required to work in a professional setting by having experienced the demands of a rehearsal schedule and of maintaining a strong performance during the run of the show.

- Gain a greater appreciation of the technical, backstage, and design elements of theatre by having worked in various technical capacities in the Theatre Department.

- Prepare at least three audition pieces (monologues)

- Demonstrate an understanding of the business of show business, including the various resources available for finding work, how to behave in different audition settings, purchasing headshots, writing a resume, and joining the unions.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*†	3-4
	Humanities Elective**	3
THR-110	Basic Act Techniques	3

THR-131	Stagecraft and Lighting	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 18-19	

Second Semester

MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3
	Humanities Elective**	3
	Social Science Elective*	3
THR-113	Movement for the Performing Artist	2
	or	
THR-220		
WRT-201	English Composition II	3
	Subtotal: 14-16	

Third Semester

HIS	History Elective*	3
	Humanities Elective**	3
	Natural Science Elective*	4
	Diversity Elective*	3
THR-214	Audition Techniques	2
	or	
THR-217	Theatre Performance and Production	2
	or	
THR-232	Stage Management	1
	or	
	Dance Technique Class***	1-2
	Subtotal: 14-15	

Fourth Semester

HIS	History Elective*	3
	Natural Science Elective*	4
	Social Science Elective*	3
	Free Elective‡	2-4
THR-215	Directing for the Stage	3
	or	
THR-216	Theatre Production Workshop	4
THR-120	Stage Make-Up	1
	Subtotal: 16-17	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

| | **Subtotal: 6** |

Humanities Electives**

Three general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

| | **Subtotal: 9** |

Social Science Electives*

Two general education courses selected from the following fields, with no more than one course in any one field:

Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

| | **Subtotal: 6** |

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8
	Subtotal: 12-14

Diversity Elective*

| | **Subtotal: 3** |

Subtotal: 45-47

PROGRAM REQUIREMENTS

THR-110	Basic Act Techniques	3
THR-120	Stage Make-Up	1
THR-131	Stagecraft and Lighting	3
THR-113	Movement for the Performing Artist	2
	or	
THR-220		
THR-214	Audition Techniques	2

	or	
THR-217	Theatre Performance and Production	2
	or	
THR-232	Stage Management	1
	or	
	Dance Technique Class***	1-2
THR-215	Directing for the Stage	3
	or	<--
		--- or

THR-216	Theatre Production Workshop	4

FREE ELECTIVES‡

Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**General Education Electives in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN) – see page 1. Recommended: THR-101 Introduction to the Theatre; MUS-110 Music, Art, & Drama; THR-109 History of the Musical Theatre; THR-140 Introduction to the Cinema.

***Dance Technique Classes – DAN-102 Ballet; DAN-103 Modern; DAN-104 Tap; DAN-105 Jazz; DAN-108 Improvisation.

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Recommended: IST-123 Success 101 or one of the following: COM-106 TV Production; DFT-210 Computer Aided Drafting; THR-236 Lighting Design.

FINE AND PERFORMING ARTS AA– DANCE OPTION

Code: AA.FPA.THTR.DAN

The Theatre Arts: Dance Option program introduces a student to many dance genres including ballet, modern, jazz, tap, and ballroom dance. The student can then continue their studies as a dance major at a four-year institution focusing on dance and/or choreography or audition for a dance company and begin a career in dance.

Program Learning Outcomes

- Demonstrate competence in the major forms of theatrical dance: ballet, modern, jazz, tap, and period dance.

- Demonstrate the discipline required to work in a professional setting through having experienced the demands of rehearsal schedules and the run of a show.

- Adapt choreography in order to work in proscenium, three-quarter arena, and full arena settings.

- Perform social dances from different historical periods as well as the contemporary musical theatre.

- Comprehend and appreciate the technical, backstage, and design elements of theatre by having worked in various technical capacities in the Theatre Department.

- Demonstrate the knowledge and technique to compete in the field of dance and to continue training in a professional dance program either at a four year college and graduate school or at a studio.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*†	3-4	
	Humanities Elective**	3	
THR-110	Basic Act Techniques		3
DAN-102	Ballet		1
COM-100	Speech Communication		3
	or		
COM-102	Public Speaking		3
WRT-101	English Composition I		3

Subtotal: 17-18

THR-110: Offered only in spring semesters

Second Semester

MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3
	Humanities Elective**	3
	Social Science Elective*	3
THR-113	Movement for the Performing Artist	2
THR-120	Stage Make-Up	1
DAN-103	Modern Dance	1
WRT-201	English Composition II	3

Subtotal: 16-17

Third Semester

HIS	History Elective*	3
	Humanities Elective**	3
	Natural Science Elective*	4
	Diversity Elective*	3
DAN-104	Tap Dance	1
DAN-105	Jazz Dance	1

Subtotal: 15

DAN-104: Offered only in spring semesters

Fourth Semester

HIS	History Elective*	3
	Natural Science Elective*	4
	Social Science Elective*	3
	Free Elective‡	2-4
DAN-108	Dance Improvisation	1
DAN/THR-124		

Subtotal: 16-18

DAN/THR-124: Offered only every other spring semester (even-numbered years).

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3

WRT-201	English Composition II	3
	Subtotal: 9	

History Electives*

	Subtotal: 6

Humanities Electives**

Three general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 9

Social Science Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6

Mathematics, Natural Sciences, and Technology

Mathematics	3-4
Mathematics or Computer Science or Information Technology	0-3
Natural Science Electives	8
Subtotal: 12-14	

Diversity Elective*

	Subtotal: 3

Subtotal: 45-47

PROGRAM REQUIREMENTS

THR-110	Basic Act Techniques	3
THR-120	Stage Make-Up	1
DAN/THR-124		
THR-113	Movement for the Performing Artist	2
DAN-102	Ballet	1
DAN-103	Modern Dance	1
DAN-104	Tap Dance	1
DAN-105	Jazz Dance	1
DAN-108	Dance Improvisation	1

THR-110, DAN-104: Offered only in spring semesters

DAN-124/THR-124: Offered only every other spring semester (even-numbered years).
Subtotal: 15

FREE ELECTIVES‡
Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**General Education Electives (p. 16) in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN). Recommended: THR 01 Introduction to the Theatre; MUS-110 Music, Art, & Drama; THR-109 History of the Musical Theatre; THR-140 Introduction to the Cinema.

***Offered only in spring semesters.

****Offered only every other spring semester (even-numbered years).

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Recommended: IST-123 Success 101 or one of the following: COM-106 TV Production; DFT-210 Computer Aided Drafting; THR-236 Lighting Design.

FINE AND PERFORMING ARTS AA – TECHNICAL THEATRE PRODUCTION OPTION

Code: AA.FPA.THTR.TECH

The Theatre Arts: Technical Theatre Production Option program prepares a student with the basics in technical theatre. The program is designed to offer a student the opportunity to learn set design, scenic art, lighting design, stage electrics, stage management and stage crew. The program will equip the student with a deeper knowledge in technical theatre so that they can either join the workforce or move onto a four-year institution where they can choose a specific area in technical theatre they wish to focus.

Program Learning Outcomes

- Demonstrate a basic, hands-on knowledge of a variety of technical aspects in the theatre.

- Read and comprehend a ground plan and demonstrate an understanding of working in different theatrical spaces; arena, thrust, black box, proscenium, etc.

- Demonstrate a working knowledge of the fundamentals of stage lighting, including how to wire lighting instruments and the basics of electricity; watts, volts and amps.

- Read and comprehend a light plot and how to hang, focus and gel instruments according to designers.

- Operate a fly system, follow spot-video projections, lighting board and sound board.

- Demonstrate knowledge of the business of show business, including the various resources available for finding work and joining the unions.

- Gain the experience, both hands-on and in the classroom, to be able to assimilate easily to compete in this field and to continue their training in a professional technical theatre program either at a college or apprenticeship program.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*†	3-4
THR-110	Basic Act Techniques	3
THR-131	Stagecraft and Lighting	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 17-18	

Second Semester

MAT/CIS/INF	Mathematics or Computer Science or Information Technology Elective*†	3-4
	or	
	Free Elective†	3
	Humanities Elective**	3
	Social Science Elective*	3
THR-120	Stage Make-Up	1
THR-231	Stage Electrics	3
WRT-201	English Composition II	3
	Subtotal: 16-17	

Third Semester

HIS	History Elective*	3
	Humanities Electives**	6
	Natural Science Elective*	4
	Diversity Elective*	3
THR-217	Theatre Performance and Production	2
	or	
THR-232	Stage Management	1
	Subtotal: 15	

Fourth Semester

HIS	History Elective*	3
	Natural Science Elective*	4
	Social Science Elective*	3
	Free Elective‡	2-4
THR-215	Directing for the Stage	3
	or	
THR-216	Theatre Production Workshop	4
	Subtotal: 16-18	

THR-215: Offered only in spring semesters, even-numbered years.

THR-216: Offered only in spring semesters, odd-numbered years.

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 9

History Electives*

	Subtotal: 6

Humanities Electives**

Three general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 9

Social Science Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6

Mathematics, Natural Sciences, and Technology

Mathematics*	3-4
Mathematics or Computer Science or Information Technology*	0-3
Natural Science Electives*	8
	Subtotal: 12-14

Diversity Elective*

	Subtotal: 3

Free Electives‡

	Subtotal: 2-6

Subtotal: 45-47

PROGRAM REQUIREMENTS

THR-110	Basic Act Techniques	3
THR-120	Stage Make-Up	1
THR-131	Stagecraft and Lighting	3
THR-231	Stage Electrics	3
THR-215	Directing for the Stage	3
	or	
THR-216	Theatre Production Workshop	4

THR-217	Theatre Performance and Production	2
	or	
THR-232	Stage Management	1

THR-215: Offered only in spring semesters, even-numbered years.

THR-216: Offered only in spring semesters, odd-numbered years.

Subtotal: 14-16

FREE ELECTIVES‡

Subtotal: 2-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**General Education Electives (p. 16) in Arts (ART, MUS,THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN). Recommended: THR-101 Introduction to the Theatre; MUS-110 Music, Art, & Drama; THR-109 History of the Musical Theatre; THR-140 Introduction to the Cinema.

***Offered only in spring semesters, even-numbered years.

****Offered only in spring semesters, odd-numbered years.

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in the second semester in Mathematics or Computer Science or Information Technology; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester (which may be a second Mathematics elective).

‡Recommended: IST-123 Success 101 or one of the following: COM-106 TV Production; DFT-210 Computer Aided Drafting; THR-236 Lighting Design.

AS Degree Programs in Natural Sciences or Mathematics

(Aircraft Operations, Biology, Biotechnology, Chemistry, Computer Science, Mathematics, Physics)

Curriculum Requirements

Program: Natural Sciences and Mathematics – General Curriculum
Degree: Associate in Science

Code: AS.NSM.GEN

Area of Study	Credits	Course Description
Communication	9	WRT-101 English Composition I (3 cr.) WRT201 English Composition II (3 cr.) COM100 Speech Communication (3 cr.) or COM102 Public Speaking (3 cr.)
Humanities	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) History HIS) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	3	One general education course (3 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)

Mathematics, Natural Sciences, and Technology	12*	One or two 4-cr. general education courses (4-8 cr.) in Mathematics (MAT), Computer Science (CIS), or Information Technology (INF), one of which must be in Mathematics (MAT). One or two 4-cr. general education courses (4-8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY)
Total GE Credits:	30	
Restricted Program Requirements	22-24	
Program Support Requirements	9	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) History (HIS) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN) One general education course (3 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)

Free Electives	3	Programs can make recommendations in footnotes.
Total Credits	64-66	

*If a student takes 8 General Education Foundation credits in Mathematics, Computer Science, and Information Technology, then s/he must take 4 General Education Foundation credits in Natural Sciences; and if s/he takes 8 General Education Foundation credits in Natural Sciences, then s/he must take 4 General Education Foundation credits in Mathematics. Combination of Mathematics, Computer Science, Information Technology, and Natural Sciences in the Foundation = 12 credits.

NATURAL SCIENCES OR MATHEMATICS AS: GENERAL CURRICULUM DEGREE

Code: AS.NSM.GEN

The A.S. Degree Program in Natural Science and Mathematics prepares students to transfer into baccalaureate programs in Biology, Chemistry, Physics or the Earth and Environmental Sciences. The program is designed to give STEM students the maximum flexibility to choose course sequences that will transfer as program requirements at the four year school of their choice. Students are encouraged to research those programs with the STEM Counselor and /or their faculty advisor early on.

Traditional STEM occupations in Research, Quality Control, Laboratory Technology, Engineering and Environmental Science are all options available to students that complete this degree and then focus their studies at the baccalaureate level. This program is also well suited for students interested in Pre-Med or Science Education.

Program Learning Outcomes

- Demonstrate proper use of laboratory instrumentation to perform measurements and data acquisitions during laboratory sessions.

- Create sketches, diagrams, and graphs to describe physical process and problem solving.

- Construct a mathematical model of a real-world problem, translate the model into a mathematical problem, determine the solution(s) of the problem and interpret the solution(s) both mathematically and in real-world terms.

- Students will acquire knowledge of the psychological and biochemical process in a variety of organisms and the interrelationship of living systems.

- Students acquire laboratory competence by developing and refining technical and analytical skills, demonstrate the ability to work with peers during experiments.

CAREER PATHWAYS

RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*†	4
	Natural Sciences Elective*	4
	Humanities Elective*	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 17	

Second Semester

MAT/CIS/INF	Mathematics, Computer Science, or Information Technology Elective*†	4
	Natural Sciences Elective*	4
	Humanities Elective*	3
	Social Science Elective*	3
WRT-201	English Composition II	3
	Subtotal: 17	

Third Semester

MAT	Natural Science Electives and/or Mathematics Electives and/or	8
CIS	Computer Science Electives	
	Humanities Elective*	3
	Social Science Elective*	3
	Subtotal: 14	

Fourth Semester

MAT	Natural Science Electives and/or Mathematics Electives and/or	8
CIS	Computer Science Electives	
	Humanities Elective*	3
	Free Elective‡‡	3
	Subtotal: 16-18	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Sciences, and Technology

Mathematics*

Mathematics or Computer Science or Information Technology*	0-4
Natural Science Electives*	4-8
	Subtotal: 12

Subtotal: 30

PROGRAM REQUIREMENTS
Subtotal: 22-24

PROGRAM SUPPORT REQUIREMENTS

Two general education courses* to be selected 6 from the following fields, with no more than one In any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

One general education course* to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).
Subtotal: 9

FREE ELECTIVE‡‡
Subtotal: 3

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

†MAT-280 Calculus I is required for all students in the AS Degree General Curriculum in Natural Sciences or Mathematics (AS.NSM.GEN). Each specific Natural Sciences or Mathematics Option (Aircraft Operations, Biology, Biotechnology, Chemistry, Computer Science, Mathematics, Physics) designates its own Mathematics requirements.

‡‡Recommended: IST-123 Success 101.

Note: It is recommended that students select their advanced courses in the areas of Biology, Chemistry, Computer Science, Mathematics, or Physics.

NATURAL SCIENCES OR MATHEMATICS AS: AVIATION OPERATIONS OPTION

Code: AS.NSM.AVT.OPR

The A.S. Degree Program in Aviation Operations is designed for students interested in becoming a professional pilot after completing their associates' degree and then transferring to a Baccalaureate program in Aircraft Operations. BCC has strong articulation agreements with two institutions that specialize in the field. Students in the program take a three course sequence in Aviation Technology that includes flight operations (ground school), Aviation safety and Aviation Weather along with a rigorous background in Mathematics and Science that will prepare them for further studies and a potential career in Aviation Operations

Program Learning Outcomes

- Demonstrate the ability to define, describe, and explain the universal management functions of directing, planning, organizing, and controlling especially where it pertains to the aviation industry.

- Demonstrate and understanding of the fundamental concepts of Aeronautics

- Demonstrate the ability to define, describe, and explain basic economic principles that may affect businesses.

- Demonstrate an understanding of fundamental principles of flight, flight design and how they are applied in current technology.

- Recognize and apply the concepts and techniques of aviation administration in real-world situations

- Display, conduct and communicate in the professional manner necessary in the aviation industry.

- Demonstrate the ability to define, describe, and explain the universal management functions.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3

HIS-101	West Civilization to the Reformation	3
	or	
HIS-102	West Civilization since the Reformation	3
MAT-150	Statistics I	3
PHY-186	General Physics I [Fall Only]	4
WRT-101	English Composition I	3
	Subtotal: 16	

Second Semester

	Mathematics Elective*	4
AVT-100	Introduction to Aeronautics	3
ECO-102	Principles of Microeconomics	3
PHY-286	General Physics II [Spring Only]	4
WRT-201	English Composition II	3
	Subtotal: 17	

Third Semester

MAT	Mathematics Elective*	
AVT-240	Introduction to Aviation Safety	3
LIT-201	American Literature to 1880	3
	or	
LIT-202	American Literature 1880 to Present	3
POL-101	American Government	3
WRT-202	Technical Writing	3
	Subtotal: 16	

Fourth Semester

	Approved Elective†	
	Humanities Elective*	
	Free Elective‡	3
AVT-115	Aviation Meteorology	1
LIT-203	World Literature to 1650	3
	or	
LIT-204	World Literature 1650 to Present	3
PHY-114	Meteorology	4
	Subtotal: 17	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities

HIS-101	West Civilization to the Reformation	3

	or	
HIS-102	West Civilization since the Reformation	3
LIT-201	American Literature to 1880	3
	or	
LIT-202	American Literature 1880 to Present	3
	Subtotal: 6	

Social Science:

| ECO-102 | Principles of Microeconomics | 3 |
| | **Subtotal: 3** | |

Mathematics, Natural Science, and Technology

	Mathematics Elective*	4
PHY-186	General Physics I [Fall Only]	4
PHY-286	General Physics II [Spring Only]	4
	Subtotal: 12	

Subtotal: 30

PROGRAM REQUIREMENTS

MAT	MAT Mathematics Elective*	4
	Approved Elective†	3
AVT-100	Introduction to Aeronautics	3
AVT-115	Aviation Meteorology	1
AVT-240	Introduction to Aviation Safety	3
MAT-150	Statistics I	3
PHY-114	Meteorology	4
WRT-202	Technical Writing	3

Subtotal: 24

PROGRAM SUPPORT REQUIREMENTS

	Humanities Elective*	3
LIT-203	World Literature to 1650	3
	or	
LIT-204	World Literature 1650 to Present	3
POL-101	American Government	3

Subtotal: 9

FREE ELECTIVE‡

Subtotal: 3

Total Credit Hours: 66

Specific Program Notes

*General Education Elective(s) (p. 16). MAT-180 and MAT-280 are strongly recommended.

†A Humanities, Social Science, or AVT elective is strongly recommended for students planning to transfer to Vaughn College of Aeronautics and Technology.

NATURAL SCIENCES OR MATHEMATICS AS: BIOLOGY OPTION

Code: AS.NSM.BIO

The Associate of Science in Biology prepares students to enter various biology and biology related programs leading to a bachelor's degree in four year colleges and universities. Students in the program take a year of General Biology and two additional upper level courses in Biology plus a foundation of supporting Mathematics, Science and General Education courses. Students also acquire laboratory skills that are necessary for upper division studies in the biological sciences.

Program Learning Outcomes

- Express the organization and classification principles employed in biological sciences.

- Demonstrate knowledge of the physiological and biochemical processes in a variety of organisms and the interrelationships of living systems.

- Demonstrate knowledge of the developmental processes which occur in various organisms.

- Develop a heightened understanding of the unity, variety and evolution of life, and recognition of the importance of the stewardship and preservation of biological diversity.

- Acquire laboratory competence by developing and refining technical and analytical skills.

- Critically examine information and discover new knowledge through rigorous scientific reasoning.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

BIO-101	General Biology I	4
CHM-140	General Chemistry I	3
CHM-141	General Chemistry - Lab	1
MAT-180	Precalculus: College Algebra and Trigonometry	4
WRT-101	English Composition I	3

Subtotal: 15

Second Semester

Humanities Elective**

BIO-203	General Biology II	4
CHM-240	General Chemistry II	3
CHM-241	General Chemistry II - Lab	1
MAT-150	Statistics I	3
	or	
MAT-280	Calculus I	4
WRT-201	English Composition II	3

Subtotal: 17-18

Third Semester

BIO	Biology Elective***	4
	Natural Science Elective	4
	or	
MAT/CIS	Mathematics or Computer Science Elective**	
	Humanities Elective**	3
	Social Science Elective**	3
	Free Elective‡	3

Subtotal: 17

Fourth Semester

BIO	Biology Elective***	4
	Humanities Electives**	6
	Social Science Elective**	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3

Subtotal: 16

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3

Subtotal: 9

Humanities Electives

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective**

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Sciences, and Technology

	Natural Science Elective**	
	or	
MAT/CIS	Math or Computer Science Elective**	
MAT-180	Precalculus: College Algebra and Trigonometry	4
CHM-140	General Chemistry I	3
CHM-141	General Chemistry - Lab	1

Subtotal: 12

Subtotal: 30

PROGRAM REQUIREMENTS

BIO	Biology Electives†	8
BIO-101	General Biology I	4
BIO-203	General Biology II	4
CHM-240	General Chemistry II	3
CHM-241	General Chemistry II - Lab	1
MAT-150	Statistics I	3
	or	
MAT-280	Calculus I	4

Subtotal: 23-24

PROGRAM SUPPORT REQUIREMENTS

Two general education courses** to be selected from the following fields, with no more than one In any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).   6

One general education course** to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).   3

Subtotal: 9

FREE ELECTIVE‡
Subtotal: 3

Total Credit Hours: 65-66

Specific Program Notes

*If a student needs to complete CHM-100 Introduction to Chemistry before registering for CHM-140 General Chemistry I, CHM-100 can be used as the Natural Science Elective in the third semester.

**General Education Elective(s) (p. 16).

***Students must choose among the following courses: BIO-201, BIO-202, BIO-225, BIO-227, BIO-228, or BIO-229.

‡Recommended: IST-123 Success 101; or WEX-101 (2 cr.) and a WEX experience course (1 cr.): WEX-111, WEX-114, WEX-115, WEX-116, or WEX-118; or a general education elective.

NATURAL SCIENCES OR MATHEMATICS AS: BIOTECHNOLOGY OPTION

Code: AS.NSM.BIO.TECH

The Associate of Science in Biotechnology is designed prepares students interested in transferring to a bachelor's degree program in Biology with a specialization in Biotechnology or enter the workforce as a laboratory technologist in the field. Students in the program take a year of General Biology, a two semester sequence in Biotechnology and Bioinformatics plus a foundation of supporting Mathematics, Science and General Education courses.

Program Learning Outcomes

- Demonstrate knowledge of the methodology of biotechnology, including genetic modification, isolation, purification, and analysis of nucleic acids and proteins.

- Acquire the skills necessary to properly handle genetically modified organisms and employ the safeguards necessary when working with such organisms.

- Acquire laboratory competence by developing and refining technical and analytical skills.

- Develop the ability to critically examine information and discover new knowledge through rigorous scientific reasoning.

- Demonstrate knowledge of the practice of proper scientific laboratory record keeping.

- Acquire knowledge of a variety of currently available genomic and proteomic databases.

- Acquire the skills required to analyze biological sequences and interpret the results of their analyses.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

Humanities Elective*		3
	Social Science Elective*	3
BIO-101	General Biology I	4
CHM-140	General Chemistry I	3
CHM-141	General Chemistry - Lab	1
WRT-101	English Composition I	3
	Subtotal: 17	

Second Semester

Humanities Elective*		3
BIO-203	General Biology II	4
CHM-240	General Chemistry II	3
CHM-241	General Chemistry II - Lab	1
MAT-150	Statistics I	3
WRT-201	English Composition II	3
	Subtotal: 17	

Third Semester

Humanities Electives*		6
Social Science Elective*		3
BIO-210	Introduction to Biotechnology	4
MAT-180	Precalculus: College Algebra and Trigonometry	4
	Subtotal: 17	

Fourth Semester

Free Elective**		3
BIO-211	Introduction to Bioinformatics	3
MAT-280	Calculus I	4
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
	Subtotal: 14	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

		Subtotal: 3

Mathematics, Natural Sciences, and Technology

MAT-180	Precalculus: College Algebra and Trigonometry	4
CHM-140	General Chemistry I	3
CHM-141	General Chemistry - Lab	1
CHM-240	General Chemistry II	3
CHM-241	General Chemistry II - Lab	1
	Subtotal: 12	

Subtotal: 30

PROGRAM REQUIREMENTS

BIO-101	General Biology I	4
BIO-203	General Biology II	4
BIO-210	Introduction to Biotechnology	4
BIO-211	Introduction to Bioinformatics	3
MAT-150	Statistics I	3
MAT-280	Calculus I	4

Subtotal: 23

PROGRAM SUPPORT REQUIREMENTS

Two general education courses* to be selected from the following fields, with no more than one In any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).	6
One general education course* to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).	3

Subtotal: 9

FREE ELECTIVE**

Subtotal: 3

Total Credit Hours: 65

Specific Program Notes

*General Education Elective(s) (p. 16).

**Recommended: IST-123 Success 101; or students may choose WEX-101 Dynamics of Health and Fitness (2 cr.) plus a WEX experience course (1 cr.): WEX-111, WEX-112, WEX-114, WEX-115, WEX-116, or WEX-118.

NATURAL SCIENCES OR MATHEMATICS AS: CHEMISTRY OPTION

Code: AS.NSM.CHEM

The A.S. Degree Program in Chemistry includes a General Chemistry sequence (I & II) and an Organic Chemistry sequence (I & II) as well as required courses in mathematics and physics.   Students are prepared to transfer into the junior year of a baccalaureate program in chemistry.

Occupations for graduates with degrees in chemistry include teaching, research, environmental science and scientific writing as well as positions in the chemical and pharmaceutical industries.

Program Learning Outcomes

- Demonstrate the proper use of chemical nomenclature.

- Analyze chemical problems and demonstrate problem solving skills.

- Describe the nature of the atom.

- Explain the nature of chemical bonding.

- Demonstrate effective use of chemical software and instrumentation.

- Demonstrate proper laboratory techniques and safety practices.

- Recognize energy considerations in chemical reactions.

- Propose the products of chemical reactions.

- Demonstrate adequate mastery of chemical vocabulary.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities Elective*	3
CHM-140	General Chemistry I	3
CHM-141	General Chemistry - Lab	1
MAT-180	Precalculus: College Algebra and Trigonometry	4
COM-100	Speech Communication	3

	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 17	

CHM-140 has a pre-requisite of CHM-100 Introduction to Chemistry. The Testing Center offers a Proficiency Exam to bypass this pre-requisite. The exam is administered by appointment.

Second Semester

	Humanities Elective*	3
	Free Elective‡	3
CHM-240	General Chemistry II	3
CHM-241	General Chemistry II - Lab	1
MAT-280	Calculus I	4
WRT-201	English Composition II	3
	Subtotal: 17	

Third Semester

	Social Science Elective*	3
CHM-260	Organic Chemistry I	4
MAT-281	Calculus II	4
PHY-280	Physics I	4
	Subtotal: 15	

Fourth Semester

	Humanities Electives*	6
	Social Science Elective*	3
CHM-262	Organic Chemistry II	4
PHY-290	Physics II	4
	Subtotal: 17	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6	

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

		Subtotal: 3
Mathematics, Natural Sciences, and Technology		
MAT-180	Precalculus: College Algebra and Trigonometry	4
MAT-280	Calculus I	4
CHM-140	General Chemistry I	3
CHM-141	General Chemistry - Lab	1
		Subtotal: 12

CHM-140 has a pre-requisite of CHM-100 Introduction to Chemistry. The Testing Center offers a Proficiency Exam to bypass this pre-requisite. The exam is administered by appointment.
Subtotal: 30

PROGRAM REQUIREMENTS

CHM-240	General Chemistry II	3
CHM-241	General Chemistry II - Lab	1
CHM-260	Organic Chemistry I	4
CHM-262	Organic Chemistry II	4
MAT-281	Calculus II	4
PHY-280	Physics I	4
PHY-290	Physics II	4

Subtotal: 24

PROGRAM SUPPORT REQUIREMENTS

Two general education courses* to be selected from the following fields, with no more than one In any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).	6
One general education course* to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).	3

Subtotal: 9

FREE ELECTIVE‡
Subtotal: 3

Total Credit Hours: 66

Specific Program Notes

*General Education Elective(s) (p. 16).

†CHM-140 has a pre-requisite of CHM-100 Introduction to Chemistry. The Testing Center offers a Proficiency Exam to bypass this pre-requisite. The exam is administered by appointment.

‡Students may choose WEX-101 Dynamics of Health and Fitness (2 cr.) plus a WEX experience course (1 cr.): WEX-111, WEX-112, WEX-114, WEX-115, WEX-116, or WEX-118; or IST-123 Success 101; or a General Education Elective.

NATURAL SCIENCES OR MATHEMATICS AS: COMPUTER SCIENCE OPTION

Code: AS.NSM.COMP.SCI

The Associate in Science Degree in Computer Science prepares students to transfer into the junior year of a baccalaureate program in computer science or a related area such as computer engineering or computer information systems. The degree program includes required and elective courses in current programming languages, discrete mathematics, data structures and algorithms, database systems, system analysis and design, and computer organization.

Computer science occupations include teaching positions at all levels, software developers, database administrators, hardware engineers, systems analysts, network architects, information security analysts, and many other both exciting and in high demand positions.

Program Learning Outcomes

- Apply knowledge and skills to create algorithmic solutions to problems effectively and efficiently.

- Become competent in using a programming language to solve problems.

- Demonstrate the ability to use current techniques, skills, and tools necessary for the practice of the discipline.

- Understand the components of the computer and the way that they work.

- Analyze a problem, and identify and define the computing requirements appropriate to its solution

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

CIS-165	Fundamentals of Programming	3
MAT-280	Calculus I	4
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
PHR-103	Introduction to Logic	3
	Subtotal: 16	

Second Semester

CIS-265	Advanced Programming Concepts	3
CIS-271	Computer Organization and Assembly Language	3
MAT-281	Calculus II	4
WRT-201	English Composition II	3
	Humanities Elective*†	
	Subtotal: 16	

Third Semester

	Humanities Elective*†	
	Social Science Elective*‡	
CIS-277	Data Structures and Algorithms	3
CIS-288	Discrete Math [Computer Science]	4
PHY-280	Physics I	4
	Subtotal: 17	

CHM-140 General Chemistry I and CHM-141 General Chemistry Lab I may replace PHY-280; and CHM-240 General Chemistry II and CHM-141 General Chemistry Lab II may replace PHY-290.

Fourth Semester

CIS/MAT	Computer Sci or Math Elective***	3-4
	Social Science Elective*‡	3
	Humanities Elective*†	3
	Free Elective‡‡	3
PHY-290	Physics II	4
	Subtotal: 16-17	

CHM-140 General Chemistry I and CHM-141 General Chemistry Lab I may replace PHY-280; and CHM-240 General Chemistry II and CHM-141 General Chemistry Lab II may replace PHY-290.

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT);

Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Sciences, and Technology

Natural Science Electives*		8
MAT-280	Calculus I	4

Subtotal: 12

Subtotal: 30

PROGRAM REQUIREMENTS

CIS/MAT	Computer Sci. or Math Elective	3-4
CIS-165	Fundamentals of Programming	3
CIS-265	Advanced Programming Concepts	3
CIS-271	Computer Organization and Assembly Language	3
CIS-277	Data Structures and Algorithms	3
CIS-288	Discrete Math [Computer Science]	4
MAT-281	Calculus II	4

Subtotal: 22-24

PROGRAM SUPPORT REQUIREMENTS

One general education course to be selected from the following fields: Arts (Art[ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); World languages and Cultures (LAN).	3
One general education course* to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).	3

Subtotal: 9

FREE ELECTIVE‡‡

Subtotal: 3

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s).

**CHM-140 General Chemistry I and CHM-141 General Chemistry Lab I may replace PHY-280; and CHM-240 General Chemistry II and CHM-141 General Chemistry Lab II may replace PHY-290.

***Choose one of the following: CIS-289, CIS-287, CIS-278, CIS-256, MAT-282, MAT-283, MAT-286; PHY-291.

†Recommended: PHR-203 Intermediate Logic.

‡Recommended: ECO-101 Macroeconomics or PSY-101 General Psychology.

‡‡One of the following is recommended: IST-123 Success 101, CIS-289, CIS-256, CIS-278, CIS-287, MAT-282, MAT-286, PHY-291.

NATURAL SCIENCES OR MATHEMATICS AS: MATHEMATICS OPTION

Code: AS.NSM.MATH

The A.S. Degree Program in Mathematics prepares students to transfer into the Junior year of a baccalaureate program in mathematics or a related area such as statistics or actuarial science. The degree program includes the required courses of Calculus I, II, and III, Differential Equations, and Linear Algebra, as well as elective courses in Discrete Mathematics, Statistical Methods, and Computer Science.

Traditional mathematics occupations include teaching positions at all levels, research positions, or positions in industry in areas such as applied mathematics, statistics, actuarial science, operations research, econometrics, or market research.

Program Learning Outcomes

- Demonstrate an understanding of the fundamental concepts of functions and relations, function notation and how functions are used to represent real-world applications.

- Work with formulas, including formula evaluation and solving a formula for any of the variables.

- Construct labeled graphs of functions to accurately convey information.

- Solve equations involving algebraic functions, exponential functions, logarithmic functions, trigonometric functions, and derivatives of functions.

- Apply various mathematical techniques to obtain approximate solutions to problems for which an exact solution is not possible or easily obtained.

- Apply the techniques of both differential calculus and integral calculus to problems involving functions of both one and several variables.

- Construct a mathematical model of a real-world problem

- Apply mathematics to the solution of problems from other disciplines.

- Communicate effectively using mathematics by employing proofs to validate properties and arguments involving various theorems and properties in mathematics.

- Derive other mathematical properties from a given set of mathematical properties or axioms.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

	Natural Science Elective*†	4
	Humanities Elective*: PHR-103 Basic Logic recommended	3
MAT-280	Calculus I	4
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 17	

Second Semester

	Humanities Elective*	3
	Natural Science Elective*†	4
	Social Science Elective*: ECO-102 Principles of Microeconomics recommended	3
MAT-281	Calculus II	4
WRT-201	English Composition II	3
	Subtotal: 17	

Third Semester

	Humanities Elective*	3
	Mathematics or Natural Science Elective‡	3-4
MAT-282	Calculus III	4
MAT-286	Linear Algebra	4
	Subtotal: 14-15	

Fourth Semester

	Mathematics or Natural Science Elective‡	3-4
	Social Science Elective*	3
	Humanities Elective‡‡	3
	Free Elective‡‡‡	3
MAT-283	Differential Equations	4
	Subtotal: 16-17	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	

COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 9

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

		Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

		Subtotal: 3

Mathematics, Natural Science, and Technology

	Natural Science Elective*	4
MAT-280	Calculus I	4
MAT-281	Calculus II	4
		Subtotal: 12

Subtotal: 30

PROGRAM REQUIREMENTS

	Mathematics or Natural Science Electives***	6-8
	Natural Science Elective*	4
MAT-282	Calculus III	4
MAT-283	Differential Equations	4
MAT-286	Linear Algebra	4

Subtotal: 22-24

PROGRAM SUPPORT REQUIREMENTS

Two general education courses* to be selected from the following fields, with no more than one In any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).		6
One general education course* to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).		3

Subtotal: 9

FREE ELECTIVE‡‡‡

Subtotal: 3

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

†The student must complete one of the following 8-credit sequences: CHM-140/141 and CHM-240/241, or PHY-186 and PHY-286, or PHY-280 and PHY-290.

‡The student must choose from among the following courses: MAT-155, MAT-268, MAT-285, CHM-140/141, CHM-240/241, PHY-186, PHY-280, PHY-286, PHY-290, PHY-291.

‡‡One general education course to be selected from the following fields: Arts (Art [ART], Cinema Studies [CIN], Music [MUS], Theatre Arts [THR]); History (HIS); Literature (LIT); World Languages and Cultures (LAN)

‡‡‡Recommended: IST-123 Success 101.

NATURAL SCIENCES OR MATHEMATICS AS: PHYSICS OPTION

Code: AS.NSM.PHYSC

The A.S. Degree Program in Physics is designed to give students who have the desire and drive to explore the universe, the background that four year colleges require for their own undergraduate preparation. Physics is the study of all physical phenomena and utilizes skills such as mathematics, analysis, software, and clear communications. It explores questions like how did the universe start? How will it end? What is a black hole? Is time travel possible?

Physics graduates find employment in occupations such as research, medicine, software design, and even finance. Physicists are found in many fields of study including Research and Development, Aerospace and Defense, Design and Production, Medical Physics, Astronomy and Astrophysics, Geophysics, Meteorology, and education. Physics spans dimensions from that of the nucleus of an atom to the Universe itself. It is the science behind the innovations of the future.

Program Learning Outcomes

- Work in teams to demonstrate proper and safe use of instrumentation and software in performing laboratory measurements and analysis to develop a growing sense of error sources that affect accuracy and precision of experimental results.

- Demonstrates logical reasoning in problem solving by using appropriate mathematics (high level algebra and calculus), diagrams, and the principles of physics.

- Demonstrates clear scientific writing skills and proper terminology to describe the principles of physics.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

	Social Science Elective*	3
MAT-280	Calculus I	4
PHY-280	Physics I	4
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3

	Subtotal: 17

Second Semester

	Humanities Elective*	3
	Free Elective**	3
MAT-281	Calculus II	4
PHY-290	Physics II	4
WRT-201	English Composition II	3

	Subtotal: 17

Third Semester

	Humanities Elective*	3
	Natural Science Elective***	4
MAT-282	Calculus III	4
PHY-291	Physics III [Fall Only]	4

	Subtotal: 15

PHY-291 Offered only in fall semesters.

Fourth Semester

	Natural Science Elective***	4
	Humanities Elective*	6
	Social Science Elective*	3
PHY-294	Engineering Mechanics [Spring Only]	4

	Subtotal: 17

PHY-294 ‡Offered only in spring semesters.

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3

	Subtotal: 9

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political

Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

		Subtotal: 3
Mathematics, Natural Science, and Technology		
MAT-280	Calculus I	4
MAT-281	Calculus II	4
PHY-280	Physics I	4
		Subtotal: 12

Subtotal: 30

PROGRAM REQUIREMENTS

	Natural Science Elective***	4
	Natural Science Elective***	4
PHY-290	Physics II	4
PHY-291	Physics III [Fall Only]	4
PHY-294	Engineering Mechanics [Spring Only]	4
MAT-282	Calculus III	4

PHY-291 Offered only in fall semesters.

PHY-294 Offered only in spring semesters.
Subtotal: 24

PROGRAM SUPPORT REQUIREMENTS

Two general education courses* to be selected from the following fields, with no more than one In any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).	6
One general education course* to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).	3

Subtotal: 9

FREE ELECTIVE**
Subtotal: 3

Total Credit Hours: 66

Specific Program Notes

*General Education Elective(s) (p. 16).

**CIS-270 Programming for Scientific Applications (3 cr.), is strongly recommended; or WEX-101 Dynamics of Health and Fitness (2 cr.) plus a WEX experience course (1 cr.): WEX-111, WEX-112, WEX-114, WEX-115, WEX-116, or WEX-118; or IST-123 Success 101.

***CHM-140/141 General Chemistry I and CHM-240/241 General Chemistry II are recommended.

†Offered only in fall semesters.

‡Offered only in spring semesters.

AS Degree Program in Engineering Science

Curriculum Requirements

Program: Engineering Science
Degree: Associate in Science
Code: AS.ENGIN.SCI

Area of Study	Credits	Course Description
Communication	9	WRT-101 English Composition I (3 cr.) WRT201 English Composition II (3 cr.) COM100 Speech Communication (3 cr.) or COM102 Public Speaking (3 cr.)
Humanities	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) History (HIS) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	3	One general education course (3 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)

		One or two 4-cr. general education courses (4-8 cr.) in Mathematics (MAT)
Mathematics and Natural Sciences	12*	One or two 4-cr. general education courses (4-8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY)
Total GE Credits:	30	
Restricted Program Requirements	33	
Free Electives	3	Programs can make recommendations in footnotes.
Total Credits	64-66	

*If a student takes 8 General Education Foundation credits in MAT, then s/he must take 4 General Education Foundation credits in Natural Sciences; and if s/he takes 8 General Education Foundation credits in Natural Sciences, then s/he must take 4 General Education Foundation credits in MAT. Combination of MAT and Natural Sciences in the Foundation = 12 credits.

ENGINEERING SCIENCE DEGREE AS

Code: AS.ENGIN.SCI

The A.S. Degree Program in Engineering Science is designed for students who enjoy applying their knowledge to the analysis, design, and construction of physical devices. Engineering disciplines draw on the concepts of thermodynamics, fluid flow, stress and strain, electricity and magnetism, mathematics and software modeling, and complex forces.

Students who obtain an AS in Engineering Science from Bergen Community College will be prepared to continue at a four year college for more advance content and specialized fields such as Mechanical, Electrical, Biomedical, Chemical and Civil Engineering. Students should check the course requirements at the destination 4-year college and choose electives appropriately.

Program Learning Outcomes

- Demonstrate foundational technical drawing skills.

- Demonstrates the use of structured programming principles for the solution of engineering problems.

- Work in teams to demonstrate proper and safe use of instrumentation and software in performing laboratory measurements and analysis to develop a growing sense of error sources that affect accuracy and precision of experimental results.

- Demonstrate logical reasoning in problem solving by using appropriate mathematics (high level algebra and calculus), diagrams, and the principles of physics and chemistry

- Demonstrate clear scientific writing skills and proper terminology to describe the principles of physics and chemistry.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT-280	Calculus I	4
PHY-280	Physics I	4
CHM-140	General Chemistry I	3
CHM-141	General Chemistry - Lab	1
DFT-107	Drafting I	2
WRT-101	English Composition I	3

			Subtotal: 17

Second Semester

PHY-290	Physics II	4
MAT-281	Calculus II	4
CIS-270	Programming for Science Applications	3
CHM-240	General Chemistry II	3
CHM-241	General Chemistry II - Lab	1
WRT-201	English Composition II	3
		Subtotal: 18

Third Semester

	Humanities Elective*†	3
	Social Science Elective*‡	3
PHY-291	Physics III [Fall Only]	4
MAT-282	Calculus III	4
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
		Subtotal: 17

PHY-291 Offered only in fall semesters

Fourth Semester

	Humanities Elective*†	3
	Free Elective‡‡	3
PHY-294	Engineering Mechanics [Spring Only]	4
MAT-283	Differential Equations	4
		Subtotal: 14

PHY-294 Offered only in spring semesters.

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 9

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

		Subtotal: 3

Mathematics, Natural Science, and Technology

MAT-280	Calculus I	4
MAT-281	Calculus II	4
PHY-280	Physics I	4
		Subtotal: 12

Subtotal: 30

PROGRAM REQUIREMENTS

PHY-290	Physics II	4
PHY-291	Physics III [Fall Only]	4
PHY-294	Engineering Mechanics [Spring Only]	4
CHM-140	General Chemistry I	3
CHM-141	General Chemistry - Lab	1
CHM-240	General Chemistry II	3
CHM-241	General Chemistry II - Lab	1
CIS-270	Programming for Science Applications	3
DFT-107	Drafting I	2
MAT-282	Calculus III	4
MAT-283	Differential Equations	4

PHY-291 Offered only in fall semesters.

PHY-294 Offered only in spring semesters.
Subtotal: 33

FREE ELECTIVE‡‡
Subtotal: 3

Total Credit Hours: 66

Specific Program Notes

*General Education Elective(s) (p. 16).

†Recommended: HIS-101 History of Western Civilization to the Reformation and HIS-102 History of Western Civilization since the Reformation

‡Recommended: ECO-101 Macro Economics

‡‡ Recommended: ECO-201 Micro Economics

‡‡‡Offered only in fall semesters.

‡‡‡‡Offered only in spring semesters.

AS Degree Programs in Professional Studies

Curriculum Requirements

Program: Professional Studies – General Curriculum
Degree: Associate in Science
Code: AS.PS.GEN

Area of Study	Credits	Course Description
Communication	9	WRT-101 English Composition I (3 cr.) WRT201 English Composition II (3 cr.) COM100 Speech Communication (3 cr.) or COM102 Public Speaking (3 cr.)
Humanities	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) History (HIS) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	3	One general education course (3 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)

Mathematics and Natural Sciences	11-12	One 3-cr. or 4-cr. general education course in Mathematics (MAT) Two general education courses (8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY)
General Education Elective	0-3	If needed to reach the Foundation minimum of 30-32 credits, one course from the BCC General Education course list. If not needed for that purpose, then 3-credit Free Elective.
Total GE Credits:	30-32	

AS/PS Program Support Requirements in Humanities and Social Sciences	12	Three general education courses (9 cr.) to be selected from the following fields, with no more than two courses (6 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR]) History (HIS) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
		One general education course (3 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
AS/PS Program Requirements	15-18	
Free Electives	3-6	
Total Credits	64-66	

PROFESSIONAL STUDIES AS – GENERAL CURRICULUM DEGREE

Code: AS.PS.GEN

The General Curriculum degree provides students with a broad and multidisciplinary course of study rather than some of the more specific programs the College offers. The General Curriculum degree prepares students to think critically and analytically across a wide range of disciplines or fields of study. In addition to their General Education requirements, students take courses in a variety of disciplines in the humanities, arts and social sciences.

Program Learning Outcomes

- Demonstrate the ability to think critically and creatively.
- Apply analytical reasoning across academic disciplines.
- Demonstrate proficiency in oral and written communication.
- Demonstrate information literacy and technological competency.
- Recognize and appreciate diversity, historical viewpoints, and the global perspective.
- Cultivate ethical values, personal wellness, and personal learning strategies.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*	3-4
	Humanities Elective*	3
	Program Requirements	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3

Subtotal: 15-16

Second Semester

	Humanities Elective*	3

	Social Science Elective*	3
	General Education Elective*	3
	or	
	Free Elective**	
	Program Requirements	3
WRT-201	English Composition II	3

Subtotal: 15

Third Semester

	Natural Science Elective*	4
	Humanities Elective*	3
	Social Science Elective*	3
	Program Requirements	6

Subtotal: 16

Fourth Semester

	Natural Science Elective*	4
	Humanities Electives*	6
	Program Requirements	3-6
	Free Elective**	3-6

Subtotal: 16-19

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3

Subtotal: 9

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics and Natural Sciences

Mathematics*	3-4
Natural Science Electives*	8

Subtotal: 11-12

Additional General Education Elective

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that purpose, then the student may take a 3-credit free elective or no additional credit in this category.

Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)	9
One general education course (3 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT)	3

Subtotal: 12

PROGRAM REQUIREMENTS

Subtotal: 15-18

FREE ELECTIVES**
Subtotal: 3-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**Recommended: IST-123 Success 101.

PROFESSIONAL STUDIES AS – AVIATION ADMINISTRATION OPTION

Code: AS.PS.AVT.ADM

The A.S. Degree Program in Aviation Administration is designed for students interested in completing their associates' degree and then transferring to a Baccalaureate program in Aviation Administration or moving directly into a career at an airline or airport.   BCC has strong articulation agreements with two institutions that specialize in the field. Students in the program take a two course sequence in Aviation Technology that includes Aircraft Operations and Aviation Safety along with a strong background in Business Management that will prepare them for further studies and a career in Aviation Administration.

Program Learning Outcomes

- Demonstrate the ability to define, describe, and explain the universal management functions of directing, planning, organizing, and controlling especially where it pertains to the aviation industry.

- Demonstrate and understanding of the fundamental concepts of Aeronautics, their historical development and how they are utilized in current real-world applications.

- Demonstrate the ability to define, describe, and explain basic economic principles that may affect businesses.

- Demonstrate business knowledge and broad-based business theory which positions them for success in a baccalaureate program in aviation management or direct entry into the field

- Demonstrate an understanding of fundamental principles of flight, flight design and how they are applied in current technology.

- Recognize and apply the concepts and techniques of aviation administration in real-world situations to be able to solve operational problems using data driven / analytical decision making.

- Display, conduct and communicate in the professional manner necessary in the aviation industry.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
MAT-180	Precalculus: College Algebra and Trigonometry	4
WRT-101	English Composition I	3
	Subtotal: 16	

Second Semester

AVT-100	Introduction to Aeronautics	3
BUS-110	Transportation Logistics and Supply Chain Management	3
	or	
BUS-207	Principles of Business Management	3
ECO-102	Principles of Microeconomics Free Elective*	3
	or	
MAT-280	Calculus I	4
WRT-201	English Composition II	3
	Subtotal: 16	

MAT-280 is strongly recommended for students planning to transfer to Vaughn College of Aeronautics and Technology.

Third Semester

HIS-101	West Civilization to the Reformation	3
	or	
HIS-102	West Civilization since the Reformation	3
LAN-110	French I	3
	or	
LAN-113	Spanish I	3
LIT-201	American Literature to 1880	3
	or	
LIT-202	American Literature 1880 to Present	3
PHY-186	General Physics I [Fall Only]	4
WRT-202	Technical Writing	3
	Subtotal: 16	

Fourth Semester

AVT-240	Introduction to Aviation Safety	3
LAN-200	French II	3
	or	
LAN-230	Spanish II	3
LIT-203	World Literature to 1650	3
	or	

LIT-204	World Literature 1650 to Present	3
PHY-286	General Physics II [Spring Only]	4
POL-101	American Government	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities

HIS-101	West Civilization to the Reformation	3
	or	
HIS-102	West Civilization since the Reformation	3
LIT-201	American Literature to 1880	3
	or	
LIT-202	American Literature 1880 to Present	3
	Subtotal: 6	

Social Science:

| ECO-102 | Principles of Microeconomics | 3 |
| | **Subtotal: 3** | |

Mathematics and Natural Sciences

MAT-180	Precalculus: College Algebra and Trigonometry	4
PHY-186	General Physics I [Fall Only]	4
PHY-286	General Physics II [Spring Only]	4
	Subtotal: 12	

Subtotal: 30

PROGRAM REQUIREMENTS

ACC-110	Financial Accounting	3
AVT-100	Introduction to Aeronautics	3
AVT-240	Introduction to Aviation Safety	3
BUS-101	Introduction to Business	3
BUS-110	Transportation Logistics and Supply Chain Management	3
	or	
BUS-207	Principles of Business Management	3
WRT-202	Technical Writing	3

Subtotal: 18

PROGRAM SUPPORT REQUIREMENTS

LIT-203	World Literature to 1650	3
	or	
LIT-204	World Literature 1650 to Present	3
LAN-110	French I	3
	or	
LAN-113	Spanish I	3
LAN-200	French II	3
	or	
LAN-130		
POL-101	American Government	3

Subtotal: 12

FREE ELECTIVE

	Free Elective	
	or	
MAT-280	Calculus I	4

MAT-280: Is strongly recommended for students planning to transfer to Vaughn College of Aeronautics and Technology.

Subtotal: 4

Total Credit Hours: 64

PROFESSIONAL STUDIES AS – BROADCASTING OPTION

Code: AS.PS.BRCAST

The Associate of Science (AS) degree in Broadcasting prepares students to transfer into the junior year of a baccalaureate program in Broadcasting or a related area such as media, advertising, marketing, and public relations. In addition, the degree provides students with an understanding of the historical, regulatory, technical, and business components that combine to create the media world of today.
Broadcasting career options include work in management or administration, sales, engineering or technical support, production and programming.

Program Learning Outcomes

- Learn to compare and contrast mass media to other forms of communication.

- Analyze the economic foundation of mass media as well as its function.

- Understand which mass media are government regulated, self- regulated, and protected by the first amendment.

- Identify the political framework of media in other cultures.

- Understand how current trends of conglomeration and technological advances are affecting the mass media.

- Recognize the different formats used to prepare information for print, broadcast and the Internet.

- Gain an overview of the various laws and ethics that govern the media.

- Improve writing and critical thinking skills.

- Explore various career opportunities available in mass media.

CAREER PATHWAYS

Communication Teachers, postsecondary	Reporter, Correspondent	Radio or Television Announcer
News Analyst	Editor	Public Relations
Content Specialist	Writer, Author	

RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*	3-4	
	Humanities Elective*	3	
COM-100	Speech Communication or		3
COM-102	Public Speaking		3
WRT-101	English Composition I		3
COM-101	Mass Media Communication		3
		Subtotal: 15-16	

Second Semester

	Humanities Elective*	3	
	Social Science Elective*	3	
	General Education Elective*		
	or		
	Free Elective**		
WRT-201	English Composition II		3
COM-103	Introduction Radio and Television Broadcasting		3
		Subtotal: 15	

Third Semester

	Natural Science Elective*	4	
	Humanities Elective*	3	
	Social Science Elective*	3	
COM-105	Radio Production		3
COM-106	TV Production I		3
		Subtotal: 16	

Fourth Semester

	Natural Science Elective*	4	
	Humanities Electives*	6	
	Free Elective**	3	
COM-205	Advanced Radio Production or		3
COM-208	Directing for Television		3
COM-207	TV Production II or		3
COM-111	Video Post-Production		3
		Subtotal: 19	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics and Natural Sciences

Mathematics*	3-4
Natural Science Electives*	8

Subtotal: 11-12

Additional General Education Elective

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that purpose, then the student must take a 3-credit free elective.

Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)	9
One general education course (3 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT)	3

Subtotal: 12

PROGRAM REQUIREMENTS

COM-101	Mass Media Communication	3
COM-103	Introduction Radio and Television Broadcasting	3
COM-105	Radio Production	3
COM-106	TV Production I	3
COM-205	Advanced Radio Production	3
	or	
COM-208	Directing for Television	3
COM-207	TV Production II	3
	or	
COM-111	Video Post-Production	3

Subtotal: 18

FREE ELECTIVES**
Subtotal: 3-6

Total Credit Hours: 65-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**Recommended: IST-123 Success 101.

PROFESSIONAL STUDIES AS – BUSINESS ADMINISTRATION – GENERAL OPTION

Code: AS.PS.BUS.ADM

The Associate in Science (AS) Degree, General Option is designed for students seeking a career in the business field, however, have not yet decided an area of expertise. This AS provides a solid foundation for transfer to a senior institution for higher-level study. The Degree offers an integration of accounting, business and liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by contemporary professionals regardless of specialization.

Program Learning Outcomes

- Identify, describe or explain the external forces that affect the business world and business concepts involved with international commerce.

- Identify, describe or explain the various functions of running a business such as management, marketing, accounting, finance, human resources, information technology, ownership, and production.

- Describe or explain workplace ethics and diversity.

CAREER PATHWAYS

Business Manager	Operations Manager /Supervisor
Administrative Assistant	Executive Assistant

RECOMMENDED SEMESTER SEQUENCE

First Semester

Mathematics Elective*†		3-4;
ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
		Subtotal: 15-16

Second Semester

Humanities Electives*		6
Business Elective‡		3
ACC-210	Managerial Accounting	3
WRT-201	English Composition II	3
ECO-101	Principles of Macroeconomics	3
		Subtotal: 18

Third Semester

Business Elective‡		3
Humanities Electives*		6
Natural Science Elective*		4
ECO-102	Principles of Microeconomics	3
	or	
PSY-101	General Psychology	3
	or	
SOC-101	Sociology	3
		Subtotal: 16

Fourth Semester

Business Elective‡		3
Humanities Elective*		3
Natural Science Elective*		4
General Education Elective*		3
or		
Free Elective‡‡		3
Free Elective‡‡‡		3
		Subtotal: 16

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 9

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6

Social Science Course:

ECO-102	Principles of Microeconomics	3
		Subtotal: 3

Mathematics and Natural Sciences

Mathematics*†		3-4
Natural Science Electives*		8
		Subtotal: 11-12

Additional General Education Elective

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that purpose, then the student must take a 3-credit free elective.

Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 9

One of the following Social Science courses:

ECO-202	Intermediate Microeconomics	3
PSY-101	General Psychology	3
SOC-101	Sociology	3

Subtotal: 3

ECO-201 General Education Elective (p. 16).
Subtotal: 12

PROGRAM REQUIREMENTS

Business Electives‡		9
ACC-110	Financial Accounting	3
ACC-210	Managerial Accounting	3
BUS-101	Introduction to Business	3

Subtotal: 18

FREE ELECTIVES
Subtotal: 3-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective (p. 16).

†General Education Elective in Mathematics – before selecting your Mathematics elective, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, or MAT-223.

‡Any BUS course, or INF-101, or BNF-201. Before selecting your Business electives, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: BUS-201, BUS-207, BUS-233, BUS-234, or INF-101.

‡‡Recommended: BUS-463 Co-op Work Experience (Business Administration.)

‡‡‡Recommended: IST-123 Success 101 or WEX-101 (2 cr.) and a WEX experience course (1 cr.): WEX-111, WEX-114, WEX-115, WEX-116, or WEX-118.

PROFESSIONAL STUDIES AS – BUSINESS ADMINISTRATION – ACCOUNTING OPTION

Code: AS.PS.BUS.ACCT

The Associate in Science (AS) Degree, Accounting Option is designed for students seeking a career in the accounting field. This AS provides a solid foundation for transfer to a senior institution for higher-level study. The Degree offers an integration of accounting, business and liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by contemporary accountants.

Program Learning Outcomes

- Apply GAAP to the recording and reporting of business transactions.

- Prepare financial statements in accordance with Generally Accepted Accounting Principles.

- Identify the importance of the Sarbanes-Oxley Act and identify the responsibilities and requirements of ethical behavior incumbent upon management and the outside auditors.

- Demonstrate computer competency in business applications such as word processing, spreadsheets, and presentation software.

- Use financial information to perform managerial decision making.

- Present ideas in writing in an effective manner for a professional audience.

- Present ideas orally in an effective manner for a professional audience.

CAREER PATHWAYS

Accountant	Bookkeeper
Accounting Technician	

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Mathematics Elective*†	3-4
BUS-101	Introduction to Business	3
ECO-101	Principles of Macroeconomics	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

	Humanities Electives*	6
ACC-110	Financial Accounting	3
ECO-102	Principles of Microeconomics	3
BUS-201	Marketing Principles	3
WRT-201	English Composition II	3
	Subtotal: 18	

Third Semester

	Business Elective‡	3
	Humanities Electives*	6
	Natural Science Elective*	4
ACC-210	Managerial Accounting	3
	Subtotal: 16	

Fourth Semester

	Humanities Elective*	3
	Natural Science Elective*	4
	General Education Elective*	3
	or	
	Free Elective‡‡	3
	Free Elective‡‡	3
ACC-202	Intermediate Accounting I	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6	

Social Science Course:

ECO-101	Principles of Macroeconomics	3
	Subtotal: 3	

Mathematics and Natural Sciences

	Mathematics*†	3-4

Natural Science Electives*	8

Subtotal: 11-12

Additional General Education Elective

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that purpose, then the student must take a 3-credit free elective.

Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 9

Social Science Course:

ECO-102	Principles of Microeconomics	3

Subtotal: 3

Subtotal: 12

PROGRAM REQUIREMENTS

	Business Elective‡	3
ACC-110	Financial Accounting	3
ACC-210	Managerial Accounting	3
ACC-202	Intermediate Accounting I	3
BUS-101	Introduction to Business	3
BUS-201	Marketing Principles	3

Subtotal: 18

FREE ELECTIVES
Subtotal: 3-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective (p. 16).

†General Education Elective in Mathematics – before selecting your Mathematics elective, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, or MAT-223.

‡BUS-207 or INF-101.

‡‡Recommended: IST-123 Success 101 or WEX-101 (2 cr.) and a WEX experience course (1 cr.): WEX-111, WEX-114, WEX-115, WEX-116, or WEX-118.

PROFESSIONAL STUDIES AS – HOSPITALITY OPTION

Code: AS.PS.BUS.HOSP

The Associate in Science (AS) Degree, Hospitality Option is designed for students seeking a career in the Hospitality field. This AS provides a solid foundation for transfer to a senior institution for higher-level study. The Degree offers an integration of accounting, business and liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by contemporary hospitality professionals.

Program Learning Outcomes

• Be prepared to transfer to a Bachelor's program in Hospitality or a related field.

• Be able to apply theories related to the hospitality business.

• Establish a foundation of business and general education classes for transfer.

CAREER PATHWAYS

Hospitality Manager	Hotel Director
Sales Manager	Restaurant Manager

RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*	3-4
ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

	Humanities Elective**	6
ACC-210	Managerial Accounting	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-201	English Composition II	3
ECO-101	Principles of Macroeconomics	3
	Subtotal: 18	

Third Semester

	Hotel/Restaurant/Hospitality Elective***	3
	Humanities Electives**	6

	Natural Science Elective*	4
ECO-102	Principles of Microeconomics or	3
PSY-101	General Psychology or	3
SOC-101	Sociology	3
	Subtotal: 16	

Fourth Semester

	Business Elective****	3
	Humanities Elective**	3
	Natural Science Elective*	4
	General Education Elective* or	3
	Free Elective†	3
	Free Elective†	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives**

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6

Social Science Course:

ECO-102	Principles of Microeconomics	3
	Subtotal: 3	

Mathematics and Natural Sciences

Mathematics*	3-4
Natural Science Electives**	8
Subtotal: 11-12	

Additional General Education Elective

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that

purpose, then the student must take a 3-credit free elective.

Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 9

One of the following Social Science courses:

ECO-202	Intermediate Microeconomics	3
PSY-101	General Psychology	3
SOC-101	Sociology	3

Subtotal: 3

ECO-201: General Education Elective (p. 16). General Education Elective in Mathematics – before selecting your Mathematics elective, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, or MAT-223.
Subtotal: 12

PROGRAM REQUIREMENTS

Hotel/Restaurant/Hospitality***		3
Business Electives****		3
ACC-110	Financial Accounting	3
ACC-210	Managerial Accounting	3
BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3

Subtotal: 18

FREE ELECTIVES
Subtotal: 3-6

Total Credit Hours: 65-66

Specific Program Notes

*General Education Elective (p. 16). General Education Elective in Mathematics – before selecting your Mathematics elective, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, or MAT-223.

**General Education Elective (p. 16). Recommended Humanities Electives: six credits of Literature; three credits of Philosophy; and six credits of one World Language.

***HRM-104, ACC-206, or HRM/LGL-219.

****BUS-201, BUS-207, or BUS/HRM-129.

†Recommended: IST-123 Success 101 or INF-101 Introduction to Information Technology.

PROFESSIONAL STUDIES AS – BUSINESS ADMINISTRATION – INTERNATIONAL TRADE OPTION

Code: AS.PS.BUS.INTL

The Associate in Science (AS) Degree, International Trade Option is designed for students seeking a career in global business. This AS provides a solid foundation for transfer to a senior institution for higher-level study. The Degree offers an integration of accounting, business and liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by international trade professionals.

Program Learning Outcomes

- Analyze the international landscape for appropriate entry modes.

- Identify and apply various international business theories.

- Compare various global markets.

- Evaluate the economic, political social and cultural concerns of a country.

- Write a report to support a global initiative.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*†	3-4
ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

	Humanities Electives*	6
ECO-101	Principles of Macroeconomics	3
ACC-210	Managerial Accounting	3
BUS-262	Fundamentals of International Business	3
WRT-201	English Composition II	3
	Subtotal: 18	

Third Semester

	Business International Trade Elective‡	3
	Humanities Electives*	6
	Natural Science Elective*	4
ECO-102	Principles of Microeconomics or	3
PSY-101	General Psychology or	3
SOC-101	Sociology	3
	Subtotal: 16	

Fourth Semester

	Business Elective‡‡	3
	Humanities Elective*	3
	Natural Science Elective*	4
	General Education Elective*	3
	or	
	Free Elective‡‡‡	3
	Free Elective‡‡‡‡	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6

Social Science Course:

ECO-102	Principles of Microeconomics	3
	Subtotal: 3	

Mathematics and Natural Sciences

	Mathematics*†	3-4
	Natural Science Electives*	8
	Subtotal: 11-12	

Additional General Education Elective

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that purpose, then the student must take a 3-credit free elective.

Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from 9 the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 9

One of the following Social Science courses:

ECO-202	Intermediate Microeconomics	3
PSY-101	General Psychology	3
SOC-101	Sociology	3

Subtotal: 3

ECO-201: General Education Elective (p. 16).
Subtotal: 12

PROGRAM REQUIREMENTS

	Business International Trade Elective‡	3
	Business Elective‡‡	3
ACC-110	Financial Accounting	3
ACC-210	Managerial Accounting	3
BUS-101	Introduction to Business	3
BUS-262	Fundamentals of International Business	3

Subtotal: 18

FREE ELECTIVES
Subtotal: 3-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective (p. 16).

†General Education Elective in Mathematics – before selecting your Mathematics elective, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, or MAT-223.

‡BUS-202, BUS-207, BNF-208.

‡‡BUS-201, BUS-207, INF-101.

‡‡‡Recommended: BUS-463 Co-op Work Experience with an international trade position.

‡‡‡‡Recommended: IST-123 Success 101 or WEX-101 (2 cr.) and a WEX experience course (1 cr.): WEX-111, WEX-114, WEX-115, WEX-116, or WEX-118.

PROFESSIONAL STUDIES AS – BUSINESS ADMINISTRATION – MANAGEMENT OPTION

Code: AS.PS.BUS.MGMT

The Associate in Science (AS) Degree, Management Option is designed for students seeking a career in the management field. This AS provides a solid foundation for transfer to a senior institution for higher-level study. The Degree offers an integration of accounting, business and liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by contemporary managers.

Program Learning Outcomes

• Demonstrate business knowledge and broad-based business theory which positions them for third-year admission into a senior institution.

• Substantiate proficiency in a four-year college/university accounting core of six-credits; i.e., financial and managerial accounting.

• Demonstrate the ability to define, describe, and explain the universal management functions of directing, planning, organizing, and controlling.

• Demonstrate the ability to define, describe, and explain basic economic principles that may affect businesses

CAREER PATHWAYS

Business Manager   Director   Operations Manager

RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*†	3-4
ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
		Subtotal: 15-16

Second Semester

	Humanities Electives*	6
ACC-210	Managerial Accounting	3
BUS-207	Principles of Business Management	3
ECO-101	Principles of Macroeconomics	3
WRT-201	English Composition II	3
		Subtotal: 18

Third Semester

	Business Elective‡	3
	Humanities Electives*	6
	Natural Science Elective*	4
ECO-102	Principles of Microeconomics	3
	or	
PSY-101	General Psychology	3
	or	
SOC-101	Sociology	3
		Subtotal: 16

Fourth Semester

	Business Elective‡	3
	Humanities Elective*	3
	Natural Science Elective*	4
	General Education Elective*	3
	or	
	Free Elective‡‡	
	Free Elective‡‡‡	3
		Subtotal: 16

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 9

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6

Social Science Course:

ECO-102	Principles of Microeconomics	3
		Subtotal: 3

Mathematics and Natural Sciences

	Mathematics*†	3-4
	Natural Science Electives*	8
		Subtotal: 11-12

Additional General Education Elective

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that purpose, then the student must take a 3-credit free elective.

Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from 9 the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 9

One of the following Social Science courses:

ECO-202	Intermediate Microeconomics	3
PSY-101	General Psychology	3
SOC-101	Sociology	3
		Subtotal: 3

ECO-201: General Education Elective (p. 16).
Subtotal: 12

PROGRAM REQUIREMENTS

Business Electives‡		6
ACC-110	Financial Accounting	3
ACC-210	Managerial Accounting	3
BUS-101	Introduction to Business	3
BUS-207	Principles of Business Management	3

Subtotal: 18

FREE ELECTIVES
Subtotal: 3-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective (p. 16).

†General Education Elective in Mathematics – before selecting your Mathematics elective, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, or MAT-223.

‡BUS-170, BUS-201, BUS-205, BUS-208, BUS-209, BUS-223, BUS-224, INF-101.

‡‡Recommended: BUS-463 Co-op Work Experience with a managerial position.

‡‡‡Recommended: IST-123 Success 101 or WEX-101 (2 cr.) and a WEX experience course (1 cr.): WEX-111, WEX-114, WEX-115, WEX-116, or WEX-118.

PROFESSIONAL STUDIES AS – BUSINESS ADMINISTRATION – MARKETING OPTION

Code: AS.PS.BUS.MKTG

The Associate in Science (AS) Degree, Marketing Option is designed for students seeking a career in the marketing field. This AS provides a solid foundation for transfer to a senior institution for higher-level study. The Degree offers an integration of accounting, business and liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by contemporary marketing professionals.

Program Learning Outcomes

- Demonstrate knowledge of marketing's basics and theories to position students for admission to a 4-year college marketing program.

- Demonstrate the ability to define, describe, and explain the 4 elements of the marketing mix.

- Identify, describe or explain the relationship of marketing to overall macroeconomics and microeconomics.

- Demonstrate the ability to understand basic Accounting concepts appropriate for reading financial statements for marketing applications.

CAREER PATHWAYS

Marketing Researcher	Marketing Administrator	International Marketer

RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*†	3-4
ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

	Humanities Electives*	6
ACC-210	Managerial Accounting	3
BUS-201	Marketing Principles	3
ECO-101	Principles of Macroeconomics	3
WRT-201	English Composition II	3
	Subtotal: 18	

Third Semester

BUS	Business Marketing Elective‡	3
	Humanities Electives*	6
	Natural Science Elective*	4
ECO-102	Principles of Microeconomics	3
	or	
PSY-101	General Psychology	3
	or	
SOC-101	Sociology	3
	Subtotal: 16	

Fourth Semester

	Business Elective‡‡	3
	Humanities Elective*	3
	Natural Science Elective*	4
	General Education Elective*	3
	or	
	Free Elective‡‡‡	
	Free Elective‡‡‡‡	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6

Social Science Course:

ECO-102	Principles of Microeconomics	3
	Subtotal: 3	

Mathematics and Natural Sciences

	Mathematics*†	3-4
	Natural Science Electives*	8
	Subtotal: 11-12	

Additional General Education Elective

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that purpose, then the student must take a 3-credit free elective.

Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 9

One of the following Social Science courses:

ECO-202	Intermediate Microeconomics	3
PSY-101	General Psychology	3
SOC-101	Sociology	3

Subtotal: 3

ECO-201: General Education Elective (p. 16).
Subtotal: 12

PROGRAM REQUIREMENTS

	Business Marketing Elective‡	3
	Business Elective‡‡	3
ACC-110	Financial Accounting	3
ACC-210	Managerial Accounting	3
BUS-101	Introduction to Business	3
BUS-201	Marketing Principles	3

Subtotal: 18

FREE ELECTIVES
Subtotal: 3-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective (p. 16).

†General Education Elective in Mathematics – before selecting your Mathematics elective, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, or MAT-223.

‡BUS-203, BUS-210, BUS-250.

‡‡BUS-207, BUS-223, BUS-271, INF-101.

‡‡‡Recommended: BUS-463 Co-op Work Experience with a marketing position.

‡‡‡‡Recommended: IST-123 Success 101 or WEX-101 (2 cr.) and a WEX experience course (1 cr.): WEX-111, WEX-114, WEX-115, WEX-116, or WEX-118.

PROFESSIONAL STUDIES AS – NONPROFIT MANAGEMENT OPTION

Code: AS.PS.BUS.NONPRF.MGT

The Associate in Science (AS) Degree, Nonprofit Management Option is designed for students seeking a career in the not-for-profit sector. This AS provides a solid foundation for transfer to a senior institution for higher-level study. The Degree offers an integration of not-for-profit accounting, not-for-profit fundraising or grants writing as well as liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by professionals working not-for-profit organizations.

Program Learning Outcomes

- Create a well written "Case for Support" that attracts volunteers, increase stakeholder commitment, builds community awareness and draws in support for their initiative.

- Resolve a scenario of a "controversial" problem within the nonprofit sector and compare three different techniques for handling the situation.

- Develop a "SWOT" analysis, presenting strengths, weaknesses, opportunities and threats of a nonprofit organization.

- Communicate orally in proper nonprofit terminology potential funding sources and contacts to donors.

- Identify and explain the types of managerial accounting techniques necessary to operate a nonprofit organization.

- Identify and explain the various financial statements and guidelines for nonprofit organizations.

- Identify and explain basic economic principles that may affect nonprofit businesses.

CAREER PATHWAYS

Manager of a Nonprofit	Nonprofit Administrator	Nonprofit Operator

RECOMMENDED SEMESTER SEQUENCE

First Semester

ACC-110	Financial Accounting	3
BUS-115	Introduction to Nonprofit Organizations	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
ECO-102	Principles of Microeconomics	3
WRT-101	English Composition I	3
		Subtotal: 15

Second Semester

MAT	Mathematics Elective*	3-4
	Humanities Elective**	3
	Nonprofit Course Elective***	3
WRT-201	English Composition II	3
ACC-210	Managerial Accounting	3
ECO-202	Intermediate Microeconomics	3
	or	
PSY-101	General Psychology	3
	or	
SOC-101	Sociology	3
		Subtotal: 18-19

Third Semester

Business Administration Elective****	3
Humanities Electives*	9
Natural Science Elective**	4
	Subtotal: 16

Fourth Semester

Business Administration Elective****	3
Humanities Elective**	3
Natural Science Elective**	4
General Education Elective**	3
or	
Free Elective†	
Free Elective‡	3
	Subtotal: 16

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 9

Humanities Electives**

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

		Subtotal: 6

Social Science Course:

ECO-102	Principles of Microeconomics	3
		Subtotal: 3

Mathematics and Natural Sciences

Mathematics*	3-4
Natural Science Electives**	8
	Subtotal: 11-12

Additional General Education Elective

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC general education course list. If an additional course is not needed for that purpose, then the student must take a 3-credit free elective.

		Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

		Subtotal: 9

One of the following Social Science courses:

ECO-202	Intermediate Microeconomics	3
PSY-101	General Psychology	3
SOC-101	Sociology	3
		Subtotal: 3

Subtotal: 12

PROGRAM REQUIREMENTS

	Business Administration Electives****	6
	Nonprofit Course Elective***	3
ACC-110	Financial Accounting	3
ACC-210	Managerial Accounting	3

BUS-115	Introduction to Nonprofit Organizations	3

Subtotal: 18

FREE ELECTIVE‡

Subtotal: 3

Total Credit Hours: 65-66

Specific Program Notes

*General Education Elective in Mathematics (p. 16). Before selecting your Mathematics elective, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, or MAT-223.

**General Education Elective (p. 16). Students seeking careers in theatre management should select THR-101 and THR-109 among their Humanities electives.

***Select BUS-116, LGL-209, ACC-115 or BUS-117, CRJ-113, LIT-220, POL-101, or SOC-102. Students seeking careers in theatre management should select BUS-116, LGL-209, or ACC-115.

****Select from: BUS-129, BUS-201, BUS-207, or BUS-208.

†Recommended: General Education course or Co-Op in vocational area of interest.

‡Recommended: IST-123 Success 101, INF-101, or SOC-113. Students seeking careers in theatre management should select INF-114, BUS-250, THR-110, or THR-131.

PROFESSIONAL STUDIES AS – CRIMINAL JUSTICE OPTION

Code: AS.PS.CRIMJ

The Criminal Justice program prepares students to transfer into the junior year of a baccalaureate program in criminal justice or a related area. The program provides a balanced and comprehensive overview of the nature and structure of the criminal justice system so that students gain an understanding of the criminal justice system. Students will develop competency in interpersonal and group interactions.   Career opportunities: Federal, State and Local Law Enforcement agencies, Federal, State Court/Judiciary, Federal, State, County and Private Correctional facilities, Corporate and Private Security firms.

Program Learning Outcomes

• Demonstrate a working knowledge of the functions, interrelationships, and processes of the criminal justice components.

• State and support the opinions on critical issues and problems facing the criminal justice system.

• Demonstrate a sound working knowledge of the philosophy, history, and application of law related to the criminal justice system.

• Describe and analyze the theories of causation and impact of crime.

CAREER PATHWAYS

Private Security Specialist	Criminal Justice/Law Enforcement Administrator	Security And Loss Prevention Specialist
Customs Agent	Parole Officer	Law Enforcement Record Keeper
Law Enforcement: Investigator or Intelligence Analyst		

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities Elective*†	3
	Social Science Elective*	3
CRJ-101	Introduction to Criminal Justice	3
CRJ-113	The Juvenile Justice Process	3
WRT-101	English Composition I	3
	Subtotal: 15	

Second Semester

	Humanities Electives*	6
	Social Science Elective*	3
	Free Elective**	3
CRJ-109	Issues in Policing	3
WRT-201	English Composition II	3
	Subtotal: 18	

Third Semester

MAT	Mathematics Elective*	3-4
	Natural Science Elective*	4
	Humanities Elective*	3
CRJ-105	Police Administration	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
	Subtotal: 16-17	

Fourth Semester

MAT/CIS	Math/Computer Science Elective*	3
	Natural Science Elective*	4
	Humanities Elective*	3
CRJ-103	Criminal Law	3
CRJ-107	Criminology	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3	

Mathematics and Natural Sciences

Mathematics*	3-4
Natural Science Electives*	8
Subtotal: 11-12	

Additional General Education Course

Math/Computer Science Elective*	3
Subtotal: 3	

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the 9 following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)	9
One general education course (3 cr.) to be selected from 3 the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT)	3

Subtotal: 12

PROGRAM REQUIREMENTS

CRJ-101	Introduction to Criminal Justice	3
CRJ-103	Criminal Law	3
CRJ-105	Police Administration	3
CRJ-107	Criminology	3
CRJ-109	Issues in Policing	3
CRJ-113	The Juvenile Justice Process	3

Subtotal: 18

FREE ELECTIVE**

Subtotal: 3

Total Credit Hours: 65-66

Specific Program Notes

*General Education Elective(s) (p. 16). Recommended Humanities electives: HIS-111, HIS-112, PHR-103. Recommended Social Science electives: SOC-101, PSY-101.

**Recommended: IST-123 Success 101; or WEX-101 Dynamics of Health and Fitness (2 cr.) plus a WEX experience course (1 cr.): WEX-111, WEX-112, WEX-114, WEX-115, WEX-116, or WEX-118.

PROFESSIONAL STUDIES AS – EARLY CHILDHOOD EDUCATION OPTION

Code: AS.PS.EARLY.CHILD

The AS.PS.EARLY.CHILD program prepares students for careers in Education, working with diverse student populations, from birth through third grade. Students will learn research-based, developmentally appropriate practices for teaching observe in various classroom settings and have the opportunity to practice instructional and classroom management strategies in early childhood classrooms, under the supervision of certified teachers. Students who wish to pursue careers as certified public school teachers are fully prepared for transfer to four-year colleges and universities. Upon graduation, students are fully prepared to enter the workforce as teachers' assistants, teachers' aides, and paraprofessionals in public and private schools.

Program Learning Outcomes

- Describe traditional educational philosophies and develop a personal teaching philosophy that reflects current, evidence-based practices.

- Create engaging and effective lessons and activities that incorporate children's literature, high quality educational materials and instructional technology in order to address students' learning styles, preferences and developmental levels.

- Evaluate and apply effective teaching and classroom management strategies and developmentally appropriate practices that address the academic, physical and social and emotional needs of young learners.

- Demonstrate cultural awareness and sensitivity toward diverse student populations with a strong focus on students with special needs, English Language Learners and their families.

- Describe and evaluate the impact of societal influences on early childhood education.

- Develop professional and academic behaviors that include strong writing and oral presentation skills, the ability to collaborate with peers and positive interpersonal skills.

CAREER PATHWAYS

Assistant Teacher	Paraprofessional	Teacher's Aide
Family Child Care Provider	Early Childhood Education Consultant	Parent Educator
Staff Trainer	Safety or Licensing Specialist	

RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*	3-4
	Humanities Elective*	3
EDU-101	Introduction to Education	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3

Subtotal: 15-16

Second Semester

	General Education Elective*†	
	or	
	Free Elective**	3
EDU-120	Early Child Development	3
EDU-110	Foundations of Multicultural Education	3
	or	
EDU-130	Infants and Toddlers Development	3
PSY-101	General Psychology	3
WRT-201	English Composition II	3

Subtotal: 15

Third Semester

	Natural Science Elective*	4
	Humanities Elective*	6
EDU-220	Teaching & Learning in the Early Childhood Classroom	3
PSY-201	Child Psychology	3

Subtotal: 16

Fourth Semester

	Natural Science Elective*	4
	Humanities Electives*	6
	Free Elective**	3

EDU-102	Inclusion and the Exceptional Child	3
EDU-226	Supervised Field Work Experience	3
	Subtotal: 19	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)

Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); and Sociology (SOC) and Anthropology (ANT)

Subtotal: 3

Mathematics and Natural Sciences

Mathematics*	3-4
Natural Science Electives*	8
Subtotal: 11-12	

Additional General Education Elective

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that purpose, then the student may take a 3-credit free elective or no additional credit in this category.

Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema	9

Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)

One general education course (3 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT)	3

Subtotal: 12

PROGRAM REQUIREMENTS

EDU-101	Introduction to Education	3
EDU-102	Inclusion and the Exceptional Child	3
EDU-130	Infants and Toddlers Development	3
	or	
EDU-140	Educational Technology	3
EDU-120	Early Child Development	3
EDU-220	Teaching & Learning in the Early Childhood Classroom	3
EDU-226	Supervised Field Work Experience	3

Subtotal: 18

FREE ELECTIVES**

Subtotal: 3-6

Total Credit Hours: 65-66

Specific Program Notes

*General Education Elective(s) (p. 16).

Praxis Core Academic Skills for Educators is an exam that measures basic skills in reading, writing, and mathematics. Along with other criteria such as an earned GPA of 3.0 or higher, a passing grade on this initial Praxis exam is often used to determine entry into teacher education programs at four year colleges and universities in New Jersey. AS.PS.EARLY.CHILD Program and General Education course requirements help to prepare students to take this exam.

Students who have a current CDA credential can articulate this accomplishment as 9 EDU credits, which will take the place of the following courses: EDU120 Early Childhood Development, EDU130 Infant and Toddler Development; EDU220 Teaching and Learning in the Early Childhood Classroom

PROFESSIONAL STUDIES AS– EDUCATION OPTION

Code: AS.PS.EDUC

The AS.PS.EDU option prepares students for transfer to four-year institutions to pursue Elementary, Middle School or Secondary Education teaching certifications. Students in this option take courses in education theory and practice, conduct classroom observations, along with general education studies required for successful transfer. Students are introduced to: foundations of education, organization and structure of schools systems, teaching the exceptional child, multicultural education, effective teaching techniques, and technology integration in teaching and learning. This option also provides students with a solid foundation in disciplines like humanities, social science, mathematics and science to facilitate teaching in the subject content areas.

Program Learning Outcomes

- Analyze, through observation and reflection, a variety of educational philosophies and approaches and develop personal learning styles and an individual teaching philosophy.

- Compare a variety of instructional strategies and methods that address individual learners and learning styles in order to develop collaborative critical thinking and creative problem solving skills in a variety of student populations.

- Employ effective interpersonal, instructional and cultural communication techniques in order to foster active learning, dialogue, collaboration, and positive interaction with peers, school officials, parents and learners.

- Demonstrate the understanding and knowledge needed to promote cross-cultural understanding and educational equity in the classroom, through the adaptation of curriculum, coupled with instructional strategies, to meet the diverse needs of students.

- Design inquiry-based learning experiences that integrate technologies to engage students in individual and collaborative learning.

- Describe what it means to be a competent, ethical and professional teacher in a democratic, diverse and technological society in order to develop commitment to professional growth and to the legal and ethical responsibilities of public school teachers.

CAREER PATHWAYS

Assistant Teacher   Group Teacher   Tutor/ Mentor

RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*	3-4
	Humanities Elective*	3
EDU-101	Introduction to Education	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

	Humanities Elective*	3
	Social Science Elective*	3
EDU-102	Inclusion and the Exceptional Child	3
EDU-110	Foundations of Multicultural Education	3
PSY-101	General Psychology	3
WRT-201	English Composition II	3
	Subtotal: 18	

Third Semester

	Natural Science Elective*	4
	Humanities Elective*	3
	Social Science Elective*	3
EDU-140	Educational Technology	3
PSY-103	Educational Psychology	3
	Subtotal: 16	

Fourth Semester

	Natural Science Elective*	4
	Humanities Electives*	6
	Free Elective**	3
PSY-106	Developmental Psychology: Lifespan	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)

	Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Anthropology (ANT); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); and Sociology (SOC)

	Subtotal: 3

Mathematics and Natural Sciences

Mathematics*	3-4
Natural Science Electives*	8

	Subtotal: 11-12

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)	9
One general education course (3 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT)	3

Subtotal: 12

PROGRAM REQUIREMENTS

EDU-101	Introduction to Education	3
EDU-102	Inclusion and the Exceptional Child	3
EDU-110	Foundations of Multicultural Education	3
EDU-140	Educational Technology	3
PSY-101	General Psychology	3
PSY-103	Educational Psychology	3
PSY-106	Developmental Psychology: Lifespan	3

Subtotal: 21

FREE ELECTIVES**
Subtotal: 3

Total Credit Hours: 65-66

Specific Program Notes

**Recommended: EDU-201 Principles and Practices in Education; IST-123 Success 101

The following courses provide strong support for **PRAXIS II** exam preparation, and choosing from this list is strongly recommended: ANT-100, ANT-101, BIO-103 or BIO-107, GEO-101, HIS-101, HIS-102, HIS-111, HIS-112, HIS-113, HIS-114, LAN I and II sequence, LIT-101, LIT-201, LIT-203, LIT-204, MAT-130, POL-101, SOC-101.

PRAXIS is a series of exams that qualifies students for teaching in the State of New Jersey. The PRAXIS II test measures basic skills in reading, writing, mathematics, and other areas of general knowledge. In addition to licensure, these tests are often used to prepare candidates for entry into a teacher education program.

PROFESSIONAL STUDIES AS – EXERCISE SCIENCE OPTION

Code: AS.PS.EXER

The Exercise Science Program provides a comprehensive exposure to those courses which are basic to understanding and applying the science of exercise and its effect on the human condition. The program provides the opportunity for transfer to a Baccalaureate degree program or for employment in the exercise industry.

Additionally, the program provides preparation for National Certification Examinations such as those offered by the American Council on Exercise, as well as others.

Program Learning Outcomes

• Use an appropriate theoretical framework for determining exercise needs and goals for individuals.

• Use appropriate methodology in health/fitness appraisal of specified parameters in lifestyle behavior modification.

• Create an appropriate exercise program design with the aid of software relative to the needs and desires of individuals.

• Implement, when necessary, appropriate knowledge and skill in the treatment of exercise related injury/emergency and nutritional suggestion typo individuals.

• Demonstrate command of the knowledge base and skills necessary to seek a variety of employment situations, agency certifications and/or transfer to a four-year institution.

CAREER PATHWAYS

Exercise Physiologist	Fitness or Personal trainer	Gym/Spa attendant

RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*	3-4
	Humanities Elective*	3
WEX-159	Cardiopulmonary Resuscitation [CPR] and Emergency First Aid	3
WEX-164	Exercise Science	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

	Social Science Elective*	3
	General Education Elective*	
	or	3
	Free Elective**	
WEX-182	Fitness Measurement and Interpretation	3
WEX-184	Sports Medicine - Theory and Practice	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-201	English Composition II	3
	Subtotal: 18	

Third Semester

	Natural Science Elective*	4
	Humanities Elective*	6
	Social Science Elective*	3
WEX-106	Nutrition, Exercise, and Fitness	3
	Subtotal: 16	

Fourth Semester

	Natural Science Elective*	4
	Humanities Electives*	6
	Free Elective**	3
WEX-183	Principles of Conditioning	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 9	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics and Natural Sciences

Mathematics*	3-4
Natural Science Electives*	8

Subtotal: 11-12

Additional General Education Elective*

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that purpose, then the student must take a 3-credit free elective.

Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).	9
One general education course (3 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).	3

Subtotal: 12

PROGRAM REQUIREMENTS

WEX-159	Cardiopulmonary Resuscitation [CPR] and Emergency First Aid	3
WEX-164	Exercise Science	3
WEX-182	Fitness Measurement and Interpretation	3
WEX-184	Sports Medicine - Theory and Practice	3
WEX-106	Nutrition, Exercise, and Fitness	3
WEX-183	Principles of Conditioning	3

Subtotal: 18

FREE ELECTIVES**
Subtotal: 3-6

Total Credit Hours: 65-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**Recommended: IST-123 Success 101 or another course recommended by the program concentration (may include WEX-101 and other WEX-100-level courses).

PROFESSIONAL STUDIES AS – HEALTH SCIENCE OPTION

Code: AS.PS.HSC

The AS.PS. degree in health science is a two year course of study health care practices for the individual who pursues another track in the healthcare industry other than clinical based careers. Candidates explore business, law, cross cultural health care, health care literacy, and medical terminology. Upon completion of this course of education a community health capstone course enables the student to tie all of the important aspects of the major together. This is a transfer program. Students are encouraged to seek further education by exploring continued graduate studies.

Program Learning Outcomes

- Apply principles of cultural competence.
- Identify the legal doctrines that affect patient care and legal and ethical decision making.
- Apply basic principles of management to the daily business operations of the medical facility.
- Compare and contrast the healthcare practices and beliefs in diverse populations.
- Comprehend and apply medical terminologies in a variety of settings.
- Compare and contrast healthcare delivery systems.
- Demonstrate knowledge of health care finance and its impact on patient care.
- Explore the fields of medical communication, administration, counseling and education.
- Develop communication skills to be applied in collaborative health settings.
- Apply principles of community health assessment, planning, implementation and evaluation to a variety of settings.

CAREER PATHWAYS

Wellness Center Administrator
Educator

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities Electives*	6
BIO-109	Anatomy and Physiology I	4
MOA-140	Medical Terminology	3
WRT-101	English Composition I	3
		Subtotal: 16

Second Semester

	Humanities Elective*	3
BIO-209	Anatomy and Physiology II	4
HSC-100	Cross Cultural Healthcare	3
PSY-101	General Psychology	3
WRT-201	English Composition II	3
		Subtotal: 16

Third Semester

	Humanities Elective*	3
	General Education Elective*	3
HSC-102/LGL 104	Healthcare Ethics and Law	3
HSC-101/BUS 111	Introduction to Healthcare Administration	3
SOC-101	Sociology	3
MAT-150	Statistics I	3
		Subtotal: 18

Fourth Semester

	Humanities Elective*	3
	Free Elective**	3
HSC-200	Community Health	3
WEX-106	Nutrition, Exercise, and Fitness	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
		Subtotal: 15

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 9

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT);

Philosophy and Religion (PHR); World Languages and Cultures (LAN).

		Subtotal: 6

Social Science Course:

PSY-101	General Psychology	3
		Subtotal: 3

Mathematics and Natural Sciences

MAT-150	Statistics I	3
BIO-109	Anatomy and Physiology I	4
BIO-209	Anatomy and Physiology II	4
		Subtotal: 11-12

Additional General Education Elective*

		Subtotal: 3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).	9
	Subtotal: 9

One general education course (3 cr.) in the Social Sciences:

SOC-101	Sociology	3
		Subtotal: 3

Subtotal: 12

PROGRAM REQUIREMENTS

HSC-100	Cross Cultural Healthcare	3
HSC-102/LGL 104	Healthcare Ethics and Law	3
HSC-101/BUS 111	Introduction to Healthcare Administration	3
HSC-200	Community Health	3
MOA-140	Medical Terminology	3
WEX-106	Nutrition, Exercise, and Fitness	3

Subtotal: 18

FREE ELECTIVE**

Subtotal: 3

Total Credit Hours: 65

Specific Program Notes

*General Education Elective(s) (p. 16).

**Recommended: IST-123 Success 101 or another course recommended by the program director.

PROFESSIONAL STUDIES AS – INFORMATION TECHNOLOGY OPTION

Code: AS.PS.INFO

This degree program is designed for students who wish to transfer to a 4-year college or university for continued study in Information Technology or any business computing program. In addition to general studies, students are required to take six degree-specific courses which include introductory courses in information technology and business, two semesters of a programming language, systems analysis, and must elect one course from a given set that includes programming, networking and database design. Choice of elective and programming language should be determined by requirements at the college to which the student will transfer.

Program Learning Outcomes

- Write applications in at least two current industry-standard computer languages.

- Perform a complete systems analysis and design for computing technology systems used in the workplace.

- Transfer to 4-year programs of study in Information Technology.

- Use standard business productivity software to support electronic projects.

CAREER PATHWAYS

Computer and Information Specialist	Software Developer	Computer and Information Manager
Computer Systems Analyst	Computer Applications Specialist	Computer Programmer

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Mathematics Elective***†	3-4
INF-101	Introduction to Information Technology	3
INF-103	Introduction to Programming (Python)	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3

Subtotal: 15-16

Second Semester

INF...	Programming Language Fundamentals Elective**	3
	Humanities Elective*	6
	General Education Elective***‡	
	or	
	Free Elective‡‡	
WRT-201	English Composition II	3
BUS-101	Introduction to Business	3

Subtotal: 18

Third Semester

	Restricted INF Elective	3
	Natural Science Elective***	4
	Humanities Electives***	6
	Social Science Elective***‡‡‡	3

Subtotal: 16

Fourth Semester

	Natural Science Elective***	4
	Humanities Electives***	3
	Social Science Elective***	3
	Free Elective‡‡	3
INF-208	Systems Analysis and Design	3

Subtotal: 16

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3

Subtotal: 9

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective***

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 3

Mathematics and Natural Sciences

Mathematics***†	3-4
Natural Science Electives***	8
	Subtotal: 11-12

Additional General Education Elective***

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that purpose, then the student must take a 3-credit free elective.

	Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).	9
One general education course (3 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).	3

Subtotal: 12

PROGRAM REQUIREMENTS

INF	Programming Language Fundamentals Elective*	3
INF	Restricted INF Elective	3
INF-101	Introduction to Information Technology	3
INF-103	Introduction to Programming (Python)	3
INF-208	Systems Analysis and Design	3
BUS-101	Introduction to Business	3

Subtotal: 18

FREE ELECTIVES‡‡
Subtotal: 3-6

Total Credit Hours: 65-66

Specific Program Notes

*Programming Language Fundamentals Elective –Select one: INF-220, INF-221, INF-236.

**Advanced Programming Language Elective – Select one: INF-224, INF-246, INF-268.

***General Education Elective(s) (p. 16).

†Recommended Mathematics Elective – Select one of the following: MAT-180, MAT-223, or MAT-280.

‡Recommended: MAT-150 or MAT-223.

‡‡Recommended: IST-123 Success 101 or WEX-101 Dynamics of Health and Fitness (2 credits) and a WEX Dynamics of Health and Fitness Experience course (1 credits).

‡‡‡Recommended: ECO-101 Macroeconomics.

INF Restricted Elective [courses cannot duplicate as Restricted Electives when selected as Programming Electives] – Select one: INF-220, INF-221, INF-236, INF-160, or INF-217.

PROFESSIONAL STUDIES AS – JOURNALISM OPTION

Code: AS.PS.JOUR

The Journalism program includes courses in introductory journalism, media writing, copy editing and print journalism production, the last of which helps produce The Torch, the student newspaper of Bergen Community College. In addition to teaching students the skills needed to report, write and edit news for print media, broadcast and the Web, the program links the students and the wider campus community through the student newspaper.

Program Learning Outcomes

• Develop the ability to write clear, concise, accurate and interesting news stories.

• Demonstrate basic skills and techniques in news-gathering and news-writing.

• Demonstrate an understanding of major legal and ethical issues in journalism.

• Develop appropriate style through writing, revision and editing.

• Demonstrate an ability to design and lay-out print news publications.

• Write crisp, accurate and compelling advertising and public relations copy.

CAREER PATHWAYS

Communication Teachers, postsecondary	Reporter, Correspondent	Radio or Television Announcer
News Analyst	Editor	Public Relations
Content Specialist	Writer	

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities Elective*	3	
MAT	Mathematics Elective*	3-4	
COM-100	Speech Communication		3
	or		
COM-102	Public Speaking		3
COM-101	Mass Media Communication		3
WRT-101	English Composition I		3
		Subtotal: 15-16	

Second Semester

	Humanities Elective*	3	
	Social Science Elective*	3	
	General Education Elective*	3	
	or		
	Free Elective**	3	
COM-201	Introduction to Journalism		3
WRT-201	English Composition II		3
		Subtotal: 15	

Third Semester

	Natural Science Elective*	4	
	Humanities Elective*	3	
	Social Science Elective*	3	
COM-110	Print Journalism Production		3
COM-212	Copy Editing		3
	or		
COM-140/INF 140	Introduction to Multimedia		3
		Subtotal: 16	

Fourth Semester

	Natural Science Elective*	4	
	Humanities Electives*	6	
	Free Elective**	3	
COM-206	Writing for the Mass Media		3
COM-210	Public Relations		3
		Subtotal: 19	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 9

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)

Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT)

	Subtotal: 3

Mathematics and Natural Sciences

Mathematics*	3-4
Natural Science Electives*	8
	Subtotal: 11-12

Additional General Education Elective*

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that purpose, then the student must take a 3-credit free elective.

	Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)	9
One general education course (3 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT)	3

Subtotal: 12

PROGRAM REQUIREMENTS

COM-101	Mass Media Communication	3
COM-201	Introduction to Journalism	3
COM-110	Print Journalism Production	3
COM-206	Writing for the Mass Media	3
COM-210	Public Relations	3
COM-212	Copy Editing	3
	or	
COM-140/INF 140	Introduction to Multimedia	3

Subtotal: 18

FREE ELECTIVES**
Subtotal: 3-6

Total Credit Hours: 65-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**Recommended: IST-123 Success 101; ART-184 Digital Photography; or ART-197 Computer Imaging.

PROFESSIONAL STUDIES AS – SOCIAL WORK OPTION

Code: AS.PS.SOC.WK

The Associate in Science (AS) Degree in Professional Studies, Social Work Option is designed to train students for entry level positions in a variety of human and social service fields such as gerontology, domestic violence, residential care, developmental disability, child care, substance abuse, and juvenile justice. Through theoretical and experiential based learning, this program will provide students with competencies for assessment, advocacy, and intervention with individuals, small groups, and community organizations. Such skills are fundamental to the human services field.

Program Learning Outcomes

- Define the roles of the human services and social work professional.

- Understand the nature of human systems: individual, groups, organization, community and society, and their major interactions, and how these systems interact in producing human problems.

- Explain the conditions which promote or limit optimal functioning and types of deviations from desired functioning in the major human systems (i.e., racism, sexism, and classism).

- Plan, implement, and evaluate interventions which promote growth and goal attainment. Interventions may include assistance, referral, advocacy, or direct counseling.

- Apply basic level counseling, advocacy skills, and understand the functions of service agencies to typical problems encountered by a cross-section of populations at risk such as child welfare, juvenile justice, rehabilitation, mental health, and aging.

CAREER PATHWAYS

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nbsp	nbsp	nbsp
nbsp	nbsp	nbsp

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Free Elective**	3
SOC-101	Sociology	3
SOC-102	Introduction to Human Services	3

WRT-101	English Composition I	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
		Subtotal: 15

Second Semester

	Humanities Elective*	3
WRT-201	English Composition II	3
PSY-101	General Psychology	3
SOC-104	Intro to Social Work	3
SOC-103	Sociology of the Family	3
	or	
SOC-113	Social Problems	3
		Subtotal: 15

Third Semester

	Humanities Elective*	3
MAT	Mathematics Elective*	3
PSY-102	Introduction to Abnormal Psychology	3
BIO-107	Introduction to Human Biology	4
	or	
BIO-109	Anatomy and Physiology I	4
		Subtotal: 16

Fourth Semester

	Natural Science Elective*	4
	Humanities Electives*	6
	Gen Ed Elective if needed to reach Foundation minimum - **ECO-101**	3
SOC-293	Co-Op Work Experience [Sociology]	3
SOC-222	Ethnic-Minor Group Relations	3
	or	
SOC-121	The Changing Roles of Women	3
		Subtotal: 16-19

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3

Subtotal: 9

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)

Subtotal: 6

Social Science:

PSY-101	General Psychology	3

Subtotal: 3

Mathematics and Natural Sciences

Mathematics*		3-4
Natural Science Electives*		4
BIO-107	Introduction to Human Biology	4
	or	
BIO-109	Anatomy and Physiology I	4

Subtotal: 11-12

Additional General Education Elective*

If needed to reach the Foundation minimum of 30-32 credits

ECO-101	Principles of Macroeconomics	3

Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

Humanities Electives – three general education courses to be selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)	9

Subtotal: 9

Social Science:

PSY-101	General Psychology	3

Subtotal: 3

Subtotal: 12

PROGRAM REQUIREMENTS

PSY-102	Introduction to Abnormal Psychology	3
SOC-102	Introduction to Human Services	3
SOC-103	Sociology of the Family	3
	or	

SOC-113	Social Problems	3
SOC-222	Ethnic-Minor Group Relations	3
	or	
SOC-121	The Changing Roles of Women	3
SOC-293	Co-Op Work Experience [Sociology]	3

Subtotal: 15-18

FREE ELECTIVES**

Subtotal: 3-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**Recommended: IST-123 Success 101 or another Social Science elective.

PROFESSIONAL STUDIES AS – SPORTS MANAGEMENT OPTION

Code: AS.PS.SPORT.MGMT

The option in Sports Management is designed for students seeking a career in the sports field and who have not yet decided on an area of concentration or expertise in that field.

This AS.PS. two year option provides a platform for transfer to four year institutions for further study.

The Sports Management option provides a combination of business, liberal arts and sports management courses, which include contemporary and current information and communication skills necessary in today's sports industry.

Program Learning Outcomes

- Graduates will be able to identify the local, domestic and international aspects and trends in sports management.
- Graduates will be able to incorporate relevant business practices, information technology and management skills and apply them to sports management.
- Graduates will acquire the necessary communication skills required to be a successful Sports Administrator and Manager.
- Demonstrate the ability to define, describe and explain basic sports management principles that can apply to the field of sport.
- Demonstrate sport and business knowledge which position students for 3rd year admission into a senior institution.

CAREER PATHWAYS

Athlete Representative	Professional Sports Scout	Sports Marketing Specialist
Director: Athletics, Corporate Fitness	University Athletics Administrator	Professional Team General Manager
Athletic Trainer	Health Club Owner/Operator	Collegiate Sport Marketer

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities Elective*	3
IST-123	Success 101	3
WRT-101	English Composition I	3
WEX-126	Sports Administration	3
BUS-101	Introduction to Business	3
	Subtotal: 15	

Second Semester

	Math Elective	3
	Social Science Elective*	3
WRT-201	English Composition II	3
WEX-124	Issues and Trends in Sport	3
	or	
WEX-128	Sports Fundamentals	3
COM-100	Speech Communication	3
	Subtotal: 15	

Third Semester

	Natural Science Elective*	4
	Gen Ed Elective	3
	Humanities Electives*	6
	Social Science Elective*	3
WEX-101	Dynamics of Health and Fitness	2
	Subtotal: 18	

Fourth Semester

	Natural Science Elective*	4
	Humanities Electives*	6
BUS-203	Sports Marketing	3
WEX-127	Sports Facilities & Events Management	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

COM-100	Speech Communication	3
	or	

COM-102	Public Speaking	3
WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 9

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics and Natural Sciences

Mathematics*	3-4
Natural Science Electives*	8
	Subtotal: 11-12

Additional General Education Elective

If needed to reach the Foundation minimum of 30-32 credits, take one course from the BCC General Education course list. If an additional course is not needed for that purpose, then the student may take a 3-credit free elective or no additional credit in this category.

Subtotal: 0-3

Subtotal: 30-32

PROGRAM SUPPORT REQUIREMENTS

| Three general education courses (9 cr.) selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN) | 9 |
| One general education course (3 cr.) to be selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT) | 3 |

Subtotal: 12

PROGRAM REQUIREMENTS

Subtotal: 15-18

FREE ELECTIVES**
Subtotal: 3-6

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

*Recommended Humanities Electives: PHR-102, HIS-102, LIT-202, World Languages & Cultures

**Recommended Free Elective: IST-123 Success 101, IST-123 required for students who placed into EBS-011, EBS-012; MAT-011, MAT-012, MAT-040, MAT-048

*Recommended Mathematics Electives: MAT-130, MAT-150, CIS-158, INF-101

*Recommended Social Science Elective: PSY-101, SOC-120

*Recommended Natural Science Electives: BIO-107, BIO-108, CHM-100, CHM-102

AFA Degree Programs

Curriculum Requirements

Degree: Associate in Fine Arts
Code: AFA

Associate in Fine Arts (AFA) degree programs are designed as transfer programs leading eventually to the Bachelor of Music or Bachelor of Fine Arts degree at the four-year college/university level.

To receive the Associate in FINE ARTS (AFA) degree, a student must earn a minimum of 64 credits and complete all courses and specific requirements listed within the student's chosen curriculum. Each AFA curriculum must contain the following general education and other program requirements:*

Area of Study	Credits	Course Description
Communication	6	WRT-101 English Composition I (3 cr.) WRT-201 English Composition II (3 cr.) or WRT-202 Technical Writing (3 cr.)
Humanities	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) History (HIS) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	3	One general education course (3 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics, Natural Sciences, and Technology	3-4	One general education course (3-4 cr.) to be selected from the following fields: Mathematics (MAT) Computer Science (CIS) Information Technology (INF) Biology (BIO) Chemistry (CHM) Physics (PHY)

Unassigned General Education Credits	3	To be assigned in accordance with the needs of the program.
Total GE Credits:	21-22	
Other Requirements	38-45	Restricted Program Requirements and Program Support Requirements.
Free Electives	0-6	Programs can make recommendations in footnotes.
Total Credits	64-66	

MUSIC AFA– MUSIC BUSINESS OPTION

Code: AFA.MUSC.BUS

The Associate of Fine Arts in Music Business is recommended for students interested in transferring to a four-year college Bachelor of Music or Bachelor of Arts music business or popular music studies program. Coursework incorporates the core musicianship classes and general education coursework typically taken during the freshman and sophomore years of four-year college music degree programs, as well as classes covering business, copyright, music publishing, record companies, artist management, concert promotion, marketing, economics, and career opportunities in the music industry.

Program Learning Outcomes

- Explain basic concepts of music theory and perform all major and minor scales and chords on piano.

- Exhibit mastery of an instrument or voice at an intermediate level.

- Exhibit basic facility in sight-reading and sight singing musical notation.

- Demonstrate growth in artistry, technical skills, collaborative competence, and knowledge of repertory in ensemble settings.

- Explain the contemporary structure of the music industry, including music publishing, record production, concert promotion, and marketing.

- Explain the role of new media and technology in the recording and concert industries and apply this knowledge to the development of production and marketing plans.

- Articulate the legal and economic principles applicable to the entertainment industry.

- Transfer to a bachelor's degree program in music.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

Humanities Elective***†		3
MUS-131	Class Piano I	2
MUS-152	Introduction to Music Business	3

MUS-163	Careers in Music	3
MUA-1	Applied Music	
MUS-1	Performance Ensemble	
WRT-101	English Composition I	3
	Subtotal: 16	

MUA-1: Applied music II courses include half-hour private lessons with an instructor in Bass (MUA-101, MUA-231, MUA-232, MUA-233); Guitar (MUA-102, MUA-234, MUA-235, MUA-236); Percussion (MUA-103, MUA-237, MUA-238, MUA-239); Piano (MUA-104, MUA-240, MUA-241, MUA-242); Strings (MUA-105, MUA-243, MUA-244, MUA-245); Voice (MUA-106, MUA-246, MUA-247, MUA-248); or Woodwinds/Brass (MUA-107, MUA-249, MUA-250, MUA-251).

MUS-1: Performance ensembles I include Chamber Ensemble (MUS-125, MUS-258, MUS-259, MUS-260); Chorus (MUS-121, MUS-255, MUS-256, MUS-257); Jazz Ensemble (MUS-140, MUS-246, MUS-247, MUS-249); and Pop/Rock Ensemble (MUS-120, MUS-220, MUS-221, MUS-222).

Second Semester

Mathematics Elective***		3-4
Humanities Elective***		3
MUS-231	Class Piano II	2
MUA-2	Applied Music	
MUS-2	Performance Ensemble	
BUS-101	Introduction to Business	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 16-17	

MUA-2: Applied music II courses include half-hour private lessons with an instructor in Bass (MUA-101, MUA-231, MUA-232, MUA-233); Guitar (MUA-102, MUA-234, MUA-235, MUA-236); Percussion (MUA-103, MUA-237, MUA-238, MUA-239); Piano (MUA-104, MUA-240, MUA-241, MUA-242); Strings (MUA-105, MUA-243, MUA-244, MUA-245); Voice (MUA-106, MUA-246, MUA-247, MUA-248); or Woodwinds/Brass (MUA-107, MUA-249, MUA-250, MUA-251).

MUS-2: Performance ensembles II include Chamber Ensemble (MUS-125, MUS-258, MUS-259, MUS-260); Chorus (MUS-121, MUS-255, MUS-256, MUS-257); Jazz Ensemble (MUS-140, MUS-246, MUS-247, MUS-249); and Pop/Rock Ensemble (MUS-120, MUS-220, MUS-221, MUS-222).

Third Semester

General Education Elective***		3

	Free Elective(s)	3
MUS-132	Music Theory I	2
MUS-134	Ear Training and Musicianship I	2
MUS-252	Music in the Marketplace	3
ECO-101	Principles of Macroeconomics	3
	Subtotal: 16	

Fourth Semester

	Music (MUS) or Applied Music	6
	(MUA) Electives‡	
	Free Elective(s)	3
MUS-232	Music Theory II	2
MUS-234	Ear Training and Musicianship II	2
MUS-262	Concert Promotion and Production	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6

Social Science Course

ECO-101	Principles of Macroeconomics	3
	Subtotal: 3	

Mathematics, Natural Science, and Technology

	Mathematics Elective***	3-4
	Subtotal: 3-4	

Additional General Education Elective:*

	Subtotal: 3

Subtotal: 21-22

PROGRAM REQUIREMENTS

	Applied Music I*	1
	Applied Music II*	1
	Performance Ensemble I**	1
	Performance Ensemble II**	1
	Music or Applied Music Electives‡	6
MUS-131	Class Piano I	2
MUS-231	Class Piano II	2
MUS-132	Music Theory I	2
MUS-232	Music Theory II	2
MUS-134	Ear Training and Musicianship I	2
MUS-234	Ear Training and Musicianship II	2
MUS-152	Introduction to Music Business	3
MUS-163	Careers in Music	3
MUS-252	Music in the Marketplace	3
MUS-262	Concert Promotion and Production	3

MUA-1, MUA-2: Applied music courses include half-hour private lessons with an instructor in Bass (MUA-101, MUA-231, MUA-232, MUA-233); Guitar (MUA-102, MUA-234, MUA-235, MUA-236); Percussion (MUA-103, MUA-237, MUA-238, MUA-239); Piano (MUA-104, MUA-240, MUA-241, MUA-242); Strings (MUA-105, MUA-243, MUA-244, MUA-245); Voice (MUA-106, MUA-246, MUA-247, MUA-248); or Woodwinds/Brass (MUA-107, MUA-249, MUA-250, MUA-251).

MUS-1, MUS-2: Performance ensembles include Chamber Ensemble (MUS-125, MUS-258, MUS-259, MUS-260); Chorus (MUS-121, MUS-255, MUS-256, MUS-257); Jazz Ensemble (MUS-140, MUS-246, MUS-247, MUS-249); and Pop/Rock Ensemble (MUS-120, MUS-220, MUS-221, MUS-222).

Subtotal: 41

PROGRAM SUPPORT REQUIREMENTS

BUS-101	Introduction to Business	3

Subtotal: 3

FREE ELECTIVES

Subtotal: 6

Total Credit Hours: 65-66

Specific Program Notes

***General Education Elective(s) (p. 16).

†Music courses that may fulfill 3 credits of the humanities requirement are: MUS-101 Music Appreciation; MUS-107 History of Western Music Before 1750; MUS-108 History of Western Music After 1750; MUS-109 History of Musical Theatre; MUS-110 Music Art & Drama.

‡Recommended music electives: MUS-119 Songwriting Workshop; MUS-150 Intro to MIDI Sequencing & Synthesis; MUS-151 Intro to Digital Audio Recording; or any combination of MUS or MUA classes and/or ensembles totaling at least 2 credits. MUS-103 Fundamentals of Music is recommended for students with no or minimal music theory background prior to taking MUS-132 and MUS-133.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

MUSIC AFA – MUSIC TECHNOLOGY OPTION

Code: AFA.MUSC.TECH

The Associate of Fine Arts in Music Technology is recommended for students interested in furthering their musicianship while exploring the technology behind music recording and production in preparation for transfer to a bachelor's degree program in music. Coursework incorporates the core musicianship classes and general education coursework typically taken during freshman and sophomore years of 4-year music degree programs, as well as classes in studio recording and electronic music.

Program Learning Outcomes

- Use microphones, outboard gear, consoles and software effectively to conduct studio recording sessions featuring live instruments and vocals.

- Apply critical listening skills and the concepts of audio theory to creating broadcast quality music productions.

- Apply the concepts of rhythm, melody, harmony, arranging, performance and sound synthesis to compose expressive music using MIDI sequencing software and hardware.

- Employ signal processors and other tools of recording technology to effectively mix and edit multi-track recordings.

- Explain and apply the concepts of mastering to recorded music.

- Use their knowledge of audio signal flow to setup, use, and troubleshoot studio equipment.

- Transfer to a bachelor's degree program in music.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

MUS-131	Class Piano I	2
MUS-132	Music Theory I	2
MUS-134	Ear Training and Musicianship I	2
MUS-151	Introduction to Audio Recording	3
MUA-1	Applied Music	
PHY-185	Introduction to Physics	4
WRT-101	English Composition I	3
	Subtotal: 17	

MUA-1: Applied music I courses include half-hour private lessons with an instructor in Bass (MUA-101, MUA-231, MUA-232, MUA-233); Guitar (MUA-102, MUA-234, MUA-235, MUA-236); Percussion (MUA-103, MUA-237, MUA-238, MUA-239); Piano (MUA-104, MUA-240, MUA-241, MUA-242); Strings (MUA-105, MUA-243, MUA-244, MUA-245); Voice (MUA-106, MUA-246, MUA-247, MUA-248); or Woodwinds/Brass (MUA-107, MUA-249, MUA-250, MUA-251).

Second Semester

	Humanities Elective**†	3
MUS-231	Class Piano II	2
MUS-232	Music Theory II	2
MUS-234	Ear Training and Musicianship II	2
MUS-251	Studio Record Techniques	3
MUA-2	Applied Music	
WRT-201	English Composition II	3
WRT-202	Technical Writing	3
	Subtotal: 16	

MUA-2:: Applied music II courses include half-hour private lessons with an instructor in Bass (MUA-101, MUA-231, MUA-232, MUA-233); Guitar (MUA-102, MUA-234, MUA-235, MUA-236); Percussion (MUA-103, MUA-237, MUA-238, MUA-239); Piano (MUA-104, MUA-240, MUA-241, MUA-242); Strings (MUA-105, MUA-243, MUA-244, MUA-245); Voice (MUA-106, MUA-246, MUA-247, MUA-248); or Woodwinds/Brass (MUA-107, MUA-249, MUA-250, MUA-251).

Third Semester

	Music (MUS) or Applied Music (MUA) Electives‡	2-3
	Humanities Elective**	3
	Free Elective‡‡	3
MUS-150	Introduction MIDI Sequencing and Synthesis	3
MUS-261	Advanced Recording Techniques	3
MUS-1	Performance Ensemble	
	Subtotal: 15-16	

MUS-261: fall semesters only

MUS-1: Performance ensembles I include Chamber Ensemble (MUS-125, MUS-258, MUS-259, MUS-260); Chorus (MUS-121, MUS-255, MUS-256, MUS-257); Jazz Ensemble (MUS-140, MUS-246, MUS-247, MUS-249); and Pop/Rock Ensemble (MUS-120, MUS-220, MUS-221, MUS-222).

Fourth Semester

	Social Science Elective* *	3

	General Education Elective**	3
	Free Elective‡‡	3
MUS-250	Electronic Music Composition	3
MUS-262	Concert Promotion and Production	3
MUS-2	Performance Ensemble	
	Subtotal: 16	

MUS-250: spring semesters only

MUS-2: Performance ensembles II include Chamber Ensemble (MUS-125, MUS-258, MUS-259, MUS-260); Chorus (MUS-121, MUS-255, MUS-256, MUS-257); Jazz Ensemble (MUS-140, MUS-246, MUS-247, MUS-249); and Pop/Rock Ensemble (MUS-120, MUS-220, MUS-221, MUS-222).

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives**

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective**

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Science, and Technology

PHY-185	Introduction to Physics	4
	Subtotal: 4	

Additional General Education Elective:*

Subtotal: 3

Subtotal: 22

PROGRAM REQUIREMENTS

	Music or Applied Music Elective‡	2-3
MUA-1	Applied Music	

MUA-2	Applied Music	
MUS-131	Class Piano I	2
MUS-231	Class Piano II	2
MUS-132	Music Theory I	2
MUS-232	Music Theory II	2
MUS-134	Ear Training and Musicianship I	2
MUS-150	Introduction MIDI Sequencing and Synthesis	3
MUS-151	Introduction to Audio Recording	3
MUS-234	Ear Training and Musicianship II	2
MUS-250	Electronic Music Composition	3
MUS-251	Studio Record Techniques	3
MUS-261	Advanced Recording Techniques	3
MUS-262	Concert Promotion and Production	3
MUS-1	Performance Ensemble	
MUS-2	Performance Ensemble	

MUA-1, MUA-2: Applied music courses include half-hour private lessons with an instructor in Bass (MUA-101, MUA-231, MUA-232, MUA-233); Guitar (MUA-102, MUA-234, MUA-235, MUA-236); Percussion (MUA-103, MUA-237, MUA-238, MUA-239); Piano (MUA-104, MUA-240, MUA-241, MUA-242); Strings (MUA-105, MUA-243, MUA-244, MUA-245); Voice (MUA-106, MUA-246, MUA-247, MUA-248); or Woodwinds/Brass (MUA-107, MUA-249, MUA-250, MUA-251).

MUS-1, MUS-2: Performance ensembles include Chamber Ensemble (MUS-125, MUS-258, MUS-259, MUS-260); Chorus (MUS-121, MUS-255, MUS-256, MUS-257); Jazz Ensemble (MUS-140, MUS-246, MUS-247, MUS-249); and Pop/Rock Ensemble (MUS-120, MUS-220, MUS-221, MUS-222).

Subtotal: 36-37

FREE ELECTIVES
Subtotal: 6

Total Credit Hours: 64-65

Specific Program Notes

**General Education Elective(s) (p. 16).

†Music courses that may fulfill 3 credits of the humanities requirement are: MUS-101 Music Appreciation; MUS-107 History of Western Music Before 1750; MUS-108 History of Western Music After 1750; MUS-109 History of Musical Theatre; MUS-110 Music Art & Drama.

‡Recommended music electives: MUS-152 Intro to the Music Business; MUS-163 Careers in Music; any combination of MUA classes and/or ensembles totaling at least 2 credits. MUS-103 Fundamentals of Music is

recommended for students with no or minimal music theory background prior to taking MUS-132 and MUS-133.

‡‡Recommended free electives: COM-102 Public Speaking; COM-105 Radio Production; COM-106 TV Production; COM-111 Video Post Production; COM-207 TV Production II; MUS-252 Music In the Marketplace.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

AAS Degree Programs – Basic Structure

Curriculum Requirements

Degree: Associate in Applied Science
Code: AAS

Associate in Applied Science (AAS) degree programs are designed to prepare students for employment in their chosen fields of endeavor. Such programs are not designed to prepare students for transfer into bachelor's degree programs in four-year colleges and universities although some such programs may have transfer agreements with select four-year schools for graduates wishing to continue their education at the bachelor's degree level.

Career programs leading to the AAS degree are organized according to the following categories: Art, Business Administration, Business Technologies, Human Services, and Music.

To receive the Associate in Applied Science (AAS) degree, a student must earn a minimum of 64 credits and complete all courses and specific requirements listed within the student's chosen curriculum. Each AAS curriculum must contain the following general education and other program requirements:*

Area of Study	Credits	Course Description
Communication	6	WRT-101 English Composition I (3 cr.) WRT201 English Composition II (3 cr.) or WRT202 Technical Writing (3 cr.)
Humanities	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) History (HIS) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	3	One general education course (3 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics, Natural Sciences, and Technology	3-4	One general education course (3-4 cr.) to be selected from the following fields: Mathematics (MAT) Computer Science (CIS) Information Technology (INF) Biology (BIO) Chemistry (CHM) Physics (PHY)

Unassigned General Education Credits	3	To be assigned in accordance with the needs of the program.
Total GE Credits:	21-22	
Other Requirements	38-45	Restricted Program Requirements and Program Support Requirements.
Free Electives	0-6	Programs can make recommendations in footnotes.
Total Credits	64-66	Note: Some AAS programs require more than 66 credits for licensing/accreditation purposes.

*AAS degree programs in Health Professions and Career Technologies have a different requirement structure than do "Basic Structure" AAS programs. See AAS Degree Programs in Health Professions and Career Technologies (p. 187).

ART AAS – COMPUTER ANIMATION DEGREE

Code: AAS.ART.ANIM

This degree option gives students a strong foundation in the fundamentals of artistic design, story development, project management, digital content creation, and portfolio development. It also offers students an advanced skill set in 3D modeling, character design, animation, and video game simulation. The industries that employ the most multimedia artists and animators include motion picture and video industries, computer systems design, software publishers, advertising, public relations, among others.

Program Learning Outcomes

- Apply principles of design.

- Demonstrate fundamentals of drawing.

- Demonstrate photographic/graphic image skills

- Demonstrate digital media skills.

- Develop/complete portfolio of time/frame based media.

- Demonstrate knowledge of the animation history and film analysis.

CAREER PATHWAYS

3D Modeler/Tracker	Color and Light Technician	Illustrator
Director: Animation, Art	Artist: Compositing, Computer Graphics, Concept, Layout, Texture, Storyboard	Video Editor
Animator: Character, Forensic, Stop-motion	Designer: Game, Special Effects	

RECOMMENDED SEMESTER SEQUENCE

First Semester

ART-105	History of Animation	3
ART-122	Two-Dimensional Design	3
ART-189	Computer 2D Illustration	3
ART-197	Computer Imaging	3
WRT-101	English Composition I	3
	Subtotal: 15	

ART-105: As an alternative to ART-105 History of Animation, students may take CIN-150 Special Topics in

Cinema I whenever the Special Topic is History of Animation.

Second Semester

Math/Computer Science/Natural Science/Technology Elective**		3-4
ART-123	Life Drawing I	3
	or	
ART-124	Drawing Fundamentals	3
ART-192	Computer 3D Animation I	3
MUS-151	Introduction to Audio Recording	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 15-16	

Third Semester

ART	Studio Art Elective***	3
	Humanities Elective**	3
	Social Science Elective**	3
ART-290	Computer 2D Animation I	3
ART-293	Computer 3D Animation II	3
CIN-140/THR 140	Introduction to Cinema	3
	Subtotal: 18	

Fourth Semester

	Humanities Elective**	
ART	Studio Art Elective***	3
	or	
ART-273	Co-Op Work Experience [Visual Art]	3
ART-261	Graphic Design II	3
ART-271	Portfolio Presentation	2
ART-298	Interactive Multimedia	3
CIN-150	Special Topics in Cinema I	3
	Subtotal: 17	

CIN-150: Any topic other than History of Animation.

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives**

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective**

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Science, and Technology**

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Subtotal: 3-4

Additional General Education Course:

CIN-140/THR 140	Introduction to Cinema	3

Subtotal: 3

Subtotal: 21-22

PROGRAM REQUIREMENTS

ART-105	History of Animation	3
ART-122	Two-Dimensional Design	3
ART-123	Life Drawing I	3
	or	
ART-124	Drawing Fundamentals	3
ART-189	Computer 2D Illustration	3
ART-192	Computer 3D Animation I	3
ART-261	Graphic Design II	3
ART-290	Computer 2D Animation I	3
ART-293	Computer 3D Animation II	3
ART-197	Computer Imaging	3
ART-271	Portfolio Presentation	2
ART-298	Interactive Multimedia	3
ART	Studio Art Elective	3
ART	Studio Art Elective	
	or	
ART-273	Co-Op Work Experience [Visual Art]	3
CIN-150	Special Topics in Cinema I	3
MUS-151	Introduction to Audio Recording	3

ART-105: As an alternative to ART-105 History of Animation, students may take CIN-150 Special Topics in Cinema I whenever the Special Topic is History of Animation.

Subtotal: 44

Total Credit Hours: 65-66

Specific Program Notes

**General Education Elective(s) (p. 16).

***Studio Art Electives: ART-123, ART-124, ART-127, ART-129, ART-181, ART-184, ART-192, ART-189, ART-197, ART-223, ART-226, ART-228, ART-229, ART-259, ART-260, ART-281, ART-287, ART-288, ART-290, ART-291, ART-292, ART-298.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

ART AAS – GRAPHIC DESIGN/COMPUTER GRAPHICS DEGREE

Code: AAS.ART.GRPH

This degree option gives students a strong foundation in the fundamentals of artistic design, digital content creation, and portfolio development. The industries that employ graphic designers include specialized design services, publishing, advertising, public relations, and related service industries.

Program Learning Outcomes

- Apply principles of design.

- Demonstrate fundamentals of drawing.

- Demonstrate photographic/graphic image skills.

- Demonstrate digital media skills.

- Develop/complete portfolio of print and digital display artworks.

- Demonstrate knowledge of the history of art.

CAREER PATHWAYS

Art Director	Multimedia Artist, Animator	Graphic Designer

RECOMMENDED SEMESTER SEQUENCE

First Semester

ART-122	Two-Dimensional Design	3
ART-123	Life Drawing I	3
	or	
ART-124	Drawing Fundamentals	3
ART-189	Computer 2D Illustration	3
ART-197	Computer Imaging	3
WRT-101	English Composition I	3
	Subtotal: 15	

Second Semester

	Math/Computer Science/Natural Science/Technology Elective**	3-4
ART-106	History of Graphic Design	3
ART-220	Computer Layout	3
ART-226	Letterform and Type	3
ART-259	Computer Graphics Web Developer	3
	Subtotal: 15-16	

Third Semester

ART	Studio Art Electives***	6
	Humanities Elective**	3
	Social Science Elective* *	3
ART-260	Graphic Design I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 18	

Fourth Semester

ART	Art History Elective*	3
	Humanities Elective**	3
ART	Studio Art Elective***	3
ART-261	Graphic Design II	3
ART-271	Portfolio Presentation	2
ART	Studio Art Elective	
	or	
ART-273	Co-Op Work Experience [Visual Art]	3
	Subtotal: 17	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives**

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective**

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Science, and Technology**

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Subtotal: 3-4

Additional General Education Course:

Art History Elective*		3
		Subtotal: 3

Subtotal: 21-22

PROGRAM REQUIREMENTS

ART-106	History of Graphic Design	3
ART-122	Two-Dimensional Design	3
ART-123	Life Drawing I	3
	or	
ART-124	Drawing Fundamentals	3
ART-189	Computer 2D Illustration	3
ART-197	Computer Imaging	3
ART-220	Computer Layout	3
ART-226	Letterform and Type	3
ART-259	Computer Graphics Web Developer	3
ART-260	Graphic Design I	3
ART-261	Graphic Design II	3
ART-271	Portfolio Presentation	2
ART	Studio Art Electives***	9
ART	Studio Art Elective	3
	or	
ART-273	Co-Op Work Experience [Visual Art]	3

Subtotal: 44

BUSINESS ADMINISTRATION AAS – ACCOUNTING DEGREE

Code: AAS.BUS.ACCT

The Associate in Applied Science (AAS) Degree, Accounting is designed for students seeking a position within the accounting field. This AAS provides a solid foundation for employment in accounting. The Degree offers an integration of accounting, general business and liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by many entry and intermediate accounting positions that do not require a baccalaureate degree.

Program Learning Outcomes

- Demonstrate introductory knowledge of the principles of financial accounting and, in particular, the accounting cycle through the recording of financial transactions and the preparation of financial reports in accordance with Generally Accepted Accounting Principles.

- Demonstrate introductory knowledge of managerial accounting and its place within business through the preparation of budgets, analysis, of cost behavior and record keeping for manufacturing enterprises.

- Demonstrate an introductory knowledge of the field of business and related subject areas.

- Demonstrate computer competency in business applications such as accounting and tax preparation software as well as word processing, spreadsheet and presentation software.

- Demonstrate effective business communication skills.

CAREER PATHWAYS

Junior Accountant	Accounting Clerk, Including Payroll and Tax Preparation

RECOMMENDED SEMESTER SEQUENCE

First Semester

ACC-110	Financial Accounting	3
ACC-120	Computerized Accounting	3
BUS-101	Introduction to Business	3
INF-114	Microsoft Office [Office 2016]	3
WRT-101	English Composition I	3
	Subtotal: 15	

Second Semester

ACC-210	Managerial Accounting	3
BUS-233	Business Law I	3
ECO-102	Principles of Microeconomics	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Humanities Elective**	3
	Subtotal: 18	

Third Semester

ACC	Restricted Accounting Elective**	3
	Restricted Business Elective***	3
MAT	Mathematics Elective*†	3-4
ACC-202	Intermediate Accounting I	3
BNF-201	Principles of Finance	3
	Subtotal: 15-16	

Fourth Semester

ACC	Restricted Accounting Elective**	3
	Restricted Business Elective***	3
	Humanities Elective*	3
ACC-203	Intermediate Accounting II	3
ACC-215	Topics in Accounting	3
INF-228	Excel Problem Solving [Excel 2016]	1
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6

Social Science Course:

ECO-102	Principles of Microeconomics	3
	Subtotal: 3	

Mathematics, Natural Science, and Technology

Mathematics Elective†

		Subtotal: 3-4
Additional General Education Course:		
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
		Subtotal: 3

Subtotal: 21-22

PROGRAM REQUIREMENTS

ACC	Restricted Accounting Electives‡	6
	Restricted Business Electives‡	6
ACC-110	Financial Accounting	3
ACC-120	Computerized Accounting	3
ACC-202	Intermediate Accounting I	3
ACC-203	Intermediate Accounting II	3
ACC-210	Managerial Accounting	3
ACC-215	Topics in Accounting	3
BNF-201	Principles of Finance	3
BUS-101	Introduction to Business	3
BUS-233	Business Law I	3
INF-114	Microsoft Office [Office 2016]	3
INF-228	Excel Problem Solving [Excel 2016]	1

Subtotal: 43

Total Credit Hours: 65-66

Specific Program Notes

*General Education Course List (p. 16).

**Select ACC-107, ACC-115, or ACC-463.

***Select from BNF-102, BNF-202, BNF-203, BUS-234, BUS-207, BUS-170, BUS-201, BUS-205, BUS-116, BUS-262.

†Select MAT-150, MAT-155, MAT-180, or MAT-223.

Note: Students interested in transferring to a four-year institution should refer to AS.PS.BUS.ACCT (p. 111).

Students enrolled in this program **ARE REQUIRED to** successfully complete a course in basic algebra if indicated by Placement Testing.

BUSINESS ADMINISTRATION AAS – BANKING AND FINANCE DEGREE

Code: AAS.BUS.BANK

The Associate in Applied Science (AAS) Degree, Banking and Finance is designed for students seeking a position in a bank, lending institution or financial firm. This AAS provides a solid foundation for employment within the banking and finance field. The Degree offers an integration of career specific banking and finance, general business and liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by many entry and intermediate positions that do not require a baccalaureate degree.

Program Learning Outcomes

- Analyze the financial results of companies.

- Recognize and apply various financial theories.

- Demonstrate the understanding of financial metrics.

- Defend the collected data that will be used to conduct financial analysis.

- Organize and write a financial report.

CAREER PATHWAYS

Teller /Platform Assistant	Entry Level Position in Bank Operations (Mortgage, Trust, Consumer Loan Departments)

RECOMMENDED SEMESTER SEQUENCE

First Semester

ACC-110	Financial Accounting	3
BNF-101	Principles of Banking	3
BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
WRT-101	English Composition I	3
	Subtotal: 15	

Second Semester

ACC-210	Managerial Accounting	3
INF-101	Introduction to Information Technology	3
ECO-101	Principles of Macroeconomics	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3

		Subtotal: 15

Third Semester

	Humanities Elective*	3
MAT	Mathematics Elective†	3-4
BNF-201	Principles of Finance	3
BNF-203	Cash Management	3
BUS-233	Business Law I	3
	Subtotal: 15-16	

Fourth Semester

	Restricted Business Elective I**	3
	Restricted Business Elective II***	3
	Humanities Elective*	3
	Free Elective(s)	4
BNF-202	Asset Management	3
BNF-208	International Finance	3
	Subtotal: 19	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6

Social Science Course:

ECO-101	Principles of Macroeconomics	3
	Subtotal: 3	

Mathematics, Natural Science, and Technology

	Mathematics Elective*†
	Subtotal: 3-4

Additional General Education Course:

COM-100	Speech Communication or	3
COM-102	Public Speaking	3
	Subtotal: 3	

Subtotal: 21-22

PROGRAM REQUIREMENTS

Restricted Business Elective I**		3
Restricted Business Elective II***		3
ACC-110	Financial Accounting	3
ACC-210	Managerial Accounting	3
BNF-101	Principles of Banking	3
BNF-201	Principles of Finance	3
BNF-202	Asset Management	3
BNF-203	Cash Management	3
BNF-208	International Finance	3
BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
BUS-233	Business Law I	3
INF-101	Introduction to Information Technology	3

Subtotal: 39

FREE ELECTIVE(S)
Subtotal: 4

Total Credit Hours: 64-65

Specific Program Notes

*General Education Course List (p. 16).

**Select BNF-102, BUS-201, or BUS-207.

***Select BNF-293, BNF-207, BUS-234, or BUS-262.

†Select MAT-150, MAT-155, or MAT-223.

Students enrolled in this program **ARE REQUIRED to** successfully complete a course in basic algebra if indicated by Placement Testing.

BUSINESS ADMINISTRATION AAS – E-BUSINESS MANAGEMENT

Code: AAS.BUS.e-BUS.MGMT

The Associate in Applied Science (AAS) Degree, e-Business Management is designed for students seeking a position in Web-based and Internet driven workplaces. This AAS provides a solid foundation for employment within the Web-based and bricks-and-clicks organizations. The Degree offers an integration of career specific computer, Web management, general business and liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by many entry and intermediate Internet dominated positions that do not require a baccalaureate degree.

Program Learning Outcomes

- Demonstrate skills of integrated Internet resources, websites and applications into businesses and not-for-profits.

- Formulate an e-enterprise from its design phase to its launch on the World Wide Web.

- Evaluate and assess a planned and existing E-enterprise from a marketing point of view.

- Articulate ideas by applying business vocabulary; demonstrating such through effective business communication skills.

CAREER PATHWAYS

E-Business Entrepreneur	Entry-Level Position in E-Enterprise Organizations: E-Marketing, E-Tailing, Customer Service

RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*	3-4
BUS-101	Introduction to Business	3
INF-114	Microsoft Office [Office 2016]	3
INF-163	Internet Concepts and Applications	3
WRT-101	English Composition I	3
	Subtotal: 15-16	

Second Semester

ACC-110	Financial Accounting	3
BUS-107	e-Tailing	3
BUS-104	Customer Service	3
BUS-105	Business Communications	3
INF-146	Web Development	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 18	

Third Semester

	Humanities Elective**	3
ACC-210	Managerial Accounting	3
BUS-210	e-Marketing	3
BUS-205	Entrepreneurship or	3
BUS-110	Transportation Logistics and Supply Chain Management	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
	Subtotal: 15	

Fourth Semester

	Humanities Elective**	3
BUS-207	Principles of Business Management	3
BUS-211	Internet Law	3
BUS-271	e-Commerce	3
INF-228	Excel Problem Solving [Excel 2016]	1
ECO-102	Principles of Microeconomics	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives**

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

		Subtotal: 6

Social Science Course:

ECO-102	Principles of Microeconomics	3
	Subtotal: 3	

Mathematics, Natural Science, and Technology

	Mathematics Elective*	
	Subtotal: 3-4	

Additional General Education Course:

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3

Subtotal: 3

Subtotal: 21-22

PROGRAM REQUIREMENTS

ACC-110	Financial Accounting	3
ACC-210	Managerial Accounting	3
BUS-101	Introduction to Business	3
BUS-104	Customer Service	3
BUS-105	Business Communications	3
BUS-107	e-Tailing	3
BUS-205	Entrepreneurship	3
	or	
BUS-110	Transportation Logistics and Supply Chain Management	3
BUS-207	Principles of Business Management	3
BUS-210	e-Marketing	3
BUS-211	Internet Law	3
BUS-271	e-Commerce	3
INF-114	Microsoft Office [Office 2016]	3
INF-146	Web Development	3
INF-163	Internet Concepts and Applications	3
INF-228	Excel Problem Solving [Excel 2016]	1

Subtotal: 43

Total Credit Hours: 64-65

Specific Program Notes

*Select one of the following: MAT-150, MAT-155, MAT-180, or MAT-223.

**General Education Elective(s) (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

BUSINESS ADMINISTRATION AAS – MANAGEMENT INFORMATION SYSTEMS DEGREE

Code: AAS.BUS.INFO.SYS

The Associate in Applied Science (AAS) Degree, Management Information Systems (MIS) is designed for students seeking a position in an organization's MIS department. This AAS provides a solid foundation for employment within the data management field. The Degree offers an integration of career specific computer, software system design, general business and liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by many entry and intermediate MIS positions that do not require a baccalaureate degree.

Program Learning Outcomes

- Demonstrate skills which emphasize information as a resource to be managed, planned, and controlled in much the same way as other organizational resources.

- Substantiate their ability for combining information technology with sound business practices and management.

- Evaluate and assess a planned and existing MIS system relative to its strengths and weaknesses.

- Effectively communicate with stakeholders orally, visually, and in writing to determine stakeholders' business requirements, explain how their requirements will be met, and provide ongoing audience-appropriate information.

CAREER PATHWAYS

Entry-level position in Data Analytics, IT, Corporate Communications or work analysis

RECOMMENDED SEMESTER SEQUENCE

First Semester

INF	Programming Language Fundamentals Elective*	3
MAT	Mathematics Elective†	3-4
BUS-101	Introduction to Business	3
INF-101	Introduction to Information Technology	3
WRT-101	English Composition I	3

Subtotal: 15-16

Second Semester

INF	Advanced Programming Language Elective**	3
ACC-110	Financial Accounting	3
BUS-207	Principles of Business Management	3
INF-114	Microsoft Office [Office 2016]	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
ECO-102	Principles of Microeconomics	3

Subtotal: 18

Third Semester

	Humanities Elective***	3
ACC-210	Managerial Accounting	3
BUS-201	Marketing Principles	3
INF-217	Database for Applications [Oracle]	3
COM-100	Speech Communication or	3
COM-102	Public Speaking	3

Subtotal: 15

Fourth Semester

	Restricted Elective‡	3
	Humanities Elective***	3
BUS-271	e-Commerce or	3
BUS-210	e-Marketing	3
INF-160	Networking Technologies and Data Communications	3
INF-208	Systems Analysis and Design	3
INF-228	Excel Problem Solving [Excel 2016]	1

Subtotal: 16

INF-208: This course is offered only during the spring semester.

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3

Subtotal: 6

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT);

Philosophy and Religion (PHR); World Languages and Cultures (LAN).

		Subtotal: 6
Social Science Course:		
ECO-102	Principles of Microeconomics	3
		Subtotal: 3

Mathematics, Natural Science, and Technology*

Mathematics Elective†

		Subtotal: 3-4
Additional General Education Course:		
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
		Subtotal: 3

Subtotal: 21-22

PROGRAM REQUIREMENTS

INF	Programming Language Fundamentals Elective	3
INF	Advanced Programming Language Elective	3
	Restricted Elective‡	3
ACC-110	Financial Accounting	3
ACC-210	Managerial Accounting	3
BUS-101	Introduction to Business	3
BUS-201	Marketing Principles	3
BUS-207	Principles of Business Management	3
BUS-271	e-Commerce	3
	or	
BUS-210	e-Marketing	3
INF-101	Introduction to Information Technology	3
INF-114	Microsoft Office [Office 2016]	3
INF-160	Networking Technologies and Data Communications	3
INF-208	Systems Analysis and Design	3
INF-217	Database for Applications [Oracle]	3
INF-228	Excel Problem Solving [Excel 2016]	1

INF-208: This course is offered only during the spring semester.
Subtotal: 43

Total Credit Hours: 64-65

Specific Program Notes

*Programming Language Fundamentals Elective – INF-145, INF-152, INF-153.

**Advanced Programming Language Elective – INF-224, INF-246, INF-268.

***General Education Elective(s) (p. 16).

†Select one of the following: MAT-150, MAT-155, MAT-180, or MAT-223.

‡Select one of the following: BUS-263, ACC-120, ACC-202, BNF-201, BUS-105, BUS-110, BUS-233, BUS-262

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

BUSINESS ADMINISTRATION AAS – PUBLISHING OPERATIONS AND MANAGEMENT DEGREE

Code: AAS.BUS.PUB

The Associate in Applied Science (AAS) Degree, Publishing Operations and Management is designed for students seeking a position within the publishing industry. This AAS provides a solid foundation for employment in the publishing field. The Degree offers an integration of career specific technical, processing management, general business and liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by many entry and intermediate publishing positions that do not require a baccalaureate degree.

Program Learning Outcomes

- Demonstrate the skills of publishing operations and applications within businesses and not-for-profits.

- Evaluate and assess the business aspects of the publishing process.

- Articulate ideas by applying administrative assistant skills, e.g., copy-editing, accounting, and word-process; demonstrating such through effective written and oral communications as well as project management.

CAREER PATHWAYS

Publisher or Editorial Assistant   Office Assistant

RECOMMENDED SEMESTER SEQUENCE

First Semester

BUS-1XX	Principles of Publishing Operations	3
ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
INF-119	Document Processing [Word 2016]	3
INF-124	Spreadsheet Excel [Excel 2016]	1
WRT-101	English Composition I	3
	Subtotal: 16	

Second Semester

WRT2XX	Writing for Professional Purposes	3
WRT2XX	Reference and Citation Integrity	1
ACC-210	Managerial Accounting	3
BUS-105	Business Communications	3
COM-201	Introduction to Journalism	3
WRT-201	English Composition II	3

	or	
WRT-202	Technical Writing	3
	Subtotal: 16	

Third Semester

COM2XX	Copy Editing	3
	Humanities Elective*	3
ART-122	Two-Dimensional Design	3
BUS-120	Social Networking for Business	3
BUS-201	Marketing Principles	3
MAT-150	Statistics I	3
	Subtotal: 18	

Fourth Semester

BUS	Restricted Business Elective**	3
	Humanities Elective*	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
COM-110	Print Journalism Production	3
ECO-102	Principles of Microeconomics	3
	Subtotal: 15	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6

Social Science Course:

ECO-102	Principles of Microeconomics	3
	Subtotal: 3	

Mathematics, Natural Science, and Technology*

MAT-150	Statistics I	3
	Subtotal: 3-4	

Additional General Education Course:

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
	Subtotal: 3	

Subtotal: 21-22

PROGRAM REQUIREMENTS

BUS1XX	Principles of Publishing Operations	3
BUS	Restricted Business Elective**	3
COM2XX	Copy Editing	3
WRT2XX	Writing for Professional Purposes	3
WRT2XX	Reference and Citation Integrity	1
ACC-110	Financial Accounting	3
ACC-210	Managerial Accounting	3
ART-122	Two-Dimensional Design	3
BUS-101	Introduction to Business	3
BUS-105	Business Communications	3
BUS-120	Social Networking for Business	3
BUS-201	Marketing Principles	3
COM-110	Print Journalism Production	3
COM-201	Introduction to Journalism	3
INF-119	Document Processing [Word 2016]	3
INF-124	Spreadsheet Excel [Excel 2016]	1

Subtotal: 44

Total Credit Hours: 65

Specific Program Notes

*General Education Elective(s) (p. 16).

**Restricted Business Electives: BUS-463 Co-op; BUS-104 Customer Service; BUS-207 Principles of Management; BUS-110 Transportation;, Logistics, and Supply Chain Management; BUS-210 e-Marketing; BUS-250 Advertising.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

BUSINESS TECHNOLOGIES AAS – HOTEL/RESTAURANT/HOSPITALITY – GENERAL DEGREE

Code: AAS.BT.HR.GEN

Business Technologies, Hotel/Restaurant/Hospitality – General Students interested in Hotel/Restaurant/Hospitality and related studies, but are not certain in which specific area they wish to specialize, should enroll in this program.

This program consists of foundation classes for culinary students or professionals who are in related studies, and who are interested in Hotel/Restaurant/Hospitality but are not certain in which specific area they wish to specialize. Depending upon which track the student chooses, subjects emphasizing managerial proficiency, issues in the hospitality industry, business procedures, purchasing, computer operation, and accounting. Students choosing the culinary track are offered professional baking techniques, professional food preparation methods, sanitation and safety regulations, and aspects of menu planning. Upon successful completion, graduates can obtain employment in food service and management in the various settings such as hotel, restaurants, health care facilities and private enterprises.

Program Learning Outcomes

- Evaluate the need for unions and government regulations.

- Use plants, supplies and design skills in flower arrangement.

- Evaluate methods to maintain quality and cost effective measures.

- Use proprietary software applications and the internet to produce required reports.

- Analyze specifications for purchased products.

- Address the basic problems in all food services: Purchasing, receiving, storage, preparation and service effectively.

- Produce menus that are nutritionally adequate and maintain variety, balance and appeal to the target group.

- Practice the principles of management.

CAREER PATHWAYS

Manager: Catering/Sales/Restaurant/Meetings	Coordinator / Director: Marketing/ Sales

RECOMMENDED SEMESTER SEQUENCE

First Semester

BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
WEX-163	Nutrition Today	3
	Subtotal: 16	

Second Semester

	Hotel/Restaurant/Hospitality Electives*	5
	Restricted Electives**	6
BUS-103	Business Mathematics	3
WRT-101	English Composition I	3
	Subtotal: 17	

Third Semester

	Hotel/Restaurant/Hospitality Electives*	6
	Humanities Elective***	3
	Math/Computer Science/Natural Science/Technology Elective***	3-4
WRT-201	English Composition II	3
	Subtotal: 15-16	

Fourth Semester

	Hotel/Restaurant/Hospitality Elective*	3
	Restricted Elective**	3
	Humanities Elective***	3
	Social Science Elective* **	3
	General Education Elective***	3
HRM-217	Issues in the Hospitality Industry	2
	Subtotal: 17	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3

WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
		Subtotal: 6

Humanities Electives***

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective***

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Science, and Technology***

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Subtotal: 3-4

Additional General Education Elective***

Subtotal: 3

Subtotal: 21-22

PROGRAM REQUIREMENTS

	Hotel/Restaurant/Hospitality Electives*	14
	Restricted Electives**	9
BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
HRM-217	Issues in the Hospitality Industry	2
WEX-163	Nutrition Today	3

Subtotal: 44

Total Credit Hours: 65-66

Specific Program Notes

*Hotel/Restaurant/Hospitality Electives may be satisfied by courses in Accounting, Business Administration, and Hotel/Restaurant/Hospitality.

**The Restricted Elective requirements may be satisfied by course in Accounting, Business Administration, and Hotel/Restaurant/Hospitality.

***General Education Elective(s) (p. 16).

Students enrolled in this program **ARE** **NOT** **REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

BUSINESS TECHNOLOGIES AAS – HOTEL/RESTAURANT/HOSPITALITY – CATERING AND BANQUET MANAGEMENT DEGREE

Code: AAS.BT.HR.CATER

Business Technologies, Hotel/Restaurant/Hospitality - Catering and Banquet Management Students interested specifically in the management and operation of a facility offering catering and banquet services should enroll in this program option. Students will understand the regulations and standards that concern the hospitality industry and be proficient in food preparation and production, purchasing, and all phases of decorating and serving food. Graduates are eligible for jobs and supervisory or middle management positions in the banquet department of hotels, restaurants, food service companies, and related areas of the hospitality industry.

Students interested specifically in the management and operation of a facility offering catering and banquet services will understand the regulations and standards that concern the hospitality industry and be proficient in food preparation and production, purchasing, and all phases of decorating and serving food. Graduates are eligible for jobs in supervisory or middle management positions in the banquet department of hotels, restaurants, food service companies and related areas of the hospitality industry. Co-Op work experience is available.

Program Learning Outcomes

- Analyze specifications for purchased products.

- Identify organization and operation of public lodging facilities.

- Produce menus that are nutritionally adequate, maintain variety and balance, and appeal to the target group.

- Evaluate methods to maintain quality and cost effective measures.

- Address the basic problems in all food services: purchasing, receiving, storage, preparation and service effectively.

- Earn industry approved ServSafe Certification.

- Treat staff in an ethical and professional manner.

- Manage cafeteria kitchen, table service kitchen and dining rooms.

- Use professional courtesy and respect for customer's needs.

- Review job titles and responsibilities.

- Allocate space to accomplish efficient work, materials, and product flow.

CAREER PATHWAYS

Manager: Catering, Events, Restaurant, Sales, Food & beverage	Coordinator: Sales and Marketing, Wedding	Concierge

RECOMMENDED SEMESTER SEQUENCE

First Semester

BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
WRT-101	English Composition I	3
	Subtotal: 16	

Second Semester

	General Education Elective*	3
ACC-206	Hospitality Accounting	3
BUS-103	Business Mathematics	3
HRM-108	Computer Applications for the Hospitality Industry	1
HRM-292	Co-Op Work Experience [Hotel/Restaurant/Hospitality]	2
WRT-201	English Composition II	3
	Subtotal: 15	

Third Semester

	Humanities Elective*	3
	Social Science Elective*	3
HRM-202	Quantity Food Production and Services [Fall Only]	3
HRM-203	Beverage Management	2
HRM-204	Food Purchasing	2
HRM-205	Restaurant Service Management	3
HRM-214	Banquet and Catering Management	2

Subtotal: 18

HRM-202: Class offered only during fall semester.

Fourth Semester

Humanities Elective*		3
Math/Computer Science/Natural Science/Technology Elective*		3-4
HRM-201	Food and Beverage Cost Control	1
HRM-206	Commercial Restaurant Operation [Spring Only]	3
HRM-207	Hotel Sales and Convention Planning	1
HRM-213	Classical Garde-Manger [Fall Only]	3
HRM-217	Issues in the Hospitality Industry	2

Subtotal: 16-17

HRM-206: Class offered only during spring semester.

HRM-213 : Class offered only during fall semester.

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3

Subtotal: 6

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Science, and Technology*

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Subtotal: 3-4

Additional General Education Elective*

Subtotal: 3

Subtotal: 21-22

PROGRAM REQUIREMENTS

ACC-206	Hospitality Accounting	3
BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
HRM-108	Computer Applications for the Hospitality Industry	1
HRM-201	Food and Beverage Cost Control	1
HRM-202	Quantity Food Production and Services [Fall Only]	3
HRM-203	Beverage Management	2
HRM-204	Food Purchasing	2
HRM-205	Restaurant Service Management	3
HRM-206	Commercial Restaurant Operation [Spring Only]	3
HRM-207	Hotel Sales and Convention Planning	1
HRM-213	Classical Garde-Manger [Fall Only]	3
HRM-214	Banquet and Catering Management	2
HRM-217	Issues in the Hospitality Industry	2
HRM-292	Co-Op Work Experience [Hotel/Restaurant/Hospitality]	2

HRM-202, HRM-213: Class offered only during fall semester.

HRM-206: Class offered only during spring semester.
Subtotal: 44

Total Credit Hours: 65-66

Specific Program Notes

Students enrolled in this program **ARE NOT REQUIRED to** successfully complete a course in basic algebra if indicated by Placement Testing.

BUSINESS TECHNOLOGIES AAS – HOTEL/RESTAURANT/HOSPITALITY – CULINARY ENTREPRENEURSHIP DEGREE

Code: AAS.BT.HR.CUL.EPR

Business Technologies, Hotel/Restaurant/Hospitality - Culinary Entrepreneurship This program option consists of foundation classes for culinary students or professionals who are looking for alternative ways to earn income in the culinary industry. This program is geared to professionals who want to break out of a particular niche or specialty within the culinary industry or to students enrolled in traditional cooking and hospitality programs who want broader exposure to the industry than is provided in the typical culinary arts curriculum.

This program consists of foundation classes for culinary students as well as professionals who are looking for alternative ways to earn income in the culinary industry. The program is geared to professionals who want to break out of a particular niche or specialty within the culinary industry, or to students enrolled in traditional cooking and hospitality programs who want broader exposure to the industry than is provided in the typical culinary arts curriculum. Included in this program are various managerial as well as culinary courses. Studies will include subjects such as hospitality law, banquet and catering management, hospitality accounting, as well as floral design and food and beverage cost control. Graduates will gain insight into the workings of a small business .Co-Op work experience is available.

Program Learning Outcomes

- Practice the principles of ownership and management of a small business or new venture.

- Evaluate the need for unions and government regulations.

- Use plants, supplies and design skills in flower arrangements.

- Evaluate methods to maintain quality and cost effective measures.

- Use proprietary software applications and the internet to produce required reports.

- Analyze specifications for purchased products.

- Use professional courtesy and respect for customer's needs.

- Treat staff in an ethical and professional manner.

- Address the basic problems in all food services: Purchasing, receiving, storage, preparation and service effectively.

- Earn industry-approved ServSafe Certification.

- Produce menus that are nutritionally adequate and maintain variety, balance and appeal to the target group.

- Allocate space to accomplish efficient work, materials, and product flow.

CAREER PATHWAYS

Manager: Catering, Banquet, Events, Sales	Director: Operations / Sales	Coordinator: Sales, Marketing, Meetings, Food and Beverage
Wedding Coordinator / Sales Manager		

RECOMMENDED SEMESTER SEQUENCE

First Semester

BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
HRM-110	Introduction to Baking	3
	Subtotal: 16	

Second Semester

	Humanities Elective*	3
	Social Science Elective*	3
HRM-108	Computer Applications for the Hospitality Industry	1
HRM-201	Food and Beverage Cost Control	1
HRM-214	Banquet and Catering Management	2
HRM-219/LGL 219	Hospitality Law	3
WRT-101	English Composition I	3
	Subtotal: 16	

Third Semester

	Math/Computer Science/Natural Science/Technology Elective*	3-4

	General Education Elective*	3
ACC-206	Hospitality Accounting	3
HRM-205	Restaurant Service Management	3
WRT-201	English Composition II	3
	Subtotal: 15-16	

Fourth Semester

	Humanities Elective*	3
BUS-205	Entrepreneurship	3
HRM-129/BUS 129	Event Planning and Management I	3
HRM-213	Classical Garde-Manger [Fall Only]	3
HRM-292	Co-Op Work Experience [Hotel/Restaurant/Hospitality]	2
HRT-115	Floral Design	3

HRM-213: Class offered only during fall semester.

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Science, and Technology*

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Subtotal: 3-4

Additional General Education Elective*

Subtotal: 3

Subtotal: 21-22

PROGRAM REQUIREMENTS

ACC-206	Hospitality Accounting	3
BUS-101	Introduction to Business	3
BUS-205	Entrepreneurship	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
HRM-108	Computer Applications for the Hospitality Industry	1
HRM-110	Introduction to Baking	3
HRM-129/BUS 129	Event Planning and Management I	3
HRM-201	Food and Beverage Cost Control	1
HRM-205	Restaurant Service Management	3
HRM-213	Classical Garde-Manger [Fall Only]	3
HRM-214	Banquet and Catering Management	2
HRM-219/LGL 219	Hospitality Law	3
HRM-292	Co-Op Work Experience [Hotel/Restaurant/Hospitality]	2
HRT-115	Floral Design	3

HRM-213: Class offered only during fall semester.
Subtotal: 43

Total Credit Hours: 64-65

Specific Program Notes

*General Education Course List (p. 16).

Students enrolled in this program **ARE** **NOT** **REQUIRED to** successfully complete a course in basic algebra if indicated by Placement Testing.

BUSINESS TECHNOLOGIES AAS – HOTEL/RESTAURANT/HOSPITALITY – EVENT PLANNING AND MANAGEMENT DEGREE

Code: AAS.BT.HR.EVENT

Business Technologies, Hotel/Restaurant/Hospitality - Event Planning and Management Option Students who choose this option should have strong organizational and communication skills. Business relies on successful events to encourage growth and promote enthusiasm throughout an industry in regards to their company. The Event Planner coordinates and organizes meetings, luncheons and other special events. Some Event Planners ensure that the company conducting the meeting or event is aware to the facility's services and limitations. The Event Planner also must contact a facility representative and other vendors and organize other details for the event.

Throughout this course of study, business and hospitality management is emphasized. Consisting of various courses including hospitality accounting, front office procedures, event planning and management, marketing principles, hospitality law, and beverage management, this program will enable the graduate to apply for a certificate in the Meeting Management Association. Business relies on successful events to encourage growth and promote enthusiasm throughout an industry in regards to their company. Therefore, students who choose this option should have strong organizational and communication skills. The Event Planner coordinates and organizes meetings, luncheons and other special events. The Event Planner also must contact a facility representative and other vendors and organize other details for the event. Co-op work experience is available.

Program Learning Outcomes

- Identify the planning, space, and equipment elements necessary to support the logistics of an event.

- Recognize the role food and beverage plays in an event.

- Review the process of hiring professionals, such as, caterer, entertainers, sound specialists, lighting companies, etc.

- Create a comprehensive meeting document.

- Summarize the importance of keeping detailed financial records and generating accurate post-event reports.

- Explain how having a written code of ethics and engaging in ethics training can contribute to a better work environment and a more successful business.

- Provide general guidelines for accommodating people with disabilities at an event by studying specifically the law as it pertains to event planning and management.

- Describe the criteria for an effective return on investment process by studying a practical model.

CAREER PATHWAYS

Manager: Banquet, Cafe, Sales, Food & Beverage	Director: Sales, Operations	Conference or Meeting Executive

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities Elective**	3
BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-104	Front Office Procedures	2
WRT-101	English Composition I	3
	Subtotal: 17	

Second Semester

BUS-205	Entrepreneurship	3
BUS-207	Principles of Business Management	3
HRM-129/BUS 129	Event Planning and Management I	3
HRM-203	Beverage Management	2
HRM-214	Banquet and Catering Management	2
WRT-201	English Composition II	3
	Subtotal: 16	

Third Semester

	Math/Computer Science/Natural Science/Technology Elective**	3-4
	Social Science Elective**	3
ACC-206	Hospitality Accounting	3
HRM-205	Restaurant Service Management	3
HRM-207	Hotel Sales and Convention Planning	1

HRM-229/BUS 229	Event Planning and Management II	3

| | **Subtotal: 16-17** |

Fourth Semester

	Humanities Elective**	3
	General Education Elective**	3
BUS-201	Marketing Principles	3
HRM-217	Issues in the Hospitality Industry	2
HRM-219/LGL 219	Hospitality Law	3
HRM-292	Co-Op Work Experience [Hotel/Restaurant/Hospitality]	2

| | **Subtotal: 16** |

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3

| | **Subtotal: 6** |

Humanities Electives**

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

| | **Subtotal: 6** |

Social Science Elective**

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

| | **Subtotal: 3** |

Mathematics, Natural Science, and Technology**

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

| | **Subtotal: 3-4** |

Additional General Education Elective**

| | **Subtotal: 3** |

Subtotal: 21-22

PROGRAM REQUIREMENTS

ACC-206	Hospitality Accounting	3
BUS-101	Introduction to Business	3
BUS-201	Marketing Principles	3
BUS-205	Entrepreneurship	3
BUS-207	Principles of Business Management	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-104	Front Office Procedures	2
HRM-129/BUS 129	Event Planning and Management I	3
HRM-229/BUS 229	Event Planning and Management II	3
HRM-203	Beverage Management	2
HRM-205	Restaurant Service Management	3
HRM-207	Hotel Sales and Convention Planning	1
HRM-214	Banquet and Catering Management	2
HRM-217	Issues in the Hospitality Industry	2
HRM-219/LGL 219	Hospitality Law	3
HRM-292	Co-Op Work Experience [Hotel/Restaurant/Hospitality]	2

Subtotal: 44

Total Credit Hours: 65-66

Specific Program Notes

**Class offered only during fall semester.

**General Education Course List (p. 16).

Students enrolled in this program **ARE <u>NOT</u> REQUIRED to** successfully complete a course in basic algebra if indicated by Placement Testing.

BUSINESS TECHNOLOGIES AAS – HOTEL/RESTAURANT/HOSPITALITY – HOSPITALITY MANAGEMENT DEGREE

Code: AAS.BT.HR.HOSP

Business Technologies, Hotel/Restaurant/Hospitality - Hospitality Management Students interested specifically in the management of people, goods, and services in the hospitality industry, should enroll in this program option. Students will understand the regulations and standards that concern the hospitality industry and be proficient in food preparation, purchasing, and all phases of hospitality work, supervision and management. Graduates are eligible for jobs and supervisory or middle management positions in hotels, restaurants, food service companies, and related areas of the hospitality industry.

Students interested specifically in the management of people, goods, and services in the hospitality industry should enroll in this program. Students will understand the regulations and standards that concern the hospitality industry, and be proficient in food preparation, purchasing and all phases of hospitality work, supervision, and management. Other courses include restaurant service management, front office procedures. Graduates are eligible for jobs and supervision of middle management positions in hotels, restaurants, food service companies, and related areas of the hospitality industry. Co-Op work experience is available.

Program Learning Outcomes

- Identify the basic components of the Hospitality Industry.

- Describe the relationship between the Hospitality Industry and travel and tourist management.

- Discuss to positive and negative effects of tourism.

- Compare the company-owned, franchise-licensed, and management contract forms of chain ownership.

- Identify the steps of hotel development from conceptualization to grand opening.

- Evaluate methods to maintain quality and cost effective measures.

- Outline the factors involved in obtaining financial backing for hotel development and operation.

- Manage cafeteria and table-service kitchens and dining rooms.

- Evaluate methods to maintain quality and cost effective measures.

- Define demographics and list ways hospitality guests have reacted to economic or cultural trends.

CAREER PATHWAYS

Manager: Catering, Sales, Guest Services, Food & Beverage	Supervisor: Front Office or Housekeeping	Coordinator: Public Relations, Sales, Marketing
Concierge	Front Desk Clerk	

RECOMMENDED SEMESTER SEQUENCE

First Semester

BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
WRT-101	English Composition I	3
	Subtotal: 16	

Second Semester

	Humanities Elective**	3
ACC-206	Hospitality Accounting	3
BUS-103	Business Mathematics	3
HRM-217	Issues in the Hospitality Industry	2
HRM-292	Co-Op Work Experience [Hotel/Restaurant/Hospitality]	2
WRT-201	English Composition II	3
	Subtotal: 16	

Third Semester

	Social Science Elective* *	3
HRM-104	Front Office Procedures	2
HRM-108	Computer Applications for the Hospitality Industry	1
HRM-202	Quantity Food Production and Services [Fall Only]	3
HRM-204	Food Purchasing	2
HRM-205	Restaurant Service Management	3
HRM-219/LGL 219	Hospitality Law	3
	Subtotal: 17	

HRM-202: Class offered only during fall semester.

Fourth Semester

Math/Computer Science/Natural Science/Technology Elective**		3-4
Humanities Elective**		3
General Education Elective**		3
HRM-201	Food and Beverage Cost Control	1
HRM-203	Beverage Management	2
HRM-206	Commercial Restaurant Operation [Spring Only]	3
HRM-207	Hotel Sales and Convention Planning	1
	Subtotal: 16-17	

HRM-206: Class offered only during spring semester.

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives**

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective**

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Science, and Technology**

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Subtotal: 3-4

Additional General Education Elective**

Subtotal: 3

Subtotal: 21-22

PROGRAM REQUIREMENTS

ACC-206	Hospitality Accounting	3
BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-104	Front Office Procedures	2
HRM-106	Menu Planning and Nutrition	1
HRM-108	Computer Applications for the Hospitality Industry	1
HRM-201	Food and Beverage Cost Control	1
HRM-202	Quantity Food Production and Services [Fall Only]	3
HRM-203	Beverage Management	2
HRM-204	Food Purchasing	2
HRM-205	Restaurant Service Management	3
HRM-206	Commercial Restaurant Operation [Spring Only]	3
HRM-207	Hotel Sales and Convention Planning	1
HRM-217	Issues in the Hospitality Industry	2
HRM-219/LGL 219	Hospitality Law	3
HRM-292	Co-Op Work Experience [Hotel/Restaurant/Hospitality]	2

HRM-202: Class offered only during fall semester.

HRM-206: Class offered only during spring semester.
Subtotal: 44

Total Credit Hours: 65-66

Specific Program Notes

**General Education Elective(s) (p. 16).

Students who enter this program in the spring should reverse the THIRD and FOURTH semesters, that is, take the FOURTH semester before the THIRD semester.

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

BUSINESS TECHNOLOGIES AAS – INFORMATION TECHNOLOGY – OFFICE TECHNOLOGY DEGREE

Code: AAS.BT.OFF.TECH

This degree focuses on preparing students to meet the demands of the current office environment with specific emphasis on the resourceful use of computers in day-to-day activities. Today's modern office requires knowledge in a wide variety of technologies including word processing, spreadsheet applications, database skills, presentation ability, use of the Internet, electronic scheduling and communications, computerized accounting, web design and publishing, and multimedia including graphics, audio, and video. This program will assist with preparation towards the Microsoft Office Specialist (MOS) exams.

Program Learning Outcomes

- Demonstrate proficiency using standard business productivity software.

- Make informed decisions regarding the appropriate use of productivity software to solve a variety of technology-related workplace problems.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

INF-119	Document Processing [Word 2016]	3
INF-101	Introduction to Information Technology	3
INF-114	Microsoft Office [Office 2016]	3
BUS-101	Introduction to Business	3
WRT-101	English Composition I	3
	Subtotal: 15	

Second Semester

	Humanities Elective**	3
INF-140/COM 140	Introduction to Multimedia	3
INF-146	Web Development	3
BUS-103	Business Mathematics	3
BUS-105	Business Communications	3
WRT-201	English Composition II or	3

WRT-202	Technical Writing	3
	Subtotal: 18	

Third Semester

	Math/Computer Science/Natural Science/Technology Elective**	3-4
	General Education Elective**	3
INF-217	Database for Applications [Oracle]	3
ACC-120	Computerized Accounting	3
INF-253	Technical Communications	3
	Subtotal: 15-16	

Fourth Semester

	Restricted Electives***	6
	Humanities Elective**	3
	Social Science Elective**	3
INF-228	Excel Problem Solving [Excel 2016]	1
BUS-271	e-Commerce	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives**

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective**

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Science, and Technology**

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science

(CIS) Information Technology (INF); Biology (BIO);
Chemistry (CHM); Physics (PHY).

Subtotal: 3-4

Additional General Education Elective**

Subtotal: 3

Subtotal: 21-22

PROGRAM REQUIREMENTS

	Restricted Electives***	6
INF-101	Introduction to Information Technology	3
INF-114	Microsoft Office [Office 2016]	3
INF-119	Document Processing [Word 2016]	3
INF-140/COM 140	Introduction to Multimedia	3
INF-146	Web Development	3
INF-217	Database for Applications [Oracle]	3
INF-228	Excel Problem Solving [Excel 2016]	1
INF-253	Technical Communications	3
ACC-120	Computerized Accounting	3
BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
BUS-105	Business Communications	3
BUS-271	e-Commerce	3

Subtotal: 43

Total Credit Hours: 64-65

Specific Program Notes

*Credit by Exam may be available.

**General Education Elective(s) (p. 16).

***Restricted Electives – Select two: INF-108; INF-160; INF-230; or WEX-101 and INF-103, INF-165.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

FASHION APPAREL DESIGN AAS

Code: AAS.FD.APR

The Fashion Apparel Design program is designed for those students who desire a comprehensive, two-year, women's apparel design curriculum. The program encompasses fashion milestones and current trends, textile science, conceptual design, sewing and garment construction, and collection development. In their final semester, students will participate in a capstone course that includes construction of garments from start to finish and the creation of a design e-portfolio. Graduates of the program will be prepared to further their academic studies. An associate's degree in Fashion Apparel Design prepares students for careers as designers, technical designers and stylists.

Program Learning Outcomes

- Communicate their ideas through various formats, including oral and visual presentations, written work and design.

- Identify the milestones of fashion design and how to apply this knowledge, along with consumer behaviors, current trends and future forecasting, to product and line development.

- Classify the materials of fashion design, and identify the unique attributes of natural and manmade fibers and textiles, within the context of design and sustainability.

- Construct a garment from start to finish, using techniques such as illustration, flat patternmaking and draping.

- Employ technology and computer applications to develop their designs from concept to reality.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

FAB-101	Introduction to Fashion Systems	3
FAB-110	Sewing Techniques I	3
ART-123	Life Drawing I	3
ART-124	Drawing Fundamentals	3
WRT-101	English Composition I	3
	Subtotal: 15	

Second Semester

FAB-102	Textile Science and Construction	3
FAB-112	Flat Pattern Design I	3
FAB-113	Draping I	3
FAB-210	Sewing Techniques II {3.00 cr.]	3
ANT-101	Cultural Anthropology	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 18	

Third Semester

	Math/Computer Science/Natural Science/Technology Elective *	3-4
	Humanities Elective*	3
FAB-212	Flat Pattern Design II {3.00 cr.]	3
FAB-213	Draping II {3.00 cr.]	3
FAB-230	Trend Analysis and product Development {3.00 cr.]	3
	Subtotal: 15-16	

Fourth Semester

	Humanities Elective*	3
ART-197	Computer Imaging	3
FAB-231	Tech Packs: Digital Flats and Specs	3
FAB-250	Design Capstone/E-Portfolio	4
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives*

Two general education courses selected from the following Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6	

Social Sciences

ANT-101	Cultural Anthropology	3
	Subtotal: 3	

Mathematics, Natural Sciences, and Technology*

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS), Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

		Subtotal: 3-4

Additional General Education Course

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
	Subtotal: 3	

Subtotal: 21-22

PROGRAM REQUIREMENTS

FAB-101	Introduction to Fashion Systems	3
FAB-102	Textile Science and Construction	3
FAB-110	Sewing Techniques I	3
FAB-112	Flat Pattern Design I	3
FAB-113	Draping I	3
ART-123	Life Drawing I	3
ART-124	Drawing Fundamentals	3
ART-197	Computer Imaging	3
FAB-210	Sewing Techniques II {3.00 cr.]	3
FAB-212	Flat Pattern Design II {3.00 cr.]	3
FAB-213	Draping II {3.00 cr.]	3
FAB-230	Trend Analysis and product Development {3.00 cr.]	3
FAB-231	Tech Packs: Digital Flats and Specs	3
FAB-250	Design Capstone/E-Portfolio	4

Subtotal: 42

Total Credit Hours: 64-65

Specific Program Notes

* General Education Elective(s) (p. 16).

Students enrolled in this program **ARE REQUIRED** to complete a course in basic algebra if indicated by the Basic Skills Placement Test.

HUMAN SERVICES AAS – CORRECTIONAL STUDIES DEGREE

Code: AAS.HS.CORR

This program is intended for students seeking to pursue a career in corrections at both federal and local levels. It provides fundamental knowledge of the functions and process of the criminal justice system as it relates to correctional studies. Students will study the philosophy, history, and legal principles guiding correctional practices and procedures. Career opportunities: Federal, State, County, and Private Correctional facilities as well as Federal and State Courts/Judiciary as Probation and Parole Officers.

Program Learning Outcomes

• Demonstrate a working knowledge of the functions, interrelationships and processes of the criminal justice components.

• State and support the opinions on critical issues and problems facing the criminal justice system.

• Demonstrate a sound working knowledge of the philosophy, history and application of law related to the criminal justice system.

• Describe and analyze the theories of causation and impact of crime.

CAREER PATHWAYS

Corrections Officer	Criminal Justice / Law Enforcement Administrator	Criminal Justice Safety Specialist
Juvenile Corrections Officer		

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities Elective**	3
	Social Science Elective**†	3
CRJ-101	Introduction to Criminal Justice	3
CRJ-102	Introduction to Corrections	3
WRT-101	English Composition I	3
WEX-101	Dynamics of Health and Fitness	2
	Subtotal: 17	

CRJ-101, CRJ-102: Highly recommended: take CRJ-102 before taking CRJ-114 and CRJ-115.

Second Semester

CRJ-108	Topics in Criminal Justice	3
CRJ-113	The Juvenile Justice Process	3
POL-104	State and Local Government	3
SOC-101	Sociology	3
WRT-201	English Composition II	3

One of the Following WEX courses:

WEX-201	
WEX-204	
WEX-205	
WEX-206	
	or
WEX-208	
	Subtotal: 16

SOC-101: Highly recommended: take SOC-101 before taking CRJ-107.

Third Semester

	Math/Computer Science/Natural Science/Technology Elective**	3-4
CRJ-107	Criminology	3
CRJ-114	Correctional Administration	3
LIT-220	Social Aspects of Literature	3
SOC-103	Sociology of the Family	3
	Subtotal: 15-16	

CRJ-114: Highly recommended: take CRJ-102 before taking CRJ-114 and CRJ-115.

CRJ-107: Highly recommended: take SOC-101 before taking CRJ-107.

Fourth Semester

	Humanities Elective**‡	3
	Free Elective‡‡	2
CRJ-115	Correctional Law	3
PSY-102	Introduction to Abnormal Psychology	3
	or	
PSY-104	Psychology of Human Relations	3
SOC-113	Social Problems	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
	Subtotal: 17	

CRJ-115: Highly recommended: take CRJ-102 before taking CRJ-114 and CRJ-115.

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives**

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective**

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Science, and Technology**

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Subtotal: 3-4

Additional General Education Course:

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
	Subtotal: 3	

Subtotal: 21-22

PROGRAM REQUIREMENTS

CRJ-101	Introduction to Criminal Justice	3
CRJ-102	Introduction to Corrections	3
CRJ-103	Criminal Law	3
CRJ-107	Criminology	3
CRJ-108	Topics in Criminal Justice	3
CRJ-113	The Juvenile Justice Process	3
CRJ-114	Correctional Administration	3
CRJ-115	Correctional Law	3
POL-104	State and Local Government	3
PSY-102	Introduction to Abnormal Psychology	3
	or	

PSY-104	Psychology of Human Relations	3
SOC-101	Sociology	3
SOC-103	Sociology of the Family	3
SOC-113	Social Problems	3

CRJ-101, CRJ-102, CRJ-114, CRJ-115: Highly recommended: take CRJ-102 before taking CRJ-114 and CRJ-115.

CRJ-107, SOC-101: Highly recommended: take SOC-101 before taking CRJ-107.

Subtotal: 39

PROGRAM SUPPORT REQUIREMENTS

WEX	Dynamics of Health & Fitness Exp	1
WEX-101	Dynamics of Health and Fitness	2

Subtotal: 3

FREE ELECTIVE

Subtotal: 2

Total Credit Hours: 65-66

Specific Program Notes

**General Education Elective(s) (p. 16).

†Highly recommended: PSY-101.

‡Highly recommended: PHR-102.

‡‡Highly recommended: CRJ-463 Coo-Op Education [Corrections].

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

HUMAN SERVICES AAS – LAW ENFORCEMENT STUDIES DEGREE

Code: AAS.HS.LAWENF

This program is intended for students seeking to pursue a career in law enforcement at both local and federal levels. This program will provide the fundamental knowledge of the functions and process of the criminal justice system as well as philosophy, history, and legal principles guiding law enforcement practices and procedures. Career opportunities: Federal, State and Local Law Enforcement agencies, Federal, State Court/Judiciary, Federal, State and County Correctional facilities, Corporate and Private Security firms.

Program Learning Outcomes

- Demonstrate a working knowledge of the functions, interrelationships and processes of the criminal justice components.

- State and support the opinions on critical issues and problems facing the criminal justice system.

- Demonstrate a sound working knowledge of the philosophy, history and application of law related to the criminal justice system.

- Describe and analyze the theories of causation and impact of crime.

CAREER PATHWAYS

Law Enforcement Investigator	Evidence Manager	Law Enforcement Record Keeper
Critical Incident Response/Special Police Operator	Maritime Law Enforcer	Protective Services Operator

RECOMMENDED SEMESTER SEQUENCE

First Semester

Humanities Elective***†		3
Social Science Elective***‡		3
CRJ-101	Introduction to Criminal Justice	3
SOC-101	Sociology	3
WRT-101	English Composition I	3
WEX-101	Dynamics of Health and Fitness	2
	Subtotal: 17	

CRJ-101: Highly recommended: take CRJ-101 before taking CRJ-103 and CRJ-105.

SOC-101: Highly recommended: take SOC-101 before taking CRJ-107.

Second Semester

CRJ-109	Issues in Policing	3
CRJ-113	The Juvenile Justice Process	3
POL-104	State and Local Government	3
SOC-103	Sociology of the Family	3
WRT-201	English Composition II	3

And one of the following WEX courses:

WEX-201	
WEX-204	
WEX-205	
WEX-206	
	or
WEX-208	
	Subtotal: 16

Third Semester

Math/Computer Science/Natural Science/Technology Elective***		3-4
CRJ-105	Police Administration	3
CRJ-111	Criminal Investigation	3
LIT-220	Social Aspects of Literature	3
SOC-113	Social Problems	3
	Subtotal: 15-16	

CRJ-105: Highly recommended: take CRJ-101 before taking CRJ-103 and CRJ-105.

Fourth Semester

Humanities Elective***‡‡		3
Free Elective		2
CRJ-103	Criminal Law	3
CRJ-107	Criminology	3
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
PSY-102	Introduction to Abnormal Psychology	3
	or	
PSY-104	Psychology of Human Relations	3
	Subtotal: 17	

CRJ-103: Highly recommended: take CRJ-101 before taking CRJ-103 and CRJ-105.

CRJ-107: Highly recommended: take SOC-101 before taking CRJ-107.

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives***

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Elective***

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 3

Mathematics, Natural Science, and Technology***

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Subtotal: 3-4

Additional General Education Course:

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
	Subtotal: 3	

Subtotal: 21-22

PROGRAM REQUIREMENTS

CRJ-101	Introduction to Criminal Justice	3
CRJ-103	Criminal Law	3
CRJ-105	Police Administration	3
CRJ-107	Criminology	3
CRJ-109	Issues in Policing	3
CRJ-111	Criminal Investigation	3
CRJ-113	The Juvenile Justice Process	3
POL-104	State and Local Government	3
PSY-102	Introduction to Abnormal Psychology	3
	or	
PSY-104	Psychology of Human Relations	3

SOC-101	Sociology	3
SOC-103	Sociology of the Family	3
SOC-113	Social Problems	3

CRJ-101, CRJ-103, CRJ-105: Highly recommended: take CRJ-101 before taking CRJ-103 and CRJ-105.

CRJ-107, SOC-101: Highly recommended: take SOC-101 before taking CRJ-107.
Subtotal: 39

PROGRAM SUPPORT REQUIREMENTS

WEX	Dynamics of Health & Fitness Exp	1
WEX-101	Dynamics of Health and Fitness	2

Subtotal: 3

FREE ELECTIVE

Subtotal: 2

Total Credit Hours: 65-66

Specific Program Notes

***General Education Elective(s) (p. 16).

†Highly recommended: PHR-102.

‡Highly recommended: PSY-101.

‡‡Highly recommended: HIS-112.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

HUMAN SERVICES AAS – LEGAL STUDIES – PARALEGAL DEGREE

Code: AAS.LS.PARALGL

Approved by the American Bar Association, the Bergen Community College Paralegal Studies Program offers an Associate's Degree in Applied Science. The program combines a general education background with law related specialty courses to provide the graduate with communication skills, knowledge of the legal system, and practical hands-on-experience immediately applicable to the legal workplace. The student will receive instruction on the basic principles of the law, along with the analytical, technical, and communication skills necessary for a career in the legal field. Topics of instruction include: ethics and professional responsibilities of the legal profession, effective legal and research and writing, and practical aspects of varied legal subject matters such as estates and trusts, commercial transactions, criminal and civil litigation, family law, real estate, legal accounting and business law.

Paralegals may not provide legal services directly to the public or give legal advice, except as permitted by law.

Program Learning Outcomes

- Attain a balanced and varied knowledge in a range of substantive legal fields and practical skills that are necessary to enter the work force as a paralegal or legal nurse consultant.

- Apply practical skills including the techniques of legal research, practice and procedure, investigation, interviewing, drafting of documents, motions and pleadings and other practical skills needed for an array of potential positions in the public, private and corporate law sectors.

- Promote the appreciation of an adherence to ethical practice and professional responsibility as a paralegal and legal nurse consultant.

- Demonstrate an understanding of the legal environment and work under the supervision of lawyers in the private and public sector.

- Respond to the needs of the legal community and promote the economical and efficient delivery of legal services through paralegals and legal nurse consultants working under the supervision of attorneys.

CAREER PATHWAYS

Paralegal   Legal Assistant   Court Reporter

RECOMMENDED SEMESTER SEQUENCE

First Semester

Social Science Elective*		3
LGL-101	Fundamentals of Law	3
LGL-103	Legal Search and Writing	3
LGL-110	Legal Ethics	3
REA-101	Principles of Real Estate I	3
WRT-101	English Composition I	3
	Subtotal: 18	

Second Semester

Humanities Elective*		3
LGL-200	Business Communication for Paralegals	3
LGL-203	Paralegalism	3
LGL-220	Computer Assisted Legal Research	3
WRT-201	English Composition II	3
	Subtotal: 15	

LGL-200, LGL-203: Specialized course that may be offered only in the evening.

Third Semester

Math/Computer Science/Natural Science/Technology Elective*		3-4
Humanities Elective*†		3
LGL-202	New Jersey and Federal Courts [Fall Only ? Evening]	3
LGL-205	Mechanics of Property Transactions [Fall Only ? Evening]	3
LGL-207	Wills and Administrations [Fall Only - Evening]	3
LGL-208	Mechanics of Family Law	3
	Subtotal: 18-19	

LGL-202, LGL-205, LGL-207, LGL-208: Specialized course that may be offered only in the evening.

Fourth Semester

LGL-206	Mechanics of Commercial Transactions [Spring Only ? Evening]	3
LGL-210	Legal Accounting	3
LGL-234	Personal Injury and Product Liability [Spring Only - Evening]	3
LGL-292	Co-Op Work Experience [Paralegal]	2
COM-100	Speech Communication or	3

COM-102	Public Speaking	3
	Subtotal: 14	

LGL-206, LGL-210, LGL-234: Specialized course that may be offered only in the evening.

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

	Subtotal: 6	

Social Science Elective*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 3	

Mathematics, Natural Science, and Technology*

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

	Subtotal: 3-4	

Additional General Education Course:

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
	Subtotal: 3	

Subtotal: 21-22

PROGRAM REQUIREMENTS

LGL-101	Fundamentals of Law	3
LGL-103	Legal Search and Writing	3
LGL-110	Legal Ethics	3
LGL-200	Business Communication for Paralegals	3
LGL-202	New Jersey and Federal Courts [Fall Only ? Evening]	3

LGL-203	Paralegalism	3
LGL-205	Mechanics of Property Transactions [Fall Only ? Evening]	3
LGL-206	Mechanics of Commercial Transactions [Spring Only ? Evening]	3
LGL-207	Wills and Administrations [Fall Only - Evening]	3
LGL-208	Mechanics of Family Law	3
LGL-210	Legal Accounting	3
LGL-220	Computer Assisted Legal Research	3
LGL-234	Personal Injury and Product Liability [Spring Only - Evening]	3
LGL-292	Co-Op Work Experience [Paralegal]	2
REA-101	Principles of Real Estate I	3

LGL-200, LGL-202, LGL-203, LGL-205, LGL-206, LGL-207, LGL-208, LGL-210, LGL-234: Specialized course that may be offered only in the evening.

Subtotal: 44

Total Credit Hours: 65-66

Specific Program Notes

*General Education Elective(s) (p. 16).

†PHR-105 Professional Ethics is recommended.

Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

<u>THIS IS AN ABA APPROVED PARALEGAL PROGRAM</u> Please note: The practice of law is limited to attorneys admitted to practice within the jurisdiction. Completion of the Paralegal Studies or Legal Nurse Consultant Programs do not authorize the graduate to practice law. <u>Program Goal</u>: It is the goal of the Paralegal Studies Program to provide students with knowledge in a wide range of substantive legal fields and to provide practical skills necessary for the legal workplace environment. The program shall promote adherence to ethical practice and professional responsibility as legal professionals working in cooperation with and under the supervision of attorneys. The programs shall respond to the needs of the legal community and promote the economical and efficient delivery of legal services through the use of quality instruction and modern technology. For complete Program Goals, visit the Paralegal Studies and Legal Nurse Consultant website.

MUSIC AAS – MUSIC BUSINESS OPTION DEGREE

Code: AAS.MUSC.MUS.BUS

The Associate of Applied Science in Music Business is recommended for students who wish to pursue a variety of careers utilizing music business knowledge upon completion of the degree. Unlike the AFA in Music Business, this program does not require the core musicianship or general education coursework recommended for transfer to a bachelor's degree in music, but rather focuses specifically on classes covering business, copyright, music publishing, record companies, artist management, concert promotion, marketing, economics, and career opportunities in the music industry. All AAS Music Business students engage in industry internships as part of their coursework.

Program Learning Outcomes

- Evaluate and research career options in the music industry and develop promotional materials and interview skills for workforce opportunities.

- Explain the contemporary structure of the music industry, including music publishing, record production, artist management, and concert promotion.

- Explain the role of new media and technology in the recording and concert industries and apply this knowledge to the development of production and marketing plans.

- Exhibit entrepreneurial skills and an understanding of the history of the music industry.

- Demonstrate a basic understanding of copyright law, publishing, contracts, and licensing.

- Explain and apply knowledge of the marketing, promotion, and merchandising of music products.

- Demonstrate basic understanding of management, law, and accounting as it applies to the music industry.

- Demonstrate competency in an entertainment industry workplace environment.

CAREER PATHWAYS

Music Publisher	Artist Manager	Concert Promoter
Marketing Promoter	Merchandiser of Music Products	

RECOMMENDED SEMESTER SEQUENCE

First Semester

MUS	Music Elective	2-3	
	Humanities Elective*	3	
BUS-101	Introduction to Business		3
MUS-152	Introduction to Music Business		3
MUS-163	Careers in Music		3
WRT-101	English Composition I		3
		Subtotal: 17-18	

Second Semester

MUS	Music Elective	3
BUS	Business Elective or	
INF	Information Technology Elective or	3
COM	Communication Elective	
MUS-252	Music in the Marketplace	3
COM-101	Mass Media Communication	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 15	

Third Semester

	Math/Computer Science/Natural Science/Technology Elective*	3-4
MUS	Music Elective	3
MUS-262	Concert Promotion and Production	3
BUS-105	Business Communications	3
ECO-102	Principles of Microeconomics	3
	Subtotal: 15-16	

Fourth Semester

BUS	Business Elective or	
INF	Information Technology Elective or	3
COM	Communication Elective	
MUS	Music Elective	3
	Humanities Elective*	3
	General Education Elective*	3
MUS-292	Co-Op Work Experience [Music]	2
ACC-110	Financial Accounting	3
	Subtotal: 17	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities Electives*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 6

Social Science Course

ECO-102	Principles of Microeconomics	3
	Subtotal: 3	

Mathematics, Natural Science, and Technology*

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Subtotal: 3-4

Additional General Education Elective:*

Subtotal: 3

Subtotal: 21-22

PROGRAM REQUIREMENTS

Music Electives		11-12
Business Elective or Information Technology Elective or Communication Elective		6
ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
BUS-105	Business Communications	3
COM-101	Mass Media Communication	3
MUS-152	Introduction to Music Business	3
MUS-163	Careers in Music	3
MUS-252	Music in the Marketplace	3
MUS-262	Concert Promotion and Production	3
MUS-292	Co-Op Work Experience [Music]	2

Subtotal: 43-44

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

AAS Degree Programs – Health Professions and Career Technologies

Curriculum Requirements

Degree: Associate in Science
Code: AAS

As stated above (p. 61), Associate in Applied Science (AAS) degree programs are designed to prepare students for employment in their chosen fields of endeavor. Such programs are not designed to prepare students for transfer into bachelor's degree programs in four-year colleges and universities although some such programs may have transfer agreements with select four-year schools for graduates wishing to continue their education at the bachelor's degree level.

The career AAS degree programs presented in this section are organized according to the following categories: Health Professions and Career Technologies.

To receive the Associate in Applied Science (AAS) degree, a student must earn a minimum of 64 credits and complete all courses and specific requirements listed within the student's chosen curriculum. Each AAS curriculum in Health Professions or Career Technologies must contain the following general education and other program requirements:

Area of Study	Credits	Course Description
Communication	6	WRT-101 English Composition I (3 cr.) WRT201 English Composition II (3 cr.) or WRT202 Technical Writing (3 cr.)
Humanities and Social Sciences	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) History (HIS) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN) Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics, Natural Sciences, and Technology	7-8	Two general education courses (7-8 cr.) to be selected from the following fields: Mathematics (MAT) Computer Science (CIS) Information Technology (INF) Biology (BIO) Chemistry (CHM) Physics (PHY)
General Education Credits	0-3	To be assigned in accordance with the needs of the program.
Total GE Credits:	20-22	

Other Requirements	38-45	Restricted Program Requirements and Program Support Requirements.
Free Electives	0-6	Programs can make recommendations in footnotes.
Total Credits	64-66	Note: Some AAS programs require more than 66 credits for licensing/accreditation purposes.

HEALTH PROFESSIONS AAS – DENTAL HYGIENE DEGREE

Code: AAS.HP.DENTL

Program Length: 24 months; Preadmission Test: Dental Hygiene Admissions Exam; GPA for admissions eligibility: 2.50

High School prerequisite courses: Chemistry, with lab; Biology, with lab; Algebra. College substitutions: BIO-109, CHM-112, and MAT-040 (if indicated by Placement Testing). Application Deadline: February 1; Program Admits: Fall semester

Eligible candidates are invited to sit for the Dental Hygiene Admissions Examination.

The Dental Hygiene Program prepares graduates to perform competently in providing preventive oral care. The program incorporates didactic, clinical, technological, and laboratory teaching approaches throughout the curriculum. The dental hygiene curriculum is a challenging one that provides a "hands-on" approach and incorporates a variety of educational experiences and environments from the traditional classroom to the laboratory and the on-campus clinic. The dental hygiene clinic is open to anyone seeking preventative oral health care.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation.

Program Learning Outcomes

- Apply a professional code of ethics in all endeavors

- Adhere to state and federal laws, recommendations, and regulations in the provision of dental hygiene care.

- Use critical thinking skills and comprehensive problem-solving to identify oral health care strategies the promote patient health and wellness

- Use evidence based decision making to evaluate emerging technology and treatment modalities into patient care plans to achieve high-quality, cost-effective care.

- Assume responsibility for dental hygiene actions and care based on accepted scientific theories and research as well as the accepted standard of care.

- Continuously perform self-assessment for lifelong learning and professional growth.

- Integrate accepted scientific theories and research into educational, preventive, and therapeutic oral health services.

- Promote the values of the dental hygiene profession through service-based activities, positive community affiliations, and active involvement in local organizations.

- Apply quality assurance mechanisms to ensure continuous commitment to accepted standards of care.

- Communicate effectively with diverse individuals and groups, serving all persons without discrimination by acknowledging and appreciating diversity.

- Record accurate, consistent, and complete documentation of oral health services provided.

- Initiate a collaborative approach with all patients when developing individualized care plans that are specialized, comprehensive, culturally sensitive, and acceptable to all parties involved in care planning.

- Initiate consultations and collaborations with all relevant health care providers to facilitate optimal treatments.

- Manage medical emergencies by using professional judgment, providing life support, and utilizing required CPR and any specialized training and knowledge.

CAREER PATHWAYS

Clinical Practitioner	Community Health Hygienist	Educator
Administrator	Sales Representative	Researcher

RECOMMENDED SEMESTER SEQUENCE

First Semester

BIO-104	Microbiology	4
BIO-109	Anatomy and Physiology I	4
DHY-101	Oral Hygiene I	3
DHY-108	Dental and Oral Anatomy and Physiology	2
DHY-109	Oral Embryology and Histology	2
		Subtotal: 15

Second Semester

	Humanities Elective	3
BIO-209	Anatomy and Physiology II	4

DHY-201	Oral Hygiene II	3
DHY-205	Dental Radiology	3
DHY-209	Periodontology I	1
WRT-101	English Composition I	3
	Subtotal: 17	

Summer Session

DHY-200	Pharmacology for Dental Hygiene	2
DHY-220	Local Anesthesia for Dental Hygienists	1
WRT-201	English Composition II	3
	Subtotal: 6	

Third Semester

DHY-202	Oral Hygiene III	4
DHY-204	Dental Materials	2
DHY-206	Community Oral Health I	2
DHY-207	General and Oral Pathology	3
DHY-219	Periodontology II	1
COM-100	Speech Communication	3
	Subtotal: 15	

Fourth Semester

DHY-203	Oral Hygiene IV	4
DHY-214	Nutrition Dental Health	2
DHY-216	Community Oral Health II	1
PSY-101	General Psychology	3
SOC-101	Sociology	3
	Subtotal: 13	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 6	

Humanities* and Social Sciences

One general education course selected from the Following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]), History (HIS), Literature (LIT); Philosophy and Religion (PHR), World Languages and Cultures (LAN), Economics (ECO), . Geography (GEO), Political Science (POL), Sociology (SOC), Anthropology (ANT) 3

PSY-101	General Psychology	3
	Subtotal: 6	

Mathematics, Natural Sciences, and Technology

BIO-109	Anatomy and Physiology I	4
BIO-209	Anatomy and Physiology II	4
	Subtotal: 8	

Subtotal: 20

PROGRAM REQUIREMENTS

DHY-101	Oral Hygiene I	3
DHY-201	Oral Hygiene II	3
DHY-202	Oral Hygiene III	4
DHY-203	Oral Hygiene IV	4
DHY-108	Dental and Oral Anatomy and Physiology	2
DHY-109	Oral Embryology and Histology	2
DHY-200	Pharmacology for Dental Hygiene	2
DHY-204	Dental Materials	2
DHY-205	Dental Radiology	3
DHY-206	Community Oral Health I	2
DHY-216	Community Oral Health II	1
DHY-207	General and Oral Pathology	3
DHY-209	Periodontology I	1
DHY-219	Periodontology II	1
DHY-214	Nutrition Dental Health	2
DHY-220	Local Anesthesia for Dental Hygienists	1

Subtotal: 36

PROGRAM SUPPORT REQUIREMENTS

BIO-104	Microbiology	4
SOC-101	Sociology	3
COM-100	Speech Communication	3

Subtotal: 10

Total Credit Hours: 66

Specific Program Notes

*General Education Course List (p. 16).

The Basic Skills test must be taken and all Basic Skills English and Remedial Math courses must be completed PRIOR to the application deadline, February 1.

HEALTH PROFESSIONS AAS – DIAGNOSTIC MEDICAL SONOGRAPHY DEGREE

Code: AAS.HP.DMS

Program length: 24 months; GPA for admissions eligibility: 2.50

Pre-Admissions Test: Diagnostic Medical Sonography Admissions Exam

Application Prerequisites: High school students are required to have taken advanced placement Biological Science (AP test documentation required), high school advanced placement Physics (AP test documentation required), and high school Algebra. If you have not taken these courses in high school, you need to take BIO-109 Anatomy & Physiology I, PHY-185 Introduction to Physics, and MAT-040 Algebra.

Application Deadline: February 1; Program Admits: Fall semester

Note: This regional program utilizes clinical education centers throughout the State of New Jersey. Students might be required to travel to distant sites and provide their own transportation.

The Diagnostic Medical Sonography program specializes in abdomen, obstetrics/gynecology and cardiac sonography. Diagnostic Medical Sonographers work in close association with radiologists and physicians to provide quality images to aid in diagnostic interpretation. Students are required to complete all three specialties upon completion of the program. The program is a competency-based education and provides a curriculum sequence in order for the students to correlate didactic, lab and clinical skills sufficiently.

The Diagnostic Medical Sonography Program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography, a Committee of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in these three areas and students are eligible to take the American Registry of Diagnostic Medical Sonography (ARDMS) exam upon completion of the program.

Program Learning Outcomes

- Demonstrate the ability to efficiently perform basic abdominal and small parts, pelvic, obstetrical, and cardiac ultrasound examinations at an acceptable level of competence.

- Correlate ultrasound images with clinical findings, patient history, and pertinent pathophysiology.

- Possess the knowledge, skills and abilities of the student sonographer in caring for the ill patient.

- Demonstrate the ability to promote good interpersonal relations with members of the health team.

- Possess a medical and professional sense of values and a concern for public health and safety.

- Have an awareness of the responsibilities and limitations of the role of the sonographer and to be able to function within these limits.

- Understand the importance of continued personal and educational growth.

- Recognize and appreciate the cost, preparation, maintenance and care of sophisticated instrumentation found within the ultrasound department.

- Be prepared to successfully complete the registry examinations offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) in the areas of Abdominal, Ob/Gyn, and Adult Echocardiography.

CAREER PATHWAYS

Sonographer: Hospital, Imaging or Ambulatory Care Center	Educator	Sales Rep
Sonographer: Community Health, Physician Office		

RECOMMENDED SEMESTER SEQUENCE

First Semester

BIO-109	Anatomy and Physiology I	4
DMS-101	Ultrasound Physics and Instrumentation I [Fall Only]	2
DMS-102	Clinical Medicine and Patient Care [Fall Only]	2
DMS-113	Abdominal Sonography I [Fall Only]	3
DMS-115	Cross-Sectional Anatomy [Fall Only]	4
WRT-101	English Composition I	3
	Subtotal: 18	

DMS-101, DMS-102, DMS-113, DMS-115: Offered only in fall semesters.

Second Semester

BIO-209	Anatomy and Physiology II	4

DMS-201	Ultrasound Physics and Instrumentation II [Spring Only]	2
DMS-204	Introduction to Medical Imaging [Spring Only]	1
DMS-205	Obstetric and Gynecological Sonography I [Spring Only]	3
DMS-213	Abdominal Sonography II [Spring Only]	3
DMS-218	Ultrasound Clinic I [Spring Only]	1
WRT-201	English Composition II	3
	Subtotal: 17	

DMS-201, DMS-204, DMS-205, DMS-213, DMS-218: Offered only in spring semesters.

Summer Semester

DMS-219	Ultrasound Clinic II - Abdomen	2
	Subtotal: 2	

Third Semester

	Humanities Elective*	3
DMS-214	Echocardiography I [Fall Only]	3
DMS-220	Ultrasound Clinic III - Obstetric and Gynecological Sonography [Fall Only]	2
DMS-226	Obstetric and Gynecological Sonography II [Fall Only]	3
DMS-229	Vascular Imaging [Fall Only]	2
	Subtotal: 13	

DMS-214, DMS-220, DMS-226, DMS-229: Offered only in fall semesters.

Fourth Semester

	Free Elective	3
DMS-221	Ultrasound Clinic IV - Echocardiography [Spring Only]	2
DMS-227	Echocardiography II [Spring Only]	3
DMS-228	Advanced Ultrasound Practices [Spring Only]	1
PSY-101	General Psychology	3
	Subtotal: 12	

DMS-221, DMS-227, DMS-228: Offered only in spring semesters.

2nd Summer Semester

DMS-222	Ultrasound Clinic V - Vascular [Summer Only]	1
DMS-230	Comprehensive Review [Summer Only]	3
	Subtotal: 4	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities* and Social Sciences

One 3-credit general education Humanities elective to be selected from the following fields: Arts (Art [ART], Music [MUS],Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).   3

Social Science Course:

PSY-101	General Psychology	3
	Subtotal: 6	

Mathematics, Natural Sciences, and Technology

BIO-109	Anatomy and Physiology I	4
BIO-209	Anatomy and Physiology II	4
	Subtotal: 8	

Subtotal: 20-22

PROGRAM REQUIREMENTS

DMS-101	Ultrasound Physics and Instrumentation I [Fall Only]	2
DMS-201	Ultrasound Physics and Instrumentation II [Spring Only]	2
DMS-102	Clinical Medicine and Patient Care [Fall Only]	2
DMS-113	Abdominal Sonography I [Fall Only]	3
DMS-213	Abdominal Sonography II [Spring Only]	3
DMS-115	Cross-Sectional Anatomy [Fall Only]	4
DMS-204	Introduction to Medical Imaging [Spring Only]	1
DMS-205	Obstetric and Gynecological Sonography I [Spring Only]	3
DMS-214	Echocardiography I [Fall Only]	3
DMS-227	Echocardiography II [Spring Only]	3
DMS-218	Ultrasound Clinic I [Spring Only]	1
DMS-219	Ultrasound Clinic II - Abdomen	2
DMS-220	Ultrasound Clinic III - Obstetric and Gynecological Sonography [Fall Only]	2
DMS-221	Ultrasound Clinic IV - Echocardiography [Spring Only]	2

DMS-222	Ultrasound Clinic V - Vascular [Summer Only]	1
DMS-226	Obstetric and Gynecological Sonography II [Fall Only]	3
DMS-228	Advanced Ultrasound Practices [Spring Only]	1
DMS-229	Vascular Imaging [Fall Only]	2
DMS-230	Comprehensive Review [Summer Only]	3

DMS-101, DMS-102, DMS-113, DMS-115, DMS-214, DMS-220 DMS-226, DMS-229: Offered only in fall semesters.

DMS-201, DMS-213, DMS-204 DMS-205, DMS-227, DMS-218, DMS-221, DMS-228: Offered only in spring semesters.
Subtotal: 43

FREE ELECTIVE
Subtotal: 3

Total Credit Hours: 66

Specific Program Notes

*General Education Course List (p. 16).

All DMS courses must be taken in the specified sequence.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

See the Course Descriptions section in the BCC for course pre- and co-requisites.

HEALTH PROFESSIONS AAS – HEALTH SCIENCE DEGREE

Code: AAS.HP.HLTH.SCI

GPA for admissions eligibility: 2.50

Application Deadline: February 1

Program Admits: Fall and Spring semester

Note: Qualified students will be awarded 30 transfer credits. The credits will be applied to the degree in Health Science upon the completion of the curriculum. It is essential to understand that this program does not entitle the graduate eligibility to advanced certification or licensure within the Health Professions discipline.

Students who enter into this program must be aware of the Bergen Community College policy on the number of credits that must be taken at the College. Students enrolled in the AAS degree in Health Sciences must satisfy the English, Mathematics, and Algebra basic skills requirements.

Applicant must have graduated from a program that has acceptable accreditation agencies that is comparable to our Health Professions disciplines. Transcripts and credentials will be evaluated by an appointed admissions committee.

This is a post certification course of study to earn an associate's degree for those individuals who have received education in a hospital sponsored program and are certified (or registered professionals) and are seeking degrees. The specific certification/ registration and the accreditation of program attended of the discipline MUST be the same bodies that accredit and certify programs at Bergen Community College. Bergen Community College awards thirty credits for the certification/ accreditation after the completion of the coursework in the general education courses required for an Associate's Degree.

Program Learning Outcomes

- Explain the impact of the economy on ability to deliver health care.

- Identify the legal doctrines that affect the patient, his or her care and ethical decision making.

- Apply basic principles of management to the daily business operations of the medical facility.

- Compare and contrast the cultures in diverse population.

- Explain methods to management diverse cultural population.

- State the meaning of different pathologies using medical terminology principles.

- Compare and contrast socialized from non-socialized medical practices.

- Explain the impact of third party payment, or lack thereof, on health care.

- Explore the fields of medical communication, administration, counseling and education.

- Listen and respond to points and replies of the patient, their families, the community, faculty, and students.

CAREER PATHWAYS

Wellness Center Administrator	Hospital Administrator	Community Health Educator

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities Elective*	3
	Social Science Elective* †	3
	Mathematics/Computer Science Elective*	3
	Natural Science Elective*‡	4
WRT-101	English Composition I	3
WEX-101	Dynamics of Health and Fitness	2
		Subtotal: 18

Second Semester

	Humanities Elective*	3
	Social Science Elective* †	3
	Natural Science Elective*‡	4
	Free Elective*	3
WRT-201	English Composition II	3

And One of the Following
WEX-201
WEX-204
WEX-205
WEX-206
              or
WEX-208

		Subtotal: 17

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*†

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 6

Mathematics, Natural Sciences, and Technology*

Natural Science Electives*‡	8
Subtotal: 8	

Subtotal: 20-22

PROGRAM SUPPORT REQUIREMENTS

	Humanities Elective*	3
	Social Science Elective*†	3
	Mathematics/Computer Science Elective*	3
WEX	Dynamics of Health & Fitness Experience	1
WEX-101	Dynamics of Health and Fitness	2

Subtotal: 12

FREE ELECTIVE
Subtotal: 3

Total Credit Hours: 35

Specific Program Notes

*General Education Course List (p. 16).

†Recommended Social Science Electives: PSY-101 General Psychology, PSY-102 Abnormal Psychology, SOC-101 Introduction to Sociology, SOC-103 Sociology and the Family, SOC-113 Social Problems.

‡Recommended Natural Science Electives: BIO-103 Microbiology, BIO-104 General Biology, BIO-109 Anatomy and Physiology I, BIO-203 General Biology II, BIO-209 Anatomy and Physiology II, CHM-100 Introduction to Chemistry, CHM-112 College Chemistry, PHY-185 Introduction to Physics.

Upon completion of the first and second semester courses, the 30 credits accepted for licensure/certificate will be granted. Students will have earned 65 credits necessary to complete the degree requirements.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

HEALTH PROFESSIONS AAS – MEDICAL OFFICE ASSISTANT DEGREE

Code: AAS.HP.MOA

Medical Office Assistants are multi-skilled practitioners who perform administrative and clinical as well as management duties. Graduates may work in physicians' offices, clinics, HMO's, billing companies, or other ambulatory care facilities, such as freestanding emergency centers and hospitals. Clinical responsibilities include: performing laboratory tests, taking electrocardiograms, injections, vein punctures, sterilization techniques, vital signs, and assisting with minor surgery. Administrative responsibilities include: scheduling appointments, billing and collecting, coding diagnoses and procedures, insurance claim forms, medical records, performing computer applications, and providing patient instructions. Graduates are prepared to take the Certified Medical Assistant examination by the American Association of Medical Assistants. The program is designed for the college student as well as the returning student who is career orientated.

Program Learning Outcomes

- Demonstrates entry-level competency in performing administrative medical office assistant skills.

- Demonstrates technical proficiency in all clinical skills

- Assess disease symptoms and diagnostic treatments to determine patient care.

- Apply medical terminology when communicating professionally in a health care setting with patients, physicians, and all members of the health care team.

- Apply critical thinking skills to construct, evaluate, and measure administrative tasks to operate the office efficiently.

- Demonstrate computer literacy to retrieve, organize, and analyze information using skills from medical simulations and information technology classes.

- Prepare and formulate action plans for emergencies that affect the community.

- Demonstrate ethical and professional behavior in the workplace.

- Adhere to state, federal and local regulations and laws that apply to health care.

- Communicate effectively with diverse populations.

CAREER PATHWAYS

Medical Assistant: Physician or Health Practitioner Office, Hospital	Assistant: Nursing Home, Ambulatory Care, Office
Educator	

RECOMMENDED SEMESTER SEQUENCE

First Semester

WRT-101	English Composition I	3
BIO-109	Anatomy and Physiology I	4
INF-119	Document Processing [Word 2016]	3
MOA-140	Medical Terminology	3
MOA-141	Introduction to Medical Office Assisting	3
	Subtotal: 16	

Second Semester

WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
WEX-101	Dynamics of Health and Fitness	2
BIO-209	Anatomy and Physiology II	4
INF-114	Microsoft Office [Office 2016]	3
MOA-240	Clinical Office Practice	4
	Subtotal: 16	

Third Semester

	Humanities Elective*	3
WEX-159	Cardiopulmonary Resuscitation [CPR] and Emergency First Aid	3
MOA-218	Medical Economics	2
MOA-241	Clinical Laboratory Technology	4
MOA-243	Medical Office Assistant Externship I	1
MOA-203	Medical Office Assistant Administrative Procedures I	3
	Subtotal: 16	

Fourth Semester

PSY-101	General Psychology	3
MOA-200	Pharmacology for Medical Office Assistants	2
MOA-145	Medical Office Assistant: Overview	3
MOA-201	Diagnostic and Procedural Coding	4
MOA-244	Medical Office Assistant Externship II	1
MOA-204	Medical Office Assistant Administrative Procedures II	3

Subtotal: 16

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3

Subtotal: 6

Humanities* and Social Sciences

One general education course selected from the 3 Following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

PSY-101	General Psychology	3

Subtotal: 6

Mathematics, Natural Sciences, and Technology

BIO-109	Anatomy and Physiology I	4
BIO-209	Anatomy and Physiology II	4

Subtotal: 8

Subtotal: 20-22

PROGRAM REQUIREMENTS

MOA-140	Medical Terminology	3
MOA-141	Introduction to Medical Office Assisting	3
MOA-145	Medical Office Assistant: Overview	3
MOA-200	Pharmacology for Medical Office Assistants	2
MOA-201	Diagnostic and Procedural Coding	4
MOA-203	Medical Office Assistant Administrative Procedures I	3
MOA-204	Medical Office Assistant Administrative Procedures II	3
MOA-218	Medical Economics	2
MOA-240	Clinical Office Practice	4
MOA-241	Clinical Laboratory Technology	4
MOA-243	Medical Office Assistant Externship I	1
MOA-244	Medical Office Assistant Externship II	1

Subtotal: 33

PROGRAM SUPPORT REQUIREMENTS

INF-114	Microsoft Office [Office 2016]	3
INF-119	Document Processing [Word 2016]	3
WEX-101	Dynamics of Health and Fitness	2
WEX-159	Cardiopulmonary Resuscitation [CPR] and Emergency First Aid	3

Subtotal: 11

Total Credit Hours: 64-66

Specific Program Notes

*General Education Course List (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

HEALTH PROFESSIONS AAS – PARAMEDIC SCIENCE DEGREE

Code: AAS.HP.PAR

Program Length: 24 months

Preadmissions: Program Admissions Exam and EMT skills screening, Active NJ EMT License

GPA for admissions eligibility: 2.50

Required General Education prerequisite courses: BIO-109, BIO-209, MAT-100 elective, PSY-101, PSY-201, SOC-101, WRT-101, WRT-201 or WRT-202.

Application Deadline: February 1

Program Admits: Fall Semester

Note: This regional program utilizes clinical education sites throughout the state of NJ. Students will be required to travel to distant sites and provide their own transportation.

An emergency medical technician (EMT) provides basic life support to patients in the pre-hospital environment. Paramedics bring the emergency department to the field by providing critical treatment an advanced life support — equivalent to treatments offered in the first 15-20 minutes of care in the emergency room. Paramedics and EMTs, both EMS practitioners, work cohesively to stabilize the patient's condition during emergency transport and transfer.

The program's curriculum employs a workforce development model. Students complete all general education courses in the first year followed by core courses in the second year. Students can also easily transfer completed general education courses that meet transfer guideline criteria. During field assignments, students fulfill externship hours on paramedic units three days per week in varied geographic response areas. Through integrated instruction, laboratory and clinical experience, students strengthen skills and bridge knowledge gaps

Program Learning Outcomes

- Exhibit a professional code of conduct with personal and professional integrity.

- Provide compassionate care to all populations while respecting cultural differences.

- Comply with all state and federal regulation/laws for an entry-level paramedic.

- Utilize a systematic assessment to determine appropriate modalities for medical and trauma patients of all ages while prioritizing interventions needed to improve patient outcomes.

- Demonstrate skill proficiency in all entry-level psychomotor skills, utilizing them when clinically appropriate and at the correct time to improve patient outcomes.

- Function as a member of the paramedic team by using effective communication and proper behavior that promotes customer service and efficient care.

- Correctly identifies potential hazards to promote a safe environment for self, coworkers, patients and bystanders.

- Uses critical thinking skills to properly manage and diffuse stressful environments.

- Identifies personal stress and utilizes stress management techniques to ensure physical and emotional health.

CAREER PATHWAYS

Paramedic: Hospital, Fire Department, ER	Medical Device Sales Representative

RECOMMENDED SEMESTER SEQUENCE

First Semester

MAT	Mathematics Elective*	3
BIO-109	Anatomy and Physiology I	4
PSY-101	General Psychology	3
WRT-101	English Composition I	3
		Subtotal: 13

Second Semester

BIO-209	Anatomy and Physiology II	4
PSY-201	Child Psychology	3
SOC-101	Sociology	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
		Subtotal: 13

Third Semester

PAR-101	Principles of Paramedic Science I	4
PAR-102	Paramedic Patient Care Techniques I	4
PAR-103	Paramedic Diagnostic Methods I	3
PAR-104	Paramedic Clinical Concepts I	3
		Subtotal: 14

Winter Term

PAR-200	Paramedic Cardiac and Trauma Care	2
	Subtotal: 2	

Fourth Semester

PAR-201	Principles of Paramedic Science II	4
PAR-202	Paramedic Patient Care Techniques II	4
PAR-203	Paramedic Diagnostic Methods II	3
PAR-204	Paramedic Clinical Concepts II	4
	Subtotal: 14	

Summer Session

PAR-205	Paramedic Clinical Concepts III	3
PAR-206	Paramedic Field Externship I	4
PAR-207	Paramedic Field Externship II	2
	Subtotal: 10	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences

PSY-101	General Psychology	3
SOC-101	Sociology	3
	Subtotal: 6	

Mathematics, Natural Sciences, and Technology

BIO-109	Anatomy and Physiology I	4
BIO-209	Anatomy and Physiology II	4
	Subtotal: 8	

Subtotal: 20

PROGRAM REQUIREMENTS

PAR-101	Principles of Paramedic Science I	4
PAR-102	Paramedic Patient Care Techniques I	4
PAR-103	Paramedic Diagnostic Methods I	3
PAR-104	Paramedic Clinical Concepts I	3
PAR-200	Paramedic Cardiac and Trauma Care	2
PAR-201	Principles of Paramedic Science II	4
PAR-202	Paramedic Patient Care Techniques II	4
PAR-203	Paramedic Diagnostic Methods II	3
PAR-204	Paramedic Clinical Concepts II	4
PAR-205	Paramedic Clinical Concepts III	3
PAR-206	Paramedic Field Externship I	4

PAR-207	Paramedic Field Externship II	2

Subtotal: 40

PROGRAM SUPPORT REQUIREMENTS

MAT	Mathematics Elective*	3
PSY-201	Child Psychology	3
	Subtotal: 6	

Subtotal: 6

Total Credit Hours: 66

Specific Program Notes

*Mathematics Elective: select MAT-130 Contemporary Mathematics, MAT-150 Statistics I, or MAT-155 Finite Mathematics.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

HEALTH PROFESSIONS AAS – RADIOGRAPHY DEGREE

Code: AAS.HP.RAD

Program Length: 24 months

Preadmission Test: Radiography Admissions Exam

GPA for admissions eligibility: 2.50

High School prerequisite courses: 1 year science [College Placement Biology and Lab]; 1 year Algebra [Algebra II].

College substitutions: BIO-109; MAT-040.

Application Deadline: February 1

Program Admits: Fall semester

Note: High school Biology is waived if college Biology, preferably BIO-109, is successfully completed.

The radiography program is a 24 month course of study that is designed to prepare the graduate for employment in the medical imaging profession. Radiographers are professionals who use radiation to create radiographs of the human body for the medical doctor to diagnose disease. A study of anatomy, patient care, imaging equipment, technique, and radiation biology are integrates into each course. Students will learn principles related to medical imaging and apply these to practice to clinical. The program has three components- classroom, laboratory, and off site clinical education. Students spend approximately 1700 hours in clinical practice. Upon completion of the program students are eligible to apply for certification examination with the American Registry of Radiologic Technologists (ARRT) and apply for state licensure (if a license is required for that particular state).

Program Learning Outcomes

- Perform all clinical responsibilities in a competent manner.

- Use principles of critical thinking skills for problem solving.

- Demonstrate competent and proficient written and oral communication skills.

- Accomplish all tasks and pursue actions in a professional manner within the field of diagnostic imaging.

CAREER PATHWAYS

Radiologic Technologist: Hospital, Imaging Center, Community Health or Ambulatory Care Center   Educator

Medical Device Sales Representative

RECOMMENDED SEMESTER SEQUENCE

First Semester

BIO-109	Anatomy and Physiology I	4
RAD-180	Introduction to Radiography	3
RAD-181	Radiography I	5
RAD-182	Radiography Clinical I	1
WRT-101	English Composition I	3
	Subtotal: 16	

Second Semester

BIO-209	Anatomy and Physiology II	4
RAD-276	Principles of Imaging Equipment	3
RAD-281	Radiography II	4
RAD-282	Radiography Clinical II	2
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 16	

Summer Semester

RAD-283	Intermediate Radiography Clinical	3
RAD-280	Image Production and Evaluation	3
	Subtotal: 6	

Third Semester

RAD-183	Radiographic Pathology	2
RAD-184	Advanced Imaging Equipment and Patient Care	2
RAD-285	Radiography III	4
RAD-286	Radiography Clinical III	2
MAT-150	Statistics I	3
	Subtotal: 13	

Fourth Semester

	Humanities Elective*	3
	Social Science Elective*	3
RAD-275	Therapeutic and Imaging Modalities	1
RAD-288	Radiography IV	4
RAD-289	Radiography Clinical IV	3
	Subtotal: 14	

Summer Semester

RAD-290	Senior Student Seminar	3
	Subtotal: 3	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 6	

Mathematics, Natural Sciences, and Technology

BIO-109	Anatomy and Physiology I	4
BIO-209	Anatomy and Physiology II	4
	Subtotal: 8	

Subtotal: 20-22

PROGRAM REQUIREMENTS

RAD-180	Introduction to Radiography	3
RAD-181	Radiography I	5
RAD-182	Radiography Clinical I	1
RAD-281	Radiography II	4
RAD-282	Radiography Clinical II	2
RAD-285	Radiography III	4
RAD-286	Radiography Clinical III	2
RAD-288	Radiography IV	4
RAD-289	Radiography Clinical IV	3
RAD-183	Radiographic Pathology	2
RAD-184	Advanced Imaging Equipment and Patient Care	2
RAD-275	Therapeutic and Imaging Modalities	1
RAD-276	Principles of Imaging Equipment	3
RAD-283	Intermediate Radiography Clinical	3
RAD-280	Image Production and Evaluation	3
RAD-290	Senior Student Seminar	3

Subtotal: 44

PROGRAM SUPPORT REQUIREMENTS

MAT-150	Statistics I	3

Subtotal: 6

Total Credit Hours: 68

Specific Program Notes

*General Education Course List (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

HEALTH PROFESSIONS AAS – RESPIRATORY CARE DEGREE

Code: AAS.HP.RESP

Program Length: 24 months; GPA for admissions eligibility: 2.00; High School prerequisite courses: Chemistry with lab; Biology with lab; Algebra. College substitutions: BIO-109; CHM-100; MAT-040.

Application Deadline: February 1; Program Admits: Fall semester

Pre-admission Test: Respiratory Care Admissions Examination – beginning with Fall 2013 applications

Note: High school Biology is waived if college Biology, preferably BIO-109, is completed successfully.

The Respiratory Care Program prepares graduates to perform competently in providing all phases of respiratory care therapies and modalities. The program incorporates didactic, clinical, technological, and laboratory teaching approaches throughout the curriculum. The respiratory care curriculum is a challenging one that provides a "hands-on" approach and incorporates a variety of educational experiences and environments from the traditional classroom to the laboratory and clinical settings. The program is a competency-based education and provides a curriculum sequence in order for the students to correlate didactic, lab and clinical skills sufficiently. After graduation, students will take the national certification and registry exams administered by the NBRC National Board for Respiratory Care and will obtain a license to work in the desired state.

The Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care.

Program Learning Outcomes

- Utilize the application of scientific principles for the identification, prevention, remediation, research, and rehabilitation of acute or chronic cardiopulmonary dysfunction thereby producing optimum health and function

- Review existing data, collects additional data, and recommends obtaining data to evaluate the respiratory status of patients

- Develop the respiratory care plan, and determines the appropriateness of the prescribed therapy

- Initiates, conducts, and modifies prescribed therapeutic and diagnostic procedures such as: administering medical gases, resuscitation; providing

support services to mechanically ventilated patients; maintaining artificial and natural airways; performing pulmonary function testing, hemodynamic monitoring and other physiologic monitoring

- Collect specimens of blood and other materials

- Document necessary information in the patient's medical record and on other forms, and communicates that information to members of the health care team

- Obtain, assemble, calibrate, and checks necessary equipment

- Use problem solving to identify and correct malfunctions of respiratory care equipment

- Demonstrate appropriate interpersonal skills to work productively with patients, families, staff, and co-workers

CAREER PATHWAYS

Respiratory Therapist: Hospital, Ambulatory Care, Nursing Home, Rehabilitation Center, Sleep Disorder Center	Patient Transporter	Educator
Respiratory Therapist: Community or Home Health	Medical Device Sales Representative	

RECOMMENDED SEMESTER SEQUENCE

First Semester

BIO-109	Anatomy and Physiology I	4
RSP-110	Respiratory Care Pharmacology	2
RSP-119	Introduction to Respiratory Care	4
RSP-121	Respiratory Care Clinical Externship I	1
WRT-101	English Composition I	3
	Subtotal: 14	

RSP-121: Respiratory Care Clinical Externship I (16 hrs/wk x 9 wks = 144 hrs)

Second Semester

BIO-209	Anatomy and Physiology II	4
CHM-112	College Chemistry	4
RSP-210	Cardiopulmonary Diseases and Disorder	3
RSP-220	Fundamentals of Respiratory Critical Care	3
RSP-222	Cardiopulmonary Anatomy and Physiology	2

RSP-225	Respiratory Care Clinical Externship II	2
	Subtotal: 18	

RSP-225: Respiratory Care Clinical Externship II (16 hrs/wk = 240 hrs)

Summer Session

RSP-226	Respiratory Care Clinical Externship III	2
	Subtotal: 2	

RSP-226: Respiratory Care Clinical Externship III (40 hrs/wk = 240 hrs – Based on 6 weeks)

Third Semester

BIO-104	Microbiology	4
RSP-231	Respiratory Care Clinical External IV	2
RSP-240	Diagnostic Monitoring and Patient Assessment	4
RSP-250	Respiratory Critical Care	4
WRT-201	English Composition II	3
	Subtotal: 17	

RSP-231: Respiratory Care Clinical Externship IV (16 hrs/wk = 240 hrs)

Fourth Semester

	Humanities Elective*	3
	Social Science Elective*	3
RSP-235	Respiratory Care Clinical Externship V	2
RSP-241	Neonatal and Pediatric Respiratory Care	3
RSP-260	Special Topics Respiratory Care	3
	Subtotal: 14	

RSP-235: Respiratory Care Clinical Externship V (16 hrs/wk = 240 hrs)

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO);

Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6	

Mathematics, Natural Sciences, and Technology

BIO-109	Anatomy and Physiology I	4
BIO-209	Anatomy and Physiology II	4
	Subtotal: 8	

Subtotal: 20

PROGRAM REQUIREMENTS

BIO-104	Microbiology	4
CHM-112	College Chemistry	4
RSP-110	Respiratory Care Pharmacology	2
RSP-119	Introduction to Respiratory Care	4
RSP-210	Cardiopulmonary Diseases and Disorder	3
RSP-220	Fundamentals of Respiratory Critical Care	3
RSP-222	Cardiopulmonary Anatomy and Physiology	2
RSP-240	Diagnostic Monitoring and Patient Assessment	4
RSP-241	Neonatal and Pediatric Respiratory Care	3
RSP-250	Respiratory Critical Care	4
RSP-260	Special Topics Respiratory Care	3

Clinical Externship Courses

RSP-121	Respiratory Care Clinical Externship I	1
RSP-125		
RSP-226	Respiratory Care Clinical Externship III	2
RSP-231	Respiratory Care Clinical External IV	2
RSP-235	Respiratory Care Clinical Externship V	2

Subtotal: 45

Total Credit Hours: 65

Specific Program Notes

*General Education Course List (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Successful completion of program and exit examinations are required for graduation.

HEALTH PROFESSIONS AAS – VETERINARY TECHNOLOGY DEGREE

Code: AAS.HP.VET

Program Length: 24 months

Preadmission Test: Veterinary Technology Admissions Exam

GPA for admissions eligibility: 2.00

Prerequisites: VET-115; VET-102; VET-103; CHM-112; WRT-101; MAT-040.

Application Deadline: October 1; Program Admits: Spring semester

Note: Applicants will only be accepted once the prerequisites stated above have been successfully completed. Applicants are strongly encouraged to meet with a program official regarding application procedures. Travel is required for all students enrolled in this program.

The Veterinary Technology Program has been designed to develop personnel capable of assisting veterinarians in large animal practices, small animal practices, laboratory animal situations, and related veterinary medical activities. The curriculum provides a sound foundation in basic veterinary technology and promotes habit of mind that inspires students to continue their education. Through coursework, skill acquisition, and meaningful clinical experiences, the graduate will be a productive employee at the entry level and will have the capabilities to perform satisfactorily in positions of increasing responsibility.

The program is accredited by the American Medical Association (AVMA), and the Committee on Veterinary Technician Education and Activities (CVTEA). Veterinary Technology is not designed as a preparatory program for those students who wish to pursue a career in Veterinary Medicine.

Program Learning Outcomes

- Demonstrate knowledge in the care and handling of domestic animals.

- Demonstrate didactic proficiency in medical and surgical nursing, diagnostic imaging, and clinical laboratory procedures.

- Demonstrate competency in psychomotor skills in all the areas of clinical practice of veterinary technology.

- Develop a concern for public health and safety.

- Demonstrate compliance with federal, state, and local laws relevant to the practice of veterinary technology

CAREER PATHWAYS

Veterinary Technician: Animal Hospital, Veterinary Practice, Biomedical Laboratory	Medical Device Sales Representative

Educator

RECOMMENDED SEMESTER SEQUENCE

First Semester

VET-102	Introduction to Veterinary Technology	1
VET-103	Veterinary Medical Terminology	1
VET-115	Vertebrate Anatomy and Physiology I	4
CHM-112	College Chemistry	4
WRT-101	English Composition I	3
		Subtotal: 13

Second Semester

VET-104	Research Animal Technology [Spring Only]	3
VET-110	Nutrition and Principles of Feeding [Spring Only]	2
VET-112	Veterinary Pharmacology [Spring Only]	3
VET-215	Vertebrate Anatomy and Physiology II	4
WRT-201	English Composition II	3
		Subtotal: 15

VET-104, VET-110, VET-112: Offered only in spring semesters.

Summer Session

	Humanities Elective*	3
BIO-104	Microbiology	4
VET-220	Veterinary Technology Externship I	1
		Subtotal: 8

VET-220: Student enrollment in VET-220 and VET-221 requires permission from the Academic Department Chair.

Third Semester

VET-203	Veterinary Nursing I [Fall Only]	3
VET-204	Veterinary Dental Techniques	3
VET-205	Clinical Laboratory Procedures I [Fall Only]	3
VET-207	Diagnostic Imaging [Fall Only]	3
		Subtotal: 12

VET-203, VET-204, VET-205, VET-207: Offered only in fall semesters.

Fourth Semester

Social Science Elective*		3
VET-214	Veterinary Nursing II [Spring Only]	3
VET-217	Clinical Laboratory Procedures II [Spring Only]	3
VET-216	Veterinary Office Management [Fall Only]	2
VET-219	Surgical Assist and Anesthesia [Spring Only]	3
	Subtotal: 14	

VET-214, VET-217, VET-216, VET-219: Offered only in spring semesters.

Summer Session

VET-218	Large Animal Nursing [Summer Only]	3
VET-221	Veterinary Technology Externship II	1
	Subtotal: 4	

VET-218: is taught off-campus.

VET-221: Student enrollment in VET-220 and VET-221 requires permission from the Academic Department Chair.

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6

Mathematics, Natural Science, and Technology

BIO-104	Microbiology	4
CHM-112	College Chemistry	4
	Subtotal: 8	

Subtotal: 20-22

PROGRAM REQUIREMENTS

VET-102	Introduction to Veterinary Technology	1
VET-103	Veterinary Medical Terminology	1
VET-104	Research Animal Technology [Spring Only]	3
VET-110	Nutrition and Principles of Feeding [Spring Only]	2
VET-112	Veterinary Pharmacology [Spring Only]	3
VET-203	Veterinary Nursing I [Fall Only]	3
VET-204	Veterinary Dental Techniques	3
VET-205	Clinical Laboratory Procedures I [Fall Only]	3
VET-207	Diagnostic Imaging [Fall Only]	3
VET-214	Veterinary Nursing II [Spring Only]	3
VET-216	Veterinary Office Management [Fall Only]	2
VET-217	Clinical Laboratory Procedures II [Spring Only]	3
VET-219	Surgical Assist and Anesthesia [Spring Only]	3
VET-218	Large Animal Nursing [Summer Only]	3
VET-220	Veterinary Technology Externship I	1
VET-221	Veterinary Technology Externship II	1

VET-104, VET-110, VET-112, VET-214, VET-216, VET-217, VET-219: Offered only in spring semesters.

VET-203, VET-204, VET-205, VET-207: Offered only in fall semesters.
Subtotal: 38

PROGRAM SUPPORT REQUIREMENTS

BIO-115
BIO-215
Subtotal: 8

Total Credit Hours: 66

Specific Program Notes

*General Education Elective(s) (p. 16).

NOTE: BIO-115, CHM-112, WRT-101, VET-102, and VET-103 are prerequisite courses that each student must take in order to be eligible for program admission.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

NURSING, DAY SESSION AAS

Code: AAS.NURS.DAY

Program Length: 2 academic years

Preadmission Test: Nursing Program Admissions Exam

GPA for admissions eligibility: 2.50

High School prerequisite courses: Chemistry and Biology with lab and Algebra. College substitutions: CHM-100; BIO-109; MAT-040.

Application Deadline: February 1 for fall admission. Program Admits: Fall semester.

The day nursing program accepts students for fall only.

The total number of credits required for the AAS degree in Nursing is 66.

The Bergen Community College Nursing Program prepares its graduates to assume an entry-level position as a registered nurse. Nursing students are actively involved as self-directed, responsible partners in the learning process. Students are educated in the classroom, in the nursing skills and simulation laboratories and in a variety of clinical settings. The program uses technology such as Computer Assisted Instruction (CAI) and the Human Child and Adult Patient Simulators to enhance learning, skills mastery and critical thinking in the application of the nursing process.

The Nursing Program is approved by the New Jersey State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing.

Program Learning Outcomes

- Apply the Nursing Process to assist individuals, families and groups in the promotion.

- Demonstrate an understanding of the maintenance and restoration of optimum health.

- Adapt the nursing process according to an individual's developmental capabilities.

- Communicate effectively with individuals, families and other health team members.

- Incorporate knowledge of biological, psychological, sociological, cultural, spiritual and economic factors in the provision of care.

- Assume responsibility for personal, professional, and educational development.

- Practice within the legal and ethical framework of nursing.

- Incorporate technical resources for the improvement of nursing practice.

- Model critical thinking in the application of the nursing process to the care of individuals.

- Demonstrate quantitative reasoning skills in nursing practice.

- Integrate teaching and learning principles into nursing practice.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

BIO-109	Anatomy and Physiology I	4
NUR-181	Physical Assessment	1
NUR-182	Pharmacology for Nurses	1
NUR-183	Basic Concepts and Skills of Nursing	6
PSY-101	General Psychology	3
WRT-101	English Composition I	3
		Subtotal: 18

Second Semester

BIO-209	Anatomy and Physiology II	4
NUR-281	Adult Health Nursing A	4
NUR-282	Adult Health Nursing B	4
PSY-106	Developmental Psychology: Lifespan	3
WRT-201	English Composition II	3
		Subtotal: 18

Third Semester

BIO-104	Microbiology	4
NUR-284	Maternal-Child Health Nursing	5
NUR-285	Mental Health Nursing	4
SOC-101	Sociology	3
		Subtotal: 16

Fourth Semester

	Humanities Elective*	3
	Humanities Elective (need not be General Ed course)	3
NUR-290	Adult Health Nursing C	4
NUR-291	Adult Health Nursing D	4
		Subtotal: 14

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 6	

Humanities* and Social Sciences

One general education course selected from the Following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).		3
PSY-101	General Psychology	3
	Subtotal: 6	

Mathematics, Natural Sciences, and Technology

BIO-109	Anatomy and Physiology I	4
BIO-209	Anatomy and Physiology II	4
	Subtotal: 8	

Subtotal: 20

PROGRAM REQUIREMENTS

BIO-104	Microbiology	4
NUR-181	Physical Assessment	1
NUR-182	Pharmacology for Nurses	1
NUR-183	Basic Concepts and Skills of Nursing	6
NUR-281	Adult Health Nursing A	4
NUR-282	Adult Health Nursing B	4
NUR-290	Adult Health Nursing C	4
NUR-291	Adult Health Nursing D	4
NUR-284	Maternal-Child Health Nursing	5
NUR-285	Mental Health Nursing	4

Subtotal: 37

PROGRAM SUPPORT REQUIREMENTS

Humanities Elective (need not be Gen Ed course)		3
PSY-106	Developmental Psychology: Lifespan	3
SOC-101	Sociology	3

Subtotal: 9

Total Credit Hours: 66

Specific Program Notes

*General Education Course List (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

NURSING, EVENING SESSION AAS

Code: AAS.NURS.EVE

Program Length: 2 academic years; Preadmission Test: Nursing Program Admissions Exam

GPA for admissions eligibility: 2.50

High School prerequisite courses: Chemistry and Biology with lab and Algebra. College substitutions: CHM-100; BIO-109; MAT-040; College prerequisite courses: BIO-109 and BIO-209; WRT-101 and WRT-201; PSY-101 and PSY-106; SOC-101.

Application Deadline: October 1 for spring admission. Program Admits: Spring semester.

The Bergen Community College Nursing Program prepares its graduates to assume an entry-level position as a registered nurse. Nursing students are actively involved as self-directed, responsible partners in the learning process. Students are educated in the classroom, in the nursing skills and simulation laboratories and in a variety of clinical settings. The program uses technology such as Computer Assisted Instruction (CAI) and the Human Child and Adult Patient Simulators to enhance learning, skills mastery and critical thinking in the application of the nursing process.

The Nursing Program is approved by the New Jersey State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing

Program Learning Outcomes

- Apply the Nursing Process to assist individuals, families and groups in the promotion.

- Demonstrate an understanding of the maintenance and restoration of optimum health.

- Adapt the nursing process according to an individual's developmental capabilities.

- Communicate effectively with individuals, families and other health team members.

- Incorporate knowledge of biological, psychological, sociological, cultural, spiritual and economic factors in the provision of care.

- Assume responsibility for personal, professional, and educational development.

- Practice within the legal and ethical framework of nursing.

- Incorporate technical resources for the improvement of nursing practice.

- Model critical thinking in the application of the nursing process to the care of individuals.

- Demonstrate quantitative reasoning skills in nursing practice.

- Integrate teaching and learning principles into nursing practice.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

BIO-109	Anatomy and Physiology I	4
PSY-101	General Psychology	3
WRT-101	English Composition I	3
	Subtotal: 10	

BIO-109, PSY-101, WRT-101: Evening nursing applicants cannot be accepted until general co-requisites (7 courses) have been completed. The Evening nursing program accepts students for spring only.

Second Semester

BIO-209	Anatomy and Physiology II	4
PSY-106	Developmental Psychology: Lifespan	3
WRT-201	English Composition II	3
	Subtotal: 10	

BIO-209, PSY-106, WRT-201: Evening nursing applicants cannot be accepted until general co-requisites (7 courses) have been completed. The Evening nursing program accepts students for spring only

Summer Session

SOC-101	Sociology	3
	Subtotal: 3	

SOC-101: Evening nursing applicants cannot be accepted until general co-requisites (7 courses) have been completed. The Evening nursing program accepts students for spring only

Third Semester

NUR-181	Physical Assessment	1
NUR-182	Pharmacology for Nurses	1
NUR-183	Basic Concepts and Skills of Nursing	6
	Subtotal: 8	

Fourth Semester

NUR-281	Adult Health Nursing A	4
NUR-282	Adult Health Nursing B	4
		Subtotal: 8

Fifth Semester / Summer

BIO-104	Microbiology	4
		Subtotal: 4

Sixth Semester

NUR-284	Maternal-Child Health Nursing	5
NUR-285	Mental Health Nursing	4
		Subtotal: 9

Seventh Semester

	Humanities Elective*	3
	Humanities Elective (need not be General Ed course)	3
		Subtotal: 6

Eighth Semester

NUR-290	Adult Health Nursing C	4
NUR-291	Adult Health Nursing D	4
		Subtotal: 8

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
		Subtotal: 6

Humanities* and Social Sciences

	One general education course selected from the Following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).	3
PSY-101	General Psychology	3
		Subtotal: 6

Mathematics, Natural Sciences, and Technology

BIO-109	Anatomy and Physiology I	4
BIO-209	Anatomy and Physiology II	4
		Subtotal: 8

Subtotal: 20

PROGRAM REQUIREMENTS

BIO-104	Microbiology	4
NUR-181	Physical Assessment	1
NUR-182	Pharmacology for Nurses	1
NUR-183	Basic Concepts and Skills of Nursing	6

NUR-281	Adult Health Nursing A	4
NUR-282	Adult Health Nursing B	4
NUR-290	Adult Health Nursing C	4
NUR-291	Adult Health Nursing D	4
NUR-284	Maternal-Child Health Nursing	5
NUR-285	Mental Health Nursing	4

Subtotal: 37

PROGRAM SUPPORT REQUIREMENTS

	Humanities Electives (need not be Gen Ed course)	3
PSY-106	Developmental Psychology: Lifespan	3
SOC-101	Sociology	3

Subtotal: 9

Total Credit Hours: 66

Specific Program Notes

*General Education Course List (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

HEALTH PROFESSIONS AND CAREER TECHNOLOGIES AAS – INTERDISCIPLINARY PROGRAM IN MEDICAL INFORMATICS DEGREE

Code: AAS.MED.INFO

Medical Informatics involves the ability to update and retrieve medical data as well as design and manage medical information systems. This degree is a joint effort of the Information Technology (INF) and Medical Office Administration (MOA) programs at BCC, and the BS Engineering Technology, Computer Technology program at NJIT. It addresses the need for individuals with both medical and technical knowledge. This AAS degree will currently transfer to the NJIT Bachelor of Science in Engineering Technology (BSET) program where students can concentrate in Medical Informatics.

Program Learning Outcomes

- Use standard industry tools to design, create, delete and update electronic databases.

- Use technology resources that help to transform analog (paper-based) records into searchable electronic records.

- Use standard medical and pharmacology terminology, and coding, medical and ethical practices.

- Use standard business productivity software to support electronic projects.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

BIO-109	Anatomy and Physiology I	4
INF-101	Introduction to Information Technology	3
INF-103	Introduction to Programming (Python)	3
MOA-140	Medical Terminology	3
WRT-101	English Composition I	3
	Subtotal: 16	

Second Semester

INF	Programming Language Fundamentals Elective**	3
	Humanities Elective***	3
BIO-209	Anatomy and Physiology II	4
MOA-201	Diagnostic and Procedural Coding	4
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 16	

Third Semester

MAT	Mathematics Elective***	3-4
INF	Advanced Programming Language Elective***	3
INF-217	Database for Applications [Oracle]	3
MOA-141	Introduction to Medical Office Assisting	3
MOA-218	Medical Economics	2
WEX-101	Dynamics of Health and Fitness	2
	Subtotal: 16-17	

Fourth Semester

	Humanities Elective***	3
	Social Science Elective***	3
BUS-101	Introduction to Business	3
INF-218	Database Programming [Oracle-PL/SQL]	3
INF-219	Database Administration	3
MOA-200	Pharmacology for Medical Office Assistants	2
	Subtotal: 17	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT);

Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

		Subtotal: 6

Mathematics, Natural Science, and Technology

BIO-109	Anatomy and Physiology I	4
BIO-209	Anatomy and Physiology II	4
		Subtotal: 8

Subtotal: 20-22

PROGRAM REQUIREMENTS

INF	Programming Language Fundamentals Elective*	3
INF	Advanced Programming Language Elective**	3
INF-101	Introduction to Information Technology	3
INF-103	Introduction to Programming (Python)	3
INF-217	Database for Applications [Oracle]	3
INF-218	Database Programming [Oracle-PL/SQL]	3
INF-219	Database Administration	3
MOA-140	Medical Terminology	3
MOA-141	Introduction to Medical Office Assisting	3
MOA-200	Pharmacology for Medical Office Assistants	2
MOA-201	Diagnostic and Procedural Coding	4
MOA-218	Medical Economics	2
BUS-101	Introduction to Business	3

Subtotal: 37

PROGRAM SUPPORT REQUIREMENTS

MAT	Mathematics Elective***	3-4
	Humanities Elective***	3
WEX-101	Dynamics of Health and Fitness	2

Subtotal: 8-9

Total Credit Hours: 65-66

Specific Program Notes

*Programming Language Fundamentals Elective – INF-220, INF-221, or INF-236.

**Advanced Programming Language Elective – INF-224, INF-246, or INF-268.

***General Education Elective(s) (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

CAREER TECHNOLOGIES AAS– GENERAL ENGINEERING TECHNOLOGY/AVIONICS OPTION DEGREE

Code: AAS.IDT.AVIONICS

The AAS Degree Program in Avionics is designed for students interested in Electronics Technology who wish to focus their studies on electronic systems used in the control, navigation and communications systems used in aircraft. Graduates from the program work as Avionics technologists or transfer to a Baccalaureate program in Avionics. BCC has strong articulation agreements with two institutions that specialize in the field.

Students in the program take a three course sequence in Aviation Technology that includes flight operations (ground school), Aviation safety and Aviation Weather along with a rigorous background in Mathematics and Science that will prepare them for further studies and a potential career in Aviation Operations.

Program Learning Outcomes

- Adjust and repair commercial and consumer electronic equipment.

- Test, troubleshoot and prototype Avionics products and systems, such as the Garmin 1000®.

- Troubleshoot, service and repair control, navigation and communications systems installed in Aircraft.

- Assist in technical writing projects, and for those who excel in oral communications skills, assist in technical marketing or sales of avionics systems.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

ELC-101	DC-Circuit Analysis	4
PHY-185	Introduction to Physics	4
TEC-180	Problem Solving using Technology	4
WRT-101	English Composition I	3
AVT-100	Introduction to Aeronautics	3
	Subtotal: 18	

Second Semester

CHM-102	Chemistry in Context	4
DFT-107	Drafting I	2
ELC-201	AC-Circuit Analysis	4
ELC-203	Electronics I	4
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
	Subtotal: 17	

Third Semester

DFT-207	Drafting II	3
ELC-204	Electronics II	4
MFG-122	Machine Tool Principles I	3
WRT-202	Technical Writing	3
AVT-210	Introduction to Aircraft Avionics I	4
	Subtotal: 17	

Fourth Semester

	Humanities and/or Social Science Electives*	6
DFT-210	Computer Aided Drafting I	3
	or	
MFG-119	Pro/Engineer Design I	3
AVT-220	Introduction to Aircraft Avionics II	4
	Subtotal: 13	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6

Mathematics, Natural Science, and Technology

CHM-102	Chemistry in Context	4
PHY-185	Introduction to Physics	4
	Subtotal: 8	

Subtotal: 20

PROGRAM REQUIREMENTS

DFT-107	Drafting I	2
DFT-207	Drafting II	3
DFT-210	Computer Aided Drafting I	3

	or	
MFG-119	Pro/Engineer Design I	3
ELC-101	DC-Circuit Analysis	4
ELC-201	AC-Circuit Analysis	4
ELC-203	Electronics I	4
ELC-204	Electronics II	4
MFG-122	Machine Tool Principles I	3
TEC-180	Problem Solving using Technology	4
AVT-100	Introduction to Aeronautics	3
AVT-210	Introduction to Aircraft Avionics I	4
AVT-220	Introduction to Aircraft Avionics II	4

Subtotal: 42

PROGRAM SUPPORT REQUIREMENTS

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3

Subtotal: 3

Total Credit Hours: 65

Specific Program Notes

*General Education Elective(s) (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

CAREER TECHNOLOGIES AAS – DRAFTING AND DESIGN TECHNOLOGY DEGREE

Code: AAS.IDT.DRFT

The AAS.IDT.DRFT degree will produce qualified design-draftspersons who, in support of architects and designers, civil and MEP engineers, contractors and industrial designers, in diverse technical fields will be able to communicate design information by conventional pencil and sketch drafting, computer aided drafting, and oral communication. We will inspire characteristics of professionalism.

Program Learning Outcomes

- Read and create multi-view mechanical and architectural drawings compliant to industry standards.

- Demonstrate effective time management responsibility by completing projects with assigned time constraints.

- Develop two dimensional presentation drawings using computer aided drafting software.

- Communicate graphically and orally in proper technical terminology and in their related systems.

CAREER PATHWAYS

Entry level Manual Drafter	Entry level Architectural, Mechanical, Civil, Structural, and Landscape Drafter	Entry level CAD Drafter
Landscape Drafter	Entry level Technical Illustrator	

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Social Science Elective*	3
	Free Elective**	2
DFT-107	Drafting I	2
DFT-210	Computer Aided Drafting I	3
MFG-122	Machine Tool Principles I	3
WRT-101	English Composition I	3
	Subtotal: 16	

Second Semester

	Humanities Elective*	3
	Free Elective**	3
DFT-207	Drafting II	3

DFT-208	Engineering Graphics	3
WRT-202	Technical Writing	3
	Subtotal: 15	

Third Semester

DFT-209	Civil Engineering Methods	3
DFT-215	Building Systems	3
DFT-262	Architectural Drafting	3
DFT-265	Architectural Practice and Planning	3
HRT-104	Landscape Plants and Materials I	2
PHY-185	Introduction to Physics	4
	Subtotal: 18	

DFT-209, DFT-215, DFT-262, DFT-265: Offered only in fall semesters.

Fourth Semester

DFT-263	Architectural Design	3
DFT-266	Materials and Methods of Construction	3
DFT-282	Technical Illustration	3
	or	
TEC-180	Problem Solving using Technology	4
CHM-102	Chemistry in Context	4
DFT-270	Building Information Modeling	3
	or	
MFG-293	Co-Op Work Experience [Manufacturing]	3
	Subtotal: 16-17	

DFT-263, DFT-266, DFT-282, DFT-270: Offered only in spring semesters.

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6	

Mathematics, Natural Science, and Technology

PHY-185	Introduction to Physics	4
CHM-102	Chemistry in Context	4

Subtotal: 8

Subtotal: 20

PROGRAM REQUIREMENTS

DFT-107	Drafting I	2
DFT-210	Computer Aided Drafting I	3
DFT-207	Drafting II	3
DFT-208	Engineering Graphics	3
DFT-209	Civil Engineering Methods	3
DFT-215	Building Systems	3
DFT-262	Architectural Drafting	3
DFT-263	Architectural Design	3
DFT-265	Architectural Practice and Planning	3
DFT-266	Materials and Methods of Construction	3
DFT-270	Building Information Modeling or	3
DFT-293	Co-Op Work Experience [Drafting]	3
DFT-282	Technical Illustration or	3
TEC-180	Problem Solving using Technology	4
MFG-122	Machine Tool Principles I	3
HRT-104	Landscape Plants and Materials I	2

DFT-209, DFT-215, DFT-262, DFT-265: Offered only in fall semesters.

DFT-263, DFT-266, DFT-270, DFT-282: Offered only in spring semesters.
Subtotal: 40-41

FREE ELECTIVES**
Subtotal: 5

Total Credit Hours: 66

Specific Program Notes

*General Education Elective(s) (p. 16).

**WEX-101 Dynamics of Health and Fitness (2 cr.) and COM-100 Speech Communication (3 cr.) are recommended.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

CAREER TECHNOLOGIES AAS – ELECTRONICS TECHNOLOGY DEGREE

Code: AAS.IDT.ELECT.TECH

The AAS Degree Program in Electronics Technology is primarily intended to prepare students for entry-level positions in the electronics industry. The areas of application are diverse, broadly encompassing military & space electronics, communications & avionics electronics, consumer & automotive electronics, and medical & power electronics.

Program Learning Outcomes

- Adjust and repair commercial and consumer electronic equipment as entry level service shop technicians.

- Test, troubleshoot, or prototype electronic products and systems as entry level lab technicians.

- Service and repair installed electronic systems at the user's location as entry level field service technicians.

- Assist in technical writing projects, and for those who excel in oral communications skills, assist in technical marketing or sales.

CAREER PATHWAYS

RECOMMENDED SEMESTER SEQUENCE

First Semester

ELC-100	Introduction to Electronics Technology	2
ELC-101	DC-Circuit Analysis	4
PHY-185	Introduction to Physics	4
TEC-180	Problem Solving using Technology	4
WRT-101	English Composition I	3
	Subtotal: 17	

Second Semester

ELC-201	AC-Circuit Analysis	4
ELC-203	Electronics I	4
CHM-102	Chemistry in Context	4
COM-100	Speech Communication or	3
COM-102	Public Speaking	3
WEX-101	Dynamics of Health and Fitness	2
	Subtotal: 17	

Third Semester

DFT-107	Drafting I	2
ELC-204	Electronics II	4
ELC-214	Communication Systems I	4
MFG-122	Machine Tool Principles I	3
WRT-202	Technical Writing	3
	Subtotal: 16	

Fourth Semester

	Humanities Elective*	3
	Social Science Elective*	3
ELC-215	Communication Systems II	4
MFG-124	Applied Metrology	3
MFG-206	Concepts of Industrial Design	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6

Mathematics, Natural Science, and Technology

CHM-102	Chemistry in Context	4
PHY-185	Introduction to Physics	4
	Subtotal: 8	

Subtotal: 20

PROGRAM REQUIREMENTS

DFT-107	Drafting I	2
ELC-100	Introduction to Electronics Technology	2
ELC-101	DC-Circuit Analysis	4
ELC-201	AC-Circuit Analysis	4
ELC-203	Electronics I	4
ELC-204	Electronics II	4
ELC-214	Communication Systems I	4
ELC-215	Communication Systems II	4
MFG-122	Machine Tool Principles I	3
MFG-124	Applied Metrology	3
MFG-206	Concepts of Industrial Design	3
TEC-180	Problem Solving using Technology	4

Subtotal: 41

PROGRAM SUPPORT REQUIREMENTS

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WEX-101	Dynamics of Health and Fitness	2

Subtotal: 5

Total Credit Hours: 66

Specific Program Notes

*General Education Elective(s) (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

CAREER TECHNOLOGIES AAS – GENERAL ENGINEERING TECHNOLOGY DEGREE

Code: AAS.IDT.ENGIN.TECH

The A.A.S. Degree Program in General Engineering Technology is intended to prepare students for entry-level positions as support personnel with myriad technological skills for the broad area of engineering & technology.

Program Learning Outcomes

- Qualify for entry level positions as Engineering Assistants in basic design and development work, and in computer aided drafting and simulation of actual or conceptual systems.

- Adjust and repair electromechanical equipment as entry level service shop technicians.

- Test, troubleshoot, or prototype electromechanical products and systems as entry level lab technicians.

- Service and repair installed electromechanical systems at the user's location as entry level field service technicians.

- Assist in technical writing projects, and for those who excel in oral communications skills, assist in technical marketing or sales.

CAREER PATHWAYS

Entry Level Technologist: Engineering, Electromechanical, or Process Control	Entry Level Field Service Technician	Electromechanical Installation and Repair
Technical Report Writer	Technical Marketing or Sales Associate	

RECOMMENDED SEMESTER SEQUENCE

First Semester

ELC-101	DC-Circuit Analysis	4
PHY-185	Introduction to Physics	4
TEC-180	Problem Solving using Technology	4
WRT-101	English Composition I	3
WEX-101	Dynamics of Health and Fitness	2
	Subtotal: 17	

Second Semester

CHM-102	Chemistry in Context	4
DFT-107	Drafting I	2
ELC-201	AC-Circuit Analysis	4
ELC-203	Electronics I	4
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
	Subtotal: 17	

Third Semester

	Humanities Elective*	3
DFT-207	Drafting II	3
ELC-204	Electronics II	4
MFG-122	Machine Tool Principles I	3
WRT-202	Technical Writing	3
	Subtotal: 16	

Fourth Semester

	Social Science Elective*	3
DFT-209	Civil Engineering Methods	3
DFT-210	Computer Aided Drafting I	3
	or	
MFG-119	Pro/Engineer Design I	3
MFG-124	Applied Metrology	3
MFG-206	Concepts of Industrial Design	3
	Subtotal: 15	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6	

Mathematics, Natural Science, and Technology

CHM-102	Chemistry in Context	4
PHY-185	Introduction to Physics	4
	Subtotal: 8	

Subtotal: 20

PROGRAM REQUIREMENTS

DFT-107	Drafting I	2
DFT-207	Drafting II	3
DFT-209	Civil Engineering Methods	3
DFT-210	Computer Aided Drafting I	3

	or	
MFG-119	Pro/Engineer Design I	3
ELC-101	DC-Circuit Analysis	4
ELC-201	AC-Circuit Analysis	4
ELC-203	Electronics I	4
ELC-204	Electronics II	4
MFG-122	Machine Tool Principles I	3
MFG-124	Applied Metrology	3
MFG-206	Concepts of Industrial Design	3
TEC-180	Problem Solving using Technology	4

Subtotal: 40

PROGRAM SUPPORT REQUIREMENTS

COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WEX-101	Dynamics of Health and Fitness	2

Subtotal: 5

Total Credit Hours: 65

Specific Program Notes

*General Education Elective(s) (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

CAREER TECHNOLOGIES AAS – MANUFACTURING TECHNOLOGY DEGREE

Code: AAS.IDT.MFG.TECH

The AAS.IDT.MFG.TECH degree prepares graduates for entry-level positions in machining, grinding, welding, CNC (computer numerical control) programming/machining, industrial design, fixturing and quality assurance/control positions. Students will have a broad exposure to common manufacturing industry methods, procedures and safety.

Program Learning Outcomes

- Express and implement all safety rules and procedures across the full scope of machining, welding and fabrication disciplines.

- Recognize the theory and application of precision measurement and will be able to apply these skills in a professional work environment.

- Read multi view drawings, specify materials and procedures, and construct machined parts to professional standards using manual and CNC machinery.

- Design, specify materials and construct fabricated mechanisms & structures using various measurements, machining, material-joining and fabrication techniques for application in a professional environment.

- Demonstrate comprehension of various problem solving techniques and then demonstrate their abilities to apply them to machining, measurement, CNC programming and fabrication disciplines.

CAREER PATHWAYS

Note: *Careers Listed are Entry Level:*

Technician: Equipment, Production, Safety	CNC Machinist or Operator	Manufacturing Technician
Floor Assembler	Quality Control Inspector	Warehouse Associate
Welder		

RECOMMENDED SEMESTER SEQUENCE

First Semester

DFT-107	Drafting I	2
MFG-122	Machine Tool Principles I	3
MFG-124	Applied Metrology	3
WRT-101	English Composition I	3
ELC-110	Electric Power Technology	4
or		
TEC-180	Problem Solving using Technology	4
	Subtotal: 15	

Second Semester

	Humanities Elective*	3
	Free Elective**	3
MFG-222	Machine Tool Principles II	3
MFG-229	Materials Processing and Fabrication	4
WRT-202	Technical Writing	3
	Subtotal: 16	

MFG-222: Offered only in spring semesters.

Third Semester

MFG-119	Pro/Engineer Design I	3
MFG-226	Methods, Fixture Design, and Estimating	3
MFG-227	CNC Programming I	4
MFG-130	Welding Technology I	3
PHY-185	Introduction to Physics	4
	Subtotal: 17	

MFG-119: Offered only in first half of fall semesters.

MFG-227, MFG-130: Offered only in fall semesters.

Fourth Semester

	Social Science Elective*	3
	Free Elective**	2
DFT-210	Computer Aided Drafting I	3
MFG-206	Concepts of Industrial Design	3
CHM-102	Chemistry in Context	4
MFG-228	CNC Programming II	3
or		
MFG-293	Co-Op Work Experience [Manufacturing]	3
	Subtotal: 18	

MFG-206, MFG-228: Offered only in spring semesters.

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

		Subtotal: 6

Mathematics, Natural Science, and Technology

PHY-185	Introduction to Physics	4
CHM-102	Chemistry in Context	4
	Subtotal: 8	

Subtotal: 20

PROGRAM REQUIREMENTS

DFT-107	Drafting I	2
DFT-210	Computer Aided Drafting I	3
MFG-119	Pro/Engineer Design I	3
MFG-122	Machine Tool Principles I	3
MFG-124	Applied Metrology	3
MFG-130	Welding Technology I	3
MFG-206	Concepts of Industrial Design	3
MFG-222	Machine Tool Principles II	3
MFG-226	Methods, Fixture Design, and Estimating	3
MFG-227	CNC Programming I	4
MFG-229	Materials Processing and Fabrication	4
MFG-228	CNC Programming II	3
	or	
MFG-293	Co-Op Work Experience [Manufacturing]	3
ELC-110	Electric Power Technology	4
	or	
TEC-180	Problem Solving using Technology	4

MFG-119: Offered only in first half of fall semesters.

MFG-130, MFG-227: Offered only in fall semesters.

MFG-206, MFG-222, MFG-228: Offered only in spring semesters.
Subtotal: 41

FREE ELECTIVES**
Subtotal: 5

Total Credit Hours: 66

Specific Program Notes

*General Education Elective(s) (p. 16).

**COM-100 Speech Communication (3 cr.) and WEX-101 Dynamics of Health and Fitness (2 cr.) are recommended.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

CAREER TECHNOLOGIES AAS – SCIENCE TECHNOLOGY, HORTICULTURE DEGREE

Code: AAS.ST.HORT

The two-year Horticulture option prepares students for employment in horticulture based on hands-on training in a wide range of topics that can lead directly to employment in horticulture or to a four-year program. Topics include science, art and business aspects such as: plant science, propagation, turf, pests, design, marketing, plant materials, etc.

Program Learning Outcomes

- Describe and demonstrate the elements and principles of design utilized for a landscape site.

- Conduct an analysis of the environmental concerns for good plant growth at an interior and/or exterior landscaped site.

- Coordinate the process of preparing a plan, specifying materials to be used and the installation of those materials on a landscaped site.

- Prescribe the "Best Horticultural Practices" for a wide variety of interior and exterior plant materials used in the ornamental industries.

- Demonstrate the materials and methods used for the propagation of a wide variety of ornamental crops.

- Discuss the anatomy and physiology of a plant at an industry-needs level.

- Identify the biotic and abiotic problems associated with the maintenance of a wide range of interior and exterior plant materials used in the ornamental industries.

- Collect a soil sample for analysis of the structure, texture, pH and nutrient content so a determination can be made to add amendments to the soil or to apply a chemical treatment.

- Discuss the marketing and sale of the aesthetic and environmentally achieved results of a design.

CAREER PATHWAYS

Garden Center Manager	Grounds Management Supervisor	Parks Department Crew Chief
Staff Horticulturist	Sales Technician for Hort. Supplies	

RECOMMENDED SEMESTER SEQUENCE

First Semester

HRT-101	Fundamentals of Horticulture	3
HRT-102	Plant Science	4
HRT-104	Landscape Plants and Materials I	2
BIO-130	People-Plant Relationships	4
WRT-101	English Composition I	3
	Subtotal: 16	

Second Semester

	Social Science Elective*	3
HRT-120	Interior Plantscaping	3
HRT-232	Plant Propagation	4
HRT-233	Landscape Plants and Materials II	4
WRT-201	English Composition II	3
	Subtotal: 17	

Third Semester

HRT-103	Turf and Grounds Management	3
HRT-112	Pests and the Ornamental Plant	4
HRT-204	Landscape Graphics	2
HRT-236	Horticulture Marketing and Sales	3
BIO-108	Introduction to Environmental Biology	4
	Subtotal: 16	

Fourth Semester

HRT	Restricted HRT Elective†	3-4
	Humanities Elective*	3
BUS-101	Introduction to Business	3
HRT-113	Principles of Landscaping	3
HRT-292	Co-Op Work Experience [Horticulture]	2
	Subtotal: 15-16	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

		Subtotal: 6

Mathematics, Natural Science, and Technology

BIO-130	People-Plant Relationships	4
BIO-131	General Botany	4
		Subtotal: 8

Subtotal: 20

PROGRAM REQUIREMENTS

HRT	Restricted HRT Elective	3-4
HRT-101	Fundamentals of Horticulture	3
HRT-102	Plant Science	4
HRT-103	Turf and Grounds Management	3
HRT-104	Landscape Plants and Materials I	2
HRT-112	Pests and the Ornamental Plant	4
HRT-113	Principles of Landscaping	3
HRT-120	Interior Plantscaping	3
HRT-204	Landscape Graphics	2
HRT-232	Plant Propagation	4
HRT-233	Landscape Plants and Materials II	4
HRT-236	Horticulture Marketing and Sales	3
HRT-292	Co-Op Work Experience [Horticulture]	2

Subtotal: 41-42

PROGRAM SUPPORT REQUIREMENTS

BUS-101	Introduction to Business	3

Subtotal: 3

Total Credit Hours: 64-65

Specific Program Notes

*General Education Elective(s) (p. 16).

†Restricted HRT Elective: HRT-115, HRT-119, HRT-235, HRT-237.

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

CAREER TECHNOLOGIES AAS – SCIENCE TECHNOLOGY, HORTICULTURE – LANDSCAPE/DESIGN/BUILD OPTION DEGREE

Code: AAS.ST.LAND

The two-year Landscape Design/Build option provides students with a set of knowledge, skills and abilities that prepares them for direct employment in the landscape design field. It includes sustainable design and construction, management and development of presentation skills.

Program Learning Outcomes

- Describe a site analysis of a new or existing landscape and evaluate the removal or transplanting of existing plant materials.

- Prepare a conceptual, preliminary and final copy plan complete with a detailed Plant Materials List, Construction Materials to be used and the Order of Occurrence for implementation of the design.

- Develop a budget for each phase of project and propose a payment plan for project.

- Explain in detail the materials and methods to be used with both plant and construction materials.

CAREER PATHWAYS

Landscape Contractor	Landscape Designer	Landscape Project Manager

Technical Marketing, Sales of Landscape Products/ Services

RECOMMENDED SEMESTER SEQUENCE

First Semester

HRT-102	Plant Science	4
HRT-104	Landscape Plants and Materials I	2
HRT-113	Principles of Landscaping	3
BIO-130	People-Plant Relationships	4
WRT-101	English Composition I	3
	Subtotal: 16	

Second Semester

	Social Science Elective*	3
HRT-204	Landscape Graphics	2
HRT-233	Landscape Plants and Materials II	4
HRT-235	Landscape Analysis	3
WRT-201	English Composition II	3
	Subtotal: 15	

Summer Semester

HRT-130	Landscape Contracting	1
HRT-292	Co-Op Work Experience [Horticulture]	2
	Subtotal: 4	

Third Semester

	Humanities Elective*	3
BIO-108	Introduction to Environmental Biology	4
HRT-103	Turf and Grounds Management	3
HRT-114	Computer Applications for Landscape Design	3
HRT-213	Sustainable Design and Construction	3
	Subtotal: 16	

Fourth Semester

HRT	Restricted HRT Elective†	3-4
HRT-214	Landscape Design and Building Capstone	3
HRT-215	Landscape Design and Building Management	3
HRT-236	Horticulture Marketing and Sales	3
	Subtotal: 13-14	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6

Mathematics, Natural Science, and Technology

BIO-130	People-Plant Relationships	4
BIO-108	Introduction to Environmental Biology	4
	Subtotal: 8	

Subtotal: 20

PROGRAM REQUIREMENTS

HRT	Restricted HRT Elective	3-4
HRT-102	Plant Science	4
HRT-103	Turf and Grounds Management	3
HRT-104	Landscape Plants and Materials I	2
HRT-113	Principles of Landscaping	3
HRT-114	Computer Applications for Landscape Design	3
HRT-130	Landscape Contracting	1
HRT-204	Landscape Graphics	2
HRT-213	Sustainable Design and Construction	3
HRT-214	Landscape Design and Building Capstone	3
HRT-215	Landscape Design and Building Management	3
HRT-233	Landscape Plants and Materials II	4
HRT-235	Landscape Analysis	3
HRT-236	Horticulture Marketing and Sales	3
HRT-292	Co-Op Work Experience [Horticulture]	2

Subtotal: 44-45

Total Credit Hours: 64-65

Specific Program Notes

*General Education Elective(s) (p. 16).

†Restricted HRT Elective: HRT-115, HRT-119, HRT-235, HRT-237.

Students enrolled in this program **ARE** **NOT** **REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

INFORMATION TECHNOLOGY AAS – DATABASE PROGRAMMING AND ADMINISTRATION DEGREE

Code: AAS.IT.DB

This degree program emphasizes computer programming skills and database management. Two semesters of a programming language, three semesters of database courses, systems analysis, and applications development courses prepare the student to actively participate in real-world software development projects.

Program Learning Outcomes

- Design, implement and administer databases.

- Design a normalized database, create its conceptual model, further implement it physical design and manipulate it by using structured query language (SQL), data definition language (DML), transaction control language (TCL) and data control language (DCL).

- Analyze a business situation and develop a database application that meets customer requirements.

- Create database applications using a procedural language extension to SQL. It included procedural language constructs, exception handling as well as using, creating and managing packages. Advanced software includes Oracle database and PL SQL.

- Install, configure, deploy and administer database servers. They will be able to resolve not only basic installation and configuration database issues, but also data management, backup, recovery, and transportation between databases, user administration as well as network configuration. Advance software includes Linux Operating System and Oracle database.

CAREER PATHWAYS

Computer programmer	Software / Application Developer	Computer Systems Analyst
Database Administrator		

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities or Social Sciences Elective†	3
BUS-101	Introduction to Business	3
INF-101	Introduction to Information Technology	3
INF-103	Introduction to Programming (Python)	3
INF-114	Microsoft Office [Office 2016]	3
WRT-101	English Composition I	3
	Subtotal: 18	

Second Semester

INF...	Programming Language Fundamentals Elective*	3
....	Humanities or Social Sciences Elective†	3
INF-146	Web Development	3
INF-160	Networking Technologies and Data Communications	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 15	

Third Semester

MAT	Mathematics Elective†	3-4
INF	Advanced Programming Language Elective	3
INF-208	Systems Analysis and Design	3
INF-217	Database for Applications [Oracle]	3
INF-253	Technical Communications	3
	Subtotal: 15-16	

Fourth Semester

	Restricted Elective***	3
	Natural Science Elective†	4
INF-218	Database Programming [Oracle-PL/SQL]	3
INF-219	Database Administration	3
INF-239	Applications Development	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences†

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 6

Mathematics, Natural Science, and Technology

MAT	Mathematics Elective†	3-4
	Natural Science Elective†	4

Subtotal: 7-8

General Education Credits

If a student elects a 3-credit course in Mathematics, then the 3-credit Program Requirement, INF-101 Intro to Information Technology (see below), will count as a general education course in this category in order to meet the requirement of 20-22 credits in general education.

Subtotal: 0-3

Subtotal: 20-22

PROGRAM REQUIREMENTS

INF	Programming Language Fundamentals Elective*	3
INF	Advanced Programming Language Elective**	3
	Restricted Elective***	3
INF-101	Introduction to Information Technology	3
INF-103	Introduction to Programming (Python)	3
INF-114	Microsoft Office [Office 2016]	3
INF-146	Web Development	3
INF-160	Networking Technologies and Data Communications	3
INF-208	Systems Analysis and Design	3
INF-217	Database for Applications [Oracle]	3
INF-218	Database Programming [Oracle-PL/SQL]	3
INF-219	Database Administration	3
INF-239	Applications Development	3
INF-253	Technical Communications	3
BUS-101	Introduction to Business	3

Subtotal: 45

Total Credit Hours: 64-65

Specific Program Notes

*Programming Language Fundamentals Elective – INF-220, INF-221, INF-236.

**Advanced Programming Language Elective – INF-224, INF-246, INF-268.

***Restricted Elective – GAM-111; INF-130; INF-267; INF-220; INF-221; INF-236; ACC-110; BUS-271; or WEX-101 and INF-228.

†General Education Elective(s) (p. 16). Recommended Mathematics elective: MAT-180, MAT-280, or MAT-223.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

INFORMATION TECHNOLOGY AAS – NETWORKING ADMINISTRATION DEGREE

Code: AAS.IT.NET

This degree program emphasizes planning, designing, managing, and maintaining computer networks. Operating systems studied include Windows and UNIX/Linux. Current topics in networking are presented. This program assists with preparation toward the Microsoft Certified Systems Engineer (MCSE) exams and the CompTIA A+ Certification.

Program Learning Outcomes

• Design, implement and administer a LAN, MAN and WAN.

• Install, configure and maintain server and client Operating Systems including Windows and Unix and effectively conduct management responsibility of network resources, including users, printers, file shares and multiple network related objects.

• Write and present infrastructure and application related project plans and graphs supported by realistic figures and network configuration material while working under time constraints.

• Integrate the use of many common presentation and writing software used to further enhance project management, physical /logical concepts, and sales materials to support in network and application deployments

• Use standard business productivity software to support electronic projects.

• Step in to any IT environment and conduct an infrastructure and security assessment based on solid knowledge of the IP protocol and make significant improvement recommendations from the early stage.

CAREER PATHWAYS

Computer Network Support Specialist	Information Security Specialist	Computer Systems Analyst
Information Security Analyst		

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities or Social Sciences Elective*	3
INF-101	Introduction to Information Technology	3
INF-108	PC Maintenance	3
INF-160	Networking Technologies and Data Communications	3
INF-114	Microsoft Office [Office 2016]	3
WRT-101	English Composition I	3
	Subtotal: 18	

Second Semester

	Humanities or Social Sciences Elective*	3
BUS-101	Introduction to Business	3
INF-272	Windows Active Directory	3
INF-232	Windows Client	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 15	

Third Semester

	Natural Science Elective*	4
INF-252	Windows Server	3
INF-253	Technical Communications	3
INF-254	Unix/Linux Network Administration	3
INF-265	Network Configuration I	3
	Subtotal: 17	

Fourth Semester

	Restricted Elective**	3
MAT	Mathematics Elective*	3-4
INF-256	Topics in Networking or	3
INF-219	Database Administration	3
INF-257	Network Troubleshooting	3
INF-267	Network Security	3
	Subtotal: 15-16	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO);

Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 6

Mathematics, Natural Science, and Technology

MAT	Mathematics Elective*	3-4
	Natural Science Elective*	4

Subtotal: 7-8

General Education Credits

If a student elects a 3-credit course in Mathematics, then the 3-credit Program Requirement, INF-101 Intro to Information Technology (see below), will count as a general education course in this category in order to meet the requirement of 20-22 credits in general education.

Subtotal: 0-3

Subtotal: 20-22

PROGRAM REQUIREMENTS

Restricted Elective‡		3
INF-101	Introduction to Information Technology	3
INF-108	PC Maintenance	3
INF-114	Microsoft Office [Office 2016]	3
INF-160	Networking Technologies and Data Communications	3
INF-232	Windows Client	3
INF-252	Windows Server	3
INF-253	Technical Communications	3
INF-254	Unix/Linux Network Administration	3
INF-256	Topics in Networking	3
INF-257	Network Troubleshooting	3
INF-265	Network Configuration I	3
INF-267	Network Security	3
INF-272	Windows Active Directory	3
INF-274	Wireless Networking	3
BUS-101	Introduction to Business	3

Subtotal: 45

Total Credit Hours: 64-65

Specific Program Notes

*General Education Elective(s) (p. 16). Recommended Mathematics elective: MAT-180, MAT-280, or MAT-223.

**Restricted Elective – INF-146; INF-270; INF-271; INF-273; INF-274; BUS-271; or WEX-101 and INF-228, INF-103.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

INFORMATION TECHNOLOGY AAS – WEB DEVELOPMENT AND MANAGEMENT DEGREE

Code: AAS.IT.WEB

This degree program emphasizes web skills. Students delve into all facets of web page preparation. Current topics include Web page design and development, client and server side scripting, programming, multimedia, and database and networking concepts.

Program Learning Outcomes

- Code web documents that meet web compliance standards, using standard mark-up and style-sheet tools.

- Integrate the use of at least one scripting language to make their web documents interactive.

- Code static and active web pages that meet current web compliance standards.

- Use standard web productivity tools in the creation of enterprise-level websites.

- Use standard business productivity software to support electronic projects.

CAREER PATHWAYS

Web Developer	Web Designer

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities or Social Sciences Elective†	3
BUS-101	Introduction to Business	3
INF-101	Introduction to Information Technology	3
INF-103	Introduction to Programming (Python)	3
INF-114	Microsoft Office [Office 2016]	3
WRT-101	English Composition I	3
	Subtotal: 18	

Second Semester

INF	Programming Language Fundamentals Elective**	3
INF-140/COM 140	Introduction to Multimedia	3
INF-146	Web Development	3
INF-160	Networking Technologies and Data Communications	3
WRT-201	English Composition II	3

	or	
WRT-202	Technical Writing	3
	Subtotal: 15	

Third Semester

MAT	Mathematics Elective†	3-4
INF	Advanced Programming Language Elective**	
INF-208	Systems Analysis and Design	3
INF-217	Database for Applications [Oracle]	3
INF-253	Technical Communications	3
	Subtotal: 15-16	

Fourth Semester

	Restricted Elective***	3
	Natural Science Elective†	4
	Humanities or Social Sciences Elective†	3
INF-263	Advanced Web Development	3
INF-239	Applications Development	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences†

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 6	

Mathematics, Natural Science, and Technology

MAT	Mathematics Elective†	3-4
	Natural Science Elective†	4
	Subtotal: 7-8	

General Education Credits

If a student elects a 3-credit course in Mathematics, then the 3-credit Program Requirement, INF-101 Intro to

Information Technology (see below), will count as a general education course in this category in order to meet the requirement of 20-22 credits in general education.

Subtotal: 0-3

Subtotal: 20-22

PROGRAM REQUIREMENTS

INF	Programming Language Fundamentals Elective*	3
INF	Advanced Programming Language Elective**	3
INF-101	Introduction to Information Technology	3
INF-103	Introduction to Programming (Python)	3
INF-114	Microsoft Office [Office 2016]	3
INF-140/COM 140	Introduction to Multimedia	3
INF-146	Web Development	3
INF-160	Networking Technologies and Data Communications	3
INF-208	Systems Analysis and Design	3
INF-217	Database for Applications [Oracle]	3
INF-239	Applications Development	3
INF-253	Technical Communications	3
INF-263	Advanced Web Development	3
BUS-101	Introduction to Business	3

Subtotal: 45

Total Credit Hours: 64-65

Specific Program Notes

*Programming Language Fundamentals Elective – INF-220, INF-221, or INF-236.

**Advanced Programming Language Elective – INF-224, INF-246, or INF-268.

***Restricted Elective – GAM-111; INF-130; INF-220; INF-221; INF-236; INF-163; INF-230; INF-267; BUS-271; or WEX-101 and INF-161.

†General Education Elective(s) (p. 16). Recommended Mathematics elective: MAT-180, MAT-280, or MAT-223.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

SOFTWARE DEVELOPMENT AAS – GAME PROGRAMMING DEGREE

Code: AAS.SD.GAME.PGMG

This degree focuses on designing games, writing the program code, and testing that the game works as expected. Emphasis is on computer programming in C++ and algorithms.

Program Learning Outcomes

- Complete pre-production planning and design documents needed for video-game development.

- Design and develop video-game applications using standard commercial and open-source development products.

- Design and develop audio-visual assets for video-games using standard commercial and open-source development products.

- Use standard business productivity software to support electronic projects.

CAREER PATHWAYS

Computer Programmer	Computer Game Developer
Computer and Information Researcher	Software Developer

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities or Social Sciences Elective*	3
CIS-165	Fundamentals of Programming	3
GAM-110	Introduction Game Architecture and Design	3
GAM-111	Game Programming 2D	3
INF-101	Introduction to Information Technology	3
WRT-101	English Composition I	3
	Subtotal: 18	

Second Semester

MAT	Mathematics Elective*	3-4
CIS-265	Advanced Programming Concepts	3
GAM-211	Game Development 2D	3
INF-140/COM 140	Introduction to Multimedia	3
WRT-201	English Composition II or	3

WRT-202	Technical Writing	3
	Subtotal: 15-16	

Third Semester

MAT/CIS	Restricted Elective**	4
CIS-277	Data Structures and Algorithms	3
GAM-221	Game Programming 3D	3
INF-130	Testing and Quality Assurance	3
INF-230	Advanced Multimedia	3
	Subtotal: 16	

Fourth Semester

INF	Restricted Elective***	3
	Writing/Humanities Restricted Elective****	3
	Humanities or Social Sciences Elective*	3
GAM-222	Game Development 3D	3
PHY-186	General Physics I [Fall Only]	4
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 6	

Mathematics, Natural Science, and Technology

MAT	Mathematics Elective*	3-4
PHY-186	General Physics I [Fall Only]	4
	Subtotal: 7-8	

General Education Credits

If a student elects a 3-credit course in Mathematics, then the 3-credit Program Requirement, INF-101 Intro to Information Technology (see below), will count as a general education course in this category in order to meet the requirement of 20-22 credits in general education.

Subtotal: 0-3	

Subtotal: 20-22

PROGRAM REQUIREMENTS

INF	Restricted Elective***	3
MAT/CIS	Restricted Elective**	4
CIS-165	Fundamentals of Programming	3
CIS-265	Advanced Programming Concepts	3
CIS-277	Data Structures and Algorithms	3
GAM-110	Introduction Game Architecture and Design	3
GAM-111	Game Programming 2D	3
GAM-211	Game Development 2D	3
GAM-221	Game Programming 3D	3
GAM-222	Game Development 3D	3
INF-101	Introduction to Information Technology	3
INF-140/COM 140	Introduction to Multimedia	3
INF-130	Testing and Quality Assurance	3
INF-230	Advanced Multimedia	3

Subtotal: 43

PROGRAM SUPPORT REQUIREMENTS

Writing/Humanities Restricted Elective****

Subtotal: 3

Total Credit Hours: 65-66

Specific Program Notes

*General Education Elective(s) (p. 16). Recommended Mathematics elective: MAT-180, MAT-280, or MAT-223. Recommended Humanities electives: MUS-101, MUS-110, or ART-110. Recommended Social Science electives: Psychology (PSY) courses.

**MAT/CIS Restricted Elective – MAT-286 or CIS-288.

***INF Restricted Elective – INF-217 or INF-146.

****Writing/Humanities Restricted Elective – WRT-204, MUS-150, MUS-151, ART-122, or ART-126.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

SOFTWARE DEVELOPMENT AAS – GAME TESTING DEGREE

Code: AAS.SD.GAME.TEST

This degree focuses on quality assurance in visual software development. Emphasis is on design and testing of computer games and the inclusion of multimedia elements. Students will complete a sequence in a programming language of their choice.

Program Learning Outcomes

- Complete pre-production planning and design documents needed for video-game development.

- Design and develop video-game applications using standard commercial and open-source development products

- Perform quality-assurance assessment of both personal and commercial-grade video-games.

- Document the results of their quality-assurance assessment work.

- Use standard business productivity software to support electronic projects.

CAREER PATHWAYS

Computer Programmer	Computer Game Developer	Software Developer

RECOMMENDED SEMESTER SEQUENCE

First Semester

	Humanities or Social Sciences Elective**	3
GAM-110	Introduction Game Architecture and Design	3
GAM-111	Game Programming 2D	3
INF-101	Introduction to Information Technology	3
INF-103	Introduction to Programming (Python)	3
WRT-101	English Composition I	3
	Subtotal: 18	

Second Semester

INF...	Programming Language Fundamentals Elective*	3
MAT...	Mathematics Elective**	3-4
GAM-211	Game Development 2D	3

INF-140/COM 140	Introduction to Multimedia	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 15-16	

Third Semester

GAM-221	Game Programming 3D	3
INF-130	Testing and Quality Assurance	3
INF-230	Advanced Multimedia	3
INF-217	Database for Applications [Oracle]	3
INF-253	Technical Communications	3
	Subtotal: 15	

Fourth Semester

	Writing/Humanities Restricted Elective*****	3
	Humanities or Social Sciences Elective**	3
INF	Restricted Elective****	3
GAM-222	Game Development 3D	3
PHY-186	General Physics I [Fall Only]	4
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II or	3
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences**

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

	Subtotal: 6

Mathematics, Natural Science, and Technology

MAT	Mathematics Elective**	3-4
PHY-186	General Physics I [Fall Only]	4
	Subtotal: 7-8	

General Education Credits

If a student elects a 3-credit course in Mathematics, then the 3-credit Program Requirement, INF-101 Intro to

Information Technology (see below), will count as a general education course in this category in order to meet the requirement of 20-22 credits in general education.

Subtotal: 0-3

Subtotal: 20-22

PROGRAM REQUIREMENTS

INF	Restricted Elective****	3
	Introductory Programming Elective*	3
GAM-110	Introduction Game Architecture and Design	3
GAM-111	Game Programming 2D	3
GAM-211	Game Development 2D	3
GAM-221	Game Programming 3D	3
GAM-222	Game Development 3D	3
INF-101	Introduction to Information Technology	3
INF-103	Introduction to Programming (Python)	3
INF-130	Testing and Quality Assurance	3
INF-140/COM 140	Introduction to Multimedia	3
INF-217	Database for Applications [Oracle]	3
INF-230	Advanced Multimedia	3
INF-253	Technical Communications	3

Subtotal: 42

PROGRAM SUPPORT REQUIREMENTS

Writing/Humanities Restricted Elective*****

Subtotal: 3

Total Credit Hours: 64-65

Specific Program Notes

*Introductory Programming Elective – CIS-165, INF-220, or INF-253.

**General Education Elective(s) (p. 16). Recommended Mathematics elective: MAT-180, MAT-280, or MAT-223. Recommended Humanities electives: MUS-101, MUS-110, or ART-101. Recommended Social Science electives: Psychology (PSY) courses.

***Advanced Programming Elective – CIS-265, INF-246, or INF-268.

****INF Restricted Elective – INF-160, INF-239, INF-220, INF-246, INF-268, or CIS-265.

*****Writing/Humanities Restricted Elective – WRT-204, MUS-150, MUS-151, ART-122, or ART-126.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

MUSIC AAS – RECORDING TECHNOLOGY DEGREE

Code: AAS.MUSC.REC.TECH

The Associate of Applied Science in Recording Technology is recommended for students who wish to pursue a variety of careers utilizing audio production skills upon completion of the degree. Unlike the AFA in Music Technology, this program does not require the musicianship or general education coursework recommended for transfer to a bachelor's degree in music, but rather focuses specifically on audio production for the music and film/video industries with opportunities to explore radio and TV production through courses in the college's Broadcasting program. All AAS Recording Technology students engage in industry internships as part of their coursework.

Program Learning Outcomes

- Use microphones, outboard gear, consoles and software effectively to conduct studio recording sessions featuring live instruments and vocals

- Apply critical listening skills and the concepts of audio theory to creating broadcast quality audio productions.

- Incorporate MIDI sequences with recorded audio.

- Employ signal processors and other tools of recording technology to effectively mix and edit music and broadcast productions.

- Explain and apply the concepts of mastering to recorded music and broadcast productions.

- Use their knowledge of audio signal flow to setup, use, and troubleshoot studio equipment.

CAREER PATHWAYS

Sound Engineering Technician	Sound Engineer: Broadcast or Live	Corporate Audio Content Developer
Music Producer	Music Director	Composer

RECOMMENDED SEMESTER SEQUENCE

First Semester

MUS-101	Introduction to Music	3
MUS-103	Fundamentals of Music	3
MUS-119	Songwriting Workshop	2
MUS-131	Class Piano I	2
MUS-151	Introduction to Audio Recording	3
WRT-101	English Composition I	3
	Subtotal: 16	

Second Semester

MUS	Music Elective**	
	or	
COM	Mass Communication Elective***	
MUS-150	Introduction MIDI Sequencing and Synthesis	3
MUS-163	Careers in Music	3
MUS-231	Class Piano II	2
MUS-251	Studio Record Techniques	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 17	

Third Semester

MUS	Music Elective**	3
	or	
COM	Mass Communication Elective***	
	Humanities Elective*	3
	Social Science Elective*	3
MUS-261	Advanced Recording Techniques	3
PHY-185	Introduction to Physics	4
	Subtotal: 16	

MUS-261: Offered only in fall semesters.

Fourth Semester

Music Elective**		3
or		
Mass Communication Elective***		
Math/Computer Science/Natural Science/Technology Elective*		3-4
General Education Elective*		3
or		
Free Elective		
MUS-262	Concert Promotion and Production	3
MUS-293	Co-Op Work Experience [Music] or	3
MUS-294	Co-Op Work Experience [Music]	4
	Subtotal: 15-17	

GENERAL EDUCATION REQUIREMENTS

Communication

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
	Subtotal: 6	

Humanities and Social Sciences*

Two general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

Subtotal: 6

Mathematics, Natural Science, and Technology

	Math/Computer Science/Natural Science/Technology Elective*	3-4
PHY-185	Introduction to Physics	4
	Subtotal: 7-8	

Additional General Education Elective

If needed to reach the Foundation minimum of 20-22 credits, take one course from the BCC general education course list. If an additional course is not needed for that purpose, then the student must take a 3-credit free elective.

Subtotal: 0-3

Subtotal: 20-22

PROGRAM REQUIREMENTS

MUS	Music Electives**	
	or	
COM	Mass Communication Electives***	
MUS-101	Introduction to Music	3
MUS-103	Fundamentals of Music	3
MUS-119	Songwriting Workshop	2
MUS-131	Class Piano I	2
MUS-150	Introduction MIDI Sequencing and Synthesis	3
MUS-151	Introduction to Audio Recording	3
MUS-163	Careers in Music	3
MUS-231	Class Piano II	2
MUS-251	Studio Record Techniques	3
MUS-261	Advanced Recording Techniques	3
MUS-262	Concert Promotion and Production	3
MUS-293	Co-Op Work Experience [Music]	3
	or	
MUS-294	Co-Op Work Experience [Music]	4

MUS-261: Offered only in fall semesters.
Subtotal: 42-43

FREE ELECTIVE

Subtotal: 0-3

Total Credit Hours: 64-66

Specific Program Notes

*General Education Elective(s) (p. 16).

**Music Electives: any Music [MUS] courses.

***Mass Communication electives: COM-105, COM-106, COM-111, COM-140, COM-205, COM-207.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

One-Year [30-36 credit] Academic Certificates

Curriculum Requirements		
Area of Study	**Credits**	**Course Description**
Communication	3	WRT-101 English Composition I (3 cr.)
Unassigned General Education Credits	3	To be assigned in accordance with the needs of the program.
Total GE Credits	6	
Other Requirements	24-30	Restricted Program Requirements, Program Support Requirements, Free Electives. To be assigned in accordance with the needs of the program.
Total Credits	30-36	

COMPUTER AIDED DRAFTING CERTIFICATE [30-36 CREDIT]

Code: CERT.CAD

The Certificate in Computer Aided Drafting is designed to produce qualified CAD-draftspersons in diverse technical fields. Students will be able to communicate design information beginning from an early concept pencil sketch to an industry standard digital design using CAD, visualization, and animation software. The program will also inspire characteristics of professionalism designed to help students achieve their career goals.

Program Learning Outcomes

- Read and create multi view mechanical drawings compliant to industry standards.

- Demonstrate effective time management responsibility by completing projects with assigned time constraints.

- Develop three-dimensional rendered drawings using CAD software and add-on software packages. Produce portfolio drawings from final project assignments.

- Identify methods of design technology such as rapid-prototyping, reverse engineering and model making.

- Implement common presentation software used to further enhance CAD rendered images.

CAREER PATHWAYS

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nbsp	nbsp	nbsp
nbsp	nbsp	nbsp

RECOMMENDED SEMESTER SEQUENCE

First Semester

DFT-107	Drafting I	2
DFT-210	Computer Aided Drafting I	3
MFG-122	Machine Tool Principles I	3
WRT-101	English Composition I	3
	Subtotal: 11	

Second Semester

DFT-207	Drafting II	3
DFT-211	Computer Aided Drafting II	5
DFT-208	Engineering Graphics	3
	Subtotal: 11	

DFT-211: Offered only in spring semesters.

Third Semester

General Education Elective*		3

DFT-212	Computer Aided Drafting III	3
DFT-282	Technical Illustration	3
	or	
TEC-180	Problem Solving using Technology	4
	Subtotal: 9-10	

DFT-212: Offered only in fall semesters.

DFT-282: Offered only in spring semesters.

GENERAL EDUCATION REQUIREMENTS

General Education Elective*		3
WRT-101	English Composition I	3
	Subtotal: 6	

Restricted Program Requirements

DFT-107	Drafting I	2
DFT-207	Drafting II	3
DFT-208	Engineering Graphics	3
DFT-210	Computer Aided Drafting I	3
DFT-211	Computer Aided Drafting II	5
DFT-212	Computer Aided Drafting III	3
DFT-282	Technical Illustration	3
	or	
TEC-180	Problem Solving using Technology	4
MFG-122	Machine Tool Principles I	3
	Subtotal: 30	

DFT-211, DFT-282: Offered only in spring semesters.

DFT-212: Offered only in fall semesters.

Total Credit Hours: 31-32

Specific Program Notes

*General Education Course List (p. 16).

**Offered only in fall semesters.

***Offered only in spring semesters.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

COMPUTER ANIMATION CERTIFICATE [30-36 CREDIT]

Code: CERT.COMP.ANIM

This certification program is designed for practicing professionals in this field.

The **Computer Animation** and the **Computer Graphics** certificates are designed for practicing professionals in these fields or for students who have already completed substantial college level work. Entry-level commercial art students should consider one of the Associate of Applied Science art programs. Students may choose only those courses for which prerequisites have been met.

Returning professionals may request that prerequisites be waived by submitting a portfolio for review by a member of the Art faculty. To request a portfolio review, please contact the Department of Visual Arts at 201-447-7143. To avoid registration problems, please contact the department prior to registering for classes for which you have not taken the required prerequisites.

The certificate in Computer Animation is designed for practicing professionals in this field who may need to update their skills or for students who have already completed substantial college level work. Students may choose only those courses for which prerequisites have been met. Returning professionals may request that prerequisites be waived by submitting a portfolio for review by a member of the Art faculty.

Program Learning Outcomes

- Apply principles of design.

- Demonstrate fundamentals of drawing.

- Demonstrate photographic /graphic image skills.

- Demonstrate digital media skills.

- Develop/complete portfolio of print and digital display art work.

- Demonstrate knowledge of animation history and film analysis.

RECOMMENDED SEMESTER SEQUENCE

First Semester

ART	Restricted Elective	3
	General Education Elective**	3
ART-192	Computer 3D Animation I	3
ART-197	Computer Imaging	3
WRT-101	English Composition I	3

Subtotal: 15

ART-192: Course uses Windows OS workstations.

ART-197: Course uses Macintosh computers.

Second Semester

ART…	Restricted Electives	6
	General Education Elective**	3
ART-290	Computer 2D Animation I	3
ART-291	Computer 2D Animation II	3
ART-293	Computer 3D Animation II	3

Subtotal: 18

ART-290, ART-291, ART-293: Course uses Windows OS workstations.

GENERAL EDUCATION REQUIREMENTS

	General Education Elective**	3
WRT-101	English Composition I	3

Subtotal: 6

Restricted Program Requirements

ART	Restricted Electives	9
ART-192	Computer 3D Animation I	3
ART-197	Computer Imaging	3
ART-290	Computer 2D Animation I	3
ART-291	Computer 2D Animation II	3
ART-293	Computer 3D Animation II	3
ART-181	Photography I	3
ART-184	Digital Photography	3
ART-226	Letterform and Type	3
ART-259	Computer Graphics Web Developer	3
ART-271	Portfolio Presentation	2
ART-281	Photography II	3
ART-298	Interactive Multimedia	3

Subtotal: 24

ART-192, ART-290, ART-291, ART-293, ART-259, ART-271, ART-298: Courses use Windows OS workstations.

ART-197, ART-184, ART-226: Course uses Macintosh computers.

Program Support Requirement:

	General Education Elective**	3

Subtotal: 3

Subtotal: 33

Total Credit Hours: 33

Specific Program Notes

*Course uses Windows OS workstations.

**General Education Course List (p. 16).

***Course uses Macintosh computers.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

COMPUTER GRAPHICS CERTIFICATE [30-36 CREDIT]

Code: CERT.COMP.GRAPH

This certification program is designed for practicing professionals in this field.

The **Computer Animation** and the **Computer Graphics** certificates are designed for practicing professionals in these fields or for students who have already completed substantial college level work. Entry-level commercial art students should consider one of the Associate of Applied Science art programs. Students may choose only those courses for which prerequisites have been met.

Returning professionals may request that prerequisites be waived by submitting a portfolio for review by a member of the art faculty. To request a portfolio review, please contact the Department of Visual Arts at 201-447-7143. To avoid registration problems, please contact the department prior to registering for classes for which you have not taken the required prerequisites.

The certificate in Computer Graphics is designed for practicing professionals in this field who may need to update their skills or for students who have already completed substantial college level work. Students may choose only those courses for which prerequisites have been met. Returning professionals may request that prerequisites be waived by submitting a portfolio for review by a member of the Art faculty.

Program Learning Outcomes

- Apply principles of design.

- Demonstrate photographic /graphic image skills.

- Demonstrate digital media skills.

- Develop/complete portfolio of print and digital display art work.

- Demonstrate knowledge of the history of art.

- Demonstrate fundamentals of drawing.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

ART2XX	Computer Layout**	3
ART	Restricted Electives	3
ART-189	Computer 2D Illustration	3
ART-197	Computer Imaging	3
WRT-101	English Composition I	3
		Subtotal: 15

ART-189: Course uses Windows OS workstations.

ART-197: Course uses Macintosh computers.

Second Semester

ART	Restricted Electives	9
	General Education Elective***	3
ART-259	Computer Graphics Web Developer	3
		Subtotal: 15

ART-259: Course uses Windows OS workstations.

GENERAL EDUCATION REQUIREMENTS

	General Education Elective***	3
WRT-101	English Composition I	3
		Subtotal: 6

Restricted Program Requirements

ART2XX	Computer Layout**	3
ART	Restricted Electives	12
ART-189	Computer 2D Illustration	3
ART-197	Computer Imaging	3
ART-259	Computer Graphics Web Developer	3
ART-181	Photography I	3
ART-184	Digital Photography	3
ART-192	Computer 3D Animation I	3
ART-226	Letterform and Type	3
ART-259	Computer Graphics Web Developer	3
ART-260	Graphic Design I	3
ART-261	Graphic Design II	3
ART-271	Portfolio Presentation	2
ART-281	Photography II	3
ART-298	Interactive Multimedia	3
		Subtotal: 27

ART-189, ART-259, ART-192, ART-259, ART-260: Course uses Windows OS workstations.

ART-197, ART-184, ART-226, ART-261, ART-271, ART-298: Course uses Macintosh computers.

Total Credit Hours: 30

Specific Program Notes

*Course uses Windows OS workstations.

**Course uses Macintosh computers.

***General Education Course List (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

COMPUTER SCIENCE CERTIFICATE [30-36 CREDIT]

Code: CERT.COMP.SCI

The Certificate Program in Computer Science is primarily intended for individuals who have completed a degree in another discipline and would now like to transition into the field of computer science or a related area such as computer engineering or computer information systems. The certificate program includes required and elective courses in current programming languages, discrete mathematics, data structures and algorithms, database systems, system analysis and design, and computer organization.

Program Learning Outcomes

- Apply knowledge and skills to create algorithmic solutions to problems effectively and efficiently.

- Become competent in using a programming language to solve problems.

- The ability to use current techniques, skills, and tools necessary for the practice of the discipline.

- Understand the components of the computer and the way that they work.

- Analyze a problem, and identify and define the computing requirements appropriate to its solution.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

	General Education Elective**	3
CIS-165	Fundamentals of Programming	3
WRT-101	English Composition I	3
		Subtotal: 9

CIS-165: By permission of the Department Head, properly prepared students may instead register for CIS-265 and/or CIS-271. Such students will be required to complete an additional 3- or 4-credit elective to be selected from: MAT-250, CIS-266, CIS-278, MAT-280, MAT-281, MAT-282, MAT-286, CIS-287, CIS-288, CIS-289.

Second Semester

	General Education Elective**	3

CIS-265	Advanced Programming Concepts	3
CIS-271	Computer Organization and Assembly Language	3
		Subtotal: 9

Third Semester

MAT/CIS	Mathematics/Computer Science Electives***	9
CIS-277	Data Structures and Algorithms	3
		Subtotal: 12

GENERAL EDUCATION REQUIREMENTS

	General Education Elective**	3
WRT-101	English Composition I	3
		Subtotal: 6

Restricted Program Requirements

MAT/CIS	Mathematics/Computer Science Electives***	9
CIS-165	Fundamentals of Programming	3
CIS-265	Advanced Programming Concepts	3
CIS-271	Computer Organization and Assembly Language	3
CIS-277	Data Structures and Algorithms	3
		Subtotal: 21

CIS-165: By permission of the Department Head, properly prepared students may instead register for CIS-265 and/or CIS-271. Such students will be required to complete an additional 3- or 4-credit elective to be selected from: MAT-250, CIS-266, CIS-278, MAT-280, MAT-281, MAT-282, MAT-286, CIS-287, CIS-288, CIS-289.

Program Support Requirement:

	General Education Elective**	3
		Subtotal: 3

Total Credit Hours: 30

Specific Program Notes

*By permission of the Department Head, properly prepared students may instead register for CIS-265 and/or CIS-271. Such students will be required to complete an additional 3- or 4-credit elective to be selected from: MAT-250, CIS-266, CIS-278, MAT-280, MAT-281, MAT-282, MAT-286, CIS-287, CIS-288, CIS-289.

**General Education Course List (p. 16).

***The elective requirement in Mathematics and/or Computer Science must total at least 9 credits to be selected from the following courses: MAT-250, CIS-266,

CIS-278, MAT-280, MAT-281, MAT-282, MAT-286, CIS-287, CIS-288, CIS-289.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

COMPUTER TECHNICAL SUPPORT CERTIFICATE [30-36 CREDIT]

Code: CERT.COMP.SUPPORT

This certificate program emphasizes troubleshooting and diagnostic skills for both hardware and software issues encountered at a Help Desk. Preparation includes computer support, upgrade and repair functions. This program assists with preparation toward the CompTIA A+ Certification.

Program Learning Outcomes

- Troubleshoot and solve a variety of equipment-related issues in a workplace environment.

- Make recommendations regarding appropriate equipment acquisition, maintenance, upgrade and life-cycling in the workplace.

- Use standard business productivity software to support electronic projects.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

INF-101	Introduction to Information Technology	3
INF-108	PC Maintenance	3
INF-114	Microsoft Office [Office 2016]	3
INF-160	Networking Technologies and Data Communications	3
INF-163	Internet Concepts and Applications	3
WRT-101	English Composition I	3
		Subtotal: 18

Second Semester

INF	Operating System Restricted Elective*	3
	General Education Elective**	3
BUS-101	Introduction to Business	3
INF-253	Technical Communications	3
INF-267	Network Security	3
		Subtotal: 15

GENERAL EDUCATION REQUIREMENTS

	General Education Elective**	3

WRT-101	English Composition I	3
		Subtotal: 6

Restricted Program Requirements

INF	Operating System Restricted Elective*	3
INF-101	Introduction to Information Technology	3
INF-108	PC Maintenance	3
INF-114	Microsoft Office [Office 2016]	3
INF-160	Networking Technologies and Data Communications	3
INF-163	Internet Concepts and Applications	3
INF-253	Technical Communications	3
INF-267	Network Security	3
BUS-101	Introduction to Business	3
		Subtotal: 27

Total Credit Hours: 33

Specific Program Notes

*Operating System Restricted Elective:

> INF-232 Windows Client
> INF-235 Advanced PC Upgrade, Maintenance, and Diagnosis
> INF-254 Unix for the Network Administrator

**General Education Course List (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

CULINARY ARTS CERTIFICATE [30-36 CREDIT]

Code: CERT.CULN.ARTS

The Culinary Arts Certificate Program is designed to aid those working food service professionals who wish to increase their job value or refresh their culinary preparation and leadership skills. Typically, students do not complete the certificate program in two semesters. In those instances where a student MUST complete the curriculum in one year or two successive semesters, the student MUST obtain written permission from the Dean to waive or otherwise adjust prerequisites where indicated.

Program Learning Outcomes

- Address the basic problems in all food services: Purchasing, receiving, storage, preparation and service effectively.

- Earn industry-approved ServSafe Certification.

- Produce menus that are nutritionally adequate and maintain variety, balance and appeal to the target group.

- Be proficient in food preparation and production, purchasing, and all phases of decorating and serving food.

- Review job titles and responsibilities.

- Prepare food in cafeteria kitchens for dining rooms as well as food in table-service kitchen for dining rooms.

- Evaluate methods to maintain quality and cost effective measures.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

	General Education Elective*	3
HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
HRM-108	Computer Applications for the Hospitality Industry	1
HRM-110	Introduction to Baking	3
WRT-101	English Composition I	3
	Subtotal: 17	

HRM-108: Class offered only during spring semester.

Second Semester

	General Education Elective*	3
HRM-202	Quantity Food Production and Services [Fall Only]	3
HRM-206	Commercial Restaurant Operation [Spring Only]	3
HRM-212	International Cuisine	3
HRM-213	Classical Garde-Manger [Fall Only]	3
HRM-220	Advanced Baking Techniques [Spring Only]	3
	Subtotal: 18	

HRM-202, HRM-213: Class offered only during fall semester.

HRM-206, HRM-212, HRM-220: Class offered only during spring semester.

GENERAL EDUCATION REQUIREMENTS

	General Education Elective*	3
WRT-101	English Composition I	3
	Subtotal: 6	

Restricted Program Requirements

HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
HRM-108	Computer Applications for the Hospitality Industry	1
HRM-110	Introduction to Baking	3
HRM-202	Quantity Food Production and Services [Fall Only]	3
HRM-206	Commercial Restaurant Operation [Spring Only]	3
HRM-212	International Cuisine	3
HRM-213	Classical Garde-Manger [Fall Only]	3
HRM-220	Advanced Baking Techniques [Spring Only]	3
	Subtotal: 27	

HRM-109, HRM-206, HRM-212, HRM-220: Class offered only during spring semester.

HRM-202, HRM-213: Class offered only during fall semester.

Program Support Requirement:

	General Education Elective*	**3**

Subtotal: 3

Total Credit Hours: 35

Specific Program Notes

*General Education Course List (p. 16).

**Class offered only during spring semester.

***Class offered only during fall semester.

Students enrolled in this program **ARE** **NOT** **REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

DATABASE PROGRAMMING AND ADMINISTRATION CERTIFICATE [30-36 CREDIT]

Code: CERT.DB

This certificate program prepares a student to design, develop, deploy and administer current industry-standard databases, both as an end-user and as a database administrator. In its current implementation, the program assists with preparation for Oracle certification exams.

Program Learning Outcomes

• Write application programs that use standard industry tools to create delete and update information in enterprise databases.

• Use standard business productivity software to support electronic projects.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

INF-103	Introduction to Programming (Python)	3
	Subtotal: 3	

INF-144: Credit –by-exam tests are available.

Second Semester

INF	Programming Language Electives: Fundamentals**	3
INF-101	Introduction to Information Technology	3
INF-144	Windows Desktop Operations [Vista] or	1
INF-165	Introduction to Linux	1
INF-160	Networking Technologies and Data Communications	3
INF-217	Database for Applications [Oracle]	3
WRT-101	English Composition I	3
	Subtotal: 16	

Third Semester

INF	Programming Language Electives: Advanced***	3
	General Education Elective****	3

INF-218	Database Programming [Oracle-PL/SQL]	3
INF-219	Database Administration	3
INF-228	Excel Problem Solving [Excel 2016]	1
INF-267	Network Security	3
	Subtotal: 16	

GENERAL EDUCATION REQUIREMENTS

	General Education Elective****	3
WRT-101	English Composition I	3
	Subtotal: 6	

Restricted Program Requirements

INF	Programming Language Electives: Fundamentals**	3
INF	Programming Language Electives: Advanced***	3
INF-101	Introduction to Information Technology	3
INF-103	Introduction to Programming (Python)	3
INF-144	Windows Desktop Operations [Vista] or	1
INF-165	Introduction to Linux	1
INF-160	Networking Technologies and Data Communications	3
INF-217	Database for Applications [Oracle]	3
INF-218	Database Programming [Oracle-PL/SQL]	3
INF-219	Database Administration	3
INF-228	Excel Problem Solving [Excel 2016]	1
INF-267	Network Security	3
	Subtotal: 29	

INF-144: Credit –by-exam tests are available.
Subtotal: 35

Specific Program Notes

*Credit –by-exam tests are available.

**Programming Language Electives: Fundamentals (Part 1 of continuing sequence)

> INF-220 Visual Basic Programming
> INF-221 C/C++ Programming
> INF-236 Java Programming

***Programming Language Electives: Advanced (Part 2 of continuing sequence)

>   INF-224 Advanced C/C++ Programming
>   INF-246 Advanced Visual Basic Programming
>   INF-268 Advanced Java Programming

****General Education Course List (p. 16).

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

E-COMMERCE: BUSINESS EMPHASIS CERTIFICATE [30-36 CREDIT]

Code: CERT.ECOMM.BUS

The e-Commerce: Business Emphasis Certificate is designed for students seeking either (1) an entry level a position in the e-commerce field, or (2) an added marketing credential to an existing degree or skills-set. This Certificate is a one-year experience; whereby, the credits can be seamlessly be transferred into the AAS e-Enterprise degree program.

Program Learning Outcomes

- Recognize the role and position E-Commerce plays in the overall business environment.

- Describe internet infrastructure and its supports of the E-Commerce activities of the business.

- Recognize effective problem-solving and its importance to E-Commerce.

- Demonstrate knowledge of core business disciplines (accounting, finance, marketing, management, technology) as they pertain and support E-Commerce.

- Recognize ethical issues and respond appropriately.

- Identify norms and business practices across the globe.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

BUS-101	Introduction to Business	3
	or	
BUS-170	Small Business Management	3
BUS-103	Business Mathematics	3
BUS-105	Business Communications	3
BUS-107	e-Tailing	3
INF-146	Web Development	3
WRT-101	English Composition I	3
	Subtotal: 18	

Second Semester

ACC-110	Financial Accounting	3
	or	
BUS-205	Entrepreneurship	3
BUS-210	e-Marketing	3
BUS-211	Internet Law	3
BUS-271	e-Commerce	3

ECO-102	Principles of Microeconomics	3
INF-163	Internet Concepts and Applications	3
	Subtotal: 18	

GENERAL EDUCATION REQUIREMENTS

WRT-101	English Composition I	3

General Education Course:

ECO-102	Principles of Microeconomics	3
	Subtotal: 6	

Restricted Program Requirements

BUS-101	Introduction to Business	3
	or	
BUS-170	Small Business Management	3
BUS-103	Business Mathematics	3
BUS-105	Business Communications	3
BUS-107	e-Tailing	3
ACC-110	Financial Accounting	3
	or	
BUS-205	Entrepreneurship	3
BUS-210	e-Marketing	3
BUS-211	Internet Law	3
BUS-271	e-Commerce	3
INF-146	Web Development	3
INF-163	Internet Concepts and Applications	3
	Subtotal: 30	

Total Credit Hours: 36

Specific Program Notes

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

EVENT PLANNING AND MANAGEMENT CERTIFICATE [30-36 CREDIT]

Code: CERT.EVENT.PLAN.MGT

Those students wishing to only explore the field of Event Planning may desire to pursue this option. In addition to hospitality management and event planning, the student will select from courses in business communications, business math, small business management, event planning and management, and food and beverage cost control.   Entry level positions are open to those who wish to organize functions such as weddings, special events, and business meetings. Graduates also have the option to apply for membership in the Meeting Planners Association.

Program Learning Outcomes

- Identify the planning, space, and equipment elements necessary to support the logistics of the event by studying the resource workbook.

- Recognize the role food and beverage plays in an event.

- Review the process of hiring professionals, such as, caterer, entertainers, sound specialists, lighting companies, etc.

- Communicate details of the event to all the staff and suppliers concerned.

- Summarize the importance of keeping detailed financial records and generating accurate post-event reports.

- Analyze the role of ethics in establishing meetings industry best practices.

- Provide guidelines for accommodating people with disabilities at an event.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
BUS-105	Business Communications	3
HRM-101	Introduction to Hospitality Management	3
HRM-129/BUS 129	Event Planning and Management I	3
WRT-101	English Composition I	3
	Subtotal: 18	

Second Semester

	General Education Elective*	3
ACC-120	Computerized Accounting	3
BUS-170	Small Business Management	3
HRM-201	Food and Beverage Cost Control	1
HRM-203	Beverage Management	2
HRM-219/LGL 219	Hospitality Law	3
HRM-229/BUS 229	Event Planning and Management II	3
	Subtotal: 18	

GENERAL EDUCATION REQUIREMENTS

	General Education Elective*	3
WRT-101	English Composition I	3
	Subtotal: 6	

Restricted Program Requirements

ACC-120	Computerized Accounting	3
BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
BUS-105	Business Communications	3
BUS-170	Small Business Management	3
HRM-101	Introduction to Hospitality Management	3
HRM-129/BUS 129	Event Planning and Management I	3
HRM-201	Food and Beverage Cost Control	1
HRM-203	Beverage Management	2
HRM-219/LGL 219	Hospitality Law	3
HRM-229/BUS 229	Event Planning and Management II	3
	Subtotal: 30	

Total Credit Hours: 36

Specific Program Notes

*General Education Course List (p. 16).

Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

EXERCISE SCIENCE CERTIFICATE [30-36 CREDIT]

Code: CERT.EXER.SCI

The certificate program in Exercise Science will provide the students with the knowledge and expertise to develop and manage fitness programs, as personal trainers and work in fitness related businesses. Students will demonstrate effective techniques in assessing clients' fitness levels design and instruct fitness programs and evaluate progress and goal achievement.

Preparation for certification is included.

Program Learning Outcomes

• Use an appropriate theoretical framework for determining exercise needs and goals for individuals.

• Use appropriate methodology in health/fitness appraisal of specified parameters in lifestyle behavior modification.

• Create an appropriate exercise program design with the aid of software relative to the needs and desires of individuals.

• Implement, when necessary, appropriate knowledge and skill in the treatment of exercise related injury/emergency and nutritional suggestion to individuals.

• Demonstrate command of the knowledge base and skills necessary to seek a variety of employment situations, agency certifications and/or transfer to a four-year institution.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

BIO-103	The Human Body	4
BUS-101	Introduction to Business	3
WEX-159	Cardiopulmonary Resuscitation [CPR] and Emergency First Aid	3
WEX-164	Exercise Science	3
WRT-101	English Composition I	3
	Subtotal: 16	

Second Semester

PSY-101	General Psychology	3
WEX-106	Nutrition, Exercise, and Fitness	3

WEX-182	Fitness Measurement and Interpretation	3
WEX-183	Principles of Conditioning	3
WEX-184	Sports Medicine - Theory and Practice	3
	Subtotal: 15	

GENERAL EDUCATION REQUIREMENTS

WRT-101	English Composition I	3

General Education Course:

BIO-103	The Human Body	4
	Subtotal: 7	

Restricted Program Requirements

BUS-101	Introduction to Business	3
PSY-101	General Psychology	3
WEX-159	Cardiopulmonary Resuscitation [CPR] and Emergency First Aid	3
WEX-164	Exercise Science	3
WEX-106	Nutrition, Exercise, and Fitness	3
WEX-182	Fitness Measurement and Interpretation	3
WEX-184	Sports Medicine - Theory and Practice	3
	Subtotal: 21	

Total Credit Hours: 31

Specific Program Notes

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

FLORAL DESIGN CERTIFICATE [30-36 CREDIT]

Code: CERT.FLORAL

Students taking the Floral Design Certificate are exposed to the materials and creative processes of the florist and interior landscaping industries. The role that both the physical and environmental setting has on the elements of design (color, texture and form) and aesthetic considerations are dealt with in laboratory and lecture projects.

Program Learning Outcomes

- Identify the commonly used cut flowers, greens and supplies used in the floral industry.

- Identify the common tropical plants and holiday plants used in the floral industry.

- Construct the basic designs (e.g. centerpieces, arrangements, corsages etc.) for holiday and special events.

- Discuss and demonstrate the elements and principles of design used by the floral industry.

- Handle and process cut flowers and greens under accepted industry practices.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

	General Education Elective*	3
HRT-102	Plant Science	4
HRT-115	Floral Design	3
HRT-232	Plant Propagation	4
WRT-101	English Composition I	3

Subtotal: 17

Second Semester

	Business Elective**	3
	General Education Elective*	3
HRT-119	Greenhouse Operations and Production	3
HRT-120	Interior Plantscaping	3
HRT-234	Commercial Floral Design Management	4
HRT-292	Co-Op Work Experience [Horticulture]	2

Subtotal: 18

GENERAL EDUCATION REQUIREMENTS

	General Education Elective*	3
WRT-101	English Composition I	3

Subtotal: 6

Restricted Program Requirements

	Business Elective**	3
HRT-102	Plant Science	4
HRT-115	Floral Design	3
HRT-119	Greenhouse Operations and Production	3
HRT-120	Interior Plantscaping	3
HRT-232	Plant Propagation	4
HRT-234	Commercial Floral Design Management	4
HRT-292	Co-Op Work Experience [Horticulture]	2

Subtotal: 26

Program Support Requirement:

	General Education Elective*	3

Subtotal: 3

Total Credit Hours: 35

Specific Program Notes

*General Education Course List (p. 16).

**Three credits from any course(s) in ACC, BUS, or INF.

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

GROUNDS MANAGEMENT CERTIFICATE [30-36 CREDIT]

Code: CERT.GRND.MGT

The student of our Grounds Management Certificate understands the function of various plant types (e.g. grasses, shrubs, trees, herbaceous plants) and the cultural needs of these for sustainably dealing with soils, water, fertilizer, pruning, pest control, planting and more. A hands-on educational approach is given to each student with designed projects for them to fulfill on campus.

Program Learning Outcomes

• Identify the major insect, disease, nutritional and physiological disorders that effect plant growth.

• Conduct a site analysis of the existing and potential problems to the plants and surrounding items and areas.

• Take a soil sample and remedy any deficiencies, abnormal pH levels or nutritional concerns

• Manage the turf area for weeds, insects, diseases and nutrient needs.

• Consult on pruning practices appropriate for shrub and tree care.

• Coordinate sub contracted services necessary to the site.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

HRT-102	Plant Science	4
HRT-103	Turf and Grounds Management	3
HRT-104	Landscape Plants and Materials I	2
HRT-112	Pests and the Ornamental Plant	4
HRT-130	Landscape Contracting	1
WRT-101	English Composition I	3
		Subtotal: 17

Second Semester

	Restricted Elective*	2-4
	General Education Elective**	3
HRT-124	Irrigation Technology	2
HRT-125	Equipment Management	2
HRT-235	Landscape Analysis	3

HRT-237	Arboriculture and Plant Healthcare	3
		Subtotal: 15-17

GENERAL EDUCATION REQUIREMENTS

	General Education Elective*	3
WRT-101	English Composition I	3
		Subtotal: 6

Restricted Program Requirements

	Restricted Elective*	2-4
HRT-102	Plant Science	4
HRT-103	Turf and Grounds Management	3
HRT-104	Landscape Plants and Materials I	2
HRT-112	Pests and the Ornamental Plant	4
HRT-124	Irrigation Technology	2
HRT-125	Equipment Management	2
HRT-130	Landscape Contracting	1
HRT-235	Landscape Analysis	3
HRT-237	Arboriculture and Plant Healthcare	3
		Subtotal: 26-28

Subtotal: -34

Total Credit Hours: 32-34

Specific Program Notes

*Restricted Electives: HRT-113, HRT-232, HRT-233

**General Education Course List (p. 16).

Students enrolled in this program **ARE** **NOT** **REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

HOSPITALITY MANAGEMENT CERTIFICATE [30-36 CREDIT]

Code: CERT.HOSP.MGMT

The Hospitality Management Certificate Program is designed to aid those working professionals who wish to increase their job value or refresh their leadership skills. Typically, students do not complete the certificate program in two semesters. In those instances where a student MUST complete the curriculum in one year or two successive semesters, the student MUST obtain written permission from the Dean to waive or otherwise adjust prerequisites where indicated.

This program is designed to aid those working professionals who wish to increase their job value or refresh their leadership skills such as, food purchasing, food and beverage cost control, food purchasing, beverage management, banquet and catering management. Students who are interested specifically in the management of people, goods and services in the hospitality industry and whose time is limited may consider this management option. Graduates are eligible for positions in hotels, restaurants, food service companies and related areas of the hospitality industry. Co-ops are available.

Program Learning Outcomes

- Identify the basic components of the Hospitality Industry.

- Understand the regulations and standards that concern the hospitality industry.

- Become proficient in food preparation, purchasing and the many phases of hospitality work, supervision, and management.

- Evaluate methods to maintain quality and cost effective measures.

- Outline the factors involved in obtaining financial backing for hotel development and operation.

- Assist managers in cafeteria and table-service kitchens and dining rooms.

- Evaluate methods to maintain quality and cost effective measures.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

	General Education Elective*	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-104	Front Office Procedures	2
HRM-108	Computer Applications for the Hospitality Industry	1
WRT-101	English Composition I	3
	Subtotal: 18	

HRM-104: Class offered only during fall semester.

HRM-108: Class offered only during spring semester.

Second Semester

	General Education Elective*	3
HRM-201	Food and Beverage Cost Control	1
HRM-203	Beverage Management	2
HRM-204	Food Purchasing	2
HRM-205	Restaurant Service Management	3
HRM-207	Hotel Sales and Convention Planning	1
HRM-214	Banquet and Catering Management	2
HRM-217	Issues in the Hospitality Industry	2
HRM-292	Co-Op Work Experience [Hotel/Restaurant/Hospitality]	2
	Subtotal: 18	

GENERAL EDUCATION REQUIREMENTS

	General Education Elective*	3
WRT-101	English Composition I	3
	Subtotal: 6	

Restricted Program Requirements

HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-104	Front Office Procedures	2
HRM-108	Computer Applications for the Hospitality Industry	1
HRM-201	Food and Beverage Cost Control	1
HRM-203	Beverage Management	2
HRM-204	Food Purchasing	2
HRM-205	Restaurant Service Management	3

HRM-207	Hotel Sales and Convention Planning	1
HRM-214	Banquet and Catering Management	2
HRM-217	Issues in the Hospitality Industry	2
HRM-292	Co-Op Work Experience [Hotel/Restaurant/Hospitality]	2
	Subtotal: 27	

HRM-104: Class offered only during fall semester.

HRM-108: Class offered only during spring semester.

Program Support Requirement:

General Education Elective*	**3**
Subtotal: 3	

Subtotal: 36

Total Credit Hours: 36

Specific Program Notes

*General Education Course List (p. 16).

**Class offered only during fall semester.

***Class offered only during spring semester.

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

LANDSCAPING CERTIFICATE [30-36 CREDIT]

Code: CERT.LAND

Students enrolled in the Landscape Certificate are exposed to the plants and construction materials utilized to transform a new or existing site for functional and/or aesthetic needs. Students study a site, prepare a plan, and implement a project on campus as one of the laboratory components. They demonstrate the design principles they have learned to resolve problems in the everyday world of landscaping (drainage, topography, exposure, sustainability, etc.).

Program Learning Outcomes

- Conduct a Site Analysis and Family Inventory Analysis for a residential landscape site.

- Identify and propose solutions to the drainage and site problems that need to be rectified by the design.

- Develop conceptual, preliminary and final copy plans for the site.

- Formulate a functional and/or aesthetic group of plants and materials that best suits the environment and the client's needs.

- Organize the various phases of implementing the design, from permits to final inspections.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

HRT	Restricted HRT Elective†	3-4
BUS-101	Introduction to Business	3
DFT-107	Drafting I	2
HRT-103	Turf and Grounds Management	3
HRT-130	Landscape Contracting	1
WRT-101	English Composition I	3

Subtotal: 17-18

Second Semester

	General Education Elective*	3
HRT-113	Principles of Landscaping	3
HRT-204	Landscape Graphics	2
HRT-233	Landscape Plants and Materials II	4
HRT-235	Landscape Analysis	3

INF-101	Introduction to Information Technology	3

Subtotal: 18

GENERAL EDUCATION REQUIREMENTS

	General Education Elective*	3
WRT-101	English Composition I	3

Subtotal: 6

Restricted Program Requirements

HRT	Restricted HRT Elective†	3-4
BUS-101	Introduction to Business	3
DFT-107	Drafting I	2
HRT-103	Turf and Grounds Management	3
HRT-113	Principles of Landscaping	3
HRT-103	Turf and Grounds Management	3
HRT-204	Landscape Graphics	2
HRT-233	Landscape Plants and Materials II	4
HRT-235	Landscape Analysis	3
INF-101	Introduction to Information Technology	3

Subtotal: 29-30

Total Credit Hours: 35-36

Specific Program Notes

*General Education Course List (p. 16).

**Restricted HRT Elective: HRT-101, HRT-102, HRT-112, HRT-120, HRT-236.

Students enrolled in this program **ARE** **NOT** **REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

LEGAL NURSE CONSULTANT CERTIFICATE [30-36 CREDIT]

Code: CERT.LGN.CONS

The Bergen Community College Legal Nurse Consultant (LNC) Certificate Program is an American Bar Association approved this 30-credit program. The Bergen Community College program is one of only a handful of ABA-approved legal nurse consultant programs in the country.

The LNC program is open to Registered Nurses who hold an AAS or BS in science degree, current licensure in New Jersey and have a minimum of 2,000 hours of nursing experience. The curriculum prepares nurses for paralegal nurse consultant positions in law firms, hospitals, insurance companies, health maintenance organizations, government offices, and risk management companies either as an independent contractor while remaining active in traditional nursing or through full-time employment as a legal nurse consultant. By combining health care expertise with basic legal knowledge the Bergen Community College LNC Graduate will be prepared to deal with the medical aspects of a lawsuit, offer expert opinion and testimony and act as liaison between the attorney, the health care provider, and the client.

Program Learning Outcomes

• Enter the work force as a paralegal or legal nurse consultant.

• Apply practical skills including the techniques of legal research, practice and procedure, investigation, interviewing, drafting of documents, motions and pleadings and other practical skills needed for an array of potential positions in the public, private and corporate law sectors.

• Promote the appreciation of and adherence to ethical practice and professional responsibility as a paralegal and legal nurse consultant.

• Demonstrate an understanding of the legal environment and work under the supervision of lawyers in the private and public sector.

• Develop an appreciation for the needs of the legal community and the economical and efficient delivery of legal services through paralegals and legal nurse consultants working under the supervision of attorneys.

• Attain up-to-date skills in law office technology including the use of computers for word processors and computer assisted legal and non-legal research.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

LGL-101	Fundamentals of Law	3
LGL-103	Legal Search and Writing	3
LGN-105	Principles of Legal Nurse Consulting	3
WRT-101	English Composition I	3
	Subtotal: 12	

LGN-105: Course may be offered only in the evening and only in either the Spring or Fall semesters.

Second Semester

LGL-203	Paralegalism	3
LGL-220	Computer Assisted Legal Research	3
LGN-201	Health Law	3
WRT-201	English Composition II	3
	Subtotal: 12	

LGN-201: Course may be offered only in the evening and only in either the Spring or Fall semesters.

Third Semester

LGL-202	New Jersey and Federal Courts [Fall Only ? Evening]	3
LGL-234	Personal Injury and Product Liability [Spring Only - Evening]	3
	Subtotal: 6	

LGL-202, 234: Course may be offered only in the evening and only in either the Spring or Fall semesters.

GENERAL EDUCATION REQUIREMENTS

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 6	

Restricted Program Requirements

LGL-101	Fundamentals of Law	3
LGL-103	Legal Search and Writing	3
LGL-203	Paralegalism	3
LGL-220	Computer Assisted Legal Research	3
LGL-202	New Jersey and Federal Courts [Fall Only ? Evening]	3
LGL-234	Personal Injury and Product Liability [Spring Only - Evening]	3

LGN-105	Principles of Legal Nurse Consulting	3
LGN-201	Health Law	3
	Subtotal: 24	

LGL-202, LGL-234, LGN-105, LGN-201: Course may be offered only in the evening and only in either the Spring or Fall semesters.

Total Credit Hours: 30

Specific Program Notes

*Course may be offered only in the evening and only in either the Spring or Fall semesters.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

THIS IS AN ABA APPROVED PARALEGAL PROGRAM Please note: The practice of law is limited to attorneys admitted to practice within the jurisdiction. Completion of the Paralegal Studies or Legal Nurse Consultant Programs do not authorize the graduate to practice law. Program Goal: It is the goal of the Paralegal Studies and Legal Nurse Consultant Programs to provide students with knowledge in a wide range of substantive legal fields and to provide practical skills necessary for the legal workplace environment. The program shall promote adherence to ethical practice and professional responsibility as legal professionals working in cooperation with and under the supervision of attorneys. The programs shall respond to the needs of the legal community and promote the economical and efficient delivery of legal services through the use of quality instruction and modern technology. For complete Program Goals, visit the Paralegal Studies and Legal Nurse Consultant website:
http://www.bergen.edu/pages1/Pages/2642.aspx

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT CERTIFICATE [30-36 CREDIT]

Code: CERT.MOAA

Medical Office Administrative Assistants are multi-skilled practitioners who perform administrative and management duties. Graduates may work in physicians' offices, clinics, HMO's, billing companies, or other ambulatory care facilities, such as freestanding emergency centers and hospitals. Administrative responsibilities include: scheduling appointments, billing and collecting, coding diagnoses and procedures, insurance claim forms, medical records, performing computer applications, and providing patient instructions. The program is designed for the college student as well as the returning student who is career orientated.

Program Learning Outcomes

- Demonstrate entry-level competence in performing administrative medical office assistant skills.

- Demonstrate technical proficiency in all administrative skills

- Apply medical terminology when communicating professionally in a health care setting with patients, physicians, and all members of the health care team.

- Apply critical thinking skills to construct, evaluate, and measure administrative tasks to operate the office efficiently.

- Demonstrate computer literacy to retrieve, organize, and analyze information using skills from medical simulations and information technology classes.

- Demonstrate ethical and professional behavior in the workplace.

- Adhere to state, federal and local regulations and laws that apply to health care.

- Communicate effectively with diverse populations..

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

MOA-140	Medical Terminology	3
MOA-141	Introduction to Medical Office Assisting	3
MOA-203	Medical Office Assistant Administrative Procedures I	3
MOA-218	Medical Economics	2
INF-119	Document Processing [Word 2016]	3
WRT-101	English Composition I	3
	Subtotal: 17	

Second Semester

MOA-200	Pharmacology for Medical Office Assistants	2
MOA-201	Diagnostic and Procedural Coding	4
MOA-204	Medical Office Assistant Administrative Procedures II	3
PSY-101	General Psychology	3
WEX-159	Cardiopulmonary Resuscitation [CPR] and Emergency First Aid	3
	Subtotal: 15	

GENERAL EDUCATION REQUIREMENTS

WRT-101	English Composition I	3

General Education Course:

PSY-101	General Psychology	3
	Subtotal: 6	

Restricted Program Requirements

MOA-140	Medical Terminology	3
MOA-141	Introduction to Medical Office Assisting	3
MOA-200	Pharmacology for Medical Office Assistants	2
MOA-201	Diagnostic and Procedural Coding	4
MOA-203	Medical Office Assistant Administrative Procedures I	3
MOA-204	Medical Office Assistant Administrative Procedures II	3
MOA-218	Medical Economics	2
INF-119	Document Processing [Word 2016]	3
WEX-159	Cardiopulmonary Resuscitation [CPR] and Emergency First Aid	3
	Subtotal: 26	

Total Credit Hours: 32

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

OFFICE TECHNOLOGY CERTIFICATE [30-36 CREDIT]

Code: CERT.OFF.TECH

This certificate prepares a student to effectively use software in a modern office environment. Word processing, spreadsheet applications, database skills, presentation ability, use of the Internet, electronic scheduling and communications, and web design and publishing are investigated. This program will assist with preparation towards the Microsoft Office Specialist (MOS) exams.

Program Learning Outcomes

• Demonstrate proficiency using standard business productivity software.

• Use standard business productivity software to support electronic projects.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

	General Education Elective**	3
BUS-101	Introduction to Business	3
INF-101	Introduction to Information Technology	3
INF-114	Microsoft Office [Office 2016]	3
INF-161	Internet Research and Data Handling	1
WRT-101	English Composition I	3
		Subtotal: 16

INF-114: Credit by Exam Tests may be available.

Second Semester

INF	Restricted Elective†	3
BUS-103	Business Mathematics	3
INF-119	Document Processing [Word 2016]	3
INF-146	Web Development or	3
INF-147	Web Development using Dreamweaver	3
INF-253	Technical Communications	3

INF-228	Excel Problem Solving [Excel 2016]	1
		Subtotal: 16

GENERAL EDUCATION REQUIREMENTS

	General Education Elective**	3
WRT-101	English Composition I	3
		Subtotal: 6

Restricted Program Requirements

INF	Restricted Elective†	3
BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
INF-101	Introduction to Information Technology	3
INF-114	Microsoft Office [Office 2016]	3
INF-119	Document Processing [Word 2016]	3
INF-146	Web Development or	3
INF-147	Web Development using Dreamweaver	3
INF-161	Internet Research and Data Handling	1
INF-253	Technical Communications	3
INF-228	Excel Problem Solving [Excel 2016]	1
		Subtotal: 26

INF-114: Credit by Exam Tests may be available.

Total Credit Hours: 32

Specific Program Notes

*Credit by Exam Tests may be available.

***General Education Course List (p. 16).

†Restricted INF Electives: INF-103, INF-108, INF-160, INF-217, INF-230.

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

RADIATION THERAPY TECHNOLOGY CERTIFICATE [30-36 CREDIT]

Code: CERT.RAD.THERAPY

Radiation therapy is one of the most common treatments for cancer and is prescribed in more than half of all cancer cases. Many people become free of cancer after receiving radiation treatment alone or in combination with surgery, chemotherapy and/or immunotherapy (biologic therapy). The Radiation Therapist works with a team of oncology professionals to effectively design and administer a therapeutic dose of radiation to a targeted area. They use advanced computer systems to operate sophisticated radiation therapy equipment. Additionally, the Radiation Therapists assists in managing the patient's well-being by providing care and support for patients throughout their course of radiotherapy treatment.

The Bergen Community College Radiation Therapy Program is a one year advanced certificate program. Didactic courses are incorporated with formalized lectures and laboratory training followed by actual clinical experience. Upon entry into the program, the candidate must be a registered or registry eligible Diagnostic Radiographer and must have completed an Associate's degree or higher.

Program Learning Outcomes

• Students will perform the tasks and responsibilities of a radiation therapist in a competent and knowledgeable manner.

• Students will demonstrate effective communication skills and participate as a collaborative team member with other medical professionals.

• Students will demonstrate problem solving and critical thinking skills essential to the practice of state-of-the-art radiation therapy.

• Students will demonstrate professional development and growth, and professional ethics in the clinical setting.

Program Length: 12 months.

Prerequisites for admission: (1) GPA for admissions eligibility: 2.50. (2) An applicant must be a Registered or registry-eligible Radiologic Technologist possessing an Associate Degree or higher from an accredited college. (3) Prerequisite courses: Anatomy and Physiology I and II [BIO-109 and BIO-209]; MAT-160 Intermediate Algebra; MAT-180 Precalculus; PHY-185 General Physics.

In addition to the above-stated requirements, candidates cannot be accepted into the program until at least one of the following three courses have been completed: MAT-150, WRT-201, COM-100. Two of these general education courses may be taken concurrently with the program. Successful completion of all three courses is required by the American Registry of Radiologic Technologists and the NJ Department of Environmental Protection.

Program Admits: Fall semester only.

Note: Students who are interested in the program should make an appointment to meet with the Program Director regarding admission.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

WRT-201	English Composition II	3
RTT-110	Introduction to Radiation Therapy and Patient Care Management	2
RTT-120	Radiation Therapy Practices I	4
RTT-130	Radiation Biology and Safety	3
RTT-150	Principles of Diagnostic Radiation Physics	3
RTT-121	Radiation Therapy Clinical Practicum I	2
	Subtotal: 17	

WRT-201 has a prerequisite of WRT-101 English Composition I.

Second Semester

COM-100	Speech Communication or	3
MAT-150	Statistics I	3
RTT-200	Survey of Diseases	3
RTT-210	Dosimetry and Treatment Practices	3
RTT-220	Radiation Therapy Practices II	4
RTT-230	Advanced Procedures	2
RTT-221	Radiation Therapy Clinical Practicum II	2
	Subtotal: 17	

Third Semester

RTT-222	Radiation Therapy Clinical Practicum III	2
	Subtotal: 2	

GENERAL EDUCATION REQUIREMENTS

	General Education Course	3
WRT-201	English Composition II	3
COM-100	Speech Communication	3
	or	
MAT-150	Statistics I	3
	Subtotal: 6	

WRT-201 has a prerequisite of WRT-101 English Composition I

Restricted Program Requirements

RTT-110	Introduction to Radiation Therapy and Patient Care Management	2
RTT-120	Radiation Therapy Practices I	4
RTT-130	Radiation Biology and Safety	3
RTT-150	Principles of Diagnostic Radiation Physics	3
RTT-121	Radiation Therapy Clinical Practicum I	2
RTT-200	Survey of Diseases	3
RTT-210	Dosimetry and Treatment Practices	3
RTT-220	Radiation Therapy Practices II	4
RTT-230	Advanced Procedures	2
RTT-221	Radiation Therapy Clinical Practicum II	2
RTT-222	Radiation Therapy Clinical Practicum III	2
	Subtotal: 30	

Total Credit Hours: 36

Specific Program Notes

*WRT-201 has a prerequisite of WRT-101 English Composition I.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

SURGICAL TECHNOLOGY CERTIFICATE [30-36 CREDIT]

Code: CERT.SURG

The Surgical Technology program at Bergen Community College is the only community college program in the state of New Jersey and the first program to be nationally accredited. Major hospitals throughout New Jersey and the entire Eastern seaboard seek graduates of the Surgical Technology Program, often months before graduation. New facilities include an integrated three room suite incorporating a state-of-the-art classroom, fully equipped "mock" operating room reflective of a real hospital OR, and a sterilization/prep room. Students learning in this type of environment are better prepared to enter their clinical externship because of the hands-on practice and real life situations taught here.

The Surgical Technology program is accredited by the Accreditation Council on Education in Surgical Technology and Surgical Assisting, a Committee of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Program Learning Outcomes

- Deliver professional and compassionate care for all patients.

- Communicate professionally.

- Use learned critical skills for problem solving.

- Perform as a Level 1 surgical technologist.

- Practice using the legal and ethical framework of the profession.

- Seek continued activities for the pursuit of professional development.

- Meet the needs of the diverse community.

Program Length: 12 months.

GPA for admissions eligibility: 2.00.

High School prerequisite courses: High school graduate or GED.

College substitutions: None.

Application Deadline: February 1 of the current year.

Program Admits: Fall semester.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

BIO-109	Anatomy and Physiology I	4
SUR-101	Surgical Technology I [Fall Only]	6
SUR-102	Surgical Technology Externship I [Fall Only]	2
SUR-103	Surgical Terminology [Fall Only]	1
SUR-104	Microbiological Applications in Surgery [Fall Only]	2
WRT-101	English Composition I	3
	Subtotal: 18	

SUR-102: (16 hrs/wk x 15 weeks)

Second Semester

	General Education Elective*	3
BIO-209	Anatomy and Physiology II	4
SUR-201	Surgical Technology II [Spring Only]	5
SUR-202	Surgical Technology Externship II [Spring Only]	2
	Subtotal: 14	

SUR-202: (16 hrs/wk x 15 weeks)

Third Semester

SUR-203	Surgical Technology Externship III [Summer]	1
	Subtotal: 1	

SUR-202: (40 hrs/wk x 4 weeks)

GENERAL EDUCATION REQUIREMENTS

	General Education Elective*	3
WRT-101	English Composition I	3
	Subtotal: 6	

Restricted Program Requirements

BIO-109	Anatomy and Physiology I	4
BIO-209	Anatomy and Physiology II	4
SUR-101	Surgical Technology I [Fall Only]	6
SUR-102	Surgical Technology Externship I [Fall Only]	2
SUR-103	Surgical Terminology [Fall Only]	1
SUR-104	Microbiological Applications in Surgery [Fall Only]	2
SUR-201	Surgical Technology II [Spring Only]	5

SUR-202	Surgical Technology Externship II [Spring Only]	2
SUR-203	Surgical Technology Externship III [Summer]	1

Subtotal: 27

Total Credit Hours: 33

Specific Program Notes

*General Education Course List (p. 16).

Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

TRANSFER STUDIES: SCIENCE, TECHNOLOGY, PROFESSIONAL STUDIES CERTIFICATE [30-36 CREDIT]

Code: CERT.TRAN.STP.GEN

The transfer certificate allows science, technology or professional studies students, who may only be attending BCC for one year before transferring to a 4 year school, to transfer with a college certificate.

Program Learning Outcomes

- Demonstrate the ability to think critically and creatively.

- Apply analytical reasoning across academic disciplines.

- Demonstrate proficiency in oral and written communication.

- Demonstrate the ability to critically examine information and discover new knowledge through rigorous meaning in a science, technology or professional studies field.

CAREER PATHWAYS

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RECOMMENDED SEMESTER SEQUENCE

First Semester

Mathematics/Computer Science/Natural Science/Technology Elective*		3-4
Natural Science Elective*†		4
Select introductory courses required in the proposed major		6
WRT-101	English Composition I	3
	Subtotal: 16-17	

Second Semester

Humanities Elective*‡		3
Social Science Elective*‡		3
Select introductory courses required in the proposed major		6
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
WRT-201	English Composition II	3
	Subtotal: 18	

GENERAL EDUCATION REQUIREMENTS

WRT-101	English Composition I	3
WRT-201	English Composition II	3
	Subtotal: 6	

Restricted Program Requirements

Humanities Elective*‡		3
Mathematics/Computer Science/Natural Science Elective		3-4
Natural Science Elective*†		4
Social Science Elective*‡		3
Introductory courses required in the proposed major		12
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	3
	Subtotal: 28-29	

Subtotal: 34-35

Total Credit Hours: 34-35

Specific Program Notes

*General Education Course List (p. 16).

†Select from Biology, Chemistry, or Physics

‡It is recommended that you select (at least) one General Education Humanities or Social Science (p. 16) elective which is also a Diversity Course.

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Certificates of Achievement

BAKING CERTIFICATE OF ACHIEVEMENT

Code: COA.BAKING

The certificate of Achievement in Baking introduces the student to hands-on quality baked products which include yeast breads, puff pastry, quick breads, cakes, pies, as well as decorating. Obtaining these skills, the student may obtain positions in the various settings in which freshly baked products are offered for sale.   Students who choose this program will also be able to transfer their credits to an Associate Degree Program in the college. Graduates are eligible for positions in the banquet department of hotels and in restaurants, food service companies and related areas of the hospitality industry.

Program Learning Outcomes

• Learn the complexities of weighing and measuring accurately; in both metric and customary USA units.

• Utilize their earned industry-approved ServSafe Certification.

• Maintain variety, balance and product appeal to the target group.

• Become proficient in specialized baking and production, and in decorating.

• Prepare baked products in cafeteria and table-service kitchens for dining rooms.

• Demonstrate marketing and selling skills

• Evaluate methods to maintain quality and cost effective measures.

CAREER PATHWAYS

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First Semester

BUS-101	Introduction to Business	3
HRM-103	Professional Food Preparation Techniques	3
HRM-110	Introduction to Baking	3
	Subtotal: 9	

Second Semester

BUS-205	Entrepreneurship	3
HRM-102	Food Protection and Safety	3
HRM-220	Advanced Baking Techniques [Spring Only]	3
	Subtotal: 9	

Total Credit Hours: 18

Specific Program Notes

This program will serve as the Introduction to Baking in the various management settings available in the Hospitality Industry. Students who earn this Certificate of Achievement will be able to apply the credits earned, if they so choose, to the 36-credit Culinary Arts Certificate Program and to the proposed AAS Culinary Entrepreneurship Option or any other options available in the Hotel/Restaurant/Hospitality Department.

Since HRM-103 Professional Food Preparation Techniques is a prerequisite for the 200-level HRM courses and BUS-101 Introduction to Business is a prerequisite for BUS-205, **students WILL NOT complete this program in one semester.**

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

BIOTECHNOLOGY CERTIFICATE OF ACHIEVEMENT

Code: COA.BIO.TECH

The Certificate of Achievement in Biotechnology is designed prepares students interested in gaining the working knowledge and skills used in modern Biotechnology laboratories without necessarily earning a degree. Very well suited for students who already have a college degree but are considering a career in Biotechnology. Students in the program take a year of General Biology, a two semester sequence in Biotechnology and Bioinformatics plus a foundation of supporting Mathematics, Science and General Education courses

Program Learning Outcomes

- Demonstrate knowledge of the methodology of biotechnology, including genetic modification, isolation, purification, and analysis of nucleic acids and proteins.

- Acquire laboratory competence by developing and refining technical and analytical skills.

CAREER PATHWAYS

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First Semester

BIO-101	General Biology I	4
CHM-140	General Chemistry I	3
CHM-141	General Chemistry - Lab	1
		Subtotal: 8

Second Semester

BIO-210	Introduction to Biotechnology	4
MAT-150	Statistics I	3
		Subtotal: 7

Third Semester

BIO-211	Introduction to Bioinformatics	3
		Subtotal: 3

Total Credit Hours: 18

Specific Program Notes

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

FASHION DESIGN FUNDAMENTALS COA

Code: COA.FD.DESIGN

Program Learning Outcomes

- Construct a simple garment from start to finish, using sewing techniques, flat pattern making and draping.

- Use beginner illustration techniques to sketch simple apparel designs.

CAREER PATHWAYS

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First Semester

FAB-110	Sewing Techniques I	3
ART-124	Drawing Fundamentals	3
FAB-112	Flat Pattern Design I	3
	Subtotal: 9	

Second Semester

FAB-113	Draping I	3
FAB-210	Sewing Techniques II {3.00 cr.]	3
	Subtotal: 6	

Total Credit Hours: 15

Specific Program Notes

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

FASHION PRODUCT DEVELOPMENT COA

Code: COA.FD.PROD

Program Learning Outcomes

- Identify the milestones of fashion design and how to apply this knowledge, along with consumer behaviors, current trends and future forecasting, to product and line development.

- Sketch and sew a simple garment understanding the differences between natural and man-made fibers and text

CAREER PATHWAYS

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First Semester

FAB-101	Introduction to Fashion Systems	3
FAB-110	Sewing Techniques I	3
ART-124	Drawing Fundamentals	3
	Subtotal: 9	

Second Semester

FAB-102	Textile Science and Construction	3
FAB-230	Trend Analysis and product Development {3.00 cr.]	3
	Subtotal: 6	

Total Credit Hours: 15

Specific Program Notes

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

CNC PROGRAMMING CERTIFICATE OF ACHIEVEMENT

Code: COA.CNC.PROG

The COA.CNC.PROG certificate prepares graduates for entry-level positions in CNC machining, programming, machine operator, machine set-up, quality control/inspection, safety practices, print reading and associated machine shop tasks.

Program Learning Outcomes

- Express and implement all safety rules and procedures across the full scope of machining, welding and fabrication disciplines.

- Demonstrate various problem solving techniques and apply them to machining, measurement, CNC programming and fabrication disciplines.

- Specify materials, develop an order of operations and determine appropriate use of machinery for the construction of CNC produced mechanical parts.

- Develop CNC programs using G and M-code programming language, load programs to the machine, troubleshoot problems and produce parts using professional techniques and equipment.

CAREER PATHWAYS

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First Semester

MFG-122	Machine Tool Principles I	3
MFG-227	CNC Programming I	4
	Subtotal: 7	

MFG-227: Offered only in fall semesters.

Second Semester

MFG-228	CNC Programming II	3
DFT-107	Drafting I	2
	Subtotal: 5	

MFG-228: Offered only in spring semesters.

Total Credit Hours: 12

Specific Program Notes

Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

FINANCE CERTIFICATE OF ACHIEVEMENT

Code: COA.FINANCE

The Certificate of Achievement (COA) Degree, finance is designed for students seeking either (1) an entry level a position in the finance industry, or (2) an added finance education credential to an existing degree or skills-set. This COA provides a solid core of specific finance coursework. The COA is designed whereby all courses can seamless move to the College's AAS degree program in Banking and Finance.

Program Learning Outcomes

- Analyze the financial results of companies.

- Recognize and apply various financial theories.

- Demonstrate the understanding of financial metrics.

- Defend the collected data that will be used to conduct financial analysis.

- Organize and write a financial report.

CAREER PATHWAYS

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First Semester

ACC-110	Financial Accounting	3
BNF-101	Principles of Banking	3
BUS-101	Introduction to Business	3
		Subtotal: 9

BNF-101: Class offered only in fall semesters.

Second Semester

BNF-201	Principles of Finance	3
BNF-202	Asset Management	3
ECO-102	Principles of Microeconomics or	3
BNF-102	Personal Finance and Money Management	3
		Subtotal: 9

BNF-202: Class offered only in spring semesters.

Total Credit Hours: 18

Specific Program Notes

Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

FIRE SCIENCE CERTIFICATE OF ACHIEVEMENT

Code: COA.FIR.SCI

This program prepares students for careers in the field of fire science and enhances the working knowledge of practitioners. The program provides the fundamental concepts and practices needed for fire prevention, protection and suppression. Career opportunities: Federal, State, and Municipal Fire Services, Federal and Local Forest and Park Fire Service, Arson Investigators, and Corporate and Private Security firms.

Program Learning Outcomes

- Students will be able to describe the history, and evolution of the fire service. Students will be able to explain and apply the principles relevant to hazard control, structural design, fire detection, suppression, and limitation of loss.

- Analyze the basic components of fire as a chemical reaction, the major phases of fire, and examine the main factors that influence fire spread and fire behavior.

- Demonstrate their understanding of fire ground strategy and tactics, the occupational risks firefighters face and management strategies available to manage resources and reduce injuries/fatalities of firefighters and civilians.

CAREER PATHWAYS

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First Semester

FIR-101	Introduction to Fire Protection	3
FIR-102	Fundamentals of Fire Prevention and Inspection I	3
FIR-103	Building Codes and Standards	3
FIR-104	Fire Tactics and Strategy	3
FIR-105	Fire Administration	3

FIR-101: Students with Firefighter I certification will have this course waived and receive 3 credits. Students with Firefighter II Certification will have this course waived and receive 4 credits.

FIR-102: First part of the ninety-hour course required for certification.

Total Credit Hours: 15

Specific Program Notes

Students enrolled in this program **ARE** **NOT** **REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

FORENSIC SCIENCE CERTIFICATE OF ACHIEVEMENT

Code: COA.FORENSIC

This program provides a broad view of forensics as it pertains to investigations, adjudication and evidentiary matters. This program explores the fundamental scientific and mathematical concepts of investigative practices, evidence collection, and the guiding legal principles. Career opportunities: Federal, State, County, and Municipal Crime Scene Units, Forensics laboratories, and Medical Examiner's Office.

Program Learning Outcomes

• State and explain the fundamental concepts of chemistry, biology, geometry, and physics as these pertain to forensic investigations.

• Demonstrate a working knowledge of the Federal Rules of Evidence guidelines for the presentation of expert testimony, forensic evidence and lay witnesses.

• Describe the role of laboratories and other scientific and medical services including chemistry, toxicology, serology, biology, odontology, ballistics, and psychiatry in forensic investigations.

• Apply appropriate investigative procedures and techniques in collecting analyzing and preserving physical evidence from a crime scene.

CAREER PATHWAYS

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First Semester

CHM-100	Introduction to Chemistry	4
CRJ-101	Introduction to Criminal Justice	3
CRJ-108	Topics in Criminal Justice	3
CRJ-111	Criminal Investigation	3
CRJ-120	Practical Criminal Evidence	3

CRJ-108: Special Topics Course: Introduction to Forensics.

Total Credit Hours: 16

Specific Program Notes

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

HOMELAND SECURITY CERTIFICATE OF ACHIEVEMENT

Code: COA.HOME.SEC

This program is designed to expand the knowledge of practitioners in the field, as well as to introduce students to homeland security and emergency management. Students explore issues pertaining to domestic and international terrorism, counter terrorism strategies, best practices for security planning and threat assessment. Students are also introduced to key principles of an all hazards approach to emergency management, disaster planning, and man-made or natural threats. Career opportunities: Federal, State, and County Homeland Security agencies, Federal, State, and Municipal Office of Emergency Management, and Corporate and Private Security firms.

Program Learning Outcomes

• Develop the knowledge, experience, and critical decision-making skills needed to respond appropriately to emergency and disaster situations.

• Develop operational plans to respond to natural and man-made disasters and terrorist incidents.

• Analyze risk, vulnerabilities, and formulate strategic plans to respond to disasters and implement recovery and mitigation operations.

CAREER PATHWAYS

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First Semester

CRJ-108	Topics in Criminal Justice	3
HSE-101	Introduction to Homeland Security	3
HSE-102	Introduction to Emergency Management	3
HSE-103	Legal Aspects of Homeland Security and Emergency Management	3
HSE-104	Disaster Management, Risk Assessment, and Mitigation	3

CRJ-108: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Total Credit Hours: 15

Specific Program Notes

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

MACHINE TOOLING CERTIFICATE OF ACHIEVEMENT

Code: COA.MACH.TOOL

The COA.MACH.TOOL certificate prepares graduates for entry-level positions in manual machining, grinding, machine set-up, quality control/inspection, print reading, safety practices and associated machine shop tasks.

Program Learning Outcomes

• Express and implement all safety rules and procedures across the full scope of machining, welding and fabrication disciplines.

• Recognize the theory and application of precision measurement and will be able to apply these skills in a professional work environment.

• Design, specify materials and construct fabricated mechanisms & structures using various measurements, machining, material-joining and fabrication techniques for application in a professional environment.

CAREER PATHWAYS

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First Semester

DFT-107	Drafting I	2
DFT-210	Computer Aided Drafting I	3
MFG-122	Machine Tool Principles I	3
		Subtotal: 8

Second Semester

MFG-119	Pro/Engineer Design I	3
MFG-222	Machine Tool Principles II	3
		Subtotal: 6

MFG-119: Offered only in first half of fall semesters.

MFG-222: Offered only in spring semesters.

Total Credit Hours: 14

Specific Program Notes

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

MANUFACTURING DESIGN USING PRO/ENGINEER® CERTIFICATE OF ACHIEVEMENT

Code: COA.MFG.PROENG

The Certificate of Achievement in Manufacturing Design prepares graduates for entry-level positions using Pro/Engineer software at an engineering or architectural firm. Students can also earn a nationally recognized certification.

Program Learning Outcomes

- Demonstrate competency with the basic design skills used within ProEngineer software, and comfortably navigate through the graphical user interface.

- Recognize the design techniques available within the ProEngineer software critical to creating a flexible parametric design necessary for a more streamlined manufacturing process.

- Communicate with their peers a comprehensive knowledge of their ProEngineer software design process in order to prepare for real world situations.

- Develop and complete all necessary electronic and hardcopy deliverables required for typical design process utilizing ProEngineer software.

CAREER PATHWAYS

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First Semester

MFG-119	Pro/Engineer Design I	3

MFG-119: Offered only in first half of fall semesters.

Second Semester

MFG-219	Pro/Engineer Design II	3

MFG-219: Offered only in second half of fall semesters.

Third Semester

MFG-220	Pro/Engineer Design III	3

MFG-220: Offered only in first half of spring semesters.

Fourth Semester

MFG-221	Pro/Engineer Design IV	3

MFG-221: Offered only in second half of spring semesters.

Total Credit Hours: 12

Specific Program Notes

Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

ACADEMIC PROGRAMS| 281

MARKETING ASSISTANT CERTIFICATE OF ACHIEVEMENT

Code: COA.MKTG.ASST

The Certificate of Achievement (COA) Degree, marketing is designed for students seeking either (1) an entry level a position in the marketing field, or (2) an added marketing credential to an existing degree or skills-set. This COA provides a solid core of specific marketing coursework.

Program Learning Outcomes

- Demonstrate an understanding of the basics and theories of marketing.

- Demonstrate an ability to effectively communicate both orally and in writing.

CAREER PATHWAYS

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Total Credit Hours: 18

Specific Program Notes

*Restricted Elective: BUS-202 International Marketing; BUS-250 Advertising; BUS-293 Co-Op Work Experience [Business Administration] recommended only with a marketing Position.

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

NETWORK SECURITY CERTIFICATE OF ACHIEVEMENT

Code: COA.NET.SECURITY

The five courses in this Certificate of Achievement provide in-depth instruction in securing a network. Prior coursework in networking or professional experience required prior to matriculation.

Program Learning Outcomes

- Troubleshoot and solve a variety of security-related issues in a workplace environment.

- Make recommendations regarding overall security strategies and implementations for workplace environments.

CAREER PATHWAYS

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First Semester

INF-267	Network Security	3
INF-270	Computer Crime	3
INF-271	Ethical Hacking	3
INF-272	Windows Active Directory	3
INF-273	Intrusion Detection and Prevention	3

Total Credit Hours: 15

Specific Program Notes

*INF-170 Networking Experience, 3 credits – Transfer credit awarded for extensive professional experience. INF faculty recommendation required to obtain credit.

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

NONPROFIT MANAGEMENT CERTIFICATE OF ACHIEVEMENT

Code: COA.NONPRF.MGT

The Certificate of Achievement (COA) Degree, nonprofit management is designed for students seeking either (1) an entry level a position in the nonprofit sector, or (2) an added nonprofit education credential to an existing degree or skills-set. This COA provides a solid core of specific not-for-profit coursework. The COA is designed whereby all courses can seamless move to the College's AS degree program.

Program Learning Outcomes

• Create a well-written "Case for Support" that attracts volunteers, increases stakeholder commitment, builds community awareness and draws in support for their initiative.

• Resolve a scenario of a "controversial' problem within the nonprofit sector and compare three different techniques for handling the situation.

• Develop a "SWOT" analysis, presenting strengths, weaknesses, opportunities and threats of a nonprofit organization.

• Communicate orally in proper nonprofit terminology potential funding sources and contacts to donors.

• Demonstrate an understanding of the various financial statements and guidelines for nonprofit organizations.

CAREER PATHWAYS

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Total Credit Hours: 18

Specific Program Notes

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

First Semester

ACC-115	Government and Not-for-Profit Accounting	3
BUS-115	Introduction to Nonprofit Organizations	3
BUS-116	Funding and Grant Management	3
	Subtotal: 9	

Second Semester

BUS-201	Marketing Principles	3
BUS-207	Principles of Business Management	3
LGL-209	Nonprofit Law	3
	Subtotal: 9	

PRIVATE SECURITY CERTIFICATE OF ACHIEVEMENT

Code: COA.PRIV.SECURITY

This program prepares students to enter the field of private and corporate security. It provides students with fundamental knowledge and practices of crime prevention, protection and investigations. Students will also explore the contemporary development of security approaches, systems, and security management as well as the complex relationship between the criminal justice system and private security. Career opportunities: Corporate and Private Security firms in areas including, but not limited to, banking and financial Services, commercial and residential properties, museums/cultural properties, athletic and entertainment arenas, manufacturing, agriculture, and pharmaceutical industries, private and public educational and medical institutions, and loss prevention for retail companies.

Program Learning Outcomes

• Demonstrate a working knowledge of the functions and processes of the Criminal Justice System.

• Demonstrate a sound working knowledge of the nature, roles, functions and contributions of private security to overall crime reduction.

• State and support the opinions on issues of the conflicts between public and private security.

• Describe the lessons learned that influence crime prevention programs.

CAREER PATHWAYS

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First Semester

CRJ-101	Introduction to Criminal Justice	3
CRJ-111	Criminal Investigation	3
CRJ-112	Crime Prevention	3
CRJ-125	Introduction to Security	3
CRJ-127	Principles of Loss Prevention	3

Total Credit Hours: 15

Specific Program Notes

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

PROFESSIONAL COOKING CERTIFICATE OF ACHIEVEMENT

Code: COA.PROF.COOK

The Certificate of Achievement in Professional Cooking introduces the student to preparing commercially acceptable foods and baked products. Potential customers include those in food courts or in malls; in cafeterias, restaurants, hotels and other establishments. Students who choose this program will also be able to transfer their credits to an Associate Degree program in the college. Graduates are eligible for positions in the banquet department of hotels and in restaurants, food service companies and related areas of the hospitality industry.

Program Learning Outcomes

• Demonstrate an understanding of the complexities of weighing and measuring accurately; in both metric and customary USA units.

• Utilize the earned industry-approved ServSafe Certification.

• Present dishes that maintain nutritional variety, balance and product appeal to the target group.

• Become proficient in the preparation of specialized dishes according to clientele.

• Prepare meals and baked products in cafeteria and table-service kitchens for dining rooms.

• Demonstrate the techniques for presentation and decoration of food platters and individual plates.

• Evaluate methods to maintain quality and cost effective measures.

CAREER PATHWAYS

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First Semester

HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-110	Introduction to Baking	3
	Subtotal: 9	

Second Semester

HRM-212	International Cuisine	3
HRM-213	Classical Garde-Manger [Fall Only]	3
HRM-220	Advanced Baking Techniques [Spring Only]	3
	Subtotal: 9	

HRM-213: Class offered only during fall semester.

HRM-220: Class offered only during spring semester.

Total Credit Hours: 18

Specific Program Notes

Students enrolled in this program **ARE   NOT   REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

REAL ESTATE CERTIFICATE OF ACHIEVEMENT

Code: COA.REAL.EST

The Real Estate Certificate Program at Bergen Community College offers students the opportunity to gain in depth knowledge of issues critical to a successful career in real estate sales, both residential and commercial.   The subject matter covered in the specialized courses will provide a greater understanding of the technicalities faced by first time home buyers and investors alike.   The program will provide a working knowledge of how and why decisions are made by lenders and zoning boards and will assist the real estate professional in meeting their goals.

Program Learning Outcomes

• Demonstrate balanced and varied knowledge in the field of real estate.

• Apply practical real estate skills needed for an array of potential positions in the real estate industry.

• Demonstrate an appreciation of and adherence to ethical practice and professional responsibility as a real estate professional.

• Develop an appreciation for the needs of the real estate industry and the economical and efficient delivery of real estate services.

• Attain up-to-date skills in technology as they apply to the real estate industry.

CAREER PATHWAYS

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Holders of current N.J. Sales or Brokers License are exempt from these courses, REA-101, REA-201, REA-204, & REA-205.

Total Credit Hours: 15

Specific Program Notes

**Courses in the second semester will be offered in the evening only.

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

First Semester

BUS-101	Introduction to Business	3
REA-101	Principles of Real Estate I	3
	Subtotal: 6	

Second Semester

REA-202	Zoning, Planning, and Land Use	3
REA-203	New Jersey Environmental Regulations	3
REA-204	Real Estate Leasing	2
REA-205	Real Estate Financing	1
	Subtotal: 9	

SPORTS MANAGEMENT CERTIFICATE OF ACHIEVEMENT

Code: COA.SPORT.MGMT

The COA in Sport Management offers students the opportunity to acquire professional business skills, understand the scope of Sport Management and the job opportunities available.

Areas such as Sports Agency, Sport Law, Facility and Event Management Personal Training as well as Sport Marketing and International Sports are explored. Upon successful completion of the program, students will have experienced networking and job interviewing skills through internships.

Program Learning Outcomes

- List and explain the various career opportunities in Sport Management.

- Use critical analysis in solving sports related problems and issues.

- Analyze current and relevant information as it relates to sport management.

- Work effectively in a Sport Business environment through a co-op internship experience.

- Explain business practices and legal aspects related to sport management.

- Plan, develop and manage a sports related event or activity.

CAREER PATHWAYS

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First Semester

BUS-101	Introduction to Business	3
WEX-101	Dynamics of Health and Fitness	2
WEX-126	Sports Administration	3
		Subtotal: 8

Second Semester

BUS-203	Sports Marketing	3
WEX-127	Sports Facilities & Events Management	3
WEX-283	Co-Op Work Experience [Sports Management] or	3

WEX-128	Sports Fundamentals	3
		Subtotal: 9

Total Credit Hours: 17

Specific Program Notes

Students enrolled in this program **ARE** **NOT** **REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

SPORTS MERCHANDISING CERTIFICATE OF ACHIEVEMENT

Code: COA.SPORT.MERCH

The Certificate of Achievement (COA) Degree, sports merchandising is designed for students seeking either (1) an entry level a position in the sports merchandising field, or (2) an added sports merchandising credential to an existing degree or skills-set. This COA provides a solid core of specific sports merchandising coursework.

Program Learning Outcomes

- Analyze trends in sports merchandise and apparel.

- Make buying decisions based on season, fashion, and demand for sports products.

- Perform operational activities relative to merchandising sports products within a sports-driven or retail organization.

CAREER PATHWAYS

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First Semester

BUS-101	Introduction to Business	3
BNF-103	Sports Finance	3
BUS-150	Sport and Team Branding	3
		Subtotal: 9

Second Semester

	Restricted Elective*	3
BUS-203	Sports Marketing	3
BUS-251	Sports Merchandising and Promotion	3
		Subtotal: 9

Total Credit Hours: 18

Specific Program Notes

*Restricted Elective: select one of the following:

--BUS-293 Co-Op Work Experience [Business Admin]
--PSY-111 Sport Psychology
--WEX-127 Intro to Facility and Events

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

WELDING TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

Code: COA.WELD

The Certificate of Achievement in Welding is designed for students wishing to gain the working knowledge and skills related to basic welding for either professional or personal gain. This certificate can be taken alone or be used to complement a degree in Manufacturing Technology. Students in the program take a two semester sequence in welding plus a Drafting course and a course in Materials Processing & Fabrication.

Program Learning Outcomes

• Express and implement all safety rules and procedures across the full scope of machining, welding and fabrication disciplines.

• Recognize the theory and application of precision measurement and will be able to apply these skills in a professional work environment.

• Demonstrate an understanding and application of safety rules and procedures related to the use of electrical equipment, welding gases and arc/gas welding procedures.

• Demonstrate an understanding of electrical and gas and arc welding theory

• Apply appropriate processes and demonstrate proficiency to create welded joints in various ferrous and nonferrous metals.

CAREER PATHWAYS

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First Semester

DFT-107	Drafting I	2
MFG-130	Welding Technology I	3
		Subtotal: 5

MFG-130: Offered only in fall semesters.

Second Semester

MFG-230	Welding Technology II	3
MFG-229	Materials Processing and Fabrication	4
		Subtotal: 7

MFG-230: Offered only in spring semesters.

Total Credit Hours: 12

Specific Program Notes

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

ACADEMIC AND STUDENT SUPPORT SERVICES

Anna Maria Ciccone Theatre and Performing Arts Series

The Anna Maria Ciccone Theatre accommodates an audience of 300 and serves a wide range of performing arts. Most importantly, the theatre serves as an environment where students develop their skills in a full range of theatre crafts. The Ciccone Theatre is equipped with a state-of-the-art computerized lighting and sound systems. The Ciccone Theatre contains all of the necessary support spaces, including dressing rooms, rehearsal space, administrative office space, and workshop areas for scenery, props, wardrobe, and lighting.

While the primary purpose of the theatre is to meet the educational needs of Bergen students, the facility also serves as a showcase for the performing arts. Dance, theatre, and music groups perform regularly in the theatre. The Office of Community and Cultural Affairs oversees the College's Performing Arts Series, which provides a diverse range of cultural events for the campus community and the general public. The 10-month season offers Family Fun matinees, weekend evening performances, and Sunday Sounds concerts. Up to 30 professional performances are held annually as well as productions and recitals by the academic performing arts division. Detailed season brochures provide complete information on all of the College's cultural offerings, and are available in Room A-130, on the College's main campus in Paramus, or by calling (201) 447-7428.

Academic Advising

The Academic Advising Center, located in the Pitkin Education Center, Room A-118, on the College's main campus in Paramus, (201) 612-5480, assists students with information about Basic Skills Tests results and required courses, degree program requirements, selecting courses and developing a schedule of classes, and other important information regarding academic progress and College policies and procedures.

The goals of the Academic Advising Center are to:

• Provide accurate information about institutional policies, procedures, resources, and programs.

• Assist students in their consideration of life goals by relating interests, skills, abilities, and values to careers, the world of work, and the nature and purpose of higher education.

• Assist students in developing an educational plan consistent with life goals and objectives (alternative courses of action, alternate career considerations, and selection of courses).

• Assist students in developing decision-making skills.

• Assist students in evaluation of their progress toward established goals and educational plans.

• Guide the student toward accepting responsibility for mature academic decision making.

• Make referrals to other institutional or community support services.

• Integrate the resources and expertise of the teaching and counseling faculty.

• Provide an on-going, in-service training program for all individuals involved in the delivery of academic advisement services.

The Faculty Advisors are available on a drop-in basis and help students interpret the Program Evaluation, which is available on WebAdvisor at go.bergen.edu.

Applied Music Studios

The music program maintains a complete applied music program, where traditional private music lessons for all instruments are taught in West Hall, Rooms 228, 229, 230, and 231, on the College's main campus in Paramus. The applied music studios are fully equipped and acoustically sound proof.

Art Facilities

The Art Program maintains several studios and labs for teaching traditional and electronic media. (See: Computer Graphics Lab, Fine Arts Studio, Multimedia Lab, and Photography Labs).

Athletic Facilities

The College athletic facilities include a gym, pool, six outdoor tennis courts, weight rooms, an eight-lane track, soccer, baseball, and softball fields, and access to the nine-hole county golf course adjacent to the campus. In addition, a fitness par course is located around the grounds of the campus, and there is a Fitness Center in Room S-128 on the main campus in Paramus.

Assistive Technology Laboratory

The Assistive Technology Training Lab is located next to the Office of Specialized Services in Room L-115 in the Pitkin Education Center. The lab provides training and access to hardware and software applications that facilitate access for individuals with disabilities. For more information, please visit our website at www.bergen.edu/oss.

Auditorium

The auditorium is located in the Student Center, in Room A-104, on the main campus in Paramus, and accommodates an audience of 100. The auditorium is used by faculty and student groups for lectures, film series, video conferences, and hosts many of the Student Activities Board's events.

Bookstore

Required textbooks, notebooks, and student supplies may be obtained in the College bookstore, located on the main floor of the Pitkin Education Center. The bookstore will buy back most textbooks anytime except the first two weeks of classes. Prices paid depend on whether books will be used for the current or following terms. The bookstore telephone number is (201) 445-7174.

The bookstore accepts personal checks, with two forms of matching ID. Both forms of ID must have the same address that is imprinted on the check. Checks must be imprinted; starter checks are not accepted. There is a $25 charge for any check returned to the bookstore by the bank. Visa, MasterCard, American Express, Discover, and money orders are accepted for payment.

Textbooks may be returned under the following conditions: All returns must be accompanied by a sales receipt, no exceptions. Textbooks in resalable condition may be refunded with a valid receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including during summer term. Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy. In addition, upon proof of drop/add, textbook returns from students, who have dropped a course, will be accepted up to thirty (30) days from the start of classes or until the end of the official drop/add period, whichever comes first. A book must be in original condition and a receipt must be present. There will be no refunds on study aids, such as Cliff Notes, dissection kits, calculators, and office supplies. Refunds on purchases by check will be given after ten business days, allowing for the check to clear. Students may find out the cost of textbooks and order books on line at www.efollett.com. The books will be shipped directly to the student. Students should allow five to seven business days for their books to be delivered, especially during the beginning of each semester when book purchases are at their peak.

Bookstore Hours (Subject to change):

Fall and Spring Hours:

- Mon-Thurs9:00 a.m. to 7:00 p.m.

- Mon-Thurs (no classes in session) 9:00 a.m. to 5:00 p.m.

-
Friday 9: a.m. to 3:00 p.m.

Bookstore Summer Hours :

- Mondays (Summer Sessions)9:00 a.m. to 6:00 p.m.

- Tues-Thurs (Summer Sessions) 9:00 a.m. to 5:00 p.m.

- Mon-Thurs (no classes in session) 9:00 a.m. to 5:00 p.m.

- Friday (if the bulding is open) 9:00 a.m. to 3:00 p.m.

- Friday (if the building is closed) CLOSED

Center for Health, Wellness, and Personal Counseling

The Center for Health, Wellness, & Personal Counseling is committed to serving the needs of the "whole" student. We are located in HS-100 in the Pitkin Education Center on the Paramus campus. The department provides services to address each student's physical health and psychological well-being. Licensed registered nurses provide medical care and physician referrals. Licensed personal counselors provide short-term mental health counseling for the full spectrum of mental health issues, as well as community referrals and on-campus workshops. Wellness staff hosts numerous workshops and programs open to the wider community each academic year. Recent Wellness offerings have focused on mental health stigma, substance abuse, stress management, and violence awareness.

Medical care and health-related services are provided on a walk-in or emergency response basis. Among the services offered are first aid, physician referrals, blood pressure and blood sugar screening, over-the-counter medications, emergency medical response, one-on -one support with health concerns, and tracking state- mandated immunizations. Any illness which a student is experiencing should be reported to the college nurse in HS-100. Injuries sustained on campus or during a college-connected activity, must be reported immediately to the college nurse or Public Safety. If it is not possible to make an immediate report, a report must be made within 48 hours.

To contact Health Services, speed dial #2 if you are on campus; from off-campus locations, call 201-447-9257.

To contact Public Safety, speed dial #6 if you are on campus; from off-campus locations, call 201-447-9200.

Personal Counseling services are scheduled by appointment for the full spectrum of mental health issues, including, but not limited to: depression, stress, anxiety and panic symptoms, sexual abuse or misconduct, substance/alcohol abuse, and thoughts of suicide. Mental health emergencies are handled on a walk-in or emergency referral basis. **To make an appointment with a Personal Counselor, call 201-447-9257.**

The purpose of The Wellness Center is to promote total wellness in the College Community of students, staff and faculty. It combines all aspects of health – physical, social, emotional, spiritual, and mental. The Wellness Center Committee is composed of interested students, staff and faculty who meet to develop and present programs on current issues. **For additional information, call The Wellness Center at 201-612-5365.**

The Center for Health, Wellness & Personal Counseling strives to assist students in achieving their health and wellness goals, enabling them to make lifestyle choices that help them achieve optimal physical, emotional, and behavioral health. All of our services are provided at no cost to the student in a culturally sensitive, accessible, and confidential environment. Our facility is ADA compliant.

In addition, students are welcome to visit HS-100 in order to access the resources of the campus Food Pantry. All needs will be met with respect and confidentiality.

Additional Contact Information: Fax: 201-447-0327

Email addresses:

- healthservices@bergen.edu
- personalcounseling@bergen.edu
- wellness@bergen.edu

Center for Student Success

(Academic Counseling, Academic Advising, Transfer Services, Career Counseling)

The Center for Student Success, located in Pitkin Education Center, Room A-118; (201) 447-7211 has a staff of professional counselors who offer a wide variety of services for students.

Academic Counselors assist students in selecting programs of study that are appropriate for their personal and professional goals. Students and counselors work together to choose a program of study that is suitable to the student's needs, based on factors such as academic status and history, professional goals, and educational backgrounds. Workshops and literature are provided to support students with their academic goals.

Transfer Counselors assist students by providing information about the transferability of courses taken at Bergen, articulation agreements with four-year colleges, and the transfer process. In addition, they lead Transfer Workshops, organize Transfer Fairs, and provide transfer resources for the students. Transfer counselors are available by appointment in the Counseling Center, Room A-118, on the main campus in Paramus.

Students are advised to attend a Transfer Information Session early in their academic career. These sessions are offered four times each semester and deal with the basics of choosing courses and how courses will transfer to other institutions.

Two Transfer Fairs are held each year. In the fall, representatives from over 50 colleges-both in-state and out-of-state-attend, and in the spring, representatives from local New York and New Jersey colleges attend. Throughout the year, representatives from many colleges are on-campus for individual visits and several colleges hold individual information sessions for students.

Transfer information and resources are available to students both online and at the Counseling Center. Available materials include the "Transfer Guide," the "Transfer Connection" (a check-list of procedures for the actual application), "ARTIFACTS" (a list of all of Bergen's agreements with other colleges and the benefits for students), and "Best Bets"-guidelines which help students select the proper classes for transferring to specific colleges and universities. Also available are guidelines for specific majors detailing course and GPA requirements for direct transfer to the same major at another institution. Applications and course catalogs for other colleges are available on their Websites.

Personal Counselors provide students with a safe and confidential atmosphere where they have an opportunity to talk about their individual concerns. The personal counselors will help students understand themselves, explore alternatives, reach a decision, or feel better about coping with problems. When appropriate, a student may be referred to outside agencies. Personal Counselors provide personal enrichment literature and they coordinate personal development workshops.

Career Counselors help students develop an understanding of themselves; they guide students in selecting an academic program, choosing a career path, and preparing for employment. The Center also offers interest assessment and vocational inventories. They are easy to use and provide students with a realistic view of educational and career options for their future success. Throughout the year, there are many workshops and special events, designed to help students to move forward by transferring to a four-year school or into a career.

Service Learning is academically-based community service. While studying theory and course content in their classes, students have the opportunity to contribute to the community by working in a community-based organization or nonprofit agency. There is also a co- curricular track through which students can participate in Service Learning through their membership in a club or student organization. Service Learning has three basic requirements- a minimum of 10 hours of service-relevant learning-and a reflection piece. Students work with social service organizations, government agencies, hospitals, mental health centers, schools and many other organizations and agencies. For further information, please call (201) 447-7171 or visit the Center, located in Room A-123 on the main campus in Paramus.

Cooperative Education is an academic program that provides students the opportunity to apply classroom learning to practical work experiences. Each year several hundred students and employers participate in this experiential learning program that provides students with meaningful and valuable learning, as well as an opportunity to obtain specific skills related to career goals. On campus, students continue their usual academic program and participate in a Co-op seminar in which they explore the relationship between academics and day-to-day work situations. Students receive academic credit for successful completion of the Co-op Work Experience.

To be eligible, a student must have fulfilled the prerequisite requirement(s) of the Co-op course. Interested students should meet with a counselor and obtain assistance in locating positions related to their educational and career goals. For information, please call (201) 447-7171, or visit the Center located in Room A-123.

Employment Services are available to students needing a part-time or summer job to pay expenses or a full-time position upon graduation. Students can use the current listing of employment opportunities on , attend a job fair, and/or participate in on-campus recruiting. Assistance with resume writing, interviewing skills, and job search strategies on an individual and/or group basis is provided for students.

College and Employment Recruitment is offered throughout the fall and spring semesters in front of the Cafeteria and in the Student Center. Transfer Fairs, Job Fairs, and Volunteer Fairs are some of the events that are sponsored by the Center (Room A-123).

Federal Work Study

Each year student aides work on-campus in a wide variety of positions such as tutors, computer support, media technicians, laboratory assistants, receptionists, and Student Ambassadors. The College Work Study program is located the Center for Student Success, Room A-118, on the main campus in Paramus, and assists both Federal Work-Study (FWS) students and student aides with departments needing student employees.

Federal Work-Study is a federally funded program. Students who are United States citizens or permanent resident aliens may apply and be awarded federal work-study that is based on financial need. FWS students may then earn up to the award specified by the Financial Aid Office in its award letter for the academic year. To be eligible, students must file a Free Application For Federal Student Aid (FAFSA). The Financial Aid Office will notify all eligible students of FWS award and will monitor their earnings. Students are referred to the College Work Study Program for employment, based upon student interests and skills, as well as position availability.

Federal Work-Study recipients who can provide their own transportation are invited to explore off-campus opportunities at community service agencies. These positions (up to fifteen hours weekly) can prove to be personally enriching while providing exposure to professional contacts that may be beneficial in furthering career goals. Off-campus job opportunities at community service agencies can be arranged by visiting the Center. For information, call (201) 447-7171, or visit the Center, located in Room A-118.

Alcohol and Drug Resources and Services

The Counseling and Health Services Offices are available to assist Bergen Community College students with education, information, and counseling services for alcohol and drugs. Counselors are available to provide students with confidential, nonjudgmental individual counseling, and to help students understand and identify factors that may point to substance abuse in themselves, their family, or friends. Counseling is offered as a first step in acknowledging the presence of a related problem. Counselors provide referrals to treatment programs, and support to students as they make the transition to outside agencies. The counselors maintain a list of agencies which provide assistance with drugs and alcohol concerns in the Bergen County area.

Center for the Study of Intercultural Understanding (CSIU)

The Center for the Study of Intercultural Understanding (CSIU) promotes a greater understanding and appreciation of diverse cultures through better communication and critical thinking skills. Originally introduced at the College as the Center of International Study in 1979, the CSIU is committed to the study of diversity and global issues. Current CSIU initiatives include a research study on the United Nations' Millennium Development Goals, a diversity seminar on human rights, citizenship and liberal education and the promotion of intercultural awareness with students and professors through dialogue. Dozens of Bergen faculty participate in the CSIU committee charged with shaping the organization's scope and programs.

Child Development Center

The Child Development Center in Ender Hall is a unique laboratory school, licensed by the Division of Youth and Family Services, to provide care for children ages two-and-one-half to six-years old. The Center is staffed by teachers certified in Early Childhood Education and student interns enrolled in the associate degree program in Early Childhood Education. A comprehensive renovation in 1997 expanded and upgraded the facility by adding three new classrooms, computers, and a one-way observation room so that students can view classroom operations.

The Child Development Center is available to Bergen students and employees, as well as residents of Bergen County. The center is designed for children two-and-one-half to six years old and is open from 7:45 a.m. to 5:30 p.m. daily. It is licensed by the State of New Jersey. Children may be enrolled on a full-time, part-time, or drop-in basis.

Computer Facilities

Bergen Community College is committed to providing all students with appropriate access to modern technology. All labs are equipped with state-of-the-art computers loaded with the Microsoft Office Suite and curriculum specific software, as appropriate. Many students choose majors or courses where computer hardware or software is the topic being studied. Many more students make use of computers in learning topics like Math, English, World Languages, Visual Arts, Engineering, Drafting, Culinary Arts, Communication, Nursing, and Sociology. Multimedia software and the Internet provide faculty and students with new ways to interact and to better understand many concepts and real world experiences, complementing traditional teaching methods.

Bergen has over 50 networked computer labs and classrooms designed with a computer workstation for each student. There are additional specialized and smaller facilities for specific disciplines. Also, over 110 classrooms are equipped with projection systems and computer workstations at the faculty work station. All classrooms are Internet accessible. The Library has an extensive network of computers to support student learning and research. Many classes meet regularly in computer-equipped facilities. There are also free-time computing labs open up to 14 hours a day, available to all currently enrolled Bergen students. In addition, the College hosts course-related Web pages for students enrolled in certain Web development courses.

Computer Graphics Lab

The Computer Graphics Lab, located in Room W-319 on the College's main campus in Paramus, is equipped with 25 iMacs® for instruction in computer print and Web graphics and design. Each workstation has the Adobe Creative Suite, Macromedia Studio, QuarkXPress, and Corel Painter. The lab also is equipped for high-volume color network printing and flatbed scanning. Additionally, iMacs® are available in Free Time Lab, Room W-215, to support Apple software-based applications.

Communities and Cultural affairs – Community Use of College Facilities

As a public institution committed to serving all the people of Bergen County, Bergen Community College has expanded its definition of services to include encouraging the use of its Paramus campus and the Philip Ciarco Jr. Learning Center in Hackensack for public events and programs, sponsored by non-profit community groups and professional organizations. The Office of Community and Cultural Affairs processes requests for community use of the facilities. For more information, please contact (201) 447-7428.

Dental Hygiene Clinic

The Dental Hygiene Clinic, in Room S-327, on the main campus in Paramus, is open to Bergen students and the public, and provides preventative dental care services. The clinic is operated by students in the Dental Hygiene Program under the supervision of licensed dentists and dental hygienists. It is open three days a week in the Fall Semester and five days a week in the Spring. For an appointment or information, call (201) 447-7180.

Educational Broadcast Center

The Educational Broadcast Center (EBC) provides students with a learning laboratory, which expands their talents in the media field. The center includes a student television studio, a full scale High Definition (HD) television production studio, a radio lab, and editing suites. The EBC is used by students in broadcasting and mass communications courses. The College produces educational television programs, programs for the community, and provides the facilities for commercial television productions. The College also manages and provides programming for Torch Television, Channel 26, on the Verizon FIOS network in Bergen County.

Fine Arts Studio

The Natural Media Lab, in Room W-326, is a spacious fine arts studio with skylight for the Art Program's courses in drawing, life drawing, and painting.

Greenhouse

A new 2500-square foot Greenhouse Complex, in Ender Hall, features four different computer controlled environments, simulating conditions, ranging from hot, dry desert sands to the tropical rain forest. The Greenhouse displays the diversity of plant life around the world. The complex includes a propagation room for cuttings and grafts and a large work area for class projects. The Greenhouse serves students in botany, plant science, interior landscaping greenhouse management, and plant propagation. Students studying in greenhouse production courses have the opportunity to grow a variety of flower and vegetable crops. The Hotel/Restaurant program uses a section of the Greenhouse to grow fresh herbs for culinary use.

Health Professions and Nursing Facilities

Each health care curriculum is supported by extensive facilities including X-ray and ultrasound units, hospital laboratory equipment, a dental hygiene clinic, a surgical technology laboratory, and the Veterinary Technology Surgical Nursing Center.

Hotel/Restaurant Labs

Having two fully equipped laboratory kitchens in two buildings, with separate dry food storage rooms, a full-service dining room with a restaurant size ware-washing room in one, and a fully equipped student-operated cafeteria in the other, permits students in Hotel/Restaurant/Hospitality Programs to gain professional experience in management, food production and service, and the culinary arts. Commercial food service equipment includes: convection ovens, professional eight-burner ranges with ovens, professional pressure-steamers, dry food storage rooms, broiling units, tilting fry pan, steam-jacketed kettles, Hobart mixing machines, a vertical cutter/mixer, food chopper, combination microwave-convection ovens, reach in and walk-in, six-door commercial refrigerators and freezers. It also is equipped with professional steam tables, restaurant stainless steel work-tables and a restaurant size ice-making machine.

Housing

The College has no housing available.

Laboratory Theatre

The Laboratory Theatre, located in Ender Hall, presents comedy, drama, dance, and original works by theater groups and community dance companies of Bergen County. In addition, student productions also are presented throughout the fall and spring semesters.

Learning Assistance/Tutoring Services – The Henry and Edith Cerullo Learning Assistance Center

The Cerullo Learning Assistance Center (CLAC) comprises the Tutoring Center, Math & Science Walk-In Center, Writing Center, the English Language Resource Center, and the Testing & Tutoring Center at the Meadowlands Campus.

Peer and Professional Tutors are employed in all divisions of the CLAC.

- One-on-One Appointments
- Drop-In Assistance
- Math & Science Walk-In
- Writing Walk-In
- Reading Comprehension
- Supplemental Instruction (SI)
- In-Class Tutoring
- In-Lab Tutoring
- Study Groups
- Permanent Appointments
- Workshops
- Online Tutoring: SMARTHINKING
- Intercultural Conversation Partners (ICP)

Tutoring Center: Room L-125
Phone: 201-879-7489
http://www.bergen.edu/tutoring

The Tutoring Center, staffed with peer and professional tutors, offers free individual and group tutoring, supplemental instruction, and online support for subjects offered at BCC.
The Tutoring Center provides alternative approaches to problem solving and organization skills.

Math & Science Walk-In Center: Room L-131
Phone: 201-879-7489
http://www.bergen.edu/current-students/tutoring/math-walk-in-center

The Math & Science Walk-In Center (MSWIN) strives to provide tutoring in a nurturing and collaborative setting. The MSWIN is available to all registered students, and no previous appointment is required. Just walk in, swipe your student ID and start taking advantage of this great opportunity.

Writing Center: Room L-125
Phone: 201-879-7489
http:www.bergen.edu/owl

The Writing Center is designed to serve the writing needs of the BCC community. Peer tutors, professional tutors, and School of English faculty serve as writing consultants who work with visitors to the Center in individualized sessions. Each session is organized to the address the specific needs of the writer. Areas of support include help with research papers, written class assignments, college application essays, grammar review, and reading comprehension.

English Language Resource Center: Room E-156

Phone: 201-879-5292

http://www.bergen.edu/elrc

The English Language Resource Center, located in Ender Hall Room 156, provides help to students whose native language is not English. The center assists students to become proficient in English through individual tutoring, computer programs, web pages, and a lending library.

The Testing & Tutoring Center at the Meadowlands: Room LYN-202

Phone: 201-897-7867

http://www.bergen.edu/current-students/tutoring/testing-and-tutoring-at-the-meadowlands

The Testing & Tutoring Center at the Meadowlands is located next to the Meadowlands Library in Room L-201 and L-202. The Meadowlands Testing Center administers instructional make-up tests, online course tests, and special accommodations tests. Also, the Accuplacer placement exam is offered during select times of the year. The Meadowlands Tutoring Center offers individual and group tutoring for students on a walk-in or appointment basis for a wide variety of classes. In addition, in-class tutoring, final review sessions, study groups, and Supplemental Instruction (SI) are available for students to utilize. The telephone number is 201-493-4096..

Library - Sidney Silverman Library

Web:

Main Building/Pitkin Education Center, L-Wing, 2nd Floor

Paramus Library Hours: (201) 447-7131 or visit http://www.bergen.edu/current-students/library/library-hours

Paramus Service Desk: (201) 447-7970

Meadowlands Location: 1280 Wall Street, Lyndhurst, 2nd Floor

Meadowlands Library Hours:

Meadowlands Service Desk: (201) 301-9692

Computer Services

The Library offers networked computers with high-speed Internet access, wireless access (non-networked), and specialized student computer labs. Students may borrow mobile devices from Media Services. Priority on Library computers is given to Bergen Community College students engaged in course-related work. Printers and photocopiers are available. Currently, scanners are available at the Paramus location.

Help for Students

Experienced library staff is available during regularly scheduled hours to help students and to offer guidance in using the Library's extensive collection of print and electronic resources.

Library Instruction

The Library works in partnership with classroom faculty to provide students with instruction in basic research techniques and database searching.

Library Collection

Library materials are selected with consideration for the diverse educational needs and interests of students, faculty and staff. The collection contains books, ebooks, streaming video, newspapers, journals, and extensive electronic holdings available 24/7, via the Library's website. The Library collection also includes a full range of DVDs and CDs on a variety of subjects. Textbooks and multimedia materials are available on reserve at the Service Desk.

Media Services

Students are encouraged to visit Media Services for tablets, e-readers, and other equipment to support academic pursuits.

Other Services

Adaptive equipment is available for students with special needs and includes text magnifiers and workstations equipped with screen magnification and screen reading software. The Library also has an extensive collection of close-captioned videos.

Multimedia Labs

The West Hall Multimedia Labs, located in Rooms W-211 and W317 on the College's main campus in Paramus, are high-tech multimedia centers for teaching computer animation, video editing, electronic music, audio mixing and orchestration, and video game design. The Multimedia Labs provide art, music and broadcasting students with exciting opportunities for cutting-edge experimentation in 2D and 3D computer animation, video post production, DVD authoring, and in all areas of computer generated music composition and performance. The HP xw8400 workstations are loaded with Avid Softimage XSI, Avid Media Composer, Adobe Video Production Studio, Macromedia Flash, Corel Painter, Avid ProTools, Sound Forge, Reason, and Cakewalk Sonar. Each station is connected to the College's Avid ISIS media server and has access to Avid Mojo and M-Powered equipment. The labs each contain synthesizers/samplers in which music students create their own compositions using the latest technology involving sequencing, editing, and mixing, to a final CD of their own music.

Manufacturing Lab – Stryker Manufacturing Lab

Located in the Technology Education Center, the Stryker Manufacturing Lab, adjoined by two Computer Aided Drafting and Design labs, houses computerized milling and turning equipment, a model shop, and a meteorology station. In this simulated manufacturing laboratory, students are able to follow a high-tech manufacturing workflow, from developing a design through crafting and testing the prototype, to actual manufacture of the commodity.

Observatory – The Emil Buehler Trust Observatory

The Emil Buehler Trust Observatory, located in the Technology Education Center, is equipped with two permanent 16-inch reflecting telescopes and a third 16-inch portable telescope for disabled students. The new observatory is made available to the community at large and supplements the outstanding resources of the Buehler Challenger Space and Science Center, also located on the College's main campus in Paramus.

Photography Labs

The Art Program offers both traditional and digital Photography. The Photography Lab maintains a black and white traditional darkroom with 15 enlargers in Rooms S-258 and S-256, on the College's main campus in Paramus. The Digital Photography Lab in S-258 includes nine iMac computer stations, which serve as digital darkrooms and large format color inkjet photo printers.

Piano Labs

The Piano Lab, located in Room W-210 on the main campus in Paramus, is the College Center of Piano Pedagogy. In this lab, beginning to advanced-level group piano courses are taught on 13 piano synthesizers. The lab also features a grand piano for

master classes and pedagogical demonstration. The Piano Lab also is equipped with a number of computers loaded with software for music printing, theory, and ear-training. A second Piano Lab, Room W-211, with 17 new synthesizers also is available for student practice.

Public Safety – The Office of Public Safety

The Office of Public Safety is located in Room L-154, on the main campus in Paramus, and open for emergencies 24 hours a day; its telephone number is (201) 447-9200. The campus is patrolled by officers at all times to ensure a safe and secure environment. Violations of campus regulations, criminal laws, or any emergency must be immediately reported.

Recital Hall

The Recital Hall, located in Room W-226, accommodates an audience of 100 and serves as a music and lecture/performance hall. The hall, which features a concert grand piano, also is equipped, with the latest in recording equipment and lighting systems.

Recording Studio

The West Hall Recording Studio is the primary live tracking facility incorporating all aspects of digital recording, composition, sound design, MIDI, and audio editing. It features a fully automated console, digital mixer, Pro Tools HD system, and various outboard processing devices, samplers and synthesizers. The studio utilizes the adjoining Recital Hall for "live" studio recording as well as the recording of all concert events during the course of the year. The multimedia labs, along with the recording suite, offer students the maximum flexibility for creative activity, while simultaneously serving as learning laboratories in applying continuously changing technology to the art of music. Projects in film, audio, video post-production, and integration with animation, radio, and the new game design programs are finalized in the recording studio.

Services for Students with Disabilities

The Office of Specialized Services/ Deaf Services, located in L-115 in the Pitkin Education Center provides accommodations and auxiliary services to students with disabilities attending Bergen Community College.

Students are encouraged to submit documentation to OSS during the early stages of the admission process. The suggested deadlines for submitting documentation are as follows: August 1st for fall semesters, December 1st for spring semesters.

For more information please contact our office at **201-612-5269** or at **www.bergen.edu/oss**

Student Center

The Student Center is the community center of the College, a place for all members of its family (students, faculty, administration, alumni, and guests) to meet and interact. The Student Center hosts various activities which the Student Activities Board (SAB), and the Student Government Association (SGA) sponsor throughout the year including daytime musicians, film festivals, entertainment, and other social activities. These activities give all members of the Bergen community a chance to come together and interact.

The Student Center is currently under renovation and is expected to be completed in May 2011. The $5.2 million renovation project will encompass 24, 294 square feet. It features an expanded lower-level Café, with a new seating area, and renovated Dunkin Donuts space with upgraded equipment. The Student Center also features a new space for students to gather and

attend meetings and a new welcome center. In addition, upgrades include a new large vestibule, multiple automatic doors and a wider handicapped ramp.

The Student Center will utilize green technologies and conservation practices including a green roof, energy-efficient light fixtures and water-saving devices in the restrooms, as well as energy-saving concepts from Leadership in Energy and Environment Design (LEED).

Surgical Technology Laboratory

A $573,300 High-Tech Workforce Excellence Grant, awarded by the New Jersey Commission on Higher Education, provided funding to create and equip a simulated high technology operating room, used to train students in the Surgical Technology Certificate Program on the equipment and instruments used in medical facilities. The laboratory is located in Room S-240 on the main campus in Paramus.

Technology Education Center

The two-story, 50,000-square-foot Technology Education Center features the state-of-the-art Moses Family Meeting and Training Center, a simulated manufacturing lab, six computer labs, two computer-aided drafting and design (CADD) labs, an interactive television and videoconference classroom, and a two-domed observatory. Wireless technologies are used throughout the Center.

Testing Services

The Office of Testing Services (OTS) located in Room S-127, on the main campus in Paramus, offers a variety of testing services. Among the tests administered are the English and Mathematics Accuplacer Examination; the Accuplacer ESL Examination; challenge, proficiency tests; instructional make-up tests; online course tests; and special accommodation tests.

Video Conference Centers

The interactive classrooms in West Hall and in the Technology Education Center electronically link Bergen to classrooms in area high schools, colleges, and to satellite downlinks. Through these facilities, the College participates in national teleconferences and offers multi-college classes in areas such as Veterinary Technology.

Veterans Services

Information and advice concerning veterans affairs and military service is available through the Veterans and Military Center, Room L-113, Pitkin Education Center, on the main campus in Paramus; (201) 447-7997.

Bergen Community College created "The Veterans Connection" to ensure that service members and veterans can focus on their reintegration into civilian and student life as well as their academic success. The College's faculty and staff are committed to working with veterans to make their college experience both rewarding and productive. Veterans are encouraged to take advantage of a variety of programs, services and resources at the College that support veteran student success.

 The Veterans Connection at Bergen:

- Works with veterans to assess their military experience in relation to their academic goals.

- Helps veterans in learning about VA benefits and how to access them, as well as a variety of programs and services available.

- Assists veterans with reintegration into civilian and academic life.

- Introduces veterans to other students at Bergen who share common experiences.

- Serves as a conduit for raising understanding on issues that impact veteran students.

Detailed information about the Veterans and Military Center is accessible at http://www.bergen.edu/current-students/veterans-and-military-center

Welcome Center

The Welcome Center, located in the Student Center, offers weekly tours of the Pitkin Education Center, and has a variety of brochures and pamphlets available about the College; it also has bus schedules and information about the diverse activities available at the College.

ACADEMIC MATTERS

Academic Records

The Office of Admissions and Registration maintains an academic record for each student. Students receive specific and cumulative reports of their achievement and status at the end of each semester or session.

Verification or Certification of Student Enrollment Status

Verification or certification of student enrollment status can be done only with the student's signed consent.

Verification or clarification can be requested at the One Stop/Registration Center, Room A-129, in Enrollment Services, on the College's main campus, by filling out a **Request for Verification of Enrollment and Authorization to Release Information** form, or by mailing or faxing a request to the Registration Center containing the student's signed consent.

The process usually takes about three to five working days, except during in person registration periods, when there may be some delay.

Documents requiring the College Seal cannot be returned to the student; they must be mailed directly to the requesting agency or organization.

Grading Policy

Students are responsible for their individual academic progress and standing, for preparing and participating in those classes in which they are enrolled, and for attaining the best possible academic record. The instructors assign a grade based on a composite of course elements, which represents an evaluation of performance, scholarship, and competence of the student.

Mid-Semester Grades

At the mid-semester point, students may confer with their instructors regarding individual academic performance. Formal mid-semester grades are not issued.

Final Grades

Final grades are assigned by instructors at the end of each semester or session. Final grades may be viewed through WebAdvisor at go.bergen.edu. Students may also request an academic report reflecting their final grades from the Office of Admissions and Registration.

Incomplete Grades

The grade incomplete "INC" indicates that a portion of required course work has not been completed and evaluated by the end of the semester due to unforeseen, but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The instructor may not issue the "INC" grade unless it is requested by the student and the conditions for resolving the incomplete are agreed upon in a contract, with the exception of missing the final

exam due to an emergency. All grades of "INC" that are not resolved by the deadline in the academic calendar will be converted to grades of "F."

A student is not eligible to receive a degree until outstanding "INC" grades are resolved either by completion with a passing grade or by acceptance of an "F" (failing) grade. At that time a supplemental graduation check will be done by the Office of Admissions and Registration and the degree awarded if appropriate.

Repeating of Courses

1. A student shall have the option to repeat once any course in which a grade of D, C, C+, B or B+ was earned, and only the higher earned grade shall be computed in the grade point average (GPA).The lower grade will be marked with an "R" and will be excluded from the GPA calculation.

2. A student shall have the option to repeat an "F" or "E" grade earned once. If the student fails to complete the course after two attempts, the student may appeal, in writing, to the appropriate department head, stating any extenuating circumstances which should be considered, for permission to repeat the course again. If the student successfully repeats a course, the higher grade shall be computed in the GPA. The "F" or "E" grade will be marked with an "R" and will be excluded from the GPA calculation. ***Note:** A student who does not successfully complete a course after two attempts may be unable to complete a degree program. Permission to repeat is not automatic.

3. It is understood that a student who earns a "D" grade in a given course generally shall be able to pursue the next higher course. Exceptions should be noted for all Health Professions courses and for selected courses as noted in individual course descriptions.

4. A student may not repeat a course in which a grade of "A," "CBE" (credit by exam), "TR" (transfer credit), or "INC" (incomplete) was received.

Course Grade Appeal Policy

1. A student raising a complaint or concern about a course grade may discuss the matter with the individual faculty member no later than the first two weeks of the semester, immediately following receipt of the grade.

2. If the grade appeal is not resolved, the student may bring the matter to the appropriate department head within two weeks of discussion with the instructor.

3. The department head will investigate the appeal and attempt to resolve the matter as expeditiously as possible. The department head will notify the student either in writing or orally of the result.

4. If the appeal is not resolved, the student may put the appeal in writing, attaching copies of any supporting information and send it to the appropriate divisional dean within two weeks of hearing from the department head.

5. The divisional dean may consult other faculty in the discipline and the department head and may choose to meet with the student. The dean will notify the student in writing of the resolution. A grade appeal is sometimes a lengthy process and may take several weeks to resolve at this stage. Every effort will be made to notify the student within one month.

6. After receipt of the dean's written response, a student may continue the appeal process by writing to the Academic Vice President. The student should attach copies of all previous correspondence regarding the appeal and copies of supporting documentation.

7. The Academic Vice President will consult all parties involved in the appeal process and may choose to meet with the student. Grade appeals may also take several weeks to resolve at this stage.

8. The Academic Vice President will notify the student in writing of the results of the appeal. Every effort will be made to notify the student within one month.

Auditing Classes

Students who wish to take courses with the understanding that they will not receive a grade or credit for them may do so as auditors.

- An application for audit status must be obtained from the Office of Admissions and Registration.

- Auditors are subject to the same tuition and fee structure as credit students.

- Once enrolled as an auditor, a student may not change to credit status, nor may a student who is enrolled for credit change to audit, unless such a change is requested prior to the end of the third week of instruction.

- The "AU" grade will be recorded on college transcripts for an audited course. This is an administratively assigned grade, which indicates a student has purchased a seat for a particular class. It does not denote mastery of subject material.

- Audited courses do not satisfy prerequisites, or count towards the student's load for financial aid or sports eligibility purposes.

Grades Assignment Process

The following grades may be assigned by instructors:

Grade		Point Value	Description	Included in Attempted Credits	Included in Earned Credits	Included in Cumulative Average
A	=	4.0	Excellent	Yes	Yes	Yes
B+	=	3.5	Very Good	Yes	Yes	Yes
B	=	3.0	Good	Yes	Yes	Yes
C+	=	2.5	Above Average	Yes	Yes	Yes
C	=	2.0	Average	Yes	Yes	Yes
D	=	1.0	Below Average	Yes	Yes	Yes
E	=	0.0	Unofficial Withdrawal	Yes	No	Yes
INC	=	None	Incomplete	Yes	No	No
F	=	0.0	Course must be	Yes	No	Yes

Note: An "@" preceding any of these grades indicate that Academic Forgiveness has been granted, in which case the grade will be excluded from the GPA calculation.

The following grades are administratively assigned, and are not assigned by instructors:

Grade		Point Value	Description	Included in Attempted Credits	Included in Earned Credits	Included in Cumulative Average
AU	=	None	Auditor	Yes	No	No
TR	=	None	Transfer credit from another institution	No	Yes	No
W	=	None	Official withdrawal	Yes	No	No
CBE	=	None	Credit by examination	No	Yes	No

Grades of A, INC, TR, and CBE cannot be repeated. Grades of B, C, D, E, AU, and F may be repeated only once. The higher grade is retained and the lower grade is marked "R" and is not figured in the GPA.

Grade Point Average (GPA) Calculation

Grades of A, B, C, D, E, and F are assigned a point value (A = 4 points, B+ = 3.5 points, B = 3 points, C+ = 2.5 points, C = 2 points, D = 1 point, E = 0 points, F = 0 points). GPA is calculated by multiplying the point value of the grade received in each course by the number of credits offered for the course. The resulting number is called "quality points." Next, add up the total quality points and divide by the number of graded credits. Include only the grades of A, B, C, D, E, and F; other grades do not affect the GPA.

Example: A student receives the following grades over the course of two semesters at Bergen Community College:

Semester I	Grade	Point value of grade	Credits for course		Total Quality Points
U.S. History	C	2	3	=	6
Foundations of Phys. Ed.	B	3	2	=	6
Speech Communication	A	4	3	=	12
Statistics	C	2	3	=	6
English Composition I	D	1	3	=	3
			14 Total GPA Credits		33 Total Quality Points

This student earned a semester GPA of 2.36 for Semester I. This was arrived at by dividing the total quality points (33) by the total GPA credits (14). The student's semester GPA was 2.36.

Semester I I	Grade	Point value of grade	Credits for course		Total Quality Points
English Composition	F	0	3	=	0
U.S. History II	B	3	3	=	9
General Biology I	A	4	4	=	16
Music Appreciation	C	2	3	=	6
			13 Total GPA Credits		31 Total Quality Points

The student earned a semester GPA of 2.38 for Semester II (31 divided by 13).

A "Cumulative GPA" for this student is arrived at by adding the "Semester I Total Quality Points" (33) to the "Semester II Total Quality Points" (31). The resulting figure is called the "Cumulative Quality Points." In the example, the Cumulative Quality Points add up to "64." Add the Semester I Total GPA Credits (14) to the Semester II Total GPA Credits (13). The resulting figure is called "Cumulative GPA Credits." Divide the Cumulative Quality Points by the Cumulative GPA Credits. The resulting figure is called the "Cumulative GPA" as it reflects all of the grades earned at Bergen. Therefore, for the purpose of the example, this student has a Cumulative GPA of 2.37: 64 Cumulative

Quality Points divided by 27 Cumulative Credits = 2.37 Cumulative GPA.

Students wishing further assistance in understanding their grade point average should contact the Academic Advising Center in Room A-101, on the College's main campus in Paramus.

Academic Honors

Alpha Mu Gamma – The National Collegiate Foreign Language Honor Society

Alpha Mu Gamma is a nationally recognized, collegiate, world language honor society with more than 300 chapters in both state and private universities and colleges across the United States and Puerto Rico. The purpose is to honor students for outstanding achievement during their first year of world language study in college. However, students may be admitted into Alpha Mu Gamma at any stage in their college careers.

Nu Pi is Bergen Community College's chapter of Alpha Mu Gamma. It was chartered in the Spring Semester of 2006. Students are eligible to join Nu Pi as full members or as associate members depending on the requirements they meet. To qualify for full membership, students need to have a minimum cumulative GPA of 3.0 in college level work and have earned a Final Grade of "A" in two college level courses of the same world language. Membership dues are also required. For additional information, please contact Professor Magali Jerez at (201) 447-7167.

Chi Alpha Epsilon

Membership in Chi Alpha Epsilon is offered through local campus chapters to eligible students and alumni. Students who hold a 3.0 cumulative GPA for two consecutive full-time semesters and who were admitted to the College through the Educational Opportunity Fund Program are eligible for membership. Alumni who graduate with a 3.0 or better cumulative average prior to the formation of a campus chapter may, once a chapter is founded, be organized into graduate chapters.

The first 14 members of Chi Alpha Epsilon were inducted at Bergen Community College in 2003. This honor society recognizes the academic achievements of students admitted to the College through non-traditional criteria. Its purposes are to promote continued high academic standards, to foster increased communication among its members, and to honor academic excellence achieved by students admitted to College via developmental programs.

Dean's List

The Dean's List is official recognition by the faculty of outstanding academic accomplishment. Any degree-seeking student who has maintained a cumulative scholastic average of 3.5 or better (minimum 24 credits) qualifies for this honor. The Dean's List is compiled each semester several weeks after grades are processed. (Students with unresolved "INC" grades at the time of compilation are ineligible).

Delta Psi Omega – the National Theatre Honor Society for Two-Year Colleges

The two-year college division of the Alpha Psi Omega National Theatre Honor Society, the honor society for participants in collegiate theatre. Membership is open to students (primarily undergraduates) who are active in collegiate/ university/ theatre. Members are inducted solely on merit, where theatre experience/ participation is considered in the induction process. Honorary membership is conferred by the Bergen Community College theatre faculty after permission is granted by the National Officers of Alpha Psi Omega/Delta Psi Omega.

Honors List

The Honors List is an official recognition by the faculty of outstanding academic achievement during the course of one semester. Any degree-seeking student who has attained a scholastic average of 3.5 or better (minimum 12 credits) qualifies for this honor. The Honors List is compiled each semester several weeks after grades are processed. (Students with unresolved "INC" grades at the time of compilation are ineligible).

Phi Theta Kappa Honor Society

Founded in 1918, Phi Theta Kappa (PTK) is recognized as the official Honor Society for community colleges by the American Association of Community Colleges. It is represented at Bergen Community College by the Alpha Epsilon Phi Chapter. The purpose of the society is to recognize and encourage the academic achievement of two-year college students and; provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

Phi Theta Kappa membership provides access to nearly $90 million in scholarship opportunities, guarantees recognition for outstanding academic accomplishments, and offers the competitive edge that helps ensure future success. Members also receive a notation of membership on college transcripts, and are offered exclusive networking opportunities and transfer support.

To qualify for membership, students must meet the following criteria:

Credits Category	Credits Earned	Qualifying GPA *
1	12 - 15	3.75 - 4.0
2	16 - 31	3.70 - 4.0
3	32 - 48	3.65 - 4.0
4	48+	3.60 - 4.0

* Grades in all degree and non-degree courses taken while the student was actively enrolled at Bergen Community College will be considered in determining the qualifying cumulative GPA of new members and the retention of continuing members.

Additional Qualifications:

- Qualified students are selected from those who are registered for the Fall or Spring semesters. Membership is not open during the Summer and Winter sessions.

- **Eligible Degree Programs** - Students in the following degree programs are eligible for continued and new membership: A.A. Degree, A.S. Degree, A.A.S. Degree.

- **Good Moral Character** – Students must be of good moral character and must adhere to the Student Code of Conduct of Bergen Community College.

- **Transfer Students -** Students who have transferred to Bergen Community College may apply for consideration for membership based on credits earned and academic standing. Each student must be assessed on a case-by-case basis through an appointment with a Phi Theta Kappa Advisor.

Continued Membership:

Once inducted into Alpha Epsilon Phi, members must maintain a cumulative GPA of at least 3.50 and continue to follow Bergen Community College's Student Code of Conduct. If a student's cumulative GPA falls below a 3.50, the student will be placed on probation for one semester immediately following GPA drop. If the student fails to raise their cumulative GPA to 3.50 after a semester of probation, he/she will lose his/her Phi Theta Kappa status through the national headquarters.

Additional membership opportunities:

- Provisional Member: A provisional member of Phi Theta Kappa shall be a student who, in according to the Chapter's constitution, has shown an active interest in the affairs of Phi Theta Kappa. These members serve Phi Theta Kappa in some special capacity, but do not meet the full requirements for active membership as aforementioned. A provisional member must be actively enrolled at Bergen Community College and adhere to the Student Code of Conduct.

- Alumni Member: An alumnus member shall be a former member of the Society who terminated active membership in good standing and who was enrolled for at least one year in a two-year college. Alumni members have full privileges of active members except the right to vote or the right to hold office.

For further information, please contact:

The Phi Theta Kappa Honor Society Office
Honors Hall, Phone: (201) 879 – 8997
E-mail: ptk@bergen.edu   Website: www.bergen.edu/phithetakappa

Professor Win Win Kyi, Faculty Advisor
Phone: (201) 447 – 7211, E-mail: wkyi@bergen.edu

Ms. Angie Goldszmidt, Administrative Advisor
Phone: (201) 879 – 8983, E-mail: agoldszmidt@bergen.edu

Sigma Chi Eta – National Honorary Society for Undergraduates in Two-Year Communication Programs

Sigma Chi Eta (SCH) is the official community college honor society of the National Communication Association (NCA) with more than 45 chapters across the United States. Sigma Chi Eta, which is represented by the Greek letters S, C, and H, symbolize "Students in Communication with Honors." The purpose is to recognize the work of outstanding communication students and explore options for community college students to transfer to a four-year college or university or enter the workforce.

The six goals of Sigma Chi Eta are:

1. Recognize, foster and reward outstanding scholastic achievement in communication Studies

2. Stimulate interest in the field of communication

3. Promote and encourage professional development among communication majors

4. Provide an opportunity to discuss and exchange ideas in the field of communication

5. Establish and maintain closer relationships between faculty and students

6. Explore options for graduate education in communication studies

Alpha Mu is Bergen Community College's chapter of Sigma Chi Eta. **Alpha** means "strength and foundation in a society." **Mu** means "stability and protection." Alpha Mu was chartered December 2012.

Students are eligible to join Alpha Mu as full lifetime members. To qualify for full lifetime membership, students must meet the following requirements:

1. Complete 12 semester credit hours (18 quarter credit-hours) at their current institution or the equivalent number of hours at a transfer institution or the equivalent number of hours through life-long learning credit

2. Have a minimum cumulative GPA of 3.0 for all courses taken

3. Complete the equivalent of 3 courses or 9 semester credit hours (12 quarter credit-hours) in communication studies

4. Have a minimum GPA of 3.25 for all communication studies courses taken

5. Currently be enrolled as a student in good standing, as determined by the institution's Policies

One-time membership dues include lifetime membership in Sigma Chi Eta.

For additional information, please visit the Communication Department in West Hall, W-225, or contact by phone at 201-447-7143.

Degree Requirements

Bergen Community College offers degree programs leading to Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) degrees. A student is required to complete a minimum of 64 degree credits for graduation. The College also offers a number of one-year certificate programs and short-term certificates of achievement.

Students may be required to take courses in English, Mathematics, and/or Elementary Algebra, which are not part of their curricula to remove deficiencies or to upgrade skills as indicated by the results of the Basic Skills Placement Test. Students in all A.A. and A.S. degree programs and in certain A.A.S. and Certificate programs are required to successfully complete a course in basic algebra if indicated by the placement test. Students in A.A.S. and Certificate programs should refer to the catalog curriculum guides for their specific programs to determine whether they must successfully complete a course in basic algebra.

To be eligible for an Associate Degree (A.A., A.S., A.A.S.) or a certificate, a student must be degree-seeking and in good standing, and have completed the number of degree credits specified for the particular curriculum with a 2.0 or better cumulative grade point average. The student also must have satisfied or waived any course requirements resulting from the Basic Skills Placement Test.

A student must be officially enrolled and degree-seeking at the College during the regular semester or summer session in which the degree will be conferred.

Catalog Under Which a Student Graduates

Students maintaining continuous enrollment at Bergen Community College may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment.

Application for Degree and Graduation

It is the responsibility of the student to apply for a degree or certificate by completing an Application for Degree, which can be obtained from the Registration section of the College's Website or at the Office of Admissions and Registration window, Room A-129, on the College's main campus in Paramus.

Degrees are conferred in accordance with the calendar shown:

If completing requirements by:	Must submit application by:
December (Fall Semester)	End of August
May (Spring Semester)	End of November
August (Summer I/Summer II)	End of May

If, after filing the application, a candidate is unable to complete the degree requirements by the date indicated on the student's original application, the student should notify the Office of Admissions and Registration immediately. The Application for Graduation will not be automatically extended. The candidate will be required to submit a new application for the semester/session of anticipated completion. Please note that, although degrees are awarded at three times during the academic year, there is only one commencement ceremony, which takes place in May (please check the academic calendar for the exact date). Diplomas will be withheld from all students who have outstanding holds and/or violations.

Students wishing to participate in the May Commencement ceremony must notify the Director of Student Life and Judicial Affairs by March 3. Lists for graduation are compiled as of this date.

Allocation of Credit Hours to Courses

Bergen Community College operates on a semester credit hour basis. Generally, one credit hour is assigned for each 800 minutes of lecture-discussion or for each 1,600 to 2,400 minutes of laboratory experience during a semester or session. (Certain clinical experiences, cooperative education, or courses delivered through non-traditional means may be assigned credit by different formulas).

Course Load and Restrictions

Full-Time Students. A full-time program consists of 12 to 18 credit hours of course work per semester.

Part-Time Students. A part-time program consists of 1 to 11 credit hours of course work per semester during the fall or spring semesters.

Summer Session Students. All students are restricted to a maximum of 8 credit hours during summer sessions I and II. Credits for eleven-week summer courses count into the 8-credit limit for each summer session.

Change of Curriculum

A student desiring a curriculum change should discuss the possibilities with the academic counselor to determine degree requirements, prerequisites, and the appropriateness of the contemplated new curriculum. A student may change curriculum by the following procedure:

1. Arrange an appointment with a counselor in the Division of Student Services.

2. Obtain the approval of the counselor on the appropriate form for the curriculum change he or she wishes to make. Curriculum changes requested after the completion of 32 credits, may require the approval of the Office of the Vice President of Student Services.

Honorary Degrees

An honorary degree is the highest accolade that a community college can award. By bestowing this honor on individuals who have achieved great accomplishments in their profession/ academic area, in the field of community/public service or in their personal lives, the College demonstrates to its students the possible heights that they can achieve in their own lives.

The President, or his/her designee, shall establish an Honorary Degree Committee that will solicit and review nominations for honorary degrees from the college community. Individuals are not eligible for this award if they are currently employed by the College, serving on the Bergen Community College Foundation Board or serving on the Board of Trustees at any time between the date of the local College Board approval and the actual receipt of this award.

Honorary degrees may not be awarded to Board of Trustee members, Foundation Board members, administrators or faculty members until at least two years after their association with the College. The number of honorary degrees that may be awarded at one time or in one academic year should be strictly limited. Honorary degrees are generally conferred at Commencement.

The Honorary Degree Committee will send its recommendations to the Education and Student Affairs Committee of the Board of Trustees. The Committee will review the recommendations on behalf of the full Board. The Committee shall make recommendations to the Board for consideration.

Posthumous Degrees

To recognize the achievement of its students who have died, the College will award degrees posthumously where the student has completed enough of the planned degree program.

When the College becomes aware of a student's death and first considers the possibility of recommending the student for a posthumous degree, the dean's office should notify the Office of the Vice President of Academic Affairs. If the death occurs near the end of the academic year, the Vice President of academic Affairs' office should notify the President, Vice President of Student Affairs, the Dean of Student Life and the Dean of Enrollment Services.

Once the College has completed its approval processes and decided to recommend a student for a posthumous degree, the Vice President of Academic Affairs' office will arrange for notification of the family to inform them of the degree conferral. In

most cases, family notification will be made by a faculty member or dean who knew the student. The Office of Student Life will provide information regarding commencement to the parent(s) (or spouse/partner if applicable).

The Dean of Enrollment Services and the Dean of Student Life will ensure that all applicable arrangements are made for the presentation of the diploma and that the student's name is included in the school's graduation materials. They will also to ensure that all arrangements have been made regarding the diploma and commencement.

Academic Regulations

Academic Integrity/Discipline

Bergen Community College is committed to academic integrity – the honest, fair, and continuing pursuit of knowledge, free from fraud or deception.

Students are responsible for their own work. Faculty and academic support services staff will take appropriate measures to discourage academic dishonesty.

The College recognizes the following general categories of violations of academic integrity. Academic integrity is violated whenever a student does one or more of the following:

1. Uses unauthorized assistance in any academic work.

   • copies from another student's exam

   • uses notes, books, electronic devices or other aids of any kind during an exam, when doing so is prohibited

   • steals an exam or possesses a stolen copy of any exam

2. Gives unauthorized assistance to another student

   • completes a graded academic activity or takes an exam for someone else

   • gives answers to or shares answers with another student before or during an exam or other graded academic activity

   • shares answers during an exam by using a system of signals

3. Fabricates data in support of an academic assignment

   • cites sources that do not exist

   • cites sources that were not used

   • submits any academic assignment which contains falsified or fabricated data or results

4. Inappropriately or unethically uses technological means to gain academic advantage

   • inappropriately or unethically acquires material via the Internet or by any other means

   • uses any devices (electronic or hidden) for communication or unauthorized retrieval of information during an exam

Plagiarism

Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws. Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own.

Examples of plagiarism include instances in which a student:

• knowingly represents the work of others as his/her own

• represents previously completed academic work as current

- submits a paper or other academic work for credit, which includes words, ideas, data or creative work of others without acknowledging the source

- uses another author's exact words without enclosing them in quotation marks and citing them appropriately

- paraphrases or summarizes another author's words without citing the source appropriately

*Note : An instructor may establish other guidelines regarding academic integrity consistent with the College policy.

Sanctions Against a Student for a Classroom Violation

1. The faculty member must report all incidents to the chair of the department.

2. The faculty member, in consultation with the chair, will determine the course of action to be followed. This may include:

    - assigning a failing grade on the assignment

    - assigning a lower final course grade

    - failing the student in the course

    - other penalties appropriate to the violation

3. The faculty member, after making a decision, must notify the Director of Student Life and Judicial Affairs and Vice President of Student Services of the violation and the penalty imposed.

4. The student has the right to appeal the decision of the faculty member by writing to the appropriate Department Head and then to the Academic Vice President.

*Note: An instructor may establish other guidelines regarding academic integrity consistent with the College policy.

Satisfactory Academic Standing

Any student who maintains a grade point average based upon the following scale shall be classified as a student with satisfactory academic standing:

GPA Credits	Cumulative GPA
12-23 credits	1.7
24-35 credits	1.8
36-47 credits	1.9
48+	2.0

Academic Probation:

Any degree-seeking or non-degree-seeking student, whether full-or part-time, who fails to achieve the minimum grade point average as stated above, shall be classified as a student on academic probation and will be sent a letter to that effect by the **Office of Enrollment Services and Student Information (Registration Center) .**

Academic probation is a warning that a student's cumulative grade point average is unsatisfactory and that the student will be academically suspended unless a minimum grade point average is met.

Students on academic probation will not be permitted to register until they meet with a counselor in the **Couseling Center (Center for Student Success).** Students registered with the **Educational Opportunity Fund (EOF) or Office of Specialized Services (OSS)** should meet with the appropriate counselor.

Removal of Academic Probation Status

Any student who, after the end of the conditional semester, meets the grade point average for credits attempted as specified by the College policies (refer to the GPA scale above) shall be classified as a student with satisfactory academic standing and will be notified of such standing by the **Office of Enrollment Services and Student Information (Registration Center)** .

Academic Suspension

A student with conditional academic standing, who fails to achieve the required grade point average at the end of the student's conditional academic standing semester, will be placed on academic suspension.Suspended students will be reclassified with a status of unsatisfactory academic standing.A student on academic suspension will not be allowed to register for one semester (fall or spring) and will be classified as a student with unsatisfactory academic standing. The suspended student will not be permitted to register for any intervening summer sessions.

Notification of academic suspension will be sent to the student by the **Office of Enrollment Services and Student Information (Registration Center),** along with the conditions for seeking reinstatement.

Reinstatement after Academic Suspension

After being suspended, a student is eligible to make application for reinstatement after one semester (excluding summer sessions). If reinstated, the student will be reclassified as a student with conditional academic standing.All reinstated students must meet with a counselor before registration.

A request for reinstatement can only be initiated by a written application to the **Committee on Academic Standing** in accordance with the posted college deadline. The Committee on Academic Standing shall review the reinstatement application and render a decision or delegate the authority for reinstatement to Counseling faculty.

There is a $25 fee for the reinstatement application.

Academic Dismissal

A student reinstated after academic suspension will be given conditional academic standing. A student who fails to meet the minimum grade point average at the end of the conditional semester will be dismissed.

Reinstatement after Academic Suspension

After being dismissed, a student is eligible to make application for reinstatement after one semester (excluding summer sessions). If reinstated, the student will be reclassified as a student with conditional academic standing. All reinstated students must meet with a counselor before registration.

A request for reinstatement can only be initiated by a written application to the **Committee on Academic Standing** in accordance with the posted college deadline. The Committee on Academic Standing shall review the reinstatement application and render a decision or delegate the authority for reinstatement to Counseling faculty.

There is a $25 fee for the reinstatement application.

Appeals of Academic Standing Status.

A student who desires to appeal his/her status may do so by making an application for reinstatement in the Counseling Center/Center for Student Success, Room A-118, on the College's main campus in Paramus. Students registered with the EOF Office or Office of Specialized Services should meet with their appropriate counselor.

Academic Forgiveness Policy

Academic Forgiveness is designed to allow students who have gotten off to a bad start a chance to get poor grades removed from their GPA. The Academic Forgiveness Policy at Bergen Community College contains two options:

• Option I - Academic Forgiveness based upon past academic performance.

• Option II - Academic Forgiveness based upon change of curriculum.

A student may request Academic Forgiveness once under Option I and once under Option II.

Option I: Past Performance

After three consecutive years of non-attendance, a student may request Academic Forgiveness based upon past academic performance. The request will be reviewed after the student has completed at least one semester. The student must complete 9 credits and earn a GPA of 2.5 for the request to be approved. When the student's request is approved, grades of "F," "E," "R," and optionally "D" for the courses from the prior attendance period will be removed from the student's GPA. However, the courses will remain on the student's official transcript designated with a special code for Academic Forgiveness.

Option II: Change of Curriculum

A student may request Academic Forgiveness based upon a change of curriculum at any time after matriculation and after credits have been attempted. If a student's request is approved, grades of "F," "E," "R," and optionally "D" in courses that were required by the student's former program, but are not required by the new program, will be removed from the student's GPA. However, the courses will remain on the student's official transcript designated with a special code for Academic Forgiveness.

Committee on Academic Standing

The Committee on Academic Standing is comprised of faculty members from each of the divisions within the College and student government representatives. It is chaired by the Vice President of the Division of Student Services. The committee reviews all reinstatement applications and special appeals and renders decisions. Appeals to the committee will be considered only if initiated within a two-year period of the end of the semester, in which the appeal issue occurred. The committee also takes responsibility for reviewing and recommending policies and procedures pertaining to the overall academic regulations of the College.

Class Attendance

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

Suspension of Classes

Students should listen to local broadcast stations or check Bergen's Website at www.bergen.edu in the event of emergencies when classes may have to be suspended; they should not telephone College offices or broadcast stations for information. (See Emergencies in the Student Life section (p. 487)).

Absence of Instructor

Students are expected to wait twenty minutes for a faculty member to come to class. If at the end of twenty minutes, the faculty member does not come, the students should sign an attendance sheet, which indicates the course, date, and time. A

student should deliver the attendance sheet to the divisional office if between 9:00 a.m. and 5:00 p.m. or to the Evening Office if before 9:00 a.m. or after 5:00 p.m. Students cannot be penalized by faculty for not waiting longer than twenty minutes.

Procedure for Student Complaints About Faculty

1. A student raising a complaint or concern about an individual faculty member should discuss the matter with the involved faculty member.

2. If it is not resolved, the student should then bring the matter to the appropriate department head.

3. The department head will hear both sides orally and attempt to resolve the issue as expeditiously as is possible (usually within one week).

4. The student will be informed by the department head as to the outcome. If the student is still not satisfied, the student should put the complaint in writing, addressed to the appropriate divisional dean.

5. The matter then becomes a formal complaint or concern and will be dealt with as such.

    a. Other faculty in the discipline may be consulted by the involved faculty member and divisional dean.

    b. Counselors from the Counseling Center may be consulted by any involved party.

    c. A meeting of all concerned may be set up.

    d. Recommendations may be solicited orally or in writing from each participant. The student will be informed by the divisional dean as to the outcome.

6. If the student is still not satisfied, the student should refer the matter to the Academic Vice President in writing.

Acceptable Use of Information Technology Resources

Bergen Community College provides a rich information technology environment to support its educational activities and administrative functions. These resources, including computing systems and software, as well as internal and external data, voice, and video networks, are shared resources. To preserve them for the common good, the College expects all users, including students, faculty, staff, administrators, other employees, and members of the general public using the College's information technology resources to comply in all respects to institutional and external standards for their appropriate use. Although incidental personal use is permitted, these resources should be used primarily for College educational and administrative purposes, and such incidental personal use must conform to these same standards of appropriate use. By using College information technology resources, users agree to abide by all College acceptable use and related policies and procedures, as well as applicable federal, state, and local laws. The College reserves the right to bar access to its network or other information technology resources to those who violate its acceptable use and related policies and procedures. Further, violations may result in disciplinary action, including suspension, dismissal, and legal proceedings.

Administrative Guidelines, Regulations, and Procedures

Bergen Community College reserves the right to monitor its information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities, and to ensure compliance with all acceptable use and related policies and procedures. To this end, the College reserves the right to inspect any and all computer systems or data that reside on its telecommunications network for violations of any acceptable use and related policies and procedures.

Acceptable and Unacceptable Use

Because of the richness of the Internet and the College's information technology resources, it is not possible to catalog exhaustively all acceptable and unacceptable uses. The lists below are meant to be illustrative. Employees and students should consult with their supervisors or classroom instructors, respectively, about the appropriateness of other uses. In free time areas, users should address questions to lab supervisors or other responsible parties.

In deciding what is and is not an acceptable use, there are two overriding principles: (1) the College's information technology and telecommunication resources exist to support the College's mission, and (2) the College is committed to ensuring a positive learning environment for all members of its community. Thus, all users are obliged to demonstrate civility in any and all exchanges and postings, including the content of Web pages, both official and unofficial. The College reserves the right to remove from its telecommunications networks any content judged to be racist, pornographic, cyber bullying, or designed to denigrate members of the College community.

Acceptable Use

• Gathering and providing research material and data.

• Analyzing research data.

• Preparing course materials.

• Completing class and homework assignments.

• Enhancing coursework.

• Enhancing educational approaches and teaching methods.

• Obtaining and disseminating college related knowledge.

• Developing and administering targeted demographic surveys.

• Using WebAdvisor to register online for courses or to access information about one's own academic performance.

• Using Datatel's Colleague or other institutional software within the scope of one's normal duties

Unacceptable Use

• Using the network for gambling, any other illegal activity, or any activity prohibited by the College's acceptable use and related policies and procedures, including but not limited to violations of copyrights, software agreements and other contracts.

• Using the College systems for commercial or profit-making purposes.

• Altering system software or hacking in any form.

• Gaining unauthorized access to resource entities, including use of others' passwords.

• Invading the privacy of individuals.

• Posting anonymous messages.

• Creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail.

• Disobeying lab and system policies, procedures, and protocols (e.g., time limits on workstation usage).

• Using the network in support of groups outside the College when such use is not in keeping with the mission of the College.

• Creating and using individual Web pages not primarily focused on the mission of the College.

• Using WebAdvisor to access information about someone other than oneself.

- Accessing data or making use of data in Datatel's Colleague or other administrative systems software not relevant to the scope of one's job responsibilities.

- Attaching any network devices not specifically authorized in writing by the Office of Information Technology.

Security Breaches

Attempts to alter system software, to bypass security protocols, to introduce viruses, worms, or other malicious or destructive programs, or otherwise "to hack" are expressly forbidden. Any member of the College community, including a student, who intentionally breaches security, will be subject to disciplinary action, including suspension and dismissal.

E-mail

E-mail is defined as all technologies used to transfer messages, including e-mail, instant messaging and peer-to-peer file exchange. E-mail is a tool for business purposes. Users have a responsibility to use this resource in an efficient, effective, ethical and lawful manner. In general, e-mail communications should follow the same standards expected in written business communications and public meetings.

Accounts

It is the intention of the College to have on file e-mail addresses for all full-time faculty, administrators, adjuncts, and students. E-mail accounts are also provided for staff, whose job responsibilities include regular computer access. Generally, e-mail accounts are closed when employment ends. Upon request, the College will keep active e-mail accounts for Professors Emeriti and retired full-time faculty.

Students' Emails: Broadcast Guidelines, Strictly Prohibited Practices

All students enrolled in credit courses are required to have a valid e-mail address on file in Colleague. Students are required to enter a preferred e-mail address in Colleague using WebAdvisor. This e-mail address is required to allow the student to administer their WebAdvisor password.

Broadcast E-mail

Authority to send e-mail to all students using the Colleague system rests with the Vice President of Administrative Services and the Vice President of Student Services. Such e-mail is strictly limited to the official conduct of College business, and is not to be used for promotion or marketing purposes. All Colleague broadcast e-mail must include the following footer: "You have received this e-mail because you are or have been a student at Bergen Community College. If you do not wish to be contacted by e-mail, please reply to noemail@bergen.edu."

Student Clubs and other groups wishing to use e-mail to promote events or other activities should maintain separate distribution lists, targeting only those who have indicated interest in receiving such communication.

Strictly Prohibited Practices

The following use of e-mail is strictly prohibited. Employees receiving such material should immediately report it to their immediate supervisor. Students with Bergen e-mail accounts should contact the Coordinator of Judicial Affairs.

- The creation and exchange of messages that is offensive, harassing, obscene or threatening.

- The exchange of privileged, confidential or sensitive information to inappropriate persons.

- The creation and exchange of advertisements, solicitations, chain letters, or other spam.

- Use of e-mail for commercial purposes.

- The creation, storage or exchange of information in violation of copyright laws.

- Reading or sending messages from another person's account, except under proper delegate arrangements.

- Copying or forwarding messages belonging to another user, which have been altered in such a way as to change the intent of the author.

Guidelines

Users should follow these guidelines and conventions:

1. Ensure that messages are addressed to the appropriate recipient(s).

2. Do not subscribe to list servers or other distribution lists that are not college related. Such lists tend to overload and affect the performance of the e-mail system.

3. Users must not compromise the privacy of their passwords by giving them to others or exposing them to public view. Passwords should be changed on a regular basis.

4. Retain messages only if relevant to the work or an anticipated litigation. The College's e-mail system is set to retain messages for no more than six months. Messages having a legitimate business purpose greater than six months should be archived to a desktop folder or printed and filed.

5. Address messages to recipients who "need to know." Messages sent unnecessarily to a long list of recipients, lowers system performance, and may annoy recipients.

6. Avoid opening messages or attachments received from unknown senders or responding to instant messages or other peer-to-peer technologies from strangers. Messages and attachments can carry viruses, and IM and peer-to-peer technologies are often used by intruders with malicious intent.

7. Construct messages professionally (spelling and grammar) and efficiently (subject field, attachments).

Accounts Logons and Passwords

Account logons and passwords, including e-mail, are issued to individuals for their sole use and are non-transferable. Owners are responsible for all usage of their assigned accounts, logons, and passwords.

WebAdvisor

(http://go.bergen.edu)

WebAdvisor is a Web interface that allows students to access information contained in Datatel's Colleague, the administrative database used by Bergen Community College. Students may use WebAdvisor to register for classes, to pay tuition and fees, to view their class schedules, to check grades, to check on progress toward degree requirements, etc. The College expects to add additional features to WebAdvisor in the future.

WebAdvisor accounts are available for all students enrolled in credit programs. New students are strongly encouraged to attend an in-person registration or advisement session before using a WebAdvisor account. Eligible students without WebAdvisor user names and passwords may access their WebAdvisor account by going to go.bergen.edu and selecting "I'm new to WebAdvisor." Then, follow the on-screen directions. Check the WebAdvisor FAQ for answers to common questions, such as how to reset your password. Students must have a valid e-mail address on file with the College to use WebAdvisor.

Violations of Acceptable Use and Related Policies and Procedures

Users are expected to notify the Office of Information Technology, classroom instructor, free time lab supervisor, or other responsible party, as appropriate, of intentional or unintentional breaches in access and data security of which they become aware. In addition, employees aware of serious violations of acceptable use or related policies and procedures (including

malicious tampering, virus infection, or "hacking") are required to report such activity to their immediate supervisors. In the case of complaints about materials believed to be offensive or otherwise inappropriate, users are encouraged to express their concerns directly to those believed to be misusing the systems and/or to lab supervisors. If the situation persists, users should bring the matter to the attention of Public Safety or other responsible parties. Individuals who violate acceptable use and related policies and procedures will be subject to appropriate sanctions, including suspension, dismissal, and legal proceedings.

According to the U.S. Copyright Act, illegal reproduction of software or other material is an offense which will subject the violating individual to civil and monetary damages. The use of e-mail or any college system for harassment or criminal activity may result in criminal penalties, including fines and imprisonment.

Bergen Website Guidelines

Bergen encourages the use of the Internet by faculty, staff, and students as both an information resource and as a method of communication. In keeping with this, members of the college community may have Web pages on the Bergen servers. All Web page developers are expected to act responsibly and to adhere to both the Bergen Acceptable Technology Use Guidelines and to the procedures established by the College for Web pages. In particular, the College expects that all members of the college community will (1) obey all applicable federal, state, and local laws, including copy right law; (2) adhere to fair use guidelines; (3) give proper attribution of any sources; (4) not use College hardware, software, or communications for personal profit; and (5) not place any information on the Web pages, which reflects negatively on the College or any member of its community. Further, all Web page developers are expected to make every effort to ensure that the Bergen Website, and all pages contained within it, is accessible to students with disabilities. The College has the right to monitor all Web pages placed on its servers and remove any that violate the College's guidelines or procedures. Further, the College has the right to prohibit access to its computing resources to anyone who violates either the guidelines or subsequently established procedures.

1. Student Organization Home Pages

Official student organizations, that is, those recognized by the Office of Student Activities, may have Web pages on a Bergen server. Student organizations that wish to have a page loaded on the servers are to have approval from the Director of Student Life; designate a member of the club as Web page manager and the Web page manager must be identified on the page; commit to updating all information in a timely fashion; abide by the College's Acceptable Use Policy and Administrative Guidelines, obey all federal, state, and local laws, including copyright law; adhere to fair use guidelines; and give proper attribution of any sources; not post anything which reflects negatively on the College or any member of its community; and verify regularly that all links from their page are active. Club Web pages will be limited by available resources.

2. Individual Student Home Pages

Individual students may only have Web pages on the Bergen server when required as part of a course. The faculty member for the course is responsible for establishing standards for student Web pages and for ensuring that students have adhered to these standards before the pages are uploaded to the Bergen servers. Student Web pages will be limited by available resources and will be deleted when the course is complete.

Wireless Access

Wireless access is available in many areas of the campus, including the Library, Ender Hall, the Student Center, Cafeteria, West Hall, and the TEC Building, as well as outdoors in front of the Pitkin Education Center to allow students and faculty to

access Bergen's collection of computers, software, and their Internet connections. The Bergen OIT Website provides details on the continually expanding wireless coverage. All wireless users are required to authenticate and are subject to the College's Acceptable Use Policy.

ADMISSIONS- BECOMING A STUDENT

Since its founding in 1965, Bergen Community College has been proud of its mix of tradition and innovation in the process of challenging students to raise questions, examine evidence, validate opinions, make decisions, and communicate ideas effectively. Whether experienced through engaging classroom teaching or through an independent online class, Bergen's faculty and technological resources are top-notch. Bergen's extensive fiber-optic and wireless networks covering the library, the classrooms, the Information Commons and Smart Classrooms, permit e-mail and the Internet to be incorporated into all facets of the College's curriculum and daily activities.

At Bergen, more than 15,000 students from around the world are united in their common pursuit of knowledge and in their participation in and enjoyment of sports, the arts and activities. Bergen is a place where students are encouraged to reach for levels of achievement that they have never attempted before. This is a personal process that can often have profound results because Bergen instills in students the knowledge and the professionalism needed to succeed in the workplace or to go on to earn their bachelor's degree. Applicants-both degree-seeking and non-degree-seeking-must apply for admissions to the College.

Admissions Process, Minimum Entrance Requirements and Documentation

All applicants are encouraged to **apply online:** from the Bergen Community College home page (**www.bergen.edu**) click on

All submitted admissions application are reviewed in the order there are received and the college Admissions Office sends to the applicant advising a communication advising about the next steps to complete the enrollment.

Bergen Community College maintains an open door policy for degree and non-degree-seeking students. Most of Bergen's academic programs are open to anyone with a high school diploma. However, some of the programs have additional requirements beyond high school diploma or equivalency; some health programs have limited space and specific entrance requirements are detailed in the "**Entrance Requirements for Health Professions** " (p. 339) section.

High School Transcripts

All students wishing to apply for financial aid, NJ Stars program, or any health profession program must have a high school diploma or a General Education Development (GED) certificate. Official sealed transcripts must be sent to the Office of Admissions. Home school students must have completed a high school education in a home school setting that is treated as such under state law. More information on eligibility can be found at the Federal website www.studentaid.ed.gov .

Foreign transcripts

Those submitting foreign high school or college transcripts/diplomas must submit an official foreign credential evaluation from World Education Services (www.wes.org) or another member of the NACES association. Please visit www.naces.org for a list of members. The foreign credential evaluation will attest that the foreign diploma or credits is equivalent to U.S coursework or a U.S degree.

Students with foreign post-secondary credentials should request course-by-course evaluations.

Students should have the documents mailed to the Office of Admissions and Recruitment, Room A-115, Pitkin Education Center at the main campus in Paramus, NJ.

Admissions into Special Student Programs

Educational Opportunity Fund (EOF) Program

(http://www.bergen.edu/eof)

The Educational Opportunity Fund Program was instituted by the New Jersey State Legislature in 1968 for the purpose of helping economically and educationally disadvantaged students obtain a college education. Students who are accepted into the program are provided with a grant and comprehensive support services. The program is designed to enhance their college experience and to insure the success of each participant by offering them counseling, priority registration, financial aid information, workshops, permanent tutoring times, and additional summer funding.

All students who are deemed eligible for admission to the EOF Program and who are entering college for the first-time are encouraged to attend a six-week Pre-Freshman Summer program immediately prior to the fall semester of their freshman year. The summer program offers the opportunity for students to strengthen their Mathematic and English placements for the fall semester while preparing for the transition into college.

To be eligible for an Educational Opportunity Fund grant, a student must:

- Be a New Jersey Resident for at least one (1) year,

- Be a United States citizen or Permanent Resident,

- Be recipient of High School Diploma or GED,

- Intend to have full-Time enrollment, in the first semester,

- Have only completed 32 College-level credits or less,

- Be eligible for the TAG (as determined by completing the FAFSA), and

- Meet the income Eligibility Guidelines based on the household income.

Initial EOF eligibility is determined on the basis of both economic and educational criteria as the EOF Program is not an entitlement program. Although students may qualify for the program, admission criteria would give priority to first- time, full-time freshmen and to EOF transfer students in good standing from another EOF Program.

Those interested in the EOF Program should contact the EOF office in Room C-100, or call (201) 447-7139.

College Experience Program (CEP)

The College Experience Program is intended as a mechanism for talented high school juniors and seniors to pursue advanced education at an early stage in their academic life. Students completing their sophomore year at the time of application for any Summer Session will be considered. Courses should represent an advanced experience and reflect an accelerated academic interest. This program is not intended to compensate for high school course failures or remedial work.

Approved applicants will be permitted to take:

- Up to 2 courses or 6 credits in the Fall or Spring Semesters.

- 1 course or 4 credits in any Summer Session.

Students who participate in the College Experience Program should note that all grades earned as a result of courses attempted or completed serve to establish a permanent record at Bergen Community College.

Eligibility Requirements:

In order to be considered for the College Experience Program, the student must meet all of the following criteria:

1. Be between the ages of 16 and 18 years old.

2. Have an overall average of a 3.0 or better.

3. Have permission from their high school Principal or Guidance Counselor.

4. Have permission of their parent or legal guardian.

5. Home schooled students must meet all eligibility requirements and supply a school transcript.

All interested students may obtain the College Experience Application/Registration form accessible at the College Experience program information Web page or contact Registration Center/One Stop at 201-447-7218.

Developmental English and Mathematics

All degree-seeking students and all non-degree-seeking students who reach their 11th attempted credit must take a Basic Skills Placement Test in both English and Mathematics unless they qualify for a waiver. Students placed into English Basic Skills must enroll in theses developmental courses in their first semester at the College and continue to enroll in them until the requirements are completed. Students matriculated in degree programs must begin their required Developmental Mathematics courses by their 16th attempted credit.

These preparatory courses emphasize the development of basic reading, writing, computation, and algebra skills, which will help students perform successfully in college-level courses. Students are urged to seek academic advisement in choosing these and other courses.

English Basic Skills Requirements. Based on the results of the English portion of the Basic Skills Placement Test, native speakers of English or those who have resided in the U.S. for eight or more years may be placed into one of four entry-level English courses: Developmental Skills I and II, English Skills, Directed Studies in Writing and Composition I, or Composition I alone. Students placed in Developmental Skills I and II or English Skills must enroll in their required course in their first semester at the College and remain in these courses in order to take other College credit-bearing courses.

Math Basic Skills Requirements. Based on the results of the Mathematics portion of the Basic Skills Placement Test, a student may be placed into developmental math courses: Basic Mathematics (MAT-011) or the sequence of Algebra A and B (MAT-031 and MAT-032), or Algebra (MAT-035).

Students are encouraged to begin developmental mathematics as soon as they enroll at the College. Students matriculated in A.A. and A.S. degree programs must begin their developmental math placement sequence of courses by their 16th attempted college credit.

Academic Intervention and Monitoring System

Academic Intervention and Monitoring System (AIMS) is an academic and personal support program designed for students who are most at risk in a college environment because of deficiencies in reading, writing, and mathematical skills. AIMS exists to help these students achieve academic success, remain in school, and develop a greater sense of independence and self-esteem. The AIMS program offers full-time, first semester students at Bergen the following advantages:

• Special orientation and registration session.

• Preselected program of courses, including Basic Mathematics (Computation), Developmental Skills I (English), Basic Communications (Speech), Introduction to College Experience course, and tutoring.

• Prescheduled patterns of courses.

• Small classes, averaging 15-18 students.

• A full-time credit limit of 14 institutional credits.

• Individualized attention from both classroom instructors and counselors.

To discuss the advantages of AIMS program in further detail, please contact the AIMS Program Coordinator located in Room A-333E, on the main campus in Paramus

American Language Program (ALP)/English as a Second Language (ESL)– for ESL Students

The American Language Program is the College's academic English-as-a-Second Language program. Students whose native language is not English, who have been admitted to or are planning to attend Bergen Community College, are given an English proficiency test. These test results are used to place students into American Language Program (ALP) courses.

Levels and Courses

The ALP is divided into four levels: Foundations (low beginner), Level 1 (high beginner), Level 2 (intermediate), and Level 3 (advanced).

Each level is composed of four courses: Grammar (Parts A and B), Reading, Writing and Speaking/Listening.

ALP

Students placed in the ALP may enroll for a maximum of 15 credits per semester. Students who wish to enroll on a part-time basis should seek advisement on proper course selection.

Non-degree college credits earned upon successful completion of American Language Foundations, Level I, II, or III may not be used to fulfill degree requirements. Students placed in the American Language Program cannot take college-level courses until they have successfully completed all levels of the program and have passed required exit examinations.

Upon completion of required ALP courses, students must take a mathematics placement test or be granted a waiver. English Composition I and II "N" sections are for students whose native language is not English regardless of whether or not they have taken courses in the ALP. The "N" sections fulfill the same college degree requirements as English Composition I and II.

Dual Enrollment

As part of the dual enrollment agreement, students will continue to take college-level courses at their high schools while they are completing the necessary coursework to earn their high school diplomas. As part of this program, students can earn up to 18 college credits prior to High School graduation.

Judith K. Winn School of Honors

The Honors Program committee named the School after Dr. Judith K. Winn, in recognition of her contributions during 12 years as the College's president. Honors sections of General Education courses are offered during the fall and spring semesters. The Honors Program offers courses in the Humanities, the Social Sciences, Business, Science, and Math. A complete listing of honors courses being offered in a given semester is available on WebAdvisor (check the Honors box below the days of the week). Students with a strong high school record, SAT scores of 1700 or higher on the new test, 1100 or higher on the old test, or a college GPA of at least 3.4 are eligible for the program and are invited to enroll.

Honors students enjoy smaller and more challenging classes taught by excellent faculty. They have access to an honors advisor each semester, may attend transfer seminars specifically designed for honors students, and have their honors courses designated as such on transcripts. They also have the opportunity for priority registration during each semester when they are eligible to take honors courses. Participation in the Honors Program also enhances students' prospects for transferring to desirable universities, often with scholarships.
For further information, please contact:

The Judith K. Winn School of Honors Office
Honors Hall 1
400 Paramus Road, Paramus, NJ 07652

Professor Maria H. Makowiecka , Ph.D., Director
Honors Hall 3, 201-493-3584 and Pitkin Education Center, L-329, 201-447-9281

Azize Rutler, Honors Office Assistant

Honors Hall 1, Room HH-1
E-mail: aruttler@bergen.edu   Phone: 201-493-3567

Study Abroad

Through Bergen Community College's membership in College Consortium for International Studies (CCIS), Bergen students have more than 50 programs in over 30 countries throughout the world from which to choose. Programs are offered in Africa, Asia, Europe, and Latin America. Programs are available in Argentina, Australia, Austria, Canada, China, Costa Rica, Czech Republic, Denmark, Ecuador, England, France, Germany, Greece, Ireland, India, Italy, Japan, Mexico, Morocco, Namibia, New Zealand, Peru, Russia, Scotland, Spain, Switzerland, and Turkey.

Study abroad experiences range from a summer, a semester or an academic year. The programs are, for the most part, designed for undergraduate credit. Academic studies may include the language and culture of the host country, as well as business, art, the European Union, service-oriented work experiences and more. Study abroad programs are designed for cultural immersion and many sites offer a chance to live with a family in the host country. Students must have completed one semester of college level courses at Bergen, be a full-time student, and be in good academic standing in order to participate. At least a 2.5 cumulative grade point average on a 4.0 scale is required. Certain programs require a 3.0 grade point average.

It is a good idea to begin the application process a year in advance, if possible, in order to apply for federally funded study abroad scholarship such as the Gilman Scholarship and the Critical Language Program Scholarship. Financial aid may be used for study abroad programs. Early application allows the Financial Aid Office to complete the review of eligibility for financial aid and to get all of the paperwork done. Be sure to apply no later than fifteen weeks prior to departure. Special scholarships are also available for students receiving Pell Grants. Application deadlines for special scholarships are March 1, for summer and fall programs, and October for spring programs.

To find out more about this opportunity, visit the International Student Center (Room C-102) and speak with Prof Amparo Codding or call (201) 689-7601 to make an appointment.

Summer Intensive Program

The Summer Intensive program strengthens the English/Language Arts and Mathematics skills of 11th and 12th grade high school students in order to get them college-ready. The collaboration between Bergen Community College and 6 Bergen County high schools offer the summer program to high school students in their junior and senior years. Students' academic strengths and weaknesses are diagnosed using the Accuplacer Placement Exam. Customized Accuplacer Prep bridge courses designed to improve learning outcomes are offered. In addition, students enroll in Success 101 to learn the essential study skills necessary to succeed in college – reading, note-taking, studying, memorizing, test taking, and writing. Students learn about and/or experience the array of vital Student Services the College offers: faculty advising, career counseling, student life activities, tutoring services, admissions, financial aid, registration, the library, technology on campus, student employment opportunities, and more. Finally, students engage in life enriching field trips, service days, and campus-wide service projects.

Non-Degree-Seeking Students

Non-Degree Students are those who do not intend to pursue a degree or certificate at Bergen Community College.

Non degree seekers plan to:

• Take courses at BCC and transfer the credits to another institution (Visiting Students)

• Take courses for personal or professional development

Non-Degree Students:

• Must complete the Non-Degree Registration form.

• May need to provide proof of required prerequisites, an unofficial transcript and course descriptions of completed prerequisites. Those registering for Math or Science courses may be required to obtain a departmental signature.

• For those registering for a remedial Math or English course, it may be necessary to take the BCC placement test. See www.bergen.edu/testing for testing times. (Make sure to click on the Accuplacer Placement Test Dates.)

Steps for Non-Degree Students:

1. Determine which classes you would like to register for by searching go.bergen.edu (Under STUDENTS you can search for Open Sections.)

2. If the course you desire requires a prerequisite, you will need to obtain an unofficial transcript from your home institution or take a BCC placement test to satisfy the requirement. (Note: Some Math and Science courses do require a more detailed review by the Department.)

3. Complete the Registration Form and submit it to the One Stop Registration Area with any proof of prerequisites needed. Bring the completed form to: The One Stop Registration Area (Room A129) in the Pitkin Education Center, 400 Paramus Road, Paramus, NJ 07652 or email it to visitor@bergen.edu. If emailing the form, please check your email within two days as we will send you an email confirming your registration or notifying you of any problems.

4. Pay for classes upon completion of registration. Either let the Registration attendant know that you would like to make a payment so they can queue you into the Bursar line or go to: bergen.edu/bursar.

5. Visit https://my.bergen.edu to look up your BCC username by clicking the "What's my Bergen Username?" link.

Tips:

• It is the responsibility of the Visiting Student to ensure that classes will transfer to their home institution

• It is the responsibility of the Visiting Student to request an official transcript be sent from Bergen Community College to the home institution upon completion of the course. This can be done at: www.bergen.edu/transcripts.

• Non degree seekers are not eligible for Financial Aid.

• Non degree seekers must bring proof of address (driver's license or utility bill) for in person registration.

• If someone else is registering on your behalf, that person MUST bring the Registration Form, a copy of your ID and a signed letter from you stating the name of the person registering on your behalf. Your designee must also have ID.

For more information, please click here (Non-Degree Student Registration Information).

Degree-Seeking Students

• Students seeking admission to the Health Professions or Nursing programs should refer to minimum entrance requirements and application deadlines. Space in these programs is limited.

• Students seeking admission on an F-1 visa must apply no later than March 1 for fall admissions or October 1 for spring admissions.

• Official high school transcripts are required for Health Professions candidates, International F-1 visa-holders, those with foreign credentials and NJ STARS applicants.

Students with foreign secondary school credentials must submit officially evaluated copies from World Education Services (www.wes.org) or another member of the NACES association. Please visit www.naces.org for a list of members.

Prior to registering for classes, students must complete the Basic Skills Placement Test requirement.

Those with foreign post-secondary credentials should submit course-by-course evaluations.

All students accepted to the College must submit a completed medical form before registering for a Wellness and Exercise Science course (WEX).

General Educational Development (GED) Diploma

Students ages 16 years of age or older who do not have a high school diploma may qualify for a GED diploma by:

• Passing the official GED test

   OR

• Completing a program of 30 General Education college credits.

Please call the Bergen Community College GED Testing Site located at the Ciarco Learning Center in Hackensack at (201) 301-9655 for more information.

Second Bergen Community College Degree

Students who have completed a certificate or degree program at Bergen Community College and wish to pursue another certificate or degree at the College must complete and submit a new application for admission. Credits earned toward or for a prior degree or certificate are considered transfer credits and apply toward a second degree as outlined in the College Residency Policy. Such applicants should write "Second degree" at the top of their applications.

Students may earn only one Associate in Arts (A.A.) and one Associate in Science (A.S.) degree at Bergen Community College. Two or more Associate in Applied Science (A.A.S.) degrees and certificates are permissible if in different majors.

International Students

Bergen Community College is enriched by the diverse population it serves. The College is authorized by the United States Citizenship and Immigration Services (USCIS) to host those who have obtained the F-1 visa, a special document used by foreign born students to study full time in the US. On average, Bergen Community College hosts 520 F-1 visa holders. As of Spring 2015, the top ten countries represented by the F-1 population were(*):

Korea, Turkey, China, Columbia, Poland, Brazil, India, Peru, Albania, Syria, Venezuela, and Kenya."

(*)Please note that the list above represents only the international students studying full time at Bergen with F-1 status, this data is not reflective of all non US citizens enrolled at BCC.

International Student Center

The International Student Center (ISC) assists international students with admission to the College, immigration and academic counseling, and visa compliance. The ISC also promotes intercultural learning through workshops and quality programming. The ISC strives to serve as a "home away from home" for those international students who have chosen to earn a degree/certificate or study English at Bergen Community College.

Bergen Community College is a Student and Exchange Visitor Information System (SEVIS) approved school. The College is authorized by the USCIS to endorse I-20 forms, travel documents, and other immigration documents related to F-1 student employment. The form I-20 will be issued by a Designated School Official (DSO) at the College for those international applicants seeking admission to the College or a change of status/ reinstatement to F-1 status only when all requirements are fulfilled by the applicant.

The International Student Center is located in the Pitkin Education Center in Room C-102 on the College's main campus in Paramus.

International Student Admissions

Applicants residing outside of the U.S. may apply for admission to Bergen Community College. For those who must obtain an F-1 student visa to study full time in the US, documentation proving completion of high school and sufficient financial sponsorship ($22,000 USD to cover tuition, housing, food, books and incidentals for the first year) is required. All required documentation must be translated into English by a certified translator. Although not required, F-1 students are encouraged to travel to the US with their own health insurance to cover any US hospital or doctor visits. The complete list of items necessary for admission as an F-1 student is available in the International Student Center or at www.bergen.edu/isc.

Depending upon the applicant's present immigration status, certain forms may need to be completed and submitted to USCIS. Upon admission to Bergen Community College, the applicant will be issued the proper immigration documents necessary for obtaining or maintaining F-1 visa status. Local F-1 visa holders (those studying at other US institutions) are welcome to visit the International Student Center to meet with an international admissions counselor to discuss the process of transferring to Bergen Community College.

In general, non-immigrants maintaining legal status can apply for the change of status to F-1, but there are some exceptions which should be discussed with an International admissions counselor. Prospective international students may contact the International Student Center to make an appointment with an International Student Counselor at (201) 689-7601.

The ISC also handles the admission process for other non-immigrant visa holders including J-1 visa holders (au pairs).

Recommended deadlines for submitting applications and supporting documents:

For the Fall (September – December) semester, the recommended deadline is July 1; for the Spring semester (January- May) the recommended deadline is November 1.

The change of status deadline for Fall is July 1 and October 1 for the Spring semester.

The deadline for transfer F-1 students is generally three weeks before the semester start date. However, all deadlines (except for a change of status) are flexible.

International Student Counseling

An International Student Counselor is available to assist current F-1 visa holders with academic advisement, cultural adjustment and orientation to Bergen Community College. The International Counselors and ISC staff facilitates an orientation program for all incoming international students in F-1 visa status. Students must attend this mandatory orientation to receive valuable information about the College as well as their immigration status and life in the U.S. Students are required to submit copies of their immigration documents before orientation to satisfy reporting regulations implemented by the United States Citizenship and Immigration Services. Current international students may contact the International Student Center to inquire about walk-in counseling hours or to make an appointment with the International Student Counselor at (201) 689-7601.

Special Notes/International Students

International applicants cannot apply for Health Professions and/or Nursing upon initial application to the college. They can later apply for these programs once they are enrolled at Bergen Community College through a change of curriculum. There are some prerequisites that must be completed prior to admissions to these curricula. Note: F-1 students should contact the International Student Center prior to applying for a health profession to discuss requirements, such as a Social Security Number.

Students placed in the American Language Program (ESL courses) cannot take college-level courses until they have successfully completed all the required levels of the program as well as having passed the required exit examination. Certain exceptions apply for students in Level 3. After completion of the American Language Program, students must take a mathematics placement test or be granted a waiver.

Transfer Students

Transfer to Bergen: Policy, Requirements

Through its many articulation agreements, Bergen Community College makes it easy for its students to transfer to a four-year institution, while New Jersey's transfer law allows students a seamless transition to the state's finest institutions.

Transfer Evaluation of Credit from Other Post-Secondary Institutions

Transfer Policy

Bergen Community College will accept credits for courses taken at regionally accredited colleges and universities provided that the course is compatible with the curriculum of Bergen Community College, as approved by the faculty, and the course is applicable to the requested program of study. Bergen Community College also accepts transfer credits based on statewide agreements and will consider awarding credits based on established articulation agreements. Only those courses that have received a grade of "C" or better are accepted for transfer. Transfer credits are not included in computing the grade point average and are recorded as "TR" grades.

It is the student's responsibility to provide, in a timely manner, all the transcripts and documents needed to evaluate any previous educational experience.

No more than 45 transferred credits will be applied toward earning an associate degree, and no more than 18 transferred credits will be applied toward earning an academic certificate. These credits may be earned from a prior Bergen Community College degree/certificate, transfer credits from other institutions, and proficiency and/or CLEP examinations. The list of approved subject examinations for CLEP credits may be obtained at the Office of Testing Services. The balance of credits required for any degree or certificate must be earned through actual course enrollment at Bergen Community College.

Prior Learning Assessment

Credit for Prior Learning

Bergen Community College (BCC) recognizes the vast knowledge and skills of its diverse student population through prior learning assessment.

The Prior Learning Assessment (PLA) Program gives students an opportunity to apply for course credit for experiential learning, non-credit course completion, and various forms of professional development, licensure/certification and credit-by-exam.

Course credit is awarded when content mastered through demonstrated knowledge and/or learning experiences is comparable to the student learning outcomes of a BCC course. Participants benefit from reduced time toward degree completion thereby saving money.

Prior Learning Assessment Options

There are multiple approaches to the assessment of prior learning. PLA options for college credit include individualized evaluations of a student's learning via portfolio review.

Portfolio review allows students to request college credit for knowledge and skills acquired through employment, non-traditional education and/or training.

Experiences must be verifiable and demonstrate achievement of learning outcomes for a BCC academic course. BCC will not award credit based solely on years of employment.

In addition to documentation, students may be asked to display specific skills via demonstration or hands-on testing, take an oral or written problem solving exam and/or complete an interview to assess content knowledge.

Students interested in credit via portfolio review are required to take **CD 134 Prior Learning Assessment Portfolio Workshop Series**, a noncredit course offered by the **Division of Continuing Education**. This course is designed to provide an introduction to Prior Learning Assessment (PLA) portfolio development.

For more information on credit via portfolio review, please see Jill Rivera, Associate Dean of Student Success in room L-123, on the main campus in Paramus, NJ.

Transfer Requirements

Submit an application for admission online at www.bergen.edu/admissions, Click on "Apply Online." Please indicate the degree in the space marked curriculum code. A student must apply to a degree or certificate program in order for his/her official transcript to be reviewed, evaluated and credits transferred. Applications can be transmitted via the web, mailed, faxed, or delivered in person.

If a student is unsure of which degree to apply to, a basic professional studies, AS.PS.GEN, or liberal arts program, AA.LA.GEN, are suggested. If a student subsequently decides to change his/her curriculum, a change of curriculum form can be obtained from The Center for Student Success, Room A-118, on the College's main campus in Paramus.

Please note that Associate in Arts (A.A.) and Associate in Science (A.S.) degrees are transfer degrees. An Associate in Applied Science degree (A.A.S.) and certificate programs prepare students for a career. Some A.A.S. degrees have articulation agreements to four-year-post-secondary institutions.

Please submit an official high school transcript and an official college/university transcript from every school/college/university attended to the Admissions Office, 400 Paramus Road, Paramus, NJ 07652. Only official transcripts in a sealed envelope are accepted for transfer of credits. Transcripts also may be delivered in person as long as they are in an envelope stamped and sealed by the registrar's office of the sending institution. Transcripts from other institutions will not be released to the students or a third party.

Unofficial transcripts are only acceptable to waive the English/Mathematics basic skills test requirements. Waivers are determined by the Testing Office. (For more detailed information regarding Testing, please refer to the Testing Website).

Students must be placed or waived from the Basic Skills Test prior to registration.

Students can access a transfer equivalency report via WebAdvisor, http://go.bergen.edu>Log In>WebAdvisor for Students>Academic Profile>Program Evaluation. For questions or appeals, students can contact the Admissions Office, transfertoBCC@bergen.edu

It is strongly suggested that students bring their program evaluation report to Counseling Center/Center for Student Success, Room A-118, on the College's main campus in Paramus, in order to facilitate the process of advisement and registration.

Graduation Residency Policy

Students must be enrolled in the semester in which the degree will be conferred. Exceptions are made on a case by case basis for those students who complete their degree requirements elsewhere for up to two courses and up to five years from the last date of attendance. Students must abide by the Transfer Admissions Policy as stated above.

Degree-seeking students desiring to take a course or courses at another institution must obtain the form entitled "Request Permission to Take a Course at Another Institution" at the Office of Registration, Room A-129, on the College's main campus in Paramus and have it completed and signed by the appropriate Department Head.

Transfer from Bergen

Transferring successfully takes planning and preparation

Recently, the Governor and state legislature created a law that established a statewide transfer agreement for students transferring from a New Jersey community college to a New Jersey public four-year college or university.

Bergen students can now seamlessly transfer their academic credits from a completed community college Associate of Arts (A.A.) or Associate of Science (A.S.) degree program to a Bachelor's degree program at New Jersey's public four-year colleges and universities. Associate in Applied Sciences (A.A.S.) degrees, which typically prepare students to enter a career, are not covered by the new transfer law.

While the law does not cover New Jersey's private colleges and universities, many of those institutions have established similar policies that allow community college graduates to transfer with full junior standing.

Transfer to other institutions

What colleges do students attend after Bergen? Many of them transfer to New Jersey colleges. Bergen sends the largest number of its students to Montclair State University, William Paterson University, Ramapo College, Rutgers University (all campuses), and the New Jersey Institute of Technology. In addition, Bergen students have been accepted to and attended the following schools:

American UniversityArizona State University	Parsons School of DesignPenn State University
Baruch College (CUNY)	Rensselaer Polytechnic Institute
Boston College	School of Visual Arts
Boston University	Smith College
Brown University	SUNY: Albany, Binghamton
Cornell University	The New School
East Stroudsburg University	University of Connecticut
Fashion Institute of Technology	University of Delaware
Florida International University	University of Maryland
Fordham University	University of Massachusetts
Georgetown University	University of Michigan
Hampton University	University of Rochester
Harvard University	University of Vermont
James Madison University	University of Virginia
John Jay College (CUNY)	Washington University
Johnson and Wales University	Yale University
Lehigh University	
Long Island University	
Manhattan College	
New York University	
New Paltz, Stony Brook	
Pace University	

Transfer Agreements with Other Schools

Bergen Community College has formal transfer agreements for one or more degrees or programs with the following colleges. In addition, Bergen's general education courses and transfer degrees are generally accepted at most colleges without formalized articulation agreements. For a complete list of transfer agreements pick up a copy of the Artifacts booklet in the counseling center.

Berkeley College Caldwell College	Steinhardt School Pace University
Capella University	Palmer College of Chiropractic
Centenary College	Ramapo College
Columbia University	Rutgers University
Dominican College	St. John's University
Fairleigh Dickinson University	Saint Peter's College

Felician College

Johnson & Wales University

Long Island University Brooklyn

Manhattan College

Mercy College

Montclair State University

New Jersey Institute of Technology

New York Institute of Technology

New York University - The

Seton Hall University

St. Thomas Aquinas

Strayer University

SUNY Maritime

SUNY New Paltz

Thomas Edison State College

University of Phoenix

Wesley College Delaware

William Paterson University

NJ Transfer

Given the rigorous academic standards set by the state's community colleges, New Jersey colleges now maintain a statewide transfer agreement, which permits a seamless transfer of credits earned at Bergen Community College to any public four-year institution in the state. The law reduces the amount of time (and cost) a student commits to a four-year institution, and simplifies the process of graduating from a community college and moving on to a baccalaureate program. Please note, students must still submit for acceptance into four-year institutions. Additionally, some required prerequisite courses for specific baccalaureate degree programs may need to be taken once the student enrolls at a four-year institution, since they are not offered at the community colleges.

Transferring with an Associate in Arts or Associate in Science Degree

An Associate in Arts (A.A.) degree will be applied to a Bachelor of Arts (B.A.) degree, and an Associate in Science (A.S.) degree will be applied to a Bachelor of Science (B.S.) degree as half of the credits required for that basic four-year degree.

To transfer most effectively, community college students should select an associate degree program that aligns with their anticipated bachelor degree major. Five-year degree programs will require transfer students to complete all credits required for the bachelor's degree beyond the initial 60-64 credits that will transfer with the associate degree.

The A.A. and A.S. degrees will satisfy all lower-level General Education requirements, unless there are graduation requirements or major-specific prerequisites that were not completed within the associate degree.

Students should use NJ Transfer www.NJTransfer.org when choosing courses so that they can be sure to complete any prerequisites required by the four-year college or university for their major. Consult with a transfer counselor for additional information.

The statewide transfer agreement does not guarantee admission to any four-year institution. Admission requirements vary by college, and many majors have a competitive admission process. It is a student's responsibility to research and fulfill all admission requirements, and complete the application process for each institution he/she applies to.

After a student has been admitted, the four-year institution will identify the remaining courses a student will need to take to earn a bachelor's degree.

Each New Jersey public four-year college or university has a minimum grade requirement for community college courses to count as transfer credit. In most cases, the minimum grade requirement is the same for transfer students as it is for students who attended the four-year institution during their freshmen and sophomore years. However, it is a student's responsibility to check with the four-year college or university that he/she is interested in to find out the minimum transfer grade requirement.

Transfer Scholarships

Many colleges offer scholarships to students who graduate with an A.A. or an A.S. degree. These scholarships vary in terms of grade point averages and the amount of money awarded.

Scholarships also are available for graduates who are members of Phi Theta Kappa (The International Honor Society of the Two-year College). These awards usually cover full tuition. A helpful Website for the Phi Theta Kappa awards is g, which lists all of the New Jersey colleges offering Phi Theta Kappa scholarships and the person to contact for additional information.

Scholarships also are available for graduates who are members of Phi Theta Kappa (the official Honor Society for community colleges). These awards vary in terms of grade point average and the amount of money awarded. A helpful website for the Phi Theta Kappa awards is www.njccc.org, which lists all of the New Jersey colleges offering Phi Theta Kappa scholarships and the person to contact for additional information.

For further information, please contact a Phi Theta Kappa advisor by emailing ptk@bergen.edu or calling (201) 879 -8997.

Transcript Request Forms

The College offers Electronic Transcript Ordering Service provided through the National Student Clearinghouse at www.getmytranscript.com for official and unofficial transcripts. An e-Transcript is a certified .PDF delivered version of your transcript that is retrieved through the National Student Clearinghouse secure website. The College is not obligated to furnish a transcript to any student or alumnus who has not satisfied all obligations with the College. The National Student Clearinghouse charges a $4 non-refundable fee for each transcript. Transcripts do not include non-credit courses or courses in progress

College Level Examination Program (CLEP)

Bergen Community College may award credit to individuals who have received a minimum score of 50, unless otherwise stated (see table below) for the following examinations. Scores must be received directly from the College Entrance Examination Board before credit is awarded. Credit received through CLEP is not necessarily transferable to other colleges and universities.

SUBJECT EXAMINATION	REQUIREDSCORE	CREDITGRANTED	BERGEN COURSE CREDIT
American Literature	50	3	LIT 201
English Literature	50	3	LIT 206
College French Level I	50	6	LAN 110 and LAN 200
College French Level II	59	3	LAN 201
College German Level I	50	6	LAN 111 and LAN 210
College German Level II	63	3	LAN 211
College Spanish Level I	50	6	LAN 113 and LAN 230
College Spanish Level II	63	3	LAN 231
American Government	50	3	POL 101
History of the US I: Early Colon. 1877	50	3	HIS 111
History of the US II: 1865-Present	50	3	HIS 112

Introduction to Educational Psychology	50	3	PSY 103
Introduction to Psychology	50	3	PSY 101
Human Growth and Development	50	3	PSY 106
Principles of Macroeconomics	50	3	ECO 101
Principles of Microeconomics	50	3	ECO 201
Introduction to Sociology	50	3	SOC 101
Western Civ. I: Anc. Near East-1648	50	3	HIS 101
Western Civ. II: 1648-Present	50	3	HIS 102
College Algebra	50	0	MAT 160
Precalculus	50	4	MAT 180
Calculus with Elementary Functions	50	4	MAT 280
General Biology	50	8	BIO 101 and BIO 203
General Chemistry	50	6	CHM 140 and CHM 240
Information Systems			
and Computer Applications	50	3	INF 101
Principles of Accounting	50	6	ACC 101 and ACC 201
Principles of Management	50	3	BUS 207
Principles of Marketing	50	3	BUS 201
Introduction to Business Law	50	3	BUS 233
College Composition	50	3	WRT 101
Humanities (choice of 2)	50	6	Music Appreciation MUS 101
			Intro to Art & Visual Culture ART 101
World Literature I LIT			
College Mathematics	50	3	Contemporary Math MAT 130
Natural Sciences	50	8	Intro to Physics PHY 185 and
			General Biology BIO 101
Social Sciences and History	50	6	Sociology SOC 101 and
			Western Civ I HIS 101

Minimum Scores Required To Earn Credit Through The General Examinations

Advanced Placement Examinations (AP)

Students who have taken one or more of the following advanced placement examinations may receive course credit with a score of three or above (see table below). Scores must be received directly from the College Entrance Examination Board (CEEB) before credit is awarded.

CREDIT	SCORE	BERGEN CREDIT	CREDITS GIVEN
History of Art	3, 4, 5	ART 102 and 103	6 credits
Biology	3, 4, 5	BIO 101 and 203	8 credits
Calculus AB	3, 4, 5	MAT 280	4 credits
Calculus BC	3, 4, 5	MAT 280, 281	8 credits
Chemistry	3, 4, 5	CHM 140, 141, 240 and 241	8 credits
Computer Science A	4, 5	INF 236	3 credits
Economics	3, 4, 5	ECO 101 and 201	6 credits
Environmental Sciences	3, 4, 5	BIO 108	4 credits
History, European	3, 4, 5	HIS 101 and 102	6 credits
History, U.S.	3, 4, 5	HIS 111 and 112	6 credits
Physics I	3, 4, 5	PHY 186	4 credits
Physics II	3, 4, 5	PHY 286	4 credits
Physics C: Mechanics	3, 4, 5	PHY 280	4 credits
Physics C: Electricity & Magnetism	3, 4, 5	PHY 290	4 credits
Language and Composition	3, 4, 5	WRT 101	3 credits
Literature and Composition	3, 4, 5	WRT 101 and 201	6 credits
French	4, 5	LAN 110, 200, 201, 202	12 credits
French	3	LAN 110, 200	6 credits
German	4, 5	LAN 111, 210, 211, 212	12 credits
German	3	LAN 111, 210	6 credits
Italian	3	LAN-112, 220	6 credits
Italian	4, 5	LAN-112, 220, 221, 222	12 credits
Psychology	4,5	PSY-101	3 credits
Spanish	4, 5	LAN 113, 230, 231, 232	12 credits
Spanish	3	LAN 113, 230	6 credits
Statistics	4,5	MAT 150	3 Credits

Visiting Students

Students from other institutions should obtain written permission from their current or previous institutions before attempting to apply or register for any courses at Bergen Community College. All prerequisites and basic skills testing requirements must be met.

Basic Skills Placement Testing – Testing Services

(http://www.bergen.edu/testing)

The Bergen Community College Office of Testing Services (OTS), is located in Room S-127. OTS serves the college community by identifying, developing, procuring, administering, processing, and/or evaluating examinations, which meet a variety of administrative and instructional needs. To contact the OTS, please call (201) 447-7202.

General Test Taking Requirements

The Office of Testing Services will not administer examinations to test takers unless they provide the following:

• **Valid government issued photo identification.** Acceptable identification is a Bergen Community College student identification card, a US issued driver's license, a Bergen County photo identification card, a valid government issued passport, alien registration card (Green Card) or a high school identification. If you do not possess any of the mentioned valid photo identifications, please call the Office of Testing Services at (201) 447-7203.

• **Student Identification Number.** A student identification number is either a social security number or a Bergen Community College student identification number issued by the Office of Admissions and Recruitment, Room A-115.

Basic Skills Placement Testing

Bergen Community College requires that all degree-seeking students and all non-degree-seeking students who reach their 11th attempted credit take a Basic Skills Placement Test in reading, writing, computation, and algebra. The results of this test determine a student's required entry-level in both English and Mathematics courses. Under specific conditions, a student may have the placement test requirement waived. For information about waivers as well as placement test information bulletins and subject matter review sheets, visit the Office of Testing Services, Room S-127. is no fee for this examination.

English Language Proficiency Test (ALP/ESL) – for ESL (English as a Second Language) Students

International students or students for whom English is not their native language may be required to take the Levels of English Proficiency Test (LOEP). This test measures proficiency in reading, writing, and listening and may place students in the American Language Program (ALP). Students who complete the ALP or who have tested out of the program through the LOEP are then required to take the mathematics portion of the Basic Skills Placement Test. Under specific conditions, a student may have the LOEP and/or mathematics test requirement waived. Further information about waivers, the LOEP, and the ALP is available at the Office of Testing Services, Room S-127. There is no fee for this examination.

Challenge Testing

Due to a variety of circumstances students may not perform to the best of their abilities on the Basic Skills Placement test or English Language Proficiency test. To assess basic skills proficiency, Challenge Tests are offered in English, Arithmetic, Elementary Algebra, American Language Program (ALP/ESL) and Speech.

Challenge tests are offered continuously throughout the year. The Challenge Test policies and procedures and the current schedule of test dates can be obtained on the Office of Testing Services website at www.bergen.edu/testing , at the office on

the Paramus campus, Pitkin Education Center room S-127, by email at testingoffice@bergen.edu or by phone at (201) 447-7203. There is no fee for this examination. There is no fee for this examination.

Proficiency Testing

Proficiency tests are offered as a means of placement for a variety of college-level courses. Successful scores on the proficiency tests allow students to register for a higher level course within the same discipline sequence.

However, a successful proficiency test carries no course credit. Proficiency test policies and procedures and review materials can be obtained at www.bergen.edu/testing.

Registration for the Proficiency Tests must be completed in person in room S-127. There is a $30 fee for each proficiency test taken.

Credit-by-Examination

The Office of Testing Services administers credit-by-examination (CBE) for several college-level courses. In order to receive college credit for a particular course, a student must earn a passing grade on specific subject examinations. Upon successful completion of an examination, the student will pay a $15 per-credit fee and will receive a CBE grade. The CBE grade is not included in attempted credits but is included in earned credits. The CBE grade is not computed in a student's cumulative grade point average. Registration information may be obtained at the Office of Testing Services, Room S-127. There is a $30 fee for each test.

College Level Examination Program

Bergen Community College students may earn college credit for learning achieved outside formal college courses through the College Level Examination Program (CLEP). For further information please visit the College Board website at www.collegeboard.com/clep.

Advanced Placement Examinations

Bergen Community College students may earn college credit through Advanced Placement examinations (AP). For additional details, please refer to page 32.

General Educational Development (GED) Test

Bergen serves as a test center for the official GED test. The GED test consists of five parts: Writing, Social Studies, Science, Mathematics, and Reading. Advanced registration is required. Registrants are required to:

• Register in person on specific dates.

• Pay $50 for the initial test and $10 for each re-test in the form of a money order payable to *Bergen Community College.*

• Present valid picture identification with signature.

• For candidates 16 and 17 years old, a Certificate of Consent to Participate Form must be signed by a parent or legal guardian and submitted at registration. Please contact the GED Testing Center at (201) 968-9473, ext. 272 for a copy of this form.

• Present all test scores from previous GED tests.

• We offer special accommodations for the GED tests for those with documented disabilities. Please contact the GED Testing Center at (201) 968-9473, ext 272 to obtain a special accommodation application or visit the State website:www.state.nj.us/education

Special Accommodations Testing

The Office of Testing Services provides reasonable testing accommodations for students who have submitted their documentation to the Office of Specialized Services (OSS). Further details about testing accommodations can be found at www.bergen.edu/testing.

Additional information about the Office of Specialized Services (OSS) can be found at www.bergen.edu/oss

Instructional Makeup Testing

The Office of Testing Services (OTS) administers makeup tests as a service for students who, for compelling and exceptional reasons, have missed a scheduled classroom examination. Students must receive prior permission from and make arrangements with their course instructors to take these examinations, under specific conditions, in The Office of Testing Services, Room S-127.

Students may take their required examinations during posted testing office hours and must follow the Testing Center Policies and Procedures. Additional information can be found at www.bergen.edu/testing.

Testing for Online Courses

The Office of Testing Services (OTS) administers examinations to students who are enrolled in online courses originating at Bergen Community College.

Students may take their required examinations during posted testing office hours and must follow the Testing Center Policies and Procedures. Additional information can be found at www.bergen.edu/testing.

World Language Testing

Bergen Community College awards credit for World Languages through the New York University Proficiency Testing in Foreign Languages Program, and the College Level Examination Program (CLEP).

Students whom wish to take the New York University Proficiency Testing students must complete the 16-point examination, and are awarded 3 college credits. More information about the New York University Proficiency Testing can be found at: http://www.scps.nyu.edu/academics/departments/foreign-languages/testing/process.html.

For detailed information about the World Languages examinations offered through the College Level Examination Program (CLEP) please visit the College Board website at: www.collegeboard.com/clep.

Entrance Requirements for Health Professions Programs

Admission to college programs in health professions is limited to a specific number of candidates each year because of requirements imposed by accrediting agencies and by the availability of faculty, college laboratory, and clinical agency resources. To insure that all applicants are evaluated in the same way, within each discipline, criteria for acceptance have been developed by the School of Health Professions and Student Services. These criteria will be utilized in determining the candidates who will be offered admission. Admission will have a step process: academic eligibility will be determined, as well as a criminal history background check, basic skills testing, and admissions examination for the Dental Hygiene, Diagnostic Medical Sonography, Nursing, Paramedic Science, Radiography, Respiratory Therapy and Veterinary Technology programs.

All eligible candidates for admission to the Dental Hygiene, Diagnostic Medical Sonography, Nursing, Paramedic Science, Radiography, Respiratory Therapy and Veterinary Technology programs are required to take a national Nursing/Health Professions standardized admissions examination - The Admissions Assessment Examination by HESI. There is a fee that is payable directly to the examination company. The examination is given off-campus at a testing center. All eligible Dental

Hygiene, Diagnostic Sonography, Nursing, Paramedic Science, Radiograph, Respiratory Therapy, and Veterinary Technology candidates with a clear background report will receive an invitation to take the examination. The invitation will outline all information related to the examination.

If students have not taken the necessary high school prerequisites, the courses can be made up by substituting courses taken at Bergen. These courses must be taken before students apply to Nursing or any Health Professions program. To be considered for most programs, science prerequisites must have been completed within the last five years. Applicable college science courses taken more than five years ago are not transferable.

All students applying to Health Professions programs must take the basic skills test and successfully complete all remedial course-work prior to application. High school students applying to Dental Hygiene, Diagnostic Medical Sonography, Nursing, Paramedic Science, Radiography, Respiratory Therapy and Veterinary Technology programs must sit for the basic skills test prior to being eligible to sit for the Admissions Exam.

A successful candidate for a health professions program at Bergen Community College must possess certain abilities and skills necessary to provide and maintain safe and effective care administered to the patient. The candidate must be able to function on an independent level without any intermediary. These skills and abilities include: observation, communication, motor skills, cognitive and intellectual skills, behavioral, and social attributes.

Health Professions students must carry personal medical health insurance, professional liability insurance, and be certified in cardio-pulmonary resuscitation (CPR) by the American Heart Association (Healthcare Provider with AED) or the American Red Cross (Professional Rescue Certification). In addition, all health professions students are required to complete health examination forms upon admission to the program and fulfill the requirement for a yearly Mantoux skin test for tuberculosis.

Students seeking admission to Nursing (Day), Dental Hygiene, Diagnostic Medical Sonography, Paramedic Science, Radiography, Respiratory Therapy and Surgical Technology must submit completed applications including transcripts by February 1 for fall (September) admission. Nursing (Evening) and Veterinary Technology applications are due by October 1, for spring (January) admission.

Criminal History Background Check Requirement

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks before admission may be offered. These checks are conducted by an external company, and the information is sent to the Dean of Health Professions. All background reports must be clear to be eligible for admission and to be invited to take any Admissions Examination. Any applicant with a background report that is NOT clear will not be eligible for consideration.

Minimum Entrance Requirements for Health Professions Degree and Certificate Programs

Students who enter into this program must be aware of the Bergen Community College policy on the number of credits that must be taken at this college. Students enrolled in the AAS degree in health sciences must satisfy the English, Mathematics and algebra basic skills requirements. Applicant graduated from a program that has acceptable accreditation agencies that is comparable to the College's Health Professions disciplines. Transcripts and credentials will be evaluated by an appointed admissions committee.

Degree Programs

Dental Hygiene Program AAS.HP.DENTL
Program length: 24 months
Preadmission Test: Dental Hygiene Admissions Exam
GPA for admissions eligibility: 2.50
High School prerequisite courses: Chemistry, with lab;
Biology, with lab; Algebra

College substitutions: BIO109; MAT040; CHM112
Application Deadline: February 1 of the current year
Program Admits: Fall semester
Please Note: High school Biology is waived if college
Biology, preferably BIO 109 is successfully completed.
Preadmission Test: Dental Hygiene Admissions Exam.

Diagnostic Medical Sonography AAS.HP.DMS
Program length: 24 months
Preadmission Test: Diagnostic Medical Sonography
Admissions Exam
GPA for admissions eligibility: 2.50
Preadmission Test: Diagnostic Sonog Admissions Exam
High School prerequisite courses: AP level science; AP
level physics; Algebra
College substitutions: BIO109 (recommended); PHY185;
MAT040 Algebra.
Application Deadline: February 1 of the current year
Program Admits: Fall semester
Please Note: This is a regional program that utilizes
clinical education centers throughout the state of New
Jersey. Students might be required to travel to distant
sites and provide their own transportation.

Medical Office Assistant Program AAS.HP.MOA
Program length: 24 months
GPA for admissions eligibility: 2.00
High School prerequisite courses: None
Application Deadline: There is no deadline date for
admission.
Program Admits: Fall/Spring semester

Paramedic Science Program AAS.HP.PAR
Program length: 24 months
Preadmission Test: Paramedic Science Admissions Exam and EMT skills screening,
Active NJ EMT License
GPA for admissions eligibility: 2.50
High School prerequisite courses: 1 year science (College
Placement Bio and Lab); 1 year Algebra;
College substitutions: BIO109
Application Deadline: February 1 of the current year
Program Admits: Fall semester
Please Note: This regional program utilizes clinical education sites throughout the state of NJ.
Students will be required to travel to distant sites and provide their own transportation.

Radiography Program AAS.HP.RAD
Program length: 24 months
Preadmission Test: Radiography Admissions Exam
GPA for admissions eligibility: 2.50
High School prerequisite courses: 1 year science (College
Placement Bio and Lab); 1 year algebra (Algebra II);
College substitutions: BIO109; BIO209; MAT035
Application Deadline: February 1 of the current year
Program Admits: Fall semester

Please Note: High school Biology is waived if college Biology, preferably BIO109 is successfully completed.

Respiratory Therapy Technology AAS.HP.RESP
Program length: 24 months
Preadmission Test: Respiratory Therapy Admissions Exam
GPA for admissions eligibility: 2.00
High School prerequisite courses: Chemistry with lab; Biology with lab; Math
College substitutions: BIO109; CHM100; MAT035
Application Deadline: February 1 of the current year
Program Admits: Fall semester
Please Note: High school Biology is waived if college Biology, preferably BIO109 is successfully completed.

Veterinary Technology AAS.HP.VET
Program length: 24 months
Preadmission Test: Veterinary Technology Admissions Exam
GPA for admissions eligibility: 2.00
Prerequisites: VET-102; VET-103; VET-112; VET-115, BIO115;MAT-040, WRT-101
Application Deadline: October 1 of the current year
Program Admits: Spring semester.
Please Note: Applicants will only be accepted once the pre-requisites stated above have been successfully completed. Applicants are strongly encouraged to meet with a program official regarding application procedures. Travel is required for all students enrolled in this program.

Nursing AAS.NURS.DAY
Program Length: 2 academic years
Preadmission Test: Nursing Program Admission Exam
GPA Requirement: 2.5
High School prerequisite courses: Chemistry and Biology with Lab; Algebra.
College substitutions: CHM100, BIO109 and MAT040.
Application Deadline: February 1 for Fall admission
Program Admits: Fall semester.

Nursing Evening Program AAS.NURS.EVE
Program Length: 2 academic years
Preadmission Test: HESI Admission Exam
GPA Requirement: 2.5
High School prerequisite courses: Chemistry with Lab;
College substitutions: CHM100.
College prerequisite courses: BIO109 and BIO209; WRT101 and WRT201; PSY101 and PSY106; SOC101
Application Deadline: October 1 for Spring admission
Program Admits: Spring semester

Certificate Programs

Medical Office Assistant Program CERT.MOAA

Program length: 12 months
GPA for admissions eligibility: 2.00
High School prerequisite courses: None
Application Deadline: There is no deadline date for admission.
Program Admits: Fall/Spring semester.

Radiation Therapy Technology Program
CERT.RAD.THERAPY
Program length: 12 months
GPA for admissions eligibility: 2.50
Prerequisite courses:
Registered or registry eligible Radiologic Technologist; two biology, with labs (BIO109 and 209); Algebra/MAT160; General physics, PHY185. In addition to the above stated requirements, candidates cannot be accepted into the program until at least 2 of the 5 general education courses have been completed: MAT180, MAT250, CIS158, WRT201, COM100. Three of the above listed general education courses may be taken concurrent with the program. Successful completion of all 5 courses is required by the American Registry of Radiologic Technologists and the NJ Department of Environmental Protection.
Application Deadline: February 1 of the current year.
Program Admits: Fall semester only.
Please Note: Students who are interested in the program should make an appointment to meet with the coordinator regarding admissions.

Surgical Technology Program CERT.SURG
Program length: 12 months
GPA for admissions eligibility: 2.00
High School prerequisite courses: High school graduate, or GED
College substitutions: none
Application Deadline: February 1 of the current year
Program Admits: Fall semester only.

Health Science Program AAS.HP.HLTH.SCI
Program length: 12 months
GPA for admissions eligibility: 2.50
Application Deadline: February 1 of the current year.
Program Admits: Fall and Spring Semester
Please Note: Qualified students will be awarded 30 transfer credits. The credits will be applied to the degree in Health Science upon the completion of the curriculum. It is essential to understand that this program does not entitle the graduate eligibility to advanced certification or licensure within the Health Professions discipline.

Honors Program - Judith K. Winn School of Honors

The Honors Program committee named the School after Dr. Judith K. Winn, in recognition of her contributions during 12 years as the College's president. Honors sections of General Education courses are offered during the fall and spring semesters. The Honors Program offers courses in the Humanities, the Social Sciences, Business, Science, and Math. A complete listing of honors courses being offered in a given semester is available on WebAdvisor (check the Honors box below the days of the week). Students with a strong high school record, SAT scores of 1700 or higher on the new test, 1100 or higher on the old test, or a college GPA of at least 3.4 are eligible for the program and are invited to enroll.

Honors students enjoy smaller and more challenging classes taught by excellent faculty. They have access to an honors advisor each semester, may attend transfer seminars specifically designed for honors students, and have their honors courses designated as such on transcripts. They also have the opportunity for priority registration during each semester when they are eligible to take honors courses. Participation in the Honors Program also enhances students' prospects for transferring to desirable universities, often with scholarships.

For further information, please contact:

The Judith K. Winn School of Honors Office
Honors Hall 1
400 Paramus Road, Paramus, NJ 07652

Professor Maria H. Makowiecka , Ph.D., Director
Honors Hall 3, 201-493-3584 and Pitkin Education Center, L-329, 201-447-9281

Azize   Rutler , Honors Office Assistant
Honors Hall 1, Room HH-1
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Vice President of Institutional Effectiveness

Ursula Parrish Daniels, Ed.D .
Executive Assistant to the President

James R. Miller
Executive Director of Human Resources

Lindsay Maurer
Executive Director of the Bergen Community College Foundation

William Corcoran
Vice President, Facilities Planning, Operations and Public Safety

Stephen Valkenburg
Executive Director Information Technology

COURSES

ACC - ACCOUNTING

ACC 100 - Introduction to Accounting (3)

This course explores the need and use of accounting information in the business world, as well as provides an overview of accounting careers. The course is designed to give students a user's perspective of accounting and also to provide them with the necessary communication and analytical skills needed to succeed in future accounting courses. Lecture [2.00], Laboratory [2. 00].

ACC 107 - Federal Taxation (3)

This course reviews the history and background of federal taxation. Students learn the tax definitions of gross income, deductions, and gains and losses, and they examine accounting methods approved by the IRS. The preparation of federal income tax returns is also covered. Lecture [2.00], Laboratory [2.00].

ACC 110 - Financial Accounting (3)

This course is an introduction to the theory of accounting and the procedures necessary to produce financial statements. This course focuses on the classification, valuation and communication of financial information. An emphasis will be placed on the usefulness of financial accounting concepts. Lecture [2.00], Laboratory [2.00].

ACC 115 - Government and Not-for-Profit Accounting (3)

This course provides the student with the foundations of accounting for governmental and not-for-profit organizations. It introduces students to accounting standards and those applications germane to governmental and not-for- profit entities. Emphasis is placed on fund accounting, budgeting, financial reporting, and accounting procedures. Lecture [2.00], Laboratory [2.00].

ACC 120 - Computerized Accounting (3)

This course provides the student with the skills necessary to use popular computerized accounting packages such as QuickBooks or Peachtree for Windows. The student will obtain a theoretical accounting background. The student,

using basic accounting concepts, will prepare and analyze various accounting documents, reports and statements. It is recommended that this course be takenconcurrently with ACC-110 Financial Accounting. Lecture [2.00], Laboratory [2.00].

ACC 202 - Intermediate Accounting I (3)

This course is an in-depth study of accounting principles and their application to the preparation of financial statements. Students participate in a detailed study of current assets and current liabilities. The analysis and preparation of cash flow statement is also taught. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ACC-210; minimum grade C.

ACC 203 - Intermediate Accounting II (3)

This course is an in-depth study of accounting principles as they relate to non-current assets, long-term liabilities, paid-in capital, retained earnings, accounting changes, and error analysis. Earnings per share and financial statement analysis are also covered in this course. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ACC-202.

ACC 206 - Hospitality Accounting (3)

This course is an introduction to basic accounting principles and procedures, which includes the preparation of financial statements, specifically designed for the hospitality industry. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): HRM-101.

ACC 210 - Managerial Accounting (3)

This course explores accounting information as a tool used in decision making by management. Emphasis will be placed on cost behaviors as they relate to the planning, control and evaluation of a business entity. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ACC-110.

ACC 215 - Topics in Accounting (3)

This course is a study of current issues in the accounting profession and specialized areas of accounting. Topics will be varied and based upon an examination of recent cases and issues. Coverage will include new developments in accounting theory and practice and the pronouncements

of various accounting bodies. The student will examine individual topics in greater depth than possible in traditional accounting courses. This course is not intended for students enrolled in an A.S. transfer program. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ACC-202.

ACC 292 - Co-Op Work Experience [Accounting] (2)

This course requires part-time student employment in a business organization in order to permit the student to gain knowledge of accounting practices. Co-Op job placement assistance is available through the Co-Op Office. 1 lecture, 2 credits; plus 179 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): ACC-210.

ACC 293 - Co-Op Work Experience [Accounting] [3.00 cr.] (3)

This course provides the student with practical, supervised experience in accounting. Through on-the-job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in these fields. Students are supervised by a faculty member and job placement assistance is available through the Co-Op Office. 1 lecture, 3 credits; plus 225 minimum hourswork experience distributed over the semester. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): ACC-210.

ALP - AMERICAN LANGUAGE PROGRAM

ALP 004 - American Language Foundations Grammar A (3)

This course is a course for international students with little or no exposure to English. It introduces students to the most basic grammar of English with emphasis on the simplest tenses, structures, and forms. Lecture [3.00].

ALP 005 - American Language Foundations Grammar B (3)

This course provides students with continued work on the most basic structures of English. Lecture [3.00].

ALP 006 - American Language Foundations Reading (3)

This course is a course for international students with little or no exposure to English. It provides them with

instruction in pronouncing written words and understanding simple written texts. It also introduces students to the most common vocabulary of English and develops their ability to use this vocabulary in basic structures. Lecture [3.00].

ALP 007 - American Language Foundations Writing (3)

This course is a course for international students with little or no exposure to English. It provides students with instruction in the spelling of English and in writing simple sentences using the structures and vocabulary learned in American Language Foundations: Grammar and Reading. Lecture [3.00].

ALP 041 - American Language I: Grammar A (3)

This course introduces students to the basic grammar of the English simple sentence, with emphasis on verb tenses. Lecture [3.00].

Prerequisite(s): ALP-004, ALP-005.

ALP 042 - American Language I: Grammar B (3)

This course provides students with continued work on the basic grammar of the English simple sentence, with emphasis on nouns, adjectives, and adverbs. Lecture [3.00].

Prerequisite(s): ALP-004, ALP-005.

ALP 043 - American Language I: Writing (3)

This course provides students with carefully guided exercises in the writing of English sentences and paragraphs. Lecture [3.00].

Prerequisite(s): ALP-004, ALP-005, ALP-007.

ALP 044 - American Language I: Reading (3)

This course helps students with their vocabulary development and gives them practice in reading for comprehension with material up to the 1,000 word vocabulary level. Lecture [3.00].

Prerequisite(s): ALP-004, ALP-005, ALP-006.

ALP 051 - American Language II: Grammar A (3)

This course continues the study of the English simple sentence begun in American Language I and introduces the compound sentence. The emphasis is on infinitives, modal verbs, and adverbs and students are introduced to dependent clauses. Lecture [3.00].

Prerequisite(s): ALP-006, ALP-007, ALP-041, ALP-042.

ALP 052 - American Language II: Grammar B (3)

This course gives students work on perfect tenses and compound sentences, provides an introduction to the passive voice and to participial forms, and continues the study of dependent clauses. Lecture [3.00].

Prerequisite(s): ALP-006, ALP-007, ALP-041, ALP-042.

ALP 053 - American Language II: Writing (3)

This course gives students work on both guided and free writing exercises at the paragraph level. Lecture [3.00].

Prerequisite(s): ALP-041, ALP-042, ALP-043.

ALP 054 - American Language II: Reading (3)

This course emphasizes reading for content and helps students develop their inferential skills on reading material up to the 3,000 word vocabulary level. Lecture [3.00].

Prerequisite(s): ALP-041, ALP-042, ALP-044.

ALP 055 - Direct Studies American Language II (1)

This course is for students in the American Language Program who need intensive, supplemental instruction in grammar and writing skills. This computer-assisted learning program is provided on an individual, prescriptive basis. Lecture [1.00].

ALP 061 - American Language III: Grammar A (3)

This course completes the study of the passive voice, of modal verbs, and compound sentences and begins a complete survey of dependent clauses in the English sentence. Lecture [3.00].

Prerequisite(s): ALP-043, ALP-044, ALP-051, ALP-052.

ALP 062 - American Language III: Grammar B (3)

This course completes the study of all the phrasal and clausal structures normally used in English sentences. Lecture [3.00].

Prerequisite(s): ALP-043, ALP-044, ALP-051, ALP-052.

ALP 063 - American Language III: Writing (3)

This course provides students with intensive practice in the writing of paragraphs and provides a transition to college-level writing with an introduction to the essay. Lecture [3.00].

Prerequisite(s): ALP-051, ALP-052, ALP-053.

ALP 064 - American Language III: Reading (3)

This course emphasizes reading for content, making inferences, distinguishing main and subordinate points, and evaluating the ideas and presentation of reading material at and beyond the 4,000 word vocabulary level. Lecture [3.00].

Prerequisite(s): ALP-051, ALP-052, ALP-054.

ALP 065 - Direct Studies American Language III (1)

This course is for students in the American Language Program who need intensive, supplemental instruction in grammar and writing skills. This computer-assisted learning program is provided on an individual, prescriptive basis. Lecture [1.00].

ALP 068 - Advanced Academic English Skills (3)

This course develops and enhances the ability of students to read, wirte, speak and listen to the academic English that is needed for college success. Students will be taught to apply techniques and strategies so that they can use academic discourse more effectively. Students will read and discuss materials from a wide=range of academic disciplines, increase listening comprehension for academic lectures, practice expressing themselves orally on a variety of academic topics and continue to build their fluency and accuracy in their use of written English. This course will also benefit students who plan to apply to colleges or universities that require the TOEFL, IELTS or any other standardized test of English. Lecture [3.00]

ANT - ANTHROPOLOGY

ANT 100 - Introduction to Anthropology (3)

This course offers a comprehensive approach to the study of cultural diversity. The course introduces students to the four fields of anthropology: socio/cultural anthropology, archaeology, linguistics, and physical/biological anthropology. Introduction to Anthropology emphasizes behaviors, similarities and differences in adaptations, and variations in current and past human populations. >General Education Course. >Diversity Course. Lecture [3.00].

ANT 101 - Cultural Anthropology (3)

This course is a comparative study of human cultures. Attention is given to the various ways in which people

cope with their natural settings and their social environments and to the ways in which customs are learned and handed down from one generation to the next. Topics of discussion include the family, social change, religion and magic, economic and political systems, the arts, and urban anthropology. >General Education Course. >Diversity Course. Lecture [3.00].

ANT 102 - Introduction to Archaeology (3)

This course will study past human cultures and societies as evidenced by material remains. This course provides information on the basic theories, methods, and techniques used in archaeology. Important topics include archaeological survey and excavation, artifact analysis, dating techniques, conservation and display of artifacts, dietary reconstruction, the analysis of prehistoric social and political organization, and the evolution of cities and ancient civilizations. Lecture [3.00].

ANT 103 - Anthropology of the Middle East (3)

This course is an introduction to the anthropological literature on peoples and cultures of the Middle East. Some of the major themes examined include: kinship, marriage, ethnic and religious minority groups, Islam, gender, mass media, nationalism, and politics. Special attention will be paid to the effects of the colonial period and modernization and to the increased economic and strategic significance of this region to the Western World. Lecture [3.00].

ART - ART

ART 101 - Introduction to Art and Visual Culture (3)

This course trains students in the analysis of images and aesthetic objects and considers issues regarding art production, viewer response, and art in society. A spectrum of fine art, decorative arts, and commercial design from diverse cultures is presented in a non-chronological format through illustrated lectures, discussions, and independent visits to exhibitions. Techniquesof visual and thematic analysis are applied to exemplary works from world cultural history and contemporary life. >General Education Course. Lecture [3.00].

ART 102 - History of Art and Visual Culture to 1400 (3)

This course is a chronological survey of art and visual culture, western and non-western, from the Mesopotamian period through the Middle Ages. In a lecture and discussion format, selected works of sculpture, architecture, and painting, as well as decorative utilitarian objects made by peoples in Europe, the Middle East, India, Asia, and Africa are studied both for their stylesand materials and their relation to politics, religion and patronage. >General Education Course. Lecture [3.00].

ART 103 - History of Art and Visual Culture 1400-1900 (3)

This course is a chronological survey of art and visual culture, western, and non-western. Selected works of painting, sculpture, architecture, drawing, printmaking, and decorative utilitarian objects made by peoples in Europe [Renaissance to Post-Impressionism], Asia, North and South America, India and Africa are studied both for their styles, materials, and techniques and their relation to history, society, religion, patronage, politics and modernity. >General Education Course. Lecture [3.00].

ART 104 - Modern Art 1890-1940 (3)

This course is a chronological survey of selected works of European and American painting, sculpture and architecture. These demonstrate both individual artists? innovative thinking and visual art?s prominent role in the formation of culture, society, and the idea of modernity in relation to historical art, urbanism, spiritualism and war. >General Education Course. Lecture [3.00].

ART 105 - History of Animation (3)

This course focuses on the history and development of animation as an art form, with particular attention to works of significant innovation and expression. Topics include: the earliest cinematic practices; the first animated films, 1898-1928; sociological trends such as censorship and blacklisting of American animators; Japanese animation; the commerce of animation, including discussion of the studio system; involvement of the avant-garde with animation; animation from Europe; and the development of computer animation techniques. Lecture [3.00].

ART 106 - History of Graphic Design (3)

This course covers the history of communication from its origins through the industrial revolution, the invention of the printing press, major European and Asian movements, contemporary graphic design, and advertising. Computer and Internet - driven influences are addressed. This course acquaints students who are considering the graphic design field as to the depth, influence, and impact of graphic design on culture and vice versa. Lecture [3.00]

ART 107 - History of Photography (3)

This course is a chronological survey of the aesthetic, historical and technical development of still photography as a major medium of artistic expression from its invention in the early 19th century to its present prominence in contemporary art. >General Education Course. Lecture [3.00].

ART 110 - Contemporary Art 1940-Present (3)

This course is a chronological survey of the expansion of forms, media, issues, and participants in the art made in industrial nations since World War II. Selected works of painting, sculpture, photography, architecture, performance, and video are examined as stylistic and historical objects addressing art history and theory, popular culture, politics, gender, race, and a trulyglobal culture. >General Education Course. Lecture [3.00].

ART 122 - Two-Dimensional Design (3)

This course is an introduction to the studio skills, concepts, and language applicable to the problems of two-dimensional design as related to the visual arts. Lecture [2.00], Laboratory [2.00].

ART 123 - Life Drawing I (3)

This course is an intensive study of the anatomy and structure of the human figure as rendered in pencil, brush, charcoal, and ink. Emphasis is placed upon line perspective, form, value, and space relationships. Lecture [2.00], Laboratory [2.00].

ART 124 - Drawing Fundamentals (3)

This course teaches free and schematic drawing skills necessary for advanced studio applications in the visual arts. Lecture [2. 00], Laboratory [2.00].

ART 125 - Illustration (3)

This course is designed to develop skills in illustration based in drawing, painting, and digital media in order to create visual interpretations of a text or idea. Different media, styles, and creative solutions are explored along with strategies for visual problem solving. Examples of projects are editorial illustration, comics, and illustrations for objects and clothing. Lectures 2.00], Laboratory [2.00]

ART 126 - Introduction Computer Graphic (3)

This course is a class in the use of the computer as a visual tool. Emphasis is placed on creative visual output. No knowledge of mathematics or programming is required. Lecture [2.00], Laboratory [2.00].

ART 127 - Painting I (3)

This course is an introduction to the techniques and aesthetic considerations of painting. The thread of study is two-fold: a. traditional oil painting: formal, academic study of structure, spatial relationships, value, composition, color, temperature, and texture; b. contemporary: unique, creative expression in oil and/or other media in pursuit of contemporary approaches grounded in sound design and concept. In both threads, student painting may include portraiture/life model, still life, interiors/exteriors, landscapes, and/or non-objective. Lecture [2.00], Laboratory [2.00].

ART 128 - Watercolor (3)

This course is an introduction to the techniques and aesthetic considerations of watercolor media. This course addresses a formal, academic study of structure, spatial relationships,value, composition, color, temperature, and texture as well as contemporary approaches unique to watercolor. Subjects might include portraiture/life model, still life, interiors, landscapes, and abstract and nonobjective subject matter. Outside assignments required. Lecture [2.00], Laboratory [2.00]

ART 129 - Collage: Materials and Techniques (3)

This studio course takes a hands-on approach to exploring the techniques, materials, and history of collage through in-class exercises and lectures. Students will examine the role of collage in a variety of art movements, including Cubism, Surrealism, and Pop Art. Students will explore the profound impact of collage on modern and contemporary design culture. Lecture [3.00]

ART 160 - Sound for Visual Media (3)

Sound for Visual Media ia a hands-on course exploring the ways dialogue, sound effects and music intertwine with various forms of visual media including film, video, and multimedia content. Topics include diegetic vs. non-diegetic sound, Foley, location sound, automated dialogue replacement, voiceover recording, recording techniques, mixing, and signal processing. Students will study how sound has been used historically in visual media, as well as create their own soundscapes. Lecture [2.00], Laboratory [2.00]

Cross-Listed as: COM-160, MUS-160.

ART 181 - Photography I (3)

This course introduces camera handling and basic black and white darkroom techniques. Topics covered include camera operations, principles of exposures, basic understanding of light, film development, printing, picture content and compositional design. Technical and aesthetic possibilities of photography are explored through hands-on visual shooting assignments, photo exhibitions, slide presentations and critiques. A 35mm SLR camera with manual override is required. Lecture [2.00], Laboratory [2.00].

ART 184 - Digital Photography (3)

This course is designed for students with a basic understanding of computer graphics to gain knowledge of digital photography and photographic manipulation. Students will create art using a variety of photographic processes. Through hands-on assignments, slide presentations, critiques, readings, and exhibitions, students will engage with and build upon the artistic and technicalpossibilities created by extending photography into the digital realm. Scanners, printers, and computers will be available for classroom use. Digital SLR camera required for the course. Lecture [2.00], Laboratory [2.00].

ART 189 - Computer 2D Illustration (3)

This course explores the essential techniques for creating two-dimensional illustrations, logos and charts using the drawing tools and functions. This course emphasizes the basic operations and functions of object-oriented computer graphics using both spot and process color on the computer. Lecture [2.00], Laboratory [2.00].

ART 192 - Computer 3D Animation I (3)

This course concentrates on the use of state-of the-art 3D animation software. Students become familiar with animation in a 3D environment using proper lighting, camera setup, and design and rendering capabilities. Recording peripherals are also introduced. Class discussion and direct application of techniques focus on the use of desktop animation workstations in today's workingenvironment. Lecture [2.00], Laboratory [2.00].

ART 197 - Computer Imaging (3)

This course teaches the basic principles of digital image processing and manipulation, including scanning, editing, color correction, color separations, special effects and transformation techniques. This course emphasizes the methods used to scan images from photographs, to retouch and alter these images, and to create bit-mapped illustrations. Lecture [2.00], Laboratory [2.00].

ART 220 - Computer Layout (3)

This course is designed for students knowledgeable in typography wishing to expand their skills in a hands - on creative manner. Students design and set type for advertising, publishing and corporate business problems. This course familiarizes students with the basics of layout and design including various implications of two - dimensional designs in print layout software such as In Design is used to develop basic skills in creating layout and design on Macintosh computers. Lectures,[2.00], Laboratory [2.00]

Prerequisite(s): ART-226.

ART 223 - Life Drawing II (3)

This course further advances the study of the human figure by refining the studio skills and ideas explored in Life Drawing I.Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-123.

ART 226 - Letterform and Type (3)

This course is the study of typographic design, history, and function, and appropriate usage. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-122.

ART 228 - Painting II (3)

This course continues the studio practice introduced in ART-127 in which students explore and develop technical and aesthetic considerations in painting. The thread of study is two-fold: a. traditional, academic study in oil painting; and b. contemporary painting experimentation and exploration in oil and/or other media. As in ART-127, student painting may include portraiture/life model, still life, interiors/exteriors, landscapes, and/or non-objective work. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-127.

ART 229 - Painting III (3)

This course continues the studio experience introduced in ART-127 and further explored in ART-228. Students develop more advanced technical competencies, and more refined personal, aesthetic considerations, than in the previous two courses. The thread of study is two-fold: a. traditional, academic study in oil painting; and b. contemporary painting experimentation and exploration in oil and/or other media. Student painting may include portraiture/life model, still life, interiors/exteriors, landscapes, and/or non-objective work. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-228.

ART 230 - Painting IV (3)

This course furthers the studio experience of the previous courses. The thread of study is two-fold: a. traditional, academic study in oil painting; and b. contemporary experimentation and exploration in oil and/or other media. In this advanced course, students work toward greater technical competency than achieved in ART-229, and an increasingly refined personal aesthetic thatincludes both their work and a written statement. Painting may include portraiture/life model, still life, interiors/exteriors, landscapes, and/or non-objective work. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-229.

ART 259 - Computer Graphics Web Developer (3)

This course is an introduction to select software packages that increase a Web developer's ability to refine electronic images and text. Areas covered include aesthetic application; creating graphics in JPEG and GIF formats; using fonts; working with animations and video for the Web utilizing GIF, QuickTime and Flash animations; and troubleshooting technical problems. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-189 or ART-197.

ART 260 - Graphic Design I (3)

This course enables students to develop proficiency in the graphic communication processes. Emphasis is on creative design solutions for commercial art problems. Students apply their knowledge in preparing graphics for publication and sales promotion. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-226.

ART 261 - Graphic Design II (3)

This course is a continuation of the problem solving approach to design previously explored in Graphic Design I. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-260, ART-287.

ART 271 - Portfolio Presentation (2)

This course is a class in the selection, arrangement, and presentation of visual communication material. From designing a how to get your foot in the door resume/cover letter to a how-to in visual arts business practices., this class is a must for freelancers and transfer/graduate aspirants alike. Topics covered include: current portfolio and presentation types, interview techniques, writing resume and cover letters, how artwork is priced, business and legal practices for commissioned artwork, employment issues, salaries and freelance prices. Lecture [1.00], Laboratory [2.00].

Prerequisite(s): ART-122, ART-189, ART-197, and any 3 courses from the following: ART-127, ART-260, ART-226, ART-192, ART-287, ART-290, ART-298, MUS-151.

ART 272 - Co-Op Work Experience [Visual Art] (2)

This course places students as assistants in commercial art establishments. Students must work a minimum number of hours for the semester and will also attend a weekly one-hour seminar at Bergen. Student's work experiences are supervised by Bergen faculty members. Co-Op job-placement assistance is available through the Co-Op Office. 1 lecture, plus 120 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): ART-260.

ART 273 - Co-Op Work Experience [Visual Art] (3)

This course places students as assistants in commercial art establishments. Students must work a minimum number of hours for the semester and will also attend a weekly one-hour seminar at Bergen. Student's work experiences are supervised by Bergen faculty members. Co-Op job-placement assistance is available through the Co-Op Office. 1 lecture, plus 180 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): ART-260.

ART 281 - Photography II (3)

This course refines and further explores techniques and ideas presented in Photography I. Emphasis is on the relationship between exposure, film development and the finished print. Course work focuses on enhanced darkroom skills and experimentation with toners, different photographic papers, advanced lighting situations, and exposure techniques. A 35mm SLR camera with manual override is required. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-181.

ART 287 - Computer Layout I (3)

This course is designed for students knowledgeable in typography wishing to expand their skills in a hands-on creative manner. Students design and set type for advertising, publishing and corporate business problems. Lecture [2.00] Laboratory [2.00]

Prerequisite(s): ART-226 and ART-189 or ART-197.

ART 290 - Computer 2D Animation I (3)

This course introduces the fundamental skills and concepts of 2D computer animation, motion graphics, and digital video. The focus is twofold: technical and aesthetic. Technical study is comprehensive, from operating systems and software interface, to audio/video capture, to special effects, editing, and output. Aesthetic issues emphasize innovative approaches to sequential organization of thematic materials. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-189 or ART-197.

ART 291 - Computer 2D Animation II (3)

This course is an advanced level studio experience in computer animation design and production. Technical and aesthetic issues in masking, keyframing, interlacing, and compression are explored. Students learn to incorporate illustrations, photographs, video, and audio into their animations, as works progress from storyboard to completion. For students familiar with 3D animationtechniques explored in ART-292 and/or ART-293, the possibilities for incorporating 3D animations into their projects are presented. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-290.

ART 293 - Computer 3D Animation II (3)

This course continues the study of state-of-the-art 3D animation, while concentrating on advanced technique and the integration of other computer graphic hardware/software in producing student work. Course work emphasizes the development of realistic and/or stylized visuals, as well as eye-catching special effects. Demo reels and business practices are included in the class workand discussion. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-192.

ART 298 - Interactive Multimedia (3)

This course teaches the principles of building illustrations and photographs into time-based computer visuals with sound. Students will create, assemble, and animate interactive media for distribution on CD-ROM and the Web. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): ART-189 or ART-197.

AVT - AVIATION TECHNOLOGIES

AVT 100 - Introduction to Aeronautics (3)

This course is a study of the science, theory, and practice of designing, building, and operating aircraft. Topics considered include a brief history of the evolution of aviation and aircraft, basic aircraft design and flight controls, aircraft systems, navigation, air law, airport operations, and weather. Aeronautical decision-making, concept application, and practical applications will be stressed. Lecture [3.00].

AVT 115 - Aviation Meteorology (1)

This course is a study of current aviation weather concepts and modeling as applied to the aviation industry. Topics considered include a brief history of the evolution of weather theory, the impact of computer modeling systems, and advances in weather data collection. Weather Systems concept application and practical

Aviation Weather as used in an operational environment will be stressed. Lecture [1.00]. 4

Corequisite(s): PHY-114.

AVT 210 - Introduction to Aircraft Avionics I (4)

This course is the first in a two course sequence. It is a study of the electronics and computer technologies that have revolutionized the aircraft industry. Topics considered include; avionics bus systems used for fly-by-wire intra-aircraft communications, types of digital communications signals used, basic digital logic, various valid input and output levels, and digital states. Avionics system architectures, concept applications, and practical aircraft usage will be stressed. Lecture [3.00], Laboratory [3.00]

AVT 220 - Introduction to Aircraft Avionics II (4)

This course is the second in a two course sequence. It builds on introduction to Avionics I with further study of the electronics and computer technologies that have revolutionized the industry. It continues with avionics communications bus system types of digital signals used for these types of systems, instrument interfaces, digital logic, redundancy and its needs, and digital memory. Avionics system architectures, concept applications, and practical aircraft usage continue to be stressed. Lecture [3.00], Laboratory [3.00]

Prerequisite(s): AVT-210.

AVT 240 - Introduction to Aviation Safety (3)

This course is a study of the developments in Human Factors, Accident Investigations and Risk Management as applied to the aviation industry. The impact of automation systems and practical Aircraft Accident Investigation will be studied. Familiarity with aviation safety regulations and best practices will be stressed. Students will gain factual and conceptual knowledge which will help them conduct current and future aviation operation in a professional and safe manner. Lecture [3.00].

Prerequisite(s): AVT-100.

BIO - BIOLOGICAL SCIENCES

BIO 101 - General Biology I (4)

This is the first course in a two-semester sequence in general biology. It is designed to explain the fundamental principles of biology and to promote an awareness of their significance to society. Lecture topics include:

Introduction to biology, review of basic chemistry, cell biology, genetics, and a survey of Kingdoms Monera, Protista, and Fungi. Laboratory exercises developproficiency in the use of laboratory equipment and guide students in investigations of cell biology, genetics, and microbiology. >General Education Course. Lecture [3.00], Laboratory [3.00].

BIO 103 - The Human Body (4)

This is a one-semester course that is concerned with basic chemistry, the human cell, tissues, and the musculoskeletal, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. The course includes a survey of metabolism and fluid/electrolyte balance. Lectures are supplemented by writing assignments and discussions. Laboratory exercises include microscopy, dissection, and anatomical and physiological experiments that complement the lecture. >General Education Course. Lecture [3.00], Laboratory [3.00].

BIO 104 - Microbiology (4)

This is a laboratory science course that emphasizes the principles of biology as they apply to microorganisms. The morphology, anatomy, physiology, growth, metabolism, nutrition, control, and identification of the various microbes, genetics including recombination technology, industrial and clinical case studies in microbiology are discussed. Representative laboratory exercisesinclude staining procedures, media preparation, pure culture techniques, culture identification, and serology. >General Education Course. Lecture [3.00], Laboratory [3.00].

BIO 107 - Introduction to Human Biology (4)

This course is a human anatomy and physiology course intended for the non-biology major. Biological principles are taught by examining human body systems, homeostasis, and disease. This information, relevant because it applies to their own bodies, will help students understand medical issues, appreciate the importance of exercise and nutrition in maintaining health, and consider environmental concerns including the health effects of pollution and overpopulation. Laboratory exercises include experimentation, microscopy, and dissection. >General Education Course. Lecture [3.00], Laboratory [3.00].

BIO 108 - Introduction to Environmental Biology (4)

This deals with humans and their interactions with the environment. Topics covered include fundamental aquatic and terrestrial ecology, air and water pollution, world population problems, loss of biodiversity, pesticides, solid waste problems and an extensive review of energy problems and their solutions. Laboratories include measurements of various environmental pollutants, analysis of environmental parameters and descriptive and practical reinforcement of lecture material. >General Education Course. Lecture [3.00], Laboratory [3.00].

BIO 109 - Anatomy and Physiology I (4)

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. Among the topics considered is the basic plan of the body, tissues, the skeletal system, the muscular system, articulations, cardiovascular system, and the respiratory system. Lectures are supplemented by writing assignments, discussion, and laboratory sessions that include dissection and elementary physiology experiments. >General Education Course. Lecture [3.00], Laboratory [3.00].

BIO 119 - Intense Wolf Study (3)

This course deals with an organism that represents the conflicts between humans and wildlife management issues. Taught at the International Wolf Center in Ely, Minnesota, during the winter semester break, students will study captive wolves as well as wolves in their natural habitat. Lecture topics include the biology and ecology of the gray wolf, Canis lupus. Afternoon and evening sessions involve field work and independent study. Lecture [1.00], Laboratory [6.00].

BIO 130 - People-Plant Relationships (4)

This course explores the effects of plants on biological organisms that influence human economic, social and psychological behavior. The course will focus on two major themes: 1] plants as sources of food, shelter, clothing, drugs, and industrial raw material; and 2] the influence of plant life on human cultural diversity, biotechnology, medicine, and conservation efforts. >General Education Course. Lecture [3.00], Laboratory [3.00].

BIO 131 - General Botany (4)

This course is an introduction to the biology of plants. The course includes an analysis of plant structure and function, an explanation of the principles of plant genetics, an exploration of plant evolution, and an examination of plant ecology. The importance of plants to people will be illustrated through discussions of people's ecological and economic dependence upon plants.The course content will be presented through lectures, demonstrations, and laboratory exercises. >General Education Course. Lecture [3.00], Laboratory [3.00].

BIO 203 - General Biology II (4)

This course explores the evolution and biodiversity of representative organisms in the plant and animal kingdoms. Studies of plants investigate diversity, structure, and the physiology of absorption, transport, and photosynthesis. Students will examine the structure and life cycles of invertebrate and vertebrate animals. In a unit on Ecology, students will learn how living organisms interact with their environment. Laboratory exercises utilizing observation, experimentation, microscopy, and dissections provide practical demonstrations of the topics covered in lecture. >General Education Course. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): BIO-101.

BIO 209 - Anatomy and Physiology II (4)

This course continues the study of human anatomy and physiology. Among the topics considered are the digestive system, metabolism, urinary system, fluid and electrolyte balance, the nervous system, the endocrine system, and the reproductive system. Lectures are supplemented by writing assignments, discussion and laboratory sessions that include dissection and elementary physiology experiments. >General Education Course. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): BIO-109; minimum grade C.

BIO 210 - Introduction to Biotechnology (4)

This course is designed to give students both a theoretical background and a working knowledge of the instrumentation and techniques employed in a biotechnology laboratory. Emphasis will be placed on the introduction of foreign DNA into bacterial cells, as well as the analysis of nucleic acids [DNA and RNA] and proteins. Lecture [3.00], Laboratory [3.00]. 1

Prerequisite(s): BIO-101.

BIO 211 - Introduction to Bioinformatics (3)

This course is designed to give students both a theoretical background and a working knowledge of the techniques employed in bioinformatics. Emphasis will be placed on biological sequence [DNA, RNA, protein] analysis and its applications. Lecture [2. 00], Laboratory [2.00].

Prerequisite(s): BIO-101, BIO-210.

BIO 217 - Sustainability in Nature (4)

Our Earth's systems, natural and human, are experiencing sudden and dramatic changes that challenge their sustainability. The principles and practices of sustainability need to be interdisciplinary so that current needs are met without compromising the needs of future generations. This course provides a fundamental knowledge of these topics and the balance of the multiple interactions. Discussions will include responsible environmental stewardship through the actions of individuals and of private &public sectors. Lecture [3.00], Laboratory [3.00] . General Education Course:

Prerequisite(s): BIO 108; BIO 130; or, BIO 131.

BIO 221 - Comparative Vertebrate Anatomy (4)

This course is a study of the body structures of some representative vertebrate animals and of their functional and evolutionary relationships. Laboratory exercises include detailed dissection of the Lamprey eel, the dogfish shark, the mud puppy, the cat and other animals. Lecture [3.00]; laboratory [3.00] 3

Prerequisite(s): BIO-101, BIO-203.

BIO 222 - Embryology (4)

This course is the study of vertebrate embryonic development from gametogenesis and fertilization to the development of the body organs. Laboratory exercises include experiments with living sea urchins, Japanese madeka fish, frogs, and chick embryos, as well as microscopic examination of the various sections of the embryos. Lecture [3.00]; Laboratory [3.00]3

Prerequisite(s): BIO-101; BIO-203.

BIO 224 - Environmental Microbiology (4)

This is a course concerning bacteria and other microorganisms and their role in the environment. Topics will include an introduction to the main groups of microorganisms and their physiology, soil microbiology, cycles of elements, aquatic microbiology, sewage treatment, bioremediation, and applied microbiology encompassing food microbiology, industrial microbiology, and biotechnology. Lecture [3.00]; Laboratory [3.00] 3

Prerequisite(s): BIO 101; BIO 203.

BIO 225 - Invertebrate Zoology (4)

This is a survey of the organisms without backbones, the invertebrates. Topics include the taxonomic concepts of cladistics versus the Linnaean phylogenetic study of these organisms. Concepts such as prostomates vs. deuterostomates, the development of the coelom, metamorphosis, etc., will be discussed. Laboratory sessions include external and internal examinations [dissections]of these organisms and descriptive and practical reinforcement of lecture materials. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): BIO-101, BIO-203.

BIO 227 - Principles of Ecology (4)

This course deals with terrestrial and aquatic ecology. Topics covered include abiotic characteristics of ecosystems as well as detailed discussions of populations, communities, ecosystems and biomes. Discussions also include such topics as ecological succession and paleoecology. Qualitative and quantitative data of ecosystems is gathered during the early part of the semester inwhich ecological data will be collected during field experiences. These data will be analyzed during the second half of the semester in the laboratory. Statistical analysis and report writing will also be stressed. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): BIO-101, BIO-203.

BIO 228 - Introduction to Marine Biology (4)

This course deals with a basic introduction to marine environments, emphasizing ecological principles governing marine life throughout the world. Topics include basic oceanography, marine ecological systems, planktonic communities, deep-sea biology, subtidal and intertidal ecology, estuarine and coral reef communities, human impact, mariculture and pollution. Lab sessions will include in-house lab exercises, field experiences, analysis of data, group projects and report writing. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): BIO-101, BIO-203.

BIO 229 - Tropical Marine Ecology (4)

This course covers characteristics of populations, communities, and ecosystems found in tropical regions. Taught at the Keys Marine Laboratory in Long Key, Florida, during the summer semester, students study coral reef

structure and ecology, the intertidal zone, mangrove and terrestrial communities, interstitial organisms, and atrophic relationships. Lab sessions include field experiences, group projects and report writing. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): BIO-101, BIO-203.

BNF - BANKING AND FINANCE

BNF 101 - Principles of Banking (3)

This course presents the fundamentals of bank and financial services functions in a descriptive fashion so that the beginner banker may acquire a broad and operational perspective. Topics considered include fundamentals of negotiable instruments, contemporary banking issues, and developments within the banking industry. Lecture [3.00].

BNF 102 - Personal Finance and Money Management (3)

This course provides students with a basic understanding of personal finance so that they may properly manage their own financial affairs. Topics include: financial planning, budgeting and income taxes; managing savings plans, credit cards and debt problems; renting vs. buying; health, disability and life insurance; investing in stocks, bonds and mutual funds; and retirement planning, wills and estate planning. Lecture [3.00].

BNF 103 - Sports Finance (3)

This course provides students with a foundation of financial practices associated with the sports industry. Analysis of financial statements, risk, time value of money, financial ratios, budgeting, debt and equity financing, facility financing, park and recreation agencies, feasibility studies, and other relevant financial matters associated with college athletics and professional sports. Lecture [3.00].

BNF 201 - Principles of Finance (3)

This course provides the beginning student with awareness and a basic conceptual understanding of financial theory and practice. Topics considered include financial analysis and control, working capital management, capital budgeting, long term financing, financial leverage, and financial ratios. Lecture [3.00].

Prerequisite(s): ACC-110, BUS-101.

BNF 202 - Asset Management (3)

This course provides an overview of the asset management industry, the products and services it provides, and how assets management professionals can help potential and existing customers. Principal topics covered are: types of assets, investment vehicles, agencies, wills and the probate process, customer relationships, guardianships and Powers of Attorney, personal trusts andselling, hedge funds, marketing and competition. Lecture [3.00].

Prerequisite(s): BNF-101 or BUS-101.

BNF 203 - Cash Management (3)

This course introduces the student to the importance of cash management in business and the basic concepts of cash, credit and collection. Topics include cash management tools, the payments system, international cash management, general uses of credit, use of financial statements and financial ratios to make credit-related decisions, and policies and procedures for handling collections. Other topics, such as technology, customer relationship, banking relationship, and finance companies, may be included. Lecture [3.00].

Prerequisite(s): ACC-110, BUS-101.

BNF 207 - Principles of Investment and Portfolio Management (3)

This course examines investment instruments, the investment process and markets and investment strategies. Students will explore the characteristics of stocks, bonds, options, futures, and other investment vehicles. Portfolio theory will be studied. Lecture [3.00].

Prerequisite(s): ACC-110, BUS-101.

BNF 208 - International Finance (3)

This course provides students with an understanding of international financial transactions. Topics covered included balance of payment problems with their attendant trade barriers and restrictions, methods of payment and their inherent risks, and strategies to optimize export financing and foreign capital investment yields. Lecture [3.00].

Prerequisite(s): [BUS-201 or BUS-262], ACC-110.

BNF 292 - Co-Op Work Experience [Banking and Finance] (2)

This course is a recommended elective for all students who are pursuing an Associate in Applied Science degree in the Banking, Credit and Finance curriculum. It is

designed to provide practical banking and/or credit management experience in a college-approved work environment. All job situations are monitored by the college for their conformity to established guidelines for suchcourses. Job placement assistance is available through the Co-Op Office. 1 lecture, 2 credits plus 120 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): BNF-101.

BNF 293 - Co-Op Work Experience [Banking and Finance] (3)

This course provides the student with practical, supervised experience in various areas of finance and banking. Through on-the-job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in these fields. Students are supervised by a faculty member and job placement assistance is available through the Co-Op Office. 1 lecture, 3 credits plus 225 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): BNF-101, BNF-102, BNF-203.

BUS - BUSINESS ADMINISTRATION

BUS 101 - Introduction to Business (3)

This course is a study of the activities that make up the field of business. Some of the topics covered are the ownership, organization, and management of business; finance; marketing; unions; and government regulations. Lecture [3.00].

BUS 102 - Retailing (3)

This course provides the student with the fundamental principles of retailing and their application in small, medium-sized, and large stores. Topics include store location, layout, and organization; consumer behavior and customer relationships; employee training and motivation; sales forecasting, and inventory management; information flow; merchandising; and strategies to gain acompetitive edge in the local and global marketplace. Lecture [3.00].

BUS 103 - Business Mathematics (3)

This course provides a background in the principles and problems related to banking, interest, depreciation, and the pricing of merchandise. Attention is also given to

commercial paper, consumer credit, and various taxes. Lecture [3.00].

Prerequisite(s): MAT-011.

BUS 104 - Customer Service (3)

Customer Service emphasizes the relevance of customer service in all types of businesses. Topics include: importance of customer service, external and internal customers, cost of poor customer service, challenges of customer service, ethics in customer service, problem solving, empowerment, effective communication, dealing with difficult customers, motivation and leadership, customer retention and measurements of customer satisfaction. Lecture [3.00].

BUS 105 - Business Communications (3)

This course covers the communications skills of writing, speaking and listening, with particular application to the field of business. Emphasis is placed on effective techniques to be used in interviews and meetings. Students learn how to prepare business letters, memos, and reports. Oral presentations are included. Lecture [3.00].

BUS 106 - Effective Selling (3)

Effective Selling presents current theories and practices for salespersons of consumer and industrial goods and services. Topics include: evaluation of customer needs, importance of product data, buying motives, the development of sales presentations, personal qualifications of the salesperson and career opportunities. Lecture [3.00].

BUS 107 - e-Tailing (3)

This course covers the key critical success factors and business concepts serving as the foundation of the fastest growing segment of the overall total retailing area. The course covers the unique approaches of B2B, B2C, and C2B organizations. Web hosting alternatives, search engine optimization, legal/ethical considerations, and supply chain factors are emphasized for their importance. Lecture [3.00].

BUS 110 - Transportation Logistics and Supply Chain Management (3)

This course covers the basic concepts and processes in distributing goods and services within a supply chain environment. The course covers trends in globalization, technology, and supply/demand planning. Specific topics include demand forecasting, collaborative planning procurement, inventory fundamentals, transportation alternatives, warehousing logistics, materials handling,and packaging. The course also addresses strategic and operational aspects of transport management, information systems architecture, e-Commerce, and third party logistics. Lecture [3.00].

BUS 111 - Introduction to Healthcare Administration (3)

This course is designed to introduce the student to health care delivery systems around the world and to apply management principles to the medical industry. Topics covered in this course are health care delivery systems, finance, management models, collective bargaining, budgets, marketing strategies, and leadership. Lecture [3.00].

Cross-Listed as: HSC-101.

BUS 115 - Introduction to Nonprofit Organizations (3)

This course examines the principles, techniques, and administration of the not-for-profit sector. Topics include the history, missions, and distinctions of nonprofits, as well as their governance, funding and development, financial framework, accountability, management, marketing, as well as their relationships with government and profit sectors. Lecture [3.00].

BUS 116 - Funding and Grant Management (3)

This course examines the requirements to launch and conduct a viable fundraising program for a nonprofit organization. Emphasis is placed on matching organizational needs and programs to available funding resources. Topics include the search for funding, writing effective funding proposals and solicitation letters, the nature and requirements of grant writing for nonprofits, andgrant management. Lecture [3.00].

BUS 117 - Fundraising for Nonprofit Organizations (3)

This course is a study that examines the principles, techniques, and art of fundraising within the not-for-profit sector. Topics include the funding and development, technology choices, legal and ethical issues of nonprofits, financial framework, accountability, and relationships with donors. Lecture [3.00].

BUS 118 - Principles of Publishing Operations (3)

This course provides the student with the fundamental principles of the publishing industry. Topics include the industry's organizational structure and subdivisions, operations management, the economics of publishing, technological impacts on publishing, global publishing using electronic resources, legal considerations and standardization, producers, suppliers, and transportation logistics. Lecture [3.00].

BUS 120 - Social Networking for Business (3)

This course is designed to provide the student with both the theory and application of social networking as it relates to the field of business. Topics include the social media as a marketing tool, using social networking for customer tracking and data analysis, establishing media entries and presence for effective advertising, gauging customer satisfaction by surveys, pages andBLOGs, establishing and maintaining customer loyalty, and building an electronic newsletter. Lecture [2.00], Laboratory [2.00].

BUS 129 - Event Planning and Management I (3)

This course will provide the information and tools needed to meet the needs and expectations of meeting and event participants in an ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions. Lecture [3.00].

Cross-Listed as: HRM-129.

BUS 150 - Sport and Team Branding (3)

This course examines brand management as it applies to sports and sport merchandising. Study includes the impact, desire, and profitability of branding; developing and executing a successful brand strategy; building, measuring, and managing brand equity; as well as leveraging the marketing mix to build a high-demand brand platform with a strong customer focus by integrating merchandise items with creative sponsorships. Lecture [3.00].

BUS 170 - Small Business Management (3)

This course introduces the student to the basic knowledge and skills necessary for managing or owning a small business. Topics include getting started, planning and managerial skills, inventory, finance, risk management, marketing, taxation, and community responsibility. Students will analyze a variety of cases. Lecture [3.00].

BUS 201 - Marketing Principles (3)

This course introduces the student to the principles, functions, and tools of modern marketing practices. The interrelationship among product, price, promotion, and distribution decisions on the success of an organization is emphasized. The impact of the economic, competitive, socio-cultural, technological, and legal-regulatory forces in the marketing environment are explored. The similarities and differences in the marketing of goods, services, and ideas are considered. Lecture [3.00].

Prerequisite(s): BUS-101 or BUS-115.

BUS 202 - International Marketing (3)

This course introduces the student to the global marketing environment and to the diverse factors which shape it. Topics of discussion include product, pricing, promotion, and distribution decisions as they relate to the international marketplace for goods and services. Lecture [3.00].

Prerequisite(s): BUS-101.

BUS 203 - Sports Marketing (3)

This course applies a marketing focus on the sports industry. Study includes target marketing and segmentation, sponsorship, promotions, events, and the creation of an optimum marketing mix for sport products. This course also examines the pricing dynamics of sport, sports franchising and managing controversial issues, for example, those surrounding celebrities. Lecture [3.00].

Prerequisite(s): BUS-101.

BUS 205 - Entrepreneurship (3)

This course is an overview of the concepts and principles of business development and management. The use of case study analysis facilitates practical understanding and appreciation of business concepts. In addition, students gain further practical knowledge through the use of the Internet. The course provides a comprehensive perspective of ownership and management of a small business or new venture. Lecture [3.00].

Prerequisite(s): BUS-101.

BUS 207 - Principles of Business Management (3)

This course introduces the student to the management process through which an organization utilizes human, financial, physical, information and entrepreneurial resources effectively and efficiently to accomplish the organization's objectives. The managerial functions of planning, organizing, staffing, communicating, leading, and controlling are explored within the context of a rapidly changing and increasingly diverse global society. The ethical implications of management decisions are emphasized. Lecture [3.00].

Prerequisite(s): BUS-101 or BUS-115.

BUS 208 - Human Resources Management (3)

This course examines procedures to be followed in supervising workers under applicable legal and contractual agreements. Techniques of hiring, training, evaluation, promotion, remedial action, and dismissal are examined. Special attention is devoted to relations with unions. Case studies are emphasized, and student participation is encouraged through role playing, visual aids, and personal projects. Lecture [3.00].

Prerequisite(s): BUS-101 or BUS-115.

BUS 210 - e-Marketing (3)

This course explores the use of the Internet, World Wide Web, and online social networking on the marketing of goods, services, and ideas. Topics include identification of web-based marketing goals; selection of the appropriate Web-based marketing strategy; conducting primary and secondary marketing research; Web-design criteria; Web-based advertising techniques; and revenue streams. Students will develop and integrated Internet marketing plan, including development of a Web presence, for an organization. Lecture [3.00].

Prerequisite(s): BUS-101 or BUS-115 or BUS-170 or BUS-201.

BUS 211 - Internet Law (3)

This course introduces the student to the complexities of the legal environment in the information age with a special focus on E-commerce. Topics covered include: basic contract law; current and future contract law for E-commerce; contracting and licensing software; torts and cybertorts; privacy and government regulations; intellectual property laws including patents, trade secrets, copyrights and trademarks; and Internet agreements.

Students will review and analyze actual cases. Lecture [3.00].

Prerequisite(s): [BUS-101 or BUS-170] and INF-163.

BUS 229 - Event Planning and Management II (3)

This course will provide the information and tools needed to meet the needs and expectations of participants of meeting and event participants in an ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions. Lecture [3.00].

Prerequisite(s): BUS-129 or HRM-129. Cross-Listed as: HRM-229.

BUS 233 - Business Law I (3)

This course is a survey of the law as it applies to business. It covers the law of contracts, torts, crimes, and commercial paper and analyzes the New Jersey Court System. Lecture [3.00].

Prerequisite(s): BUS-101.

BUS 234 - Business Law II (3)

This course continues the survey of business law and covers sales, consumers? rights, bailments, insurance, partnerships, and corporations. Lecture [3.00].

Prerequisite(s): BUS-233.

BUS 250 - Advertising (3)

This course is designed to give the student a broad view of advertising principles and their relationship to marketing. The student will select and use different media, conduct market research, write copy, and prepare advertising layouts. An advertising campaign will be completed as a term project. Lecture [3.00].

Prerequisite(s): BUS-201.

BUS 251 - Sports Merchandising and Promotion (3)

This course examines merchandising management as it relates to the sports industry. Study includes theories of successful sport merchandising; examination of the planning, implementation and control of sport sales and promotion; use of technology, such as holograms, to protect brand validity; licensing; outlet venues for merchandise; organizing a sports promotion and sales campaign; as well as e-commerce merchandising as a strategic resource of a sports team website. Lecture [3.00].

Prerequisite(s): BUS-101 or BUS-150 or WEX-127 or PSY-111 or BUS-203.

BUS 262 - Fundamentals of International Business (3)

This course is designed to familiarize the student with the institutional and practical aspects of international business. Principal topics presented include global business environments, strategies for international management, marketing, finance, and relevant legal and political considerations. Lecture [3.00].

Prerequisite(s): BUS-101.

BUS 263 - International Trade Documents and Transportation (3)

This course provides the student with an understanding of the terminology and mechanics of the movement of goods from one country to another. Among the topics covered are selling terms and conditions, in land documentation to port of exit, foreign documentation, and ocean and air transportation strategies. Lecture [3.00].

Prerequisite(s): BUS-101.

BUS 271 - e-Commerce (3)

This course explores how small and large businesses use the Internet to increase or create their market presence. Students will design and develop a prototype of an electronic enterprise suitable for the Web. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): BUS-101.

BUS 283 - Co-Op Work Experience [Food Marketing] (3)

This course enables the student to learn and practice food marketing skills under professional guidance in a college approved work environment. The student's work is supervised by a trained faculty member. Students must work a minimum number of hours for the semester and attend the weekly seminar. Plus 180 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [11.00].

Corequisite(s): BUS-268.

BUS 284 - Co-Op Work Experience [Food Marketing] (4)

This course enables the student to learn and practice food marketing skills under professional guidance in a college approved work environment. The student's work is supervised by a trained faculty member. Students must work a minimum number of hours for the semester and attend the weekly seminar. 1 lecture, 4 credits plus 240 minimum hours work experience distributed over thesemester. Lecture [1.00], Cooperative [15.00].

Corequisite(s): BUS-268.

BUS 293 - Co-Op Work Experience [Business Administration] (3)

This course provides the student with practical, supervised experience in various areas of business management, marketing, or international business. Through on the job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in these fields. Students are supervised by a faculty member and job placement assistance is available through the Co-Op Office. 1 lecture, 3 credits plus 225 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [14.00].

Prerequisite(s): BUS-201 or BUS-202 or BUS-207 or BUS-208.

CHM - CHEMISTRY

CHM 100 - Introduction to Chemistry (4)

This course is designed to give non-science majors awareness and an understanding of the fundamental concepts of modern chemistry. Topics covered include measurement, atomic theory, chemical bonding, the periodic table, chemical reactions, and stoichiometry. The course includes a writing and communications requirement that relates the topics covered to a broad historical, social, and cultural context. >General Education Course. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): MAT-011.

CHM 102 - Chemistry in Context (4)

This course is a student-centered approach for non-science majors to learn fundamental chemistry and its linkage to consumer issues, public policy, business and international affairs. Core topics taught include chemistry terminology, formulas, reactions, scientific measurements, shapes of molecules, chemical toxicity, green chemistry, consumer chemistry and energy sources. Laboratory activities emphasize fundamental concepts and measurements. Use of scientific and governmental Web sites, papers, poster presentations and discussion groups draw on students' major fields of study. >General Education Course. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): MAT-011.

CHM 110 - Basic Biochemistry (4)

This course is a course for Dental Hygiene students. Principles of atomic theory, chemical bonding, and chemical reactions are studied with an emphasis on acids and bases. The structure and function of the major groups of organic compounds are studied in order to provide a basis for understanding the nature and role of the major classes of biochemical compounds such as carbohydrates and proteins. The study of enzymes is also presented. This course does not substitute for CHM-112. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): MAT-011.

CHM 112 - College Chemistry (4)

This course is a survey of the fundamentals of inorganic chemistry, organic chemistry, and biochemistry. Topics taught in organic chemistry include atomic theory, chemical bonding, chemical reactions, nomenclature, gas laws, and acid-base buffers. The structure and function of the major classes of organic compounds are studied. Topics in biochemistry covered include proteins, carbohydrates, lipids, nucleic acids, and enzymes. The course includes a writing and communications requirement that relates the topics covered to a broad historical, social, and cultural context. >General Education Course. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): MAT-011; minimum grade C.

CHM 140 - General Chemistry I (3)

This course is a study of the fundamental laws and theories of chemistry. Topics covered include units of measurement, dimensional analysis, stoichiometry, aqueous reactions, thermochemistry, electronic structure of the atom, periodicity, chemical bonding, molecular geometry and properties of gases. >General Education Course. lecture [3.00].

Prerequisite(s): CHM-100. Corequisite(s): CHM-141.

CHM 141 - General Chemistry - Lab (1)

This course is designed to familiarize the student with chemical laboratory techniques through problem solving experiments. It complements material covered in CHM-140. Written lab reports are required. >General Education Course. Laboratory [3.00].

Corequisite(s): CHM-140.

CHM 212 - Organic and Biochemistry [Spring Only] (4)

This course is designed to give students an understanding of the principles of Organic Chemistry and of Biochemistry. The study of Organic Chemistry will emphasize a functional group approach. Topics studied will include hydrocarbons, alcohols, carbonyl compounds, and amines. Topics taught in Biochemistry will include carbohydrates, proteins, lipids, nucleic acids, bioenergetics, enzymes, and biosynthetic pathways. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): [CHM-140 or CHM-112], MAT-011.

CHM 240 - General Chemistry II (3)

This is the second course of a two-semester sequence of general chemistry. Topics covered include intermolecular forces, properties of solutions, chemical kinetics, equilibrium, thermodynamics, acids and bases, and electrochemistry. >General Education Course. Lecture [3.00]. 1

Prerequisite(s): CHM-140; MAT-160; minimum grade C. Corequisite(s): CHM-241.

CHM 241 - General Chemistry II - Lab (1)

This course is a continuation of CHM-141, with greater emphasis on more sophisticated experiments and equipment. It complements the material covered in CHM-240. Written lab reports are required. >General Education Course. Laboratory [3.00].

Prerequisite(s): CHM-140, CHM-141; minimum grade C. Corequisite(s): CHM-240.

CHM 260 - Organic Chemistry I (4)

This course is a study of the fundamental classes of organic compounds, with emphasis on the relationship of structure and reactivity. Electronic theory, energy relationships, stereochemistry, and reaction mechanisms are used to explain reactivity. Molecular modeling is emphasized, particularly with respect to electrostatic potential maps. Practical applications, including syntheses, are studied and carried out in the laboratory. Instrumentation such as UV, IR, NMR, HPLC, and GC/MS are routinely used as qualitative and quantitative tools. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): CHM-240, CHM-241.

CHM 262 - Organic Chemistry II (4)

This course is a continuation of CHM-260 and includes the study of aromatic and organometallic compounds, spectroscopy, and the chemistry of carbonyl compounds. Topics presented include the theoretical basis for molecular reactivity, molecular modeling, determination of structure with emphasis on spectroscopic methods, mechanisms of chemical reactions, and synthesis of organic compounds. The microscale laboratory emphasizes preparation, purification, and identification of organic compounds. Analysis by IR, GC, GC/MS, NMR, and UV/VIS are integral to experiments. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): CHM-260.

CIN - CINEMA

CIN 140 - Introduction to Cinema (3)

This course is a study of film as an art form. The course is designed to awaken a more sensitive and critical response to the cinema through an understanding of its form, content, development, and criticism. Films are screened to demonstrate these elements. >General Education Course. Lecture [2.00], Laboratory [2.00].

Cross-Listed as: THR-140.

CIN 150 - Special Topics in Cinema I (3)

This course permits specialized topics in cinema to be studied as a part of more general courses. Students may repeat this course for separate credit. Topics may include, but are not limited to, Women in Cinema, History of Animation, and World Cinema. Lecture [3.00].

CIN 160 - Women in Cinema (3)

This course is a study of how the images, stories, and formal constructions in film can frame female identities. The course is not only about the representation of women in film history, it is also a study of cinema by women [such as Maya Deren, Su Friedrich, and Chantal Akerman.] Specific topics addressed over the span of the semester may include the history of the "weepies; "the biographies of certain actors and filmmakers; feminist film theory; the formal aspects of film; the depiction of women across film genres; and the role of filmmaking in the American and international feminist movements. >Diversity Course. Lecture [2.00], Laboratory [2.00].

CIN 170 - American Cinema (3)

This course is a study of the language, history, and cultural impact of the American Film Industry. It explores the technology and aesthetics of Hollywood and non-Hollywood films. It also deals with how these films reflect the changing images Americans have had of themselves. Through in-class screenings, students will gain an understanding of each film's form, content, development, and criticism. Some specific areas covered include film production and language, the Studio System, and film genres. Lecture [2.00], Laboratory [2.00].

CIN 240 - The Classic Cinema (3)

This course is an in-depth study of the style, philosophy, and significance of selected directors and films. Lecture [3.00].

Prerequisite(s): CIN-140 or THR-140.

CIN 250 - Special Topics in Cinema II (3)

This course permits specialized topics in cinema to be studied as a part of more general courses. These courses require that students have had some experience using basic cinema terminology [e.g., shot structure, camera movement] through a 100 Level Cinema course. Students may repeat this course for separate credit. Topics may include, but are not limited to, Major Filmmakers,Documentary Cinema, Avant-Garde Cinema, Classic Cinema and Film Noir. Lecture [3.00].

Prerequisite(s): CIN-140 or THR-140 or CIN-150 or ART-105.

CIS - COMPUTER SCIENCE

CIS 158 - Introduction to Computer Science (3)

This course is intended for students who are interested in an algorithmic approach to problem solving using computers and their applications. Topics presented include terminology used in the computer field, introduction to computer systems and their applications. Students will work with various software packages on a microcomputer. >General Education Course. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MAT-040 or MAT-048 or equivalent by testing .

CIS 163 - Computer Programming QBasic (3)

This course is an introduction to programming techniques using the QBASIC language. Students learn how to develop programs for various applications, and they obtain extensive hands-on experience in the operation and use of a microcomputer. The course is intended for students in the liberal arts and sciences. Students with prior programming experience should take CIS-266 ComputerProgramming: Visual BASIC. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MAT-040 or MAT-048 or MAT-160.

CIS 165 - Fundamentals of Programming (3)

This course is an introduction to computer systems and structured programming techniques. Topics considered include an introduction to the components of a computer system; problem solving and algorithm design; standard data types and declarations; input and output techniques; operators; library functions; fundamental control statements; arrays and strings; data sorting; and files. Applications are selected from various fields of study. >General Education Course. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MAT-048 or MAT-160 or equivalent by testing.

CIS 265 - Advanced Programming Concepts (3)

This course is a continuation of CIS-165 C++ Programming I. Topics considered include functions; structured programming principles; pointer arithmetic; multidimensional arrays; fundamental sorting and searching algorithms; structures; unions; sequential and random access file processing algorithms; and the run-time behavior of programs. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): CIS-165.

CIS 266 - Computer Programming: Visual Basic (3)

This course is an introduction to a programming tool for developing user-friendly Windows applications in the QBASIC programming language. It is intended for the student who has already learned the fundamental programming structures of a computer language. After a review of the fundamentals of QBASIC, Visual BASIC tools will be studied and incorporated into applications using modular programming techniques, arrays, sorting and searching techniques, and sequential and random access files. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): CIS-163 or CIS-165.

CIS 270 - Programming for Science Applications (3)

This course is a computer programming language course with emphasis on mathematical, scientific, and engineering applications using structured programming principles. Topics covered include data types, specifications, fixed and floating point arithmetic, input and output techniques, multidimensional arrays, external functions and subroutines. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MAT-180.

CIS 271 - Computer Organization and Assembly Language (3)

This course is a study of the interactions between hardware and software necessary for understanding the organization and application of computer systems. Topics

to be considered include data representation, Boolean algebra and computer logic, the central processing unit and program execution, main memory, classes of machine language instructions, addressing formats, addressingmodes, and the fundamentals of assembly language programming. Lecture [3.00].

Prerequisite(s): CIS-165.

CIS 277 - Data Structures and Algorithms (3)

This course is a study of the representation and implementation of abstract data types and related algorithms that are used in computer science. Topics considered include lists, strings, stacks, queues, trees, graphs, networks, file structures, recursive functions, sorting techniques, searching techniques, hashing, and analysis of algorithms. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): CIS-265; minimum grade C.

CIS 278 - Database Systems (3)

This course is an introduction to the design and implementation of database systems. Topics considered include database architecture, physical data organization, the Entity-Relationship model, the hierarchical, network, and relational models of data, normalization theory, data definition languages and query facilities, data integrity and security, and programming language interfaces. Students use a DBMS to develop an actual database. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): CIS-265 or CIS-266.

CIS 287 - Object-Oriented Programming (3)

This course is an introduction to the object-oriented approach to program development. Topics considered include classes and their implementation, static members, friend functions, composite classes, functions and operator overloading, inheritance, polymorphism and an introduction to object-oriented analysis and design. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): CIS-265.

CIS 288 - Discrete Math [Computer Science] (4)

This course is a study of the mathematical theory and techniques that underlie computer science. Topics considered include set theory, induction, counting techniques, relations and functions, recurrence relations, trees, graphs, Boolean algebra and circuits, grammars and an introduction to automata theory. Applications of these topics in computer science are included in the course. Lecture [4.00].

Corequisite(s): CIS-265.

CIS 289 - Systems Analysis and Design [Computer Science] (3)

This course is an introduction to the terminology, concepts, and tools for these two phases of the system development life cycle. Topics considered include preliminary investigation, information requirements analysis, project management, data specification, data flow diagrams, logical data modeling, process specification, structure charts, design techniques, design criteria, andpackaging. Lecture [3.00].

Corequisite(s): CIS-277.

COM - COMMUNICATION

COM 100 - Speech Communication (3)

This course guides students through the methods of organizing, delivering, and evaluating the spoken word in various speech situations. Intrapersonal and interpersonal communication in conjunction with public address is studied. >General Education Course. Lecture [3.00].

COM 101 - Mass Media Communication (3)

This course is a study of the print and broadcast media. The roles of media in society, a history of media, and the legal control of media are explored. Lecture [3.00].

COM 102 - Public Speaking (3)

This is a course in effective speaking in academic, workplace, and public environments which stresses organization, effective delivery, and critical listening skills. A strong emphasis is placed on student performance to help the student gain speaking practice and develop self-confidence in a variety of speaking situations. >General Education Course.   Lecture [3.00].

COM 103 - Introduction Radio and Television Broadcasting (3)

This course is a study of American broadcasting and its historical antecedents. This course is designed to survey the technical, economic, regulatory, aesthetic, and philosophical bases of broadcasting. Current production techniques utilized in radio and television is examined. Lecture [3.00].

COM 105 - Radio Production (3)

This hands-on course is designed to give the student experience in writing, directing and producing a variety of radio formats. Radio commercials, dramas, musical programs, and actualities are considered in this course. Lecture [2.00], Laboratory [2.00].

COM 106 - TV Production I (3)

This is a practical, hands-on course that is designed to give the student experience in writing, directing, and producing a variety of television programs. Students apply theories, principles and skills of TV and videotape techniques through camera usage, control room operations, and videotape editing. Lecture [2.00], Laboratory [2.00].

COM 110 - Print Journalism Production (3)

This is a hands-on course in which students write for, edit, and produce "The Torch," the student newspaper of Bergen Community College. This course covers such topics as reporting, news story editing, ethical and legal issues for student newspapers, news photography and photo editing, formatting, layout, and design. Lecture [2.00], Laboratory [2.00].

COM 111 - Video Post-Production (3)

This is a hands-on course designed to train students in advanced post-production techniques utilizing non-linear computer based editing. Audio sweetening, computer graphics, and animation will be discussed. Lecture [3.00].

COM 114 - Intercultural Communication (3)

This course provides the student with practical information regarding the problems present in communicating with people of other cultures. It also explores cross-cultural differences in the communication process in order to learn how to communicate effectively with one another across cultural boundaries. >Diversity Course. Lecture [3.00].

COM 116 - Interpersonal Communication (3)

This course is a study of the way people communicate in the process of developing and maintaining relationships. Class activities include the analysis of communication in dyadic and small group situations. The following topics are examined with respect to their effects on interpersonal communication: self-awareness, shyness and assertiveness, listening, attraction, conflict, loneliness, and love. Lecture [3.00].

COM 119 - Business and Professional Speaking (3)

This course teaches theories and practices of effective communication in the context of business settings: interpersonal, interviews, group and public speaking. Lecture [3.00].

COM 122 - Argumentation and Debate (3)

This is a course in the methods of effective argumentation, persuasion, and educational debate, with emphasis on rational decision-making. This course is designed for students who want preparation for participation in a democratic society. Lecture [3.00].

COM 140 - Introduction to Multimedia (3)

This course is a course that introduces the student to the various applications of computer-based Multimedia in industry, government, education, and entertainment. Hardware systems, videodisc design, flow charts, software tools, scripts, and production will be covered. Students will work in groups to design and prepare a multimedia presentation. Lecture [2.00], Laboratory [2.00].

Cross-Listed as: INF-140.

COM 160 - Sound for Visual Media (3)

Sound for Visual Media ia a hands-on course exploring the ways dialogue, sound effects and music intertwine with various forms of visual media including film, video, and multimedia content. Topics include diegetic vs. non-diegetic sound, Foley, location sound, automated dialogue replacement, voiceover recording, recording techniques, mixing, and signal processing. Students will study how sound has been used historically in visual media, as well as create their own soundscapes. Lecture [2.00], Laboratory [2.00]

Cross-Listed as: ART-160, MUS-160.

COM 201 - Introduction to Journalism (3)

This course is a study of the fundamentals of reporting with emphasis on the modern news story. Elements of news style, structure of news stories, news sources,

ethics, and the mechanics of newspaper production are considered. Lecture [3.00].

Prerequisite(s): WRT-101; minimum grade C.

COM 205 - Advanced Radio Production (3)

This is a hands-on course designed to produce broadcast quality programs. Directing, writing, technical, editing and voice utilization skills will be emphasized. Lecture [3.00].

Prerequisite(s): COM-105.

COM 206 - Writing for the Mass Media (3)

This course provides a survey of provides a survey of media formats and writing techniques for print and broadcast. Students are introduced to the forms and methods used to prepare information for the various mass media including magazines, newspapers, radio, television and the Web. Public relations writing and preparing advertising copy are also covered. Lecture [3.00].

Prerequisite(s): WRT-101. Corequisite(s): COM-101.

COM 207 - TV Production II (3)

This is a course that provides the student with an opportunity to refine existing skills through the production of a regularly scheduled public affairs program. A functional awareness of all factors involved in the production of a series on a regular basis is developed. Lecture [3.00].

Prerequisite(s): COM-106.

COM 208 - Directing for Television (3)

This course is an introduction to television directing and to the pre-production steps necessary to the creation of a television program. The theoretical development of formats, lighting, set determinations, and crew selection are considered. Students are required to direct a variety of television program formats. Lecture [3.00].

Prerequisite(s): COM-106.

COM 210 - Public Relations (3)

This course is a study of the basic principles and practices of promotion including history, development, ethics, and media selection. Emphasis will be placed on preparing news releases, advisement for coverage, and press kits for target audiences. Lecture [3.00].

Prerequisite(s): WRT-101.

COM 212 - Copy Editing (3)

This course provides hands-on training in all phases of editing and preparing news copy for publication in various

print and online media, and the writing of headlines and photo captions and cutlines. It covers local news, wire copy, assembling and shaping the various elements of news stories, the requirements of news style and safeguards against errors. Lecture: [3.00].

Prerequisite(s): WRT-101; minimum grade C.

COM 281 - Co-Op Work Experience [Journalism] (1)

This course gives students work experience in a newspaper office and provides the opportunity to acquire and apply skills in news writing, photojournalism, layout and/or newspaper production. Work sites must be approved by the faculty coordinator. Co-Op job placement assistance is available through the Co-Op Office. 60 minimum hours work experience distributed over the semester.Lecture [1.00], Cooperative [3.00].

Prerequisite(s): COM-201.

COM 282 - Co-Op Work Experience [Journalism] (2)

This course gives students work experience in a newspaper office and provides the opportunity to acquire and apply skills in news writing, photojournalism, layout and/or newspaper production. Work sites must be approved by the faculty coordinator. Co-Op job placement assistance is available through the Co-Op Office. 120 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [7.00].

Prerequisite(s): COM-201.

COM 283 - Co-Op Work Experience [Journalism] (3)

This course gives students work experience in a newspaper office and provides the opportunity to acquire and apply skills in news writing, photojournalism, layout and/or newspaper production. Work sites must be approved by the faculty coordinator. Co-Op job placement assistance is available through the Co-Op Office.180 minimum hours work experience distributed over the semester.Lecture [3.00].

Prerequisite(s): COM-201.

COM 291 - Co-Op Work Experience [Media] (1)

This is a field work course in media production, planning, or programming on an individual basis. The student must attend weekly seminars and/or prepare reports or other projects as required by the departmental staff. Credit is based on work with an approved broadcast or non-broadcast organization, including television and radio stations, networks, production houses, and cableTV operations. Available for 1 to 4 credits. Job placement assistance is available through the Co-Op Office. 60

minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [3.00].

Prerequisite(s): COM-105 or COM-106.

COM 292 - Co-Op Work Experience [Media] (2)

This course is a field work course in media production, planning, or programming on an individual basis. The student must attend weekly seminars and/or prepare reports or other projects as required by the departmental staff. Credit is based on work with an approved broadcast or non-broadcast organization, including television and radio stations, networks, production houses, andcable TV operations. Available for 1 to 4 credits. Job placement assistance is available through the Co-Op Office.120 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): COM-105 or COM-106.

COM 293 - Co-Op Work Experience [Media] (3)

This is a field work course in media production, planning, or programming on an individual basis. The student must attend weekly seminars and/or prepare reports or other projects as required by the departmental staff. Credit is based on work with an approved broadcast or non-broadcast organization, including television and radio stations, networks, production houses, and cableTV operations. Available for 1 to 4 credits. Job placement assistance is available through the Co-Op Office. 180 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): COM-105 or COM-106.

COM 294 - Co-Op Work Experience [Media] (4)

This is a field work course in media production, planning, or programming on an individual basis. The student must attend weekly seminars and/or prepare reports or other projects as required by the departmental staff. Credit is based on work with an approved broadcast or non-broadcast organization, including television and radio stations, networks, production houses, and cableTV operations. Available for 1 to 4 credits. Job placement assistance is available through the Co-Op Office. 240 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [16.00].

Prerequisite(s): COM-105 or COM-106.

CRJ - CRIMINAL JUSTICE

CRJ 101 - Introduction to Criminal Justice (3)

This course analyzes the history, development, and function of the police in a free society. A primary concern in the course is the relationship between the various components of the criminal justice system and the effectiveness of the system as a mechanism for social control. Lecture [3.00].

CRJ 102 - Introduction to Corrections (3)

This course is an overview of the history and philosophical foundations of the American correctional system. This course examines the organization and operation of the correctional system and correctional treatment programs ranging from pre-trial diversion to post-incarceration procedures. The course analyzes current issues and problems in corrections such as social control within prisons, legal rights of prisoners, and alternatives to imprisonment. Lecture [3.00].

CRJ 103 - Criminal Law (3)

This course is a study of the philosophy and development of the law and development of law of criminal procedure and its constitutional provisions. Topics included in the course are principles of criminal law and the adversary system, police authority, relative to the laws of arrest, search and seizure, and a review of relevant U.S. Supreme Court decisions. CRJ-101 Introductionto Criminal Justice is highly recommended before taking this course. Lecture [3.00].

CRJ 105 - Police Administration (3)

This course provides a review, analysis, and synthesis of the proactive, traditional scientific and human relations approaches to police management. The basics of administering a police organization such as recruitment and selection of personnel, training, fiscal and planning operations, and auxiliary and staff functions are reviewed. Changes relative to socioeconomic, political, and technological realities are explored. CRJ-101 Introduction to Criminal Justice is highly recommended before taking this course. Lecture [3.00].

CRJ 107 - Criminology (3)

This course the criminal justice system with an emphasis on the structure and operation of its components and on the modes of societal responses to crime and criminals. It reviews the development, philosophy, and concepts of criminal law and analyzes the leading theoretical perspectives on criminal behavior and criminal typologies. SOC-101 Sociology is highly recommended beforetaking this course. Lecture [3.00].

CRJ 108 - Topics in Criminal Justice (3)

This course is an introductory study of major topics in policing, corrections, and the courts, including but not limited to such topics as judicial misconduct, law enforcement stress management, terrorism, criminalistics, prison gangs, sex offenders, domestic violence, and suicide by police. Lecture [3.00].

CRJ 109 - Issues in Policing (3)

This course explores the history and scope of the relationship between the police and the community. Community relationships are examined from psychological and sociological perspectives. The course analyzes police issues such as media relations; citizen grievances; civilian review boards; selection, training, and education of personnel; police professionalism; discretionary use of police authority; police unionism; crime prevention; and the role of women in police agencies. Lecture [3.00].

CRJ 110 - Basic Supervision [Criminal Justice] (3)

This course examines the first line supervisor as an integral part of the total management team and as one of the cornerstones upon which successful operations rest. The course analyzes the role of the supervisor as a problem solver and as a key link in the communication process. Topics explored in the course are the supervisor?s expanded responsibilities for planning, training,developing, and motivating employees; counseling, performance appraisal; decision making; and leadership. Lecture [3.00].

CRJ 111 - Criminal Investigation (3)

This course analyzes the essential elements of investigation as a science of inquiry with an emphasis on the legal significance of evidence. Methods of searching for, collecting, preserving, and evaluating physical evidence and the techniques for locating and interviewing witnesses are explored. Organizational investigative functions and the development of an understanding of the crime laboratory and its role in a criminal investigation are also discussed. Lecture [3.00].

CRJ 112 - Crime Prevention (3)

This course examines opportunity reduction strategy as a predictable and controllable variable in addressing the crime problem. The course emphasizes the role of police as community leaders and explores practical concepts and methods through which community involvement can deter crime. The limitations of the criminal justice system are analyzed and a variety of professional, occupational, and voluntary roles in crime prevention are explored. Lecture [3.00].

CRJ 113 - The Juvenile Justice Process (3)

This course examines the history, philosophy, and structure of the juvenile justice system with emphasis on changes fostered by US Supreme Court decisions. The course includes an analysis of the nature and the scope of delinquency in terms of causal theories; issues affecting dependent, neglected, and abused children; juvenile crime prevention programs; and the strategic role ofthe police in developing community resources to serve as alternatives to formal court referral. Lecture [3.00].

CRJ 114 - Correctional Administration (3)

This course is an introduction to the organization and administration of correctional institutions. The course examines both theoretical and practical aspects of correctional administration and focuses on such issues as decision-making, ethical values, human relations, and authority. CRJ-102 Introduction to Corrections is highly recommended before taking this course. Lecture [3.00].

CRJ 115 - Correctional Law (3)

This course is an overview of the policies and practices that govern correctional institutions. The course examines current legal issues and many court cases that directly impact on prisons and prisoners. CRJ-102 Introduction to Corrections is highly recommended before taking this course. Lecture [3.00].

CRJ 120 - Practical Criminal Evidence (3)

This course focuses on a comprehensive, up-to-date overview of the study of the origin, development, philosophy, and constitutional basis of evidence, constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence, and rules governing admissibility, judicial decisions interpreting individual rights, and case studies. Lecture [3.00].

CRJ 125 - Introduction to Security (3)

This course is an examination of the historical, philosophical, and legal bases of security. The course analyzes the role of security in today's society, the concept of professionalism, and the relationship between security and law enforcement functions. Such security concerns as unlawful intrusion, retail theft, internal theft, and other crimes, which seriously threaten the business community, are also discussed. The scope and nature of fire prevention and safety are reviewed in a non-technical manner. Lecture [3.00].

CRJ 127 - Principles of Loss Prevention (3)

This course examines the application of the concepts and procedures that serve to prevent losses due to waste, accidents, error, crime, and unethical practices. The emerging professional status of the loss-control manager and his/her attendant responsibilities are discussed. home loss-control technology, electronic security systems, disaster planning, and fire protection and safety are also reviewed. Lecture [3.00].

CRJ 201 - Ethics in Criminal Justice (3)

This course is the examination of the ethical dimensions of criminal justice administration. Specific attention will be paid to the moral theories and the ethical development of criminal justice officials. Topics will include ethics in law enforcement, ethics in courts, ethics in corrections, the ethics of punishment, policy and management issues, professionalism and pride and ethics for the criminal justice practitioner.
Lecture [3.00].

Prerequisite(s): CRJ-101.

CRJ 283 - Co-Op Work Experience [Security] (3)

This course provides the student with practical, supervised experience in various areas of business and institutional security work. Through on-the-job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. 1 lecture, 3 credits plus 180 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): CRJ-125.

CRJ 291 - Co-Op Work Experience [Criminal Justice] (1)

This course provides the student with practical, supervised work experience in the various areas of criminal justice work: police agencies, prosecutors? offices, courts, sheriff's offices, and the correction field. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. 1 lecture, 1 credit plus 60 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [3.00].

Prerequisite(s): CRJ-101.

CRJ 292 - Co-Op Work Experience [Criminal Justice] (2)

This course provides the student with practical, supervised work experience in the various areas of criminal justice work: police agencies, prosecutors? offices, courts, sheriff's offices, and the correction field. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. 1 lecture, 2 credits plus 120 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): CRJ-101.

CRJ 293 - Co-Op Work Experience [Criminal Justice] (3)

This course provides the student with practical, supervised work experience in the various areas of criminal justice work: police agencies, prosecutors? offices, courts, sheriff sheriff's offices, and the correction field. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to

pursue a career in this field. Students are supervised bya faculty member, and job placement assistance is available through the Cooperative Education Office. 1 lecture, 3 credits plus 180 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): CRJ-101.

DAN - DANCE

DAN 102 - Ballet (1)

This course is a study of the language of ballet as an art form with emphasis on traditional, academic, and technical steps and vocabulary. Laboratory [3.00].

DAN 103 - Modern Dance (1)

This course is a study of the technical and choreographic skills of modern dance. Students are assisted in being individually creative through movement. Laboratory [2.00].

DAN 104 - Tap Dance (1)

This course is an introduction to elementary tap skills, terminology and rotation, and beginning combinations and simple routines. Purchase of tap shoes is required. Laboratory [2.00].

DAN 105 - Jazz Dance (1)

This course is a study of various styles, techniques, and vocabulary in the idiom of jazz dance. Laboratory [2.00].

DAN 108 - Dance Improvisation (1)

This course is a guided discovery of the freedom of movement in a medium for the expression and development of ideas. Through the emphasis of space, rhythm, and quality, pieces of choreography are designed. Laboratory [2.00].

DAN 109 - Yoga Dance (1)

This course integrates the principles of yoga with the fundamentals of dance. The course offers a stimulating workout that combines stretch and strengthening with the enjoyment of dancing. Students will develop awareness, experience the flow of energy, improve

alignment and core strength, and enhance creative expression. The course is open to students of all levels and aims to promote health and balance by improving the body as an instrument of communication. Laboratory [2.00].

DAN 110 - Ballroom Dance (1)

This course introduces students to the art and styles of social ballroom dancing and provides the necessary skills and understanding for an appreciation of the artistic, social qualities, and etiquette needed for each of the dances. Throughout the course, students will be introduced to the most popular dances in ballroom: waltz, American tango, swing, cha-cha, foxtrot, and rumba. Laboratory [2.00].

DAN 124 - Dance Appreciation (3)

This course is designed to inform the student about dance as a performing art form. Focus is on developing a critical framework for viewing various styles of dance performance. By attending performances, tracing the development of the particular form, studying the demands the art form makes upon its performers, and discussing critics' views and evaluating the experience, students are exposed to a broad representation of dance experiences. Lecture [3.00].

Cross-Listed as: THR-124.

DFT - DRAFTING AND DESIGN

DFT 107 - Drafting I (2)

This course is a study of drafting theory and development of drafting skills with an emphasis placed on terminology and procedures used in multi-view projection, sectional views, dimensioning, and pictorial drawing, and computer aided drafting, and architectural drawing. Lecture [1.00], Laboratory [3.00].

DFT 207 - Drafting II (3)

This course introduces the student to basic theory and design techniques used in a semester 'Reverse Engineering' project in which the student produces dimensioned CAD drawings [CAD], tolerance, assembly, perspectives and advanced isometrics. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): DFT-107.

DFT 208 - Engineering Graphics (3)

This course is designed to acquaint the student with various types of graphic solutions used in solving engineering and drafting problems. Particular attention is given to orthographic projection as it relates to solving graphical space problems. Methods of visualization relating to auxiliary views, lines and planes, and points are explored in detail to help prepare the studentfor advanced drafting and CAD. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): DFT-107.

DFT 209 - Civil Engineering Methods (3)

This course builds on the skills obtained in Drafting II and Engineering Graphics. This course will look at business applications of Computer Aided Drafting in the fields of Civil Engineering and Land Surveying. Preparation of site plans for land development, land surveying, and civil engineering documents used in construction will be explored. The course is designed to expose the student to the requirements and opportunities in Civil Engineering and Land Surveying. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): DFT-207, DFT-208.

DFT 210 - Computer Aided Drafting I (3)

This course introduces the use of computer-aided drafting [CAD] on a PC computer using AutoCAD software. Topics include drawing setup, line drawing, editing, layer creation, display features, and dimensioning. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): DFT-107. Corequisite(s): DFT-107.

DFT 211 - Computer Aided Drafting II (5)

This course continues the work of CAD I and covers intermediate level and advanced CAD skills. Included in this course will be file management, blocks, attributes, dynamic blocks, external references, parametric drafting, 3D surfaces and solids, rendering and architectural drawings using AutoCAD Architecture. Lecture [3.00], Laboratory [5.00].

Prerequisite(s): DFT-210.

DFT 212 - Computer Aided Drafting III (3)

This course is a hands-on experience where students will develop still or animated photo realistic presentations from 2D or 3D CAD drawings. The course includes a study of light and shading techniques, assigning materials to surfaces, graphics file formats, motion techniques used in animations, and output to both video and hard copy devices. Lecture [2.00], Laboratory [2. 00].

Prerequisite(s): DFT-211.

DFT 215 - Building Systems (3)

This course provides an understanding of the basic principles and appropriate application of building service and environmental systems, incorporating thermal exposure, climate modification, environmental systems and energy use with a focus on sustainability as these relate to the building envelope. The course also introduces aspects of plumbing, vertical transportation systems,and life safety in building design. An HVAC project will be assigned. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): DFT-107, DFT-207.

DFT 262 - Architectural Drafting (3)

This course will provide the student with a basic comprehensive study of the field of Residential Architectural Drafting with emphasis on residential construction principles, planning, and specifications. Students will design a residential structure and will prepare a complete set of specifications and construction drawings. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): DFT-207, DFT-208. Corequisite(s): DFT-265.

DFT 263 - Architectural Design (3)

This course explores the relationships among the environmental, functional, formal and technological dimensions of architecture. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): DFT-262.

DFT 265 - Architectural Practice and Planning (3)

This course is designed to provide a student with basic practical, technical, and contractual guidelines for working in a professional architectural environment. Among the topics covered are building codes, zoning, plot and site planning, accessible facilities, construction materials, and architectural presentations. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): DFT-207,DFT-208. Corequisite(s): DFT-262.

DFT 266 - Materials and Methods of Construction (3)

This course introduces and discusses the construction process and its role in architecture and design. The course discusses major building component systems and

methods. Structural theory is also explored. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): DFT-262.

DFT 270 - Building Information Modeling (3)

This course will introduce students to the principles and practice of Building Information Modeling. Course exercises and projects are designed to enrich the students' understanding of the potential of this emerging technology on both a practical and theoretical level. The principal software that we will be currently using for this course is Autodesk Revit Architecture. Many ofthe terms and concepts covered will be common to other commercial products characterized as Building Information Modelers. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): DFT-262.

DFT 282 - Technical Illustration (3)

This course details the techniques used in the preparation of pictorial technical material for illustration and publication. Advanced drawing techniques in axonometric, oblique, and perspectives are covered, as well as basic shading methods used in illustration. Illustration techniques on CAD are also explored. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): DFT-207.

DFT 291 - Co-Op Work Experience [Drafting] (1)

This course is designed to provide drafting and design students with part-time work experiences so that they may learn and practice under professional guidance in college approved work environments. In addition, weekly seminars are conducted by a college faculty member. Students must apply for these courses through the Co-Op Office, which offers job placement assistance; this application must precede registration for Co-Op courses. 1 lecture, 1 credit plus 60 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [3.00].

Prerequisite(s): DFT-207.

DFT 292 - Co-Op Work Experience [Drafting] (2)

This course is designed to provide drafting and design students with part-time work experiences so that they may learn and practice under professional guidance in college approved work environments. In addition, weekly seminars are conducted by a college faculty member. Students must apply for these courses through the Co-Op Office, which offers job placement assistance; this application must precede registration for Co-Op courses.

1 lecture, 2 credits plus 120 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): DFT-207.

DFT 293 - Co-Op Work Experience [Drafting] (3)

This course is designed to provide drafting and design students with part-time work experiences so that they may learn and practice under professional guidance in college approved work environments. In addition, weekly seminars are conducted by a college faculty member. Students must apply for these courses through the Co-Op Office, which offers job placement assistance; this application must precede registration for Co-Op courses. 1 lecture, 3 credits plus 180 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): DFT-207.

DHY - DENTAL HYGIENE

DHY 101 - Oral Hygiene I (3)

This is the foundation course for clinical dental hygiene practice. Students are introduced to assessment, treatment planning, instrumentation and documentation skills utilizing interactive clinical laboratory sessions and computer assisted learning. Lecture [1.00], Laboratory [6.00].

Corequisite(s): DHY-108, DHY-109, BIO-104.

DHY 108 - Dental and Oral Anatomy and Physiology (2)

This course examines the anatomy and physiology of the teeth and oral structures. Emphasis is on identification of primary and permanent teeth, classification of occlusion, and description and location of anatomical structures of the head and neck. Dental terminology is defined and related to oral structures through the utilization of dental model devices; computer assisted learning and interactive laboratory sessions. Lecture [1.00], Laboratory [4.00].

Corequisite(s): DHY-101, DHY-109.

DHY 109 - Oral Embryology and Histology (2)

This course is a comprehensive study of orofacial embryology and the cellular structure of dental and associated glandular and mucosal issues. Emphasis is on clinical considerations of the developmental process so as to be relevant to dental hygiene practice. The relationship between structure and function will be stressed using microscopic and clinical visuals. Lecture [2.00].

Corequisite(s): DHY-101, DHY-108.

DHY 200 - Pharmacology for Dental Hygiene (2)

This course examines medications routinely prescribed for medical and dental conditions and the role of the dental hygienist in patient assessment and treatment planning. Systemic medications, complementary medicine, anesthesia, and oral pharmacotherapy will be included. Local anesthetic agents will be emphasized. Lecture [2.00].

Prerequisite(s): DHY-101, DHY-201, DHY-205, DHY-207, DHY-209. Corequisite(s): CHM-110.

DHY 201 - Oral Hygiene II (3)

This course focuses on providing clinical dental hygiene care to patients throughout the lifespan. The course incorporates age targeted prevention, culture competence, preventive therapies, clinical technologies and an introduction to soft tissue management. Opportunities for community oral health education are included. Lecture [1.00], Laboratory [8.00].

Prerequisite(s): BIO-104, BIO-109, DHY-101, DHY-108, DHY-109.

DHY 202 - Oral Hygiene III (4)

This course is a continuation and refinement of the clinical therapies integrated in Oral Hygiene II. Special needs patients, oral rehabilitation and clinical technologies are the focus of this course. Both on-campus and off-campus clinical experiences are incorporated. Lecture [1.00], Laboratory [12.00].

Prerequisite(s): BIO-104, BIO-209, DHY-200, DHY-201, DHY-205, DHY-209, DHY-220.

DHY 203 - Oral Hygiene IV (4)

This course is an advanced study of the clinical therapies introduced in Oral Hygiene III. Practice management, clinical technologies, ethics, community outreach, and preparation for dental hygiene licensing are incorporated into this course. Lecture [1.00], Laboratory [12.00].

Prerequisite(s): DHY-200, DHY-202, DHY-204, DHY-206, DHY-207, DHY-219, DHY-220.

DHY 204 - Dental Materials (2)

This course is a comprehensive study of the science, technology, and application of dental materials incorporating reality based dental environment treatment modality scenarios to enhance and compliment both classroom and clinical setting course content. Particular emphasis is placed on various dental material and their

specific uses, along with related fundamental and specialtyclinical dental hygiene skills. Specific dental materials are stressed and utilized throughout the didactic, laboratory, and clinical components of the course. Lecture [1.00], Laboratory [4.00].

Prerequisite(s): Prerequisite[s]: BIO-209, DHY-108, DHY-109, DHY-201, DHY-207, CHM-110.

DHY 205 - Dental Radiology (3)

This course provides the dental hygiene student with an introduction to the principles and practices of dental radiology. Emphasis is placed on radiographic imaging techniques, film processing procedures, identification of anatomical landmarks and radiographic interpretation. Course content includes an overview of radiation history, physics, biology, protection, quality assurance and risk management. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): BIO-104, BIO-109, DHY-101, DHY-108, DHY-109.

DHY 206 - Community Oral Health I (2)

This partially online course will examine public health/community health issues. It will focus on the role of the dental hygienist in community -based oral health care initiatives. This will include assessment, planning, implementation, and evaluation of public health/community issues. Health care delivery at local, national, and global levels will be discussed including agencies involved in the delivery and finance of oral health services. Lecture [2.00].

Prerequisite(s): BIO-109, DHY-201, DHY-205, DHY-209, DHY-200, DHY-220.

DHY 207 - General and Oral Pathology (3)

This course examines the relationship between systemic disease and the oral cavity. The course will focus on the understanding of disease process, recognition of deviations from normal and the differential diagnosis of oral manifestations. Computer assisted learning and clinical case studies will be integrated. Lecture [3.00].

Prerequisite(s): BIO-209, DHY-200, DHY-201, DHY-205, DHY-209, DHY-220.

DHY 209 - Periodontology I (1)

This course is the study of the principles and concepts of periodontal disease including the tissues surrounding the teeth in both healthy and diseased states. Soft tissue management, periodontal therapies and case management are discussed. The role of systemic disease and periodontal health is also addressed. Lecture [1.00].

Prerequisite(s): BIO-104, BIO-109, DHY-101, DHY-108, DHY-109.

DHY 210 - Oral Hygiene Enhanced Clinical Techniques (1)

This course is designed to provide clinical experience for either the student returning to the program after an extended absence or the student in need of further clinical skill development. Permission from the Dental Hygiene Academic Department Chair. This course is for students in need of additional clinical skill development and is not a requirement for all dental hygiene students. Laboratory/Clinical [3.00].

Prerequisite(s): DHY-101, DHY-108, DHY-109, DHY-201, DHY-205, DHY-207, BIO-109.

DHY 214 - Nutrition Dental Health (2)

This course explores basic nutrition as it applies to general and oral health. Students learn to identify patients with dietary and nutritional deficiencies, provide nutritional counseling treatment plans, and adapt behavioral modification techniques. Lecture [2.00].

Prerequisite(s): CHM-110, DHY-202.

DHY 216 - Community Oral Health II (1)

This partially online course will provide students with an opportunity to engage in a community health experience over the course of the semester and apply the principles of Community Oral Health I to a practicum project. Laboratory [2.00].

Prerequisite(s): DHY-202, DHY-204, DHY-205, DHY-206, DHY-207, DHY-219, DHY-220.

DHY 219 - Periodontology II (1)

This course is an advanced study of the disease process and treatment modalities for periodontal disease. Emphasis is placed on the dental hygienist's role in developing soft tissue management programs including initial therapy, maintenance and evaluation of oral health. Implants, periodontal surgery and oral rehabilitation are also integrated. Case studies, integration of clinical therapies and computer assisted learning are used. Lecture [1.00].

Prerequisite(s): DHY-200, DHY-201, DHY-205, DHY-209, BIO-209.

DHY 220 - Local Anesthesia for Dental Hygienists (1)

This course is designed to provide the student with the necessary knowledge and skills to administer local anesthesia properly to patients who require pain management during dental hygiene treatment. Special emphasis will be given to the pharmacology of local anesthetic and pain control, injection fundamentals, and the clinical administration of local anesthesia. Local and systemic complications along with legal considerations will also be presented. Laboratory/Clinical [1.00].

Prerequisite(s): DHY-201, DHY-205, DHY-209, BIO-209. Corequisite(s): DHY-200.

DMS - DIAGNOSTIC MEDICAL SONOGRAPHY

DMS 101 - Ultrasound Physics and Instrumentation I [Fall Only] (2)

This course will provide the student with the relevant fundamental physical principles as well as the basic instrumentation used in diagnostic ultrasound. Modes of operation, imaging and display techniques that relate to high-frequency sound production will be stressed. Lecture [1.00], Laboratory [3.00].

Corequisite(s): DMS-102, DMS-113, DMS-115.

DMS 102 - Clinical Medicine and Patient Care [Fall Only] (2)

This course will enable the student to provide quality patient care while demonstrating the application of technical skills needed to perform ultrasound procedures. Medical term definitions will also be presented and practical applications of medical terminology will be covered. An understanding of pertinent emergency care, patient psychology, medical ethics and management skills will be presented. Lecture [2.00].

Corequisite(s): DMS-101, DMS-113, DMS-115.

DMS 113 - Abdominal Sonography I [Fall Only] (3)

This course is a comprehensive study of abdominal structures with an emphasis on specialty organ examinations. Knowledge of the diagnosis, history and physical findings, as they pertain to the pathophysiology of abdominal organs and systems are presented. Normal and abnormal tissue patterns are included within the discussions. Students will practice scanning in the lab in preparation for objectives required in Ultrasound Clinic I. Lecture [2.00], Laboratory [3.00].

Corequisite(s): BIO-109, DMS-101, DMS-102, DMS-115.

DMS 115 - Cross-Sectional Anatomy [Fall Only] (4)

This course involves the study of the structure and function of human anatomy in the cross sectional mode. Topics will include the circulatory system, abdomen, thorax, cranium, pelvis, reproductive system and retroperitoneum. Fetal cross-sectional anatomy will also

be presented. The course content will be presented through lectures, discussion, and laboratory exercises. Lecture [3. 00], Laboratory [3.00].

Corequisite(s): BIO-109, DMS-101, DMS-102, DMS-113.

DMS 201 - Ultrasound Physics and Instrumentation II [Spring Only] (2)

This course is a continuance of the study of the physical principles of diagnostic ultrasound. Emphasis will be placed on hemodynamics, Doppler ultrasound, image artifacts, bioeffects, safety, and quality assurance. Advanced instrumentation will also be presented. Lecture [1.00], Laboratory [3.00].

Prerequisite(s): DMS-101, DMS-102, DMS-113, DMS-115. Corequisite(s): DMS-204, DMS-205, DMS-213, DMS-218.

DMS 204 - Introduction to Medical Imaging [Spring Only] (1)

This course is a comprehensive course pertaining to different procedures that exist in the Radiology Department. It is an introduction to different modalities and how they interrelate to one another. Special tests will be introduced in each modality with strong emphasis on correlation with ultrasound exams. The course will be divided into certain organ systems and the modalitiesthat are useful in determining certain abnormalities. Students will be shown how different modalities utilize patient testing and the importance of the modality. Topics are chosen according to certain ultrasound procedures. Lecture [1.00].

Prerequisite(s): DMS-102, DMS-113, DMS-218. Corequisite(s): DMS-201, DMS-205, DMS-213, DMS-218.

DMS 205 - Obstetric and Gynecological Sonography I [Spring Only] (3)

This course is designed to familiarize students with the pathophysiology of the female reproductive system, gynecological anomalies and normal and abnormal first trimester pregnancy. Pelvic scanning protocol will also be discussed and sonographic interpretation will be utilized. Recognizing the normal and abnormal sonographic patterns in gynecology and first trimester pregnancy will be covered. Pathological and/or physiological data for the interpretation by physicians is stressed. The sonographic criteria for evaluation of the gravid uterus and fetus will be demonstrated. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): BIO-109, DMS-102, DMS-113, DMS-115. Corequisite(s): DMS-201, DMS-204, DMS-213, DMS-218.

DMS 213 - Abdominal Sonography II [Spring Only] (3)

This course is a continuance of Abdominal Sonography I in studying abdominal structures where an emphasis is placed on specialty organ examinations. Knowledge of the diagnosis, history, and physical findings as they pertain to the pathophysiology of abdominal and small organs are presented. Normal and abnormal tissue patterns are included within this course. Students will practice and master a full abdominal procedure in the lab to prepare them for Ultrasound Clinic II-Abdomen rotation. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): BIO-109, DMS-102, DMS-113, DMS-115. Corequisite(s): DMS-201, DMS-204, DMS-205, DMS-218.

DMS 214 - Echocardiography I [Fall Only] (3)

This course is an introduction to cardiovascular principles. Topics covered will be anatomy and physiology, pathophysiology, patient assessment that includes palpation and auscultation of the heart and arteries, cardiovascular medications, surgical intervention and interpretation of electrocardiograms. Students will also learn how to perform a limited echo procedure in an attempt to prepare them for Vascular Practicum IV. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): BIO-209, DMS-201, DMS-219. Corequisite(s): DMS-220, DMS-229.

DMS 218 - Ultrasound Clinic I [Spring Only] (1)

This course requires the student to spend two days a week in an approved hospital Ultrasound Department. Students will perform limited abdominal and pelvic procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system. Clinical [16.00].

Prerequisite(s): DMS-101, DMS-102, DMS-113, DMS-115. Corequisite(s): DMS-201, DMS-204, DMS-205, DMS-213.

DMS 219 - Ultrasound Clinic II - Abdomen (2)

This course requires the student to spend five days a week in an approved hospital Ultrasound Department. Students will perform complete abdomen procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system. Clinical [40.00].

Prerequisite(s): DMS-204, DMS-205, DMS-213, DMS-218.

DMS 220 - Ultrasound Clinic III - Obstetric and Gynecological Sonography [Fall Only] (2)

This course requires the student to spend two days a week in an approved hospital Ultrasound Department. Students will perform pelvic and obstetrical procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system. Clinical [16.00].

Prerequisite(s): DMS-205, DMS-219. Corequisite(s): DMS-226.

DMS 221 - Ultrasound Clinic IV - Echocardiography [Spring Only] (2)

This course requires the student to spend two days a week in an approved ultrasound department. Students will perform venous and arterial procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system. Clinical [16.00].

Prerequisite(s): DMS-214, DMS-220, DMS-226, DMS-229. Corequisite(s): DMS-227.

DMS 222 - Ultrasound Clinic V - Vascular [Summer Only] (1)

This course requires the student to spend five days a week in an approved ultrasound department. Students will perform venous and arterial procedures under the supervision of the designated clinical instructor. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system. Clinical [200 hours over the summer session.] .

Prerequisite(s): DMS-221, DMS-227. Corequisite(s): DMS-230.

DMS 226 - Obstetric and Gynecological Sonography II [Fall Only] (3)

This course is a continuance of OB/GYN Sonography designed to familiarize the students with the pathophysiology of the female reproductive pelvic scanning protocol will also be discussed and sonographic interpretation will be utilized in the labs. Normal and abnormal obstetrical patterns will be taught, and emphasis is placed on recognizing the essential sonographic appearance when doing an obstetrical exam in 2nd and 3rd trimester. Chromosomal and congenital anomalies are discussed and the importance of the differential diagnosis. Level II and high risk OB ultrasound are presented. Pathological and/or physiological data for the interpretation by physicians is stressed. The sonographic criteria for evaluation of the gravid uterus, postpartum uterus and the fetus will be demonstrated. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): BIO-209, DMS-205, DMS-219. Corequisite(s): DMS-214, DMS-220.

DMS 227 - Echocardiography II [Spring Only] (3)

This course is a continuance of Echocardiography, explaining the normal anatomy and physiology of the adult heart. A more in-depth analysis of the physiology/hemodynamics of the heart chambers and muscles are emphasized. Doppler flow patterns and sonographic evaluation of the abnormal heart will be stressed. New techniques as an adjunct tool to Echocardiography will be discussed. Students will perform a complete echo exam in lab in preparation for Vascular Practicum IV. Cardiac measurements of the chambers and muscles will be covered. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): DMS-226, DMS-229. Corequisite(s): DMS-221, DMS-228.

DMS 228 - Advanced Ultrasound Practices [Spring Only] (1)

This course is designed to explore new specialty techniques in the areas of Abdomen, Obstetrics and Gynecology, and Echocardiography. Intraoperative procedures will be discussed in all specialties. Specialized equipment will also be emphasized. The course will also focus on legal and ethical issues in sonography. Review of case presentations will be discussed. Independent learning assignments and various lecture formats will enhance the course. Journal articles will be introduced. Neurosonography will be stressed to include normal and abnormal sonographic findings. Laboratory [3.00].

Prerequisite(s): DMS-226, DMS-229. Corequisite(s): DMS-221, DMS-227.

DMS 229 - Vascular Imaging [Fall Only] (2)

This course introduces the use of diagnostic imaging with the use of Doppler for examining the vasculature of the human body. In this class the student will learn about diseases that affect the circulatory system. The course provides a history of diagnosis and treatment of vascular conditions. In addition, the course gives the student an awareness of alternative diagnostic tools used in conjunction with ultrasound. The student will learn how

to perform vascular tests commonly performed in vascular laboratories and develop an awareness of tests that are routinely performed. Lecture [1.00], Laboratory [3.00].

Prerequisite(s): BIO-209, DMS-201, DMS-213. Corequisite(s): DMS-214, DMS-220.

DMS 230 - Comprehensive Review [Summer Only] (3)

This course will review specialty areas pertinent to sonography in preparation for the ARDMS exam. Emphasis will be placed on ultrasound physics, general and cardiac concentrations. Upon completion of the program, students are eligible to take the ARDMS exams in Abdomen, Ob/Gyn, and Adult Echocardiography. The matrix of ARDMS exams for Abdomen, Obstetrics and Gynecology, and Adult Echocardiography will be followed. Seventy percent of the matrix on all specialties will be reviewed. The remaining 30% will be presented in the program courses specifically focused on the specialties mentioned. Students are required to pass the exit examination in all three specialties as a requirement for program eligibility to take the ARDMS exams. Lecture [3.00].

Prerequisite(s): DMS-227, DMS-228. Corequisite(s): DMS-222.

EBS - ENGLISH BASIC SKILLS

EBS 011 - Developmental Skills I (5)

This course is the first part of a two-course basic skills sequence designed to improve fundamental academic skills in the areas of reading, writing, and critical thinking. Class instruction emphasizes the development of writing skills, literal and interpretive comprehension of reading texts, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction. Lecture [5.00].

EBS 012 - Developmental Skills II (5)

This course is the second part of a two-course basic skills sequence designed to improve fundamental academic skills in reading, writing, and critical thinking for students who have not demonstrated mastery in all skill areas introduced in Developmental Skills I. Class instruction emphasizes the development of paragraph and essay writing skills, reading comprehension, sentencestructure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a

computer lab where there is opportunity for individualized instruction. Lecture [5.00].

Prerequisite(s): EBS-011.

EBS 021 - English Skills (5)

This course is a one-semester course designed to improve fundamental academic skills in reading, writing, and critical thinking. Class instruction emphasizes the development of paragraph and essay writing skills, reading comprehension, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab wherethere is opportunity for individualized instruction. Lecture [5.00].

EBS 033 - Directed Studies in Writing II (2)

This course provides the opportunity for students who qualify to accelerate and who are co-enrolled in WRT-101 to learn various strategies and specific skills that will help them to succeed in their WRT-101 course. Students enrolled in the course will receive instruction in critical thinking strategies, critical reading strategies, close reading, summary, paraphrase, direct quote, essay organization, essay coherence, grammar, proper documentation, and word processing. Lecture [2.00], Laboratory [1.00].

Prerequisite(s): EBS-011. Corequisite(s): WRT-101.

EBS 041 - Directed-Studies in Writing I (1)

This course is required for students whose scores on the Basic Skills Placement Test indicate a need for intensive instruction in writing. Personalized instruction designed to support the student's activities in English Composition I is offered in this course. Lecture [1.00].

Corequisite(s): WRT-101.

ECO - ECONOMICS

ECO 101 - Principles of Macroeconomics (3)

This course provides an analytical and institutional study of the American economy. This course explores issues such as inflation, recession, unemployment, financial markets, money and banking, and the role of government spending and taxation to achieve an optimal allocation of resources, price stability, full-employment level of national income, and long-term growth under the modern market economy. >General Education Course. Lecture [3.00].

ECO 102 - Principles of Microeconomics (3)

This course is the study of the organization and operation of the American economy for the production and distribution of goods and services. This course explores pricing of products and resources in market situations varying from competition to monopoly, as well as behavior of the firm in determining quantity of output and hiring of factors of production. This course introduces dynamics of resource allocation, price determination and the importance of elasticity in different market structures. General Education Course. Lecture [3.00].

ECO 202 - Intermediate Microeconomics (3)

This course is designed to deepen student's understanding and knowledge of theoretical and empirical microeconomic theory. Topics covered in the course in clude consumer utility and choice; production functions and cost; pricing of output and inputs under various market structures such as perfect competition, monopoly, monopolistic competition and oligopoly, as well as externalities and public goods.   Lecture [3.00].

Prerequisite(s): ECO-102.

ECO 203 - Intermediate Macroeconomics (3)

This course is designed to deepen your understanding and knowledge of theoretical and empirical macroeconomic theory. Topics covered in the course include economic fluctuations; the role of fiscal and monetary policies in stabilizing the economy; the relationship between inflation and unemployment; the role of government policy in promoting long-term economic growth; and dynamics of exchange rate determination in an open economy.

Prerequisite(s): ECO-101.

ECO 291 - Co-Op Work Experience [Economics] (1)

This course provides the student with practical work experience in the area of economics. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. Lecture [1.00], Cooperative [3.00].

Prerequisite(s): ECO-101.

ECO 292 - Co-Op Work Experience [Economics] (2)

This course provides the student with practical work experience in the area of economics. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): ECO-101.

ECO 293 - Co-Op Work Experience [Economics] (3)

This course provides the student with practical work experience in the area of economics. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. Lecture [1.00], Cooperative [12 00].

Prerequisite(s): ECO-101.

EDU - EDUCATION

EDU 101 - Introduction to Education (3)

This introductory course is designed to provide the student with detailed exposure to the realities of teaching and the role of education in our society. Issues of social justice and equity are focal points as they are integrated into discussion about diversity, curriculum and testing, the purpose of schools, student life, law and ethics, and teacher effectiveness. Special features of the course include 20 hours of classroom observation in an off-campus setting. Lecture [3.00].

EDU 102 - Inclusion and the Exceptional Child (3)

This course provides an overview of the curriculum, practices, and legislation pertaining to education in inclusive classroom settings. Topics presented will relate to students who have a variety of special needs, English language learners and other diverse learners. a special feature of this course includes five hours of classroom observation in an inclusive classroom setting. Lecture [3.00].

EDU 110 - Foundations of Multicultural Education (3)

This course develops knowledge, skills, and attitudes required for teaching students from diverse cultural and linguistic backgrounds. This course further defines concepts presented in social science courses, such as World Geography, Sociology, Anthropology, Economics, and Political Science from the perspective of diverse societies. Lecture [3.00].

EDU 120 - Early Child Development (3)

This course provides an overview of the basic principles and concepts of early childhood education and development. The needs and abilities of young children are analyzed, and directed observations are made in early childhood education programs. Students learn about the Child Development Associate credentialing process. Lecture [2.00]. Laboratory [1.00]

EDU 130 - Infants and Toddlers Development (3)

The purposes of this course ae (1) to apply the principles of developmentally appropriate practice to planning, implementing, and evaluating curriculum experiences for infants and toddlers; and (2) to develop strategies for integrating a range of developmental needs and disabilities within the planned curriculum. Lecture [3.00].

EDU 140 - Educational Technology (3)

This course utilizes a brand new state of the art technology lab for instructional purposes. The lab is located in Ender Hall, E-153. Students have access to a Smartboard, iPads and Imac computers as well as new software designed for early childhood education. The course used the lab to expose students to educational technology and the Moodle online platform for the creationand submission of activities and assignments. Lecture [1.00], Laboratory [4.00].

EDU 201 - Principles and Practices in Education (3)

This course examines various educational theories, methods of instructional planning, student evaluation, and principles of classroom questioning. The nature of cognitive, affective, and skills lessons is also explored. The course instructs students in a broad range of competencies required for state certification. focusing on how to improve the practice of teaching, and equipping students with the skills and strategies to succeed as practitioners. This course includes a required fieldwork component. Lecture [3.00] 1

Prerequisite(s): EDU-101.

EDU 220 - Teaching & Learning in the Early Childhood Classroom (3)

This course examines the emergent processes of early childhood development and the best practices for meeting children's education, physical and social/emotional needs for students aged 0-8 years old. This course presents research-based theoretical perspectives for guiding teaching and effectively serving diverse student populations. A special feature of this course is five hours of observation/active participation in an early childhood classroom setting. Lecture [3.00].

Prerequisite(s): EDU-120.

EDU 226 - Supervised Field Work Experience (3)

This course features weekly participation in field site classrooms in order to give students an authentic teaching experience. Coursework focuses on creating developmentally appropriate lessons for young learners in preschool through third grade, with an emphasis on presenting mathematics and advancing literacy skills of these young students. All students enrolled in this course will develop a professional teaching portfolio. Lecture [1.00], Laboratory [4.00].

Prerequisite(s): EDU-120, EDU-220.

ELC - ELECTRONICS TECHNOLOGY

ELC 100 - Introduction to Electronics Technology (2)

This course presents an orientation to the various subspecialties within the field, their interrelationships, and their range of applications. The course also covers introductory topics in electrical and electronics drafting, computer-aided circuit analysis, and electronic fabrication. Lecture [1.00], Laboratory [2.00].

ELC 101 - DC-Circuit Analysis (4)

This course includes Ohm's and Kirchoff's laws for analysis of series, parallel, and series/parallel circuits, and Thevenin's and Norton's theorems for multiple-loop circuits. Capacitance and inductance transient behavior is also studied, as well as branch, mesh, and node analysis. Lecture [3.00], Laboratory [3.00].

ELC 110 - Electric Power Technology (4)

This course covers the basics of power systems for residential, commercial, and industrial applications from a practical viewpoint. Lecture [3.00], Laboratory [3.00].

ELC 120 - Photovoltaic [PV] Systems Technology (3)

This course covers the basics of how to site, design, and install photovoltaic [PV] systems. Topics include shading, the orientation of arrays, sizing for grid-connected and off-grid systems, design of systems for a given electrical load, safety practices for installers and the requirements of the National Electrical Code [NEC.] A PV system will be assembled and installed in class. This course can serve as a pre-requisite for the North American Board of Certified Energy Practitioners [NABCEP.] Lecture [2.00], Laboratory [2.00].

ELC 201 - AC-Circuit Analysis (4)

This course introduces sinusoidal inputs and time response of RL, RC, and RLC circuits. Network theorems for AC-circuits are covered, as well as resonance, filters, and pulse response of reactive circuits. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): ELC-101.

ELC 203 - Electronics I (4)

This course is an introduction to the fundamental concepts and applications of solid-state devices. Lecture [3.00], Laboratory [3.00].

Corequisite(s): ELC-201.

ELC 204 - Electronics II (4)

This course is the second course in a two-course sequence in electronics. It builds upon the first course with a study of solid-state voltage and power amplifiers, emitter followers, field-effect transistors and circuits, thyristors, frequency effects, and op-amps. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): ELC-203.

ELC 214 - Communication Systems I (4)

This course emphasizes the application of electronic communication theory to practical systems. This first course of a two-course sequence covers AM and FM systems, television, and telephone. Digital and data communication will be introduced, and continued in Communication Systems II. Lecture [3.00], Laboratory [3.00].

Corequisite(s): ELC-204.

ELC 215 - Communication Systems II (4)

This course follows the first course in this sequence, continuing work in digital and data communication, and then covers transmission lines, radio wave propagation, antennas, microwave systems, satellite communications, fiber-optic systems, and cellular communication systems. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): ELC-214.

ELC 292 - Co-Op Work Experience [Electronics] (2)

This course provides the student with practical, supervised work experience in the field of electronic engineering technology. Through on-the-job experience, students can acquire valuable practical knowledge and skills to pursue a related career. Students are supervised by a faculty member and job placement assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): ELC-214.

FAB - FASHION

FAB 101 - Introduction to Fashion Systems (3)

This course provides students an overview of the multifaceted, global fashion industry, including sourcing, production, sustainability, wholesale and retail, marketing, calendar and technology. Students will also be introduced to major fashion milestones with a focus on the 19th through 21st centuries. Lecture [3.00]

FAB 102 - Textile Science and Construction (3)

This course is an introduction to textile science, including natural and synthetic fiber sourcing, and the variety of construction techniques. Emphasis is placed on identifying and evaluating fiber and fabric construction characteristics, correct use of terminology and determining appropriate uses in the design and construction of garments. Lecture [3.00] 1

Prerequisite(s): FAB-101.

FAB 110 - Sewing Techniques I (3)

This course teaches the fundamentals of professional sewing and apparel construction techniques. Students learn basic cutting, sewing and finishing by hand and by machine. Lecture [3.00]

FAB 112 - Flat Pattern Design I (3)

This course focuses on garment design through flat pattern manipulation, including basic slash and spread, and pivot methods of design development. Students use

the basic slopers to create original designs. Lecture [2.00], Laboratory [2.00]

Prerequisite(s): FAB-110, ART-124. Corequisite(s): FAB-113.

FAB 113 - Draping I (3)

This course focuses on garment design through draping on a dress form using muslin. Students learn the basics of grain, line and silhouette to create their own designs. Lecture [3.00]; 2

Prerequisite(s): FAB-110, ART-124. Corequisite(s): FAB-112.

FAB 210 - Sewing Techniques II {3.00 cr.] (3)

This course builds on Sewing Techniques 1, providing students with more advanced construction and finishing techniques, including sleeve insertion, pockets and closures. Lecture [3.00];.

Prerequisite(s): FAB-110, ART-124. Corequisite(s): FAB-112 & FAB-113.

FAB 212 - Flat Pattern Design II {3.00 cr.] (3)

This course builds on FAB-112, providing students with more advanced flat patternmaking techniques. Students develop sloper variations including the two-piece sleeve, jacket and pleated pant slopers. Lecture 3.00] 3

Prerequisite(s): FAB-112. Corequisite(s): FAB-113.

FAB 213 - Draping II {3.00 cr.] (3)

This course builds on FAB-113, providing students with more advanced draping techniques. Students develop design variations including the two=piece sleeve, jacket and pleated pant designs. Lecture [3.00] 2

Prerequisite(s): FAB-113. Corequisite(s): FAB-212.

FAB 230 - Trend Analysis and product Development {3.00 cr.] (3)

This course enables students to understand, analyze and forecast fashion trends in order to successfully develop products from concept to consumer, with focus on sustainability. Students examine the fashion merchandising and marketing process, including product, price, place and promotion. Lecture 3.00]

Prerequisite(s): FAB-102.

FAB 231 - Tech Packs: Digital Flats and Specs (3)

This course teaches students how to develop "tech packs" and garment specification sheets using manual and digital techniques such as flat garment measurement to

communicate style development. An emphasis is placed on the accurate collection and communication of data for the development of first patterns, fittings, grading and production. Lecture [3.00] 7

Prerequisite(s): FAB-230. Corequisite(s): ART-107.

FAB 250 - Design Capstone/E-Portfolio (4)

This course integrates all previous coursework into a final capstone project. Students will design and present two completed garments as part of a final 10-piece women's apparel collection based on current trends, including the technical specifications needed for production. In addition, students will prepare an e-portfolio of their collection. Lecture [3.00];] .

Prerequisite(s): FAB-112, FAB-213, FAB 230. Corequisite(s): ART-197, FAB-231.

FIR - FIRE SCIENCE

FIR 101 - Introduction to Fire Protection (3)

This course is an introduction to the field of fire science, and such will provide an overview of fire protection, fire prevention, fire suppression and the scientific nature of fire. Students will learn the principles relevant to hazard control, structural design, fire detection, extinguishment, and limitation of loss. Lecture [3.00].

FIR 102 - Fundamentals of Fire Prevention and Inspection I (3)

This course is an introduction to the study of the basic principles of fire prevention and inspection. Students will learn to utilize the tools necessary to perform inspections, properly make citations, and oversee corrective action. Emphasis of the course is to develop competency in basic fire code enforcement through proficient use of the New Jersey Uniform Fire Code and referenced standards. Lecture [3.00].

FIR 103 - Building Codes and Standards (3)

This course covers the basic principles of building codes and standards. The focus of the course is the nexus between building construction and design, and contemporary problems faced by fire organizations. Lecture [3.00].

FIR 104 - Fire Tactics and Strategy (3)

This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Emphasis is on pre-fire planning, fire ground problem solving, and decision-making in support of tactical deployment and strategic use of available resources. Lecture [3.00].

FIR 105 - Fire Administration (3)

This course is an introduction to organization and management of fire departments. The course will cover basic managerial concepts and principles of organizational structure, management, and supervisory techniques utilized in the fire service. The focus of the course will be on the company officer. Lecture [3.00].

GAM - GAMING

GAM 110 - Introduction Game Architecture and Design (3)

This course introduces the student to the fundamentals of game architecture and design through critique of game play, interactive assignments, and culminating with the creation of an original game design document. Game design concepts include storytelling and narrative, game worlds and settings, game play, character development, audio, game art, level design and the user interface. Also covered are video game history, status of the game development industry and associated careers and the game development process. Lecture [3.00].

GAM 111 - Game Programming 2D (3)

This course introduces the student to fundamental game programming concepts including managing data, control structures, input/output, and functions. Game production topics include animation, sound effects, sprite movement, collisions, player control, user interface controls, and splash screens. Students will plan, design and test game elements that implement these concepts. Lecture [2.00], Laboratory [2.00].

Corequisite(s): CIS-165, INF-220, INF-236, INF-221.

GAM 211 - Game Development 2D (3)

This course allows students to continue to develop their game programming knowledge and skills by planning,

designing, implementing and testing complete games. Student knowledge of 2D scripting languages will be expanded to include high score storage techniques, timers, physics, player inputs and additional GUI controls and components. Topics for a 2D game engine include tile maps, more particle effects, camera management, inventory management, game state, and artificial intelligence. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): GAM-111.

GAM 221 - Game Programming 3D (3)

This course provides the student with game programming knowledge and skills required for making 3D games. A professional game development platform will be investigated along with object-oriented programming concepts that include arrays, classes, properties, delegates, interfaces, and event handling. Students will also learn techniques for using a platform-integrated game engineto create game levels using terrain, material, object, and other level editing tools. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): GAM-111.

GAM 222 - Game Development 3D (3)

This course provides the student with game programming knowledge and skills required for making 3D games. A professional game development platform will be investigated along with object-oriented programming concepts that include arrays, classes, properties, delegates, interfaces, and event handling. Students will also learn techniques for using a platform-integrated game engineto create game levels using terrain, material, object, and other level editing tools. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): GAM-221.

GEO - GEOGRAPHY

GEO 101 - World Geography (3)

This course is a detailed study of topography, land usage, and natural resources as they directly and indirectly affect human, economic, historical and political interaction. >General Education Course. >Diversity Course. Lecture [3.00].

GEO 102 - Human Geography (3)

This course is an introduction to the spatial patterning of human activities and the role of human affairs. This course explores some of the main issues in human/cultural

geography including: economic development, industrialization, population distribution, organization of urban and non-urban societies, agriculture, nationalism, meaning of new spaces, and cultural expressions inorder to better understand the contemporary world. In addition, the class provides an introduction to various concepts and techniques used by geographers. >General Education Course. >Diversity Course. Lecture [3.00].

HIS - HISTORY

HIS 101 - West Civilization to the Reformation (3)

This course is a study of the Western world from ancient times to the Renaissance and Reformation. Major cultural, social, economic, political, and religious developments in the history of the West are surveyed. >General Education Course. Lecture [3.00].

HIS 102 - West Civilization since the Reformation (3)

This course is a study of the Western world from the sixteenth century to the contemporary period. Major cultural, social, economic, political, and religious developments in modern Western history are surveyed. >General Education Course. Lecture [3.00].

HIS 105 - Women in History (3)

This course is a study of women's roles from the classical age to the present. Various past societies are examined to determine their attitudes towards women as well as the causes and consequences of these attitudes. Particular attention is placed on studying women's roles in 19th and 20th century Europe and America. >General Education Course. > Diversity Course. Lecture [3.00].

HIS 106 - Modern Europe to the French Revolution (3)

This course is an analysis of western European history from the late Middle Ages to 1815. The course provides an overview of the major political, economic, and cultural developments which molded early modern Europe and culminates with an intensive examination of the French Revolution and the Napoleonic era. >General Education Course. Lecture [3.00].

HIS 107 - Modern Europe since the French Revolution (3)

This course is an analysis of western European history from 1815 to present. The course provides an overview of the major political, economic, and cultural developments which characterize modern Europe and concludes with a comparative study of postwar Europe and America. >General Education Course. Lecture [3.00].

HIS 111 - US History to the Reconstruction (3)

This course is a survey of the history of America from the colonial era to the Civil War and Reconstruction period. Emphasis is placed on the origins of American political system and on the social, cultural, economic, and diplomatic development of the United States. >General Education Course. Lecture [3.00].

HIS 112 - US History since the Reconstruction (3)

This course is a survey of the history of the United States from the Reconstruction period to the present. Emphasis is placed on the American political system and on the social, economic, and diplomatic development of the United States. >General Education Course. Lecture [3.00].

HIS 113 - 20th Century US History to WWII (3)

This course is a study of the United States from the beginning of the 20th Century through the New Deal Era of the 1930's. Topics covered include Industrialism, Progressivism, the Great Depression, the New Deal, United States involvement in world affairs, World War I, and the political, social, economic, and cultural development of the United States during this period. >GeneralEducation Course. Lecture [3.00].

HIS 114 - 20th Century US History since WWII (3)

This course is a study of the United States from the Second World War to the present. Topics covered include World War II diplomacy, the Cold War, containment, the Vietnam era, d195169tente, domestic reforms including Civil Rights, and the Great Society, Watergate, and other political, social, economic, and cultural developments in the United States from the 1940's to the present. >General Education Course. Lecture [3.00].

HIS 115 - Recent American Foreign Policy (3)

This course is an analysis of the way World War II altered the relationships between world and national powers and of how the turbulence of the period led to international tensions and conflict. The course examines the Cold War; its underlying forces and trends, its principal events, and its participants. Lecture [3.00].

HIS 116 - Women in American History (3)

This course is a survey of the history of women from the colonial period to the present. Feminism, women's suffrage, and the advocacy of social and economic equality are the unifying themes of the course. >General Education Course. >Diversity Course. Lecture [3.00].

HIS 117 - Themes in U.S. History [New Jersey and Bergen County] (3)

This course is a study of New Jersey from the earliest recorded times to the present. The course examines suburban development, ethnic and minority groups, transportation, political and economic history, and the social and cultural heritage of the county and state. Lecture [3.00].

HIS 121 - Modern Asian History (3)

This course is a study of modern China, India, and Japan. The course focuses on these societies' traditional cultures and world views and on the alterations and disruptions in these societies as a result of the introduction of Western values and ideas in the 19th and 20th centuries. >General Education Course. >Diversity Course. Lecture [3.00].

HIS 124 - African American History [1877-Present] (3)

The content of this course spans from the end of the Reconstruction Era to the present day. Its aim is to write into the historical discourse of all Americans the contributions of African Americans which shaped this country through their distinctive struggles and experiences. Lecture [3.00].

HIS 126 - Modern African History (3)

This course is a survey of African History from 1750 to the present. Emphasis is placed on the impact of slavery and western imperialism, the emergence of the new African

states since the Second World War, and the social, cultural, political, and economic development of Africa. >General Education Course. >Diversity Course. Lecture [3.00].

HIS 130 - Latin American History to the Independence (3)

This course is a study of the European and Indian heritage of Latin American civilization. The course examines the development of colonial culture, with special emphasis on its government and economy, and concludes with an analysis of the wars of independence. >General Education Course. >Diversity Course. Lecture [3.00].

HIS 131 - Latin American History since the Independence (3)

This course is a study of Latin America since 1850. The course analyzes the development of the region's principal countries: Argentina, Brazil, Chile, Colombia, Cuba, and Mexico. Regionalism, cultural development, the impact of American and world politics, dictatorships, land reforms, and constitutional issues relative to these countries are considered. >General Education Course. >Diversity Course. Lecture [3.00].

HIS 132 - The Spanish Speaking Caribbean and Central America since 1898 (3)

This course is a study of the Spanish Speaking Caribbean and Central America since 1898. The course analyzes the development of the region's principal countries, including Cuba, the Dominican Republic, Guatemala, El Salvador, Nicaragua, Costa Rica, and Panama. Cultural development, the impact of the United States and Cold War politics, dictatorships, land reforms and constitutional issues relative to these countries are considered. >General Education Course. Lecture [3.00].

HIS 135 - History of the Middle East (3)

This course analyzes the rise of Islam with an emphasis on its cultural, intellectual, and scientific contributions to Middle Eastern civilization. Islam is examined as a religion, as a vast imperial political system, and as an advanced culture. Special attention is given to current Mideast conflicts and to the role of the United Nations in the region. International confrontation and collaboration in the region is examined. Lecture [3.00].

HIS 140 - History of the Labor Movement (3)

This course is an introductory study of the history of the American labor movement. The course examines the origins, growth, structure, and goals of craft and industrial union; the struggles that went into creating them; their impact on the contributions to society; their political roles; and their present-day efforts and concerns. Lecture [3.00].

HIS 144 - Contemporary American Issues and Problems (3)

This course is a study in a historical context of selected political, social, economic, and diplomatic issues and problems facing the United States in the contemporary world. Lecture [3.00].

HIS 145 - Anatomy of Peace (3)

This course is a study in a historical context of peace and war, particularly in the 20th century. Topics considered include diplomacy and peacemaking, arms control, world organizations, nonviolence, conflict, and conflict resolution. Relevant ethical, economic, biological, social, political, and psychological issues are examined. Lecture [3.00].

HIS 146 - Genocide and Holocaust (3)

This course is an introduction to the history of 20th and 21st century genocide and violent conflict. Areas of focus include the Armenian, Ukrainian, Cambodian, Rwandan, Bosnian, and Darfurian genocides with special attention given to the Holocaust (Shoah). The course approaches these genocides as products of distinct historical contexts and changing international responses while developing a generic model for recognizing genocide drawn from historiographical debates. Diversity Course. Lecture [3.00]

HIS 195 - Vietnam (3)

This partially online course is a 13-hour television course on the history of American and French involvement in Indochina. Interviews with major figures and ordinary individuals are interspersed with the film footage from a dozen countries [including France and Vietnam] as well as from US news and government archives. Lecture [3.00].

HIS 291 - Co-Op Work Experience [History] (1)

This course offers students an opportunity for supervised work in the field of history. Job assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [3.00].

Prerequisite(s): 1 course from HIS.

HIS 292 - Co-Op Work Experience [History] (2)

This course offers students an opportunity for supervised work in the field of history. Job assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): 1 course from HIS.

HIS 293 - Co-Op Work Experience [History] (3)

This course offers students an opportunity for supervised work in the field of history. Job assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): 1 course from HIS.

HRM - HOTEL RESTAURANT HOSPITALITY

HRM 101 - Introduction to Hospitality Management (3)

This course is a study of the fundamental principles of hotel, restaurant, and food service operations. Basic managerial and operating functions prevalent in the industry are considered in conjunction with the various job opportunities available. Lecture [3.00].

HRM 102 - Food Protection and Safety (3)

This course introduces the principles involved in identification and prevention of food contamination; the role of state, federal and local Public Health regulations; accident prevention; and the safety practices and control measures used in the various food service operations. Students will take the FDA Food Protection Certification exam as part of the course. Lecture [2.00],Laboratory [2.00].

HRM 103 - Professional Food Preparation Techniques (3)

This course is the study of the techniques used in the preparation of such basic foods as vegetables, potatoes, eggs, fish, shellfish, and meats. Theories of grilling, frying, broiling, and saut?ing, as well as demonstrations, lectures,

and laboratory work on meat cuts and their utilization are included in the course Lecture [1.00], Laboratory [4.00].

HRM 104 - Front Office Procedures (2)

This course is a study of the principles of the organization and operation of public lodging facilities. Front office management and procedures covering duties of the manager, assistant manager, room clerk, night auditor, and cashier are discussed. Lecture [1.00], Laboratory [2.00].

HRM 106 - Menu Planning and Nutrition (1)

This course is a study of the principles of menu planning for a variety of food service operations. The preparation of balanced menus to meet differing nutritional needs, the human digestive system, the importance of food and diet to health, and the values of nutrients and calories in maintaining good health are some of the subjects covered in the course Lecture [1.00], Laboratory [1.00].

HRM 108 - Computer Applications for the Hospitality Industry (1)

This course introduces students to computerized recording, forecasting and other analytical procedures used by management to control food and beverage costs. Laboratory [2.00].

HRM 110 - Introduction to Baking (3)

This course is a study of the basic theory of baking and the skill of producing baked products. The content of the course includes types of flour, leavening agents, scaling, and icings. Hands-on baking in a laboratory setting includes the production of breads, cakes, pastries, and cookies. Lecture [2.00], Laboratory [2.00].

HRM 129 - Event Planning and Management I (3)

Event Planning and Management I will provide the information and tools needed to meet the needs and expectations of participants of meeting and event participants in an ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions Lecture [3.00].

Cross-Listed as: BUS-129.

HRM 201 - Food and Beverage Cost Control (1)

This course is a detailed study of the cost control procedures found within the hospitality industry. The content of the course includes the factors affecting purchasing, storage, issuing, receiving, and preparation. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): HRM-101.

HRM 202 - Quantity Food Production and Services [Fall Only] (3)

This course concentrates upon the student operation of a cafeteria-type food service facility under an instructor's supervision and includes the preparation and service of various menu items. Students experience all phases of an institutional food service operation through rotation laboratory assignments. Lecture [1.00], Laboratory [4.00].

Prerequisite(s): HRM-103.

HRM 203 - Beverage Management (2)

This course is a study of the history, sources, production, uses, control, and legislation pertaining to alcoholic beverages. Bartending skills and mixology in hands-on laboratory settings are studied. Lecture [1.00], Laboratory [2.00].

Prerequisite(s): HRM-101.

HRM 204 - Food Purchasing (2)

This course is the study of the types and kinds of meat, poultry, fish, shellfish, fruits and vegetables. An analysis of specifications and techniques in purchasing fresh, frozen, and canned products from commercial purveyors are presented. Lecture [1.00], Laboratory [2.00].

Prerequisite(s): HRM-101.

HRM 205 - Restaurant Service Management (3)

This course introduces the principles and techniques of waiting tables and doing table setups, and the course includes an analysis of the service management responsibilities associated with the operation of restaurants. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): HRM-101.

HRM 206 - Commercial Restaurant Operation [Spring Only] (3)

This course concentrates upon the preparation and service of complete menus by students under the direction of program instructors. Students participate fully in the management and operation of a full-service formal restaurant. Lecture [1.00], Laboratory [4.00].

Prerequisite(s): HRM-202.

HRM 207 - Hotel Sales and Convention Planning (1)

This course is a study of the principles and techniques of group sales in the lodging industry. Topics of discussion include feasibility studies, advertising procedures, market development, identification of selling objectives, maximizing room occupancy, long term sales planning, and convention operations. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): HRM-101.

HRM 212 - International Cuisine (3)

This course is a study of the recipes for the preparation of foods from various countries around the world. French, Italian, German, Chinese, Japanese, Mexican, and American cuisine are considered. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): HRM-103.

HRM 213 - Classical Garde-Manger [Fall Only] (3)

This course is a study of a wide variety of food decorating and garnishing techniques. Laboratory work includes fruit and vegetable decoration and the preparation of aspic, chaud, froid, hors d'oeuvre, and gelatin. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): HRM-103.

HRM 214 - Banquet and Catering Management (2)

This course introduces students to the skills necessary to be qualified, competent and creative food service specialists. Lecture [2.00].

Prerequisite(s): HRM-101.

HRM 216 - Facilities Planning, Layout, and Design (3)

This course includes blueprint interpretation, principles of design and layout rendering to redesign an existing Hospitality facility. This course also focuses on the development of work analysis and flow charts for selection and placement of equipment in production, storage and, in some cases, kitchen and dining areas. Lecture [2.00], Laboratory [2.00]. 1

Prerequisite(s): HRM-101.

HRM 217 - Issues in the Hospitality Industry (2)

This course includes the evaluation of selected food service units; a discussion of current concerns and issues common to all food services; and contemporary trends in the application of advanced technology, menu implementation strategies, marketing strategies, beverage management, and personnel management. Lecture [2.00].

Prerequisite(s): HRM-101.

HRM 219 - Hospitality Law (3)

This course provides industry specific legal fundamentals to students and practicing professionals in the hospitality industry. It introduces basic foundations and principles of the law affecting the hospitality industry and introduces guidelines and techniques that show managers how to manage preventively and apply a practical legal awareness to their actions. Lecture [3.00].

Prerequisite(s): HRM-101. Cross-Listed as: LGL-219.

HRM 220 - Advanced Baking Techniques [Spring Only] (3)

This course continues the theory of baking and the skill of producing baked products. Laboratory work includes elaborate cake and pastry making, showpiece desserts, and delicate marzipan, sugar and chocolate presentations. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): HRM-110.

HRM 229 - Event Planning and Management II (3)

This course will provide the information and tools needed to meet the needs and expectations of participants of meeting and event participants in an ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions. Lecture [3.00].

Prerequisite(s): HRM-129 or BUS-129. Cross-Listed as: BUS-229.

HRM 292 - Co-Op Work Experience [Hotel/Restaurant/Hospitality] (2)

This course requires part-time employment by the student in a college-approved business organization to help the student gain insight into marketing and administrative practices of the industry. This paid work experience is supervised and coordinated by a faculty member. Hospitality industry related jobs are required and must be approved by a faculty coordinator. Job assistanceis available through the Co-Op Office. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): HRM-101.

HRT - HORTICULTURE

HRT 101 - Fundamentals of Horticulture (3)

This course is designed to acquaint the student with the multifaceted field of ornamental horticulture. Topics for examination include the historical role of horticulture from the artistic and scientific perspectives, as well as its commercial and aesthetic significance and applications for the future. Discussion of current employment opportunities, trends and practices will beemphasized. Noted guest lecturers from all fields of horticulture will share their views and experiences. Lecture [2.00], Laboratory [3.00].

HRT 102 - Plant Science (4)

This course is designed to familiarize the student with the horticultural relationship of plants to botanical anatomy and function, including the limiting factors that influence plant growth such as light, temperature, water and nutrients. The characteristics of soils, soil nutrient deficiencies, fertilizers and soil amendments, as well as their relationship to plant growth willbe covered. Lecture [3.00], Laboratory [3.00].

HRT 103 - Turf and Grounds Management (3)

This course is the study of turf and plant practices on the residential and commercial sites. Emphasis is placed on the structure and growth habits of commonly used species and cultivars including installation, renovation and maintenance practices. Exposure to grounds maintenance equipment commonly utilized in the installation and maintenance of the landscape is included. Lecture [2.00], Laboratory [3.00].

HRT 104 - Landscape Plants and Materials I (2)

This course is an introduction to the basic genera of the most commonly utilized trees, shrubs and ground covers in the landscape. In addition to identification, growth form, color, texture and habitat requirements, and their uses in the residential and commercial sites will be studied. Lecture [1.00], Laboratory [2.00].

HRT 112 - Pests and the Ornamental Plant (4)

This course introduces the student to the insects, diseases, and environmental disorders that affect plants.

Identification of pests and methods of controlling them are emphasized. Lecture [3.00], Laboratory [3.00].

HRT 113 - Principles of Landscaping (3)

This course is a study of the design and development of landscape plans from plot plans and site analysis studies. Instruction in drafting and mechanical skills is included. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): HRT-104. Corequisite(s): HRT-104.

HRT 114 - Computer Applications for Landscape Design (3)

This course will introduce students to the Computer Aided Design [CAD] and quotation software used by professionals in the green industry. The course's focus is on learning to use industry standard computer software such as Dynascape to develop landscape design projects. Students should be familiar with basic computer functions before enrolling. Lecture [2.00], Laboratory [2.00].

HRT 115 - Floral Design (3)

This course is a study of the plants, supplies, and design skills used in flower arranging. Laboratory experiences include seasonal and non-seasonal arrangements for a variety of occasions. Lecture [2.00], Laboratory [3.00].

HRT 119 - Greenhouse Operations and Production (3)

This course is a study of the management practices of field and greenhouse production of foliage and floral crops. Emphasis is placed on the commercial practices of purchasing, programming, cultural production, storage, handling, and sales of cut flowers and potted plant crops. The chain-of-life concept is discussed as it relates to the consumer's aesthetic use of cut flowers and plants. Lecture [2.00], Laboratory [3.00].

HRT 120 - Interior Plantscaping (3)

This course acquaints the student with interior plant materials, with emphasis on their cultural requirements, maintenance practices and key ornamental aspects. Basic business applications regarding installation and maintenance contracts are covered. Emphasis will be placed on selection of appropriate plants in environments calling for a balance of human needs and plant culture.Lecture [2.00], Laboratory [2.00].

HRT 124 - Irrigation Technology (2)

This is a course designed to expose students to landscape and turf equipment technology, system designs, installation and maintenance of a variety of irrigation types. Students will be involved with reading irrigation blueprints, troubleshooting potential problems and repair techniques. Lecture [1.00], Laboratory [2.00].

HRT 125 - Equipment Management (2)

This course introduces the student to the selection, proper use, maintenance and repair of power tools that are used in the lawn and tree care industries. Lecture topics will focus on the necessary information needed to make purchasing decisions as well as safety and proper use practices. The lab section provides the student with a hands-on approach to troubleshooting engine problems and a variety of repair options. Students will be required to present projects relating to their industry's equipment needs. Lecture [1.00], Laboratory [2.00].

HRT 130 - Landscape Contracting (1)

This course is a study of the basic requirements for developing landscape contracts and the writing of detailed specifications. Ethical practices and professional relationships among the client, consultant, contractor, other allied professions, and employees are also studied. Project costs and fee determination procedures are represented and simulated in the labs. Lecture [1.00], Laboratory [1.00].

HRT 204 - Landscape Graphics (2)

This course emphasizes the techniques for formulating, presenting, and drafting landscape designs. In addition, the basic design elements of planting, including form, texture, color, sequence of bloom, and ecological associations will be studied. Lecture [1.00], Laboratory [2.00].

Prerequisite(s): HRT-113.

HRT 213 - Sustainable Design and Construction (3)

This course is a continuation of the advancement of the student's design skills and practices. This course will place special emphasis on the ecological association of the land and plants. Students will develop landscape plans utilizing green technology while addressing the environment and topographical concerns of a site. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): HRT-113.

HRT 214 - Landscape Design and Building Capstone (3)

This course will continue improving the student's design skills with a series of group projects using a variety of sites. Students will polish their presentation skills while solving problems and business management issues of increasing complexity. Off-campus visitations to design/build facilities and project sites will offer students additional insight into the day-to-day experience of working in the green industry. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): HRT-213.

HRT 215 - Landscape Design and Building Management (3)

This course brings together the student's knowledge of both horticulture and business. Students will take a residential design and a project of their own choosing from start to finish, combining design with construction. Emphasis is on design and construction details, estimating, specifications, and contract documents. Lecture [2.00], Laboratory [2.00]. 3

Prerequisite(s): HRT-213.

HRT 232 - Plant Propagation (4)

This course is designed to familiarize the student with the techniques, facilities and materials needed for plant propagation in the greenhouse. Techniques of both vegetative and sexual reproduction of herbaceous and woody plants, as well as greenhouse crops and crops for the interior landscape are covered. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): HRT-102.

HRT 233 - Landscape Plants and Materials II (4)

This course places emphasis on the identification, culture and use of both native and cultivated herbaceous materials used in the landscape and further continues with the identification and use of more specialized and unique woody plant materials. Laboratory and field exercises include studies and demonstrations of their applications and uses in both natural and designed settings. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): HRT-104.

HRT 234 - Commercial Floral Design Management (4)

This course introduces the student to the production methods encountered in a commercial floral operation. Flower selection, basic and specialized supplies and their uses in all phases of the commercial operation will be discussed and demonstrated. In addition to designs of special occasion arrangements, students will be exposed to various marketing aspects of the floral industry including purchasing, sales and profitability. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): HRT-115.

HRT 235 - Landscape Analysis (3)

This course acquaints the student with the different sites encountered by the landscape contractor, emphasizing appropriate planning in the development of both residential and commercial properties. Construction considerations will include drainage, irrigation, structures and the selection of materials. The integration of site analysis and construction materials in student projects will be stressed. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): HRT-104.

HRT 236 - Horticulture Marketing and Sales (3)

This course introduces the student to concepts relating to preparation for a career in horticulture. Field studies into horticultural businesses, group discussions and consultations with industry professionals assist in formulating effective strategies and planning for a profitable business. Included are discussions of basic principles of marketing, current industry trends and sales. Lecture [3.00].

Prerequisite(s): HRT-101.

HRT 237 - Arboriculture and Plant Healthcare (3)

This course is the study of the care of trees and woody plants. Emphasis is placed on pruning, pest control and proper cultural practices including planting procedures and fertilization schedules. Other important topics to be covered are the safety practices involved with tree climbing, pesticide application, and tree removal. The course will provide an understanding of the basic functions of woody plant systems. Lecture [2.00], Laboratory [3.00].

HRT 292 - Co-Op Work Experience [Horticulture] (2)

This course is a supervised work experience program which includes paid employment at an approved

horticultural establishment and attendance at a weekly seminar. The course is designed to provide students with opportunities to learn and to practice skills under professional guidance. The area of placement will depend upon the student?s background and interests. Job assistance isavailable through the Co-Op Office. Lecture [1.00], Cooperative [11.00].

Prerequisite(s): 1 course from HRT.

HSC - HEALTH SCIENCE

HSC 100 - Cross Cultural Healthcare (3)

This course will examine the impact of an increasingly diverse population on the healthcare system. Students will develop an understanding for diversity as a concept that includes many different types of racial, ethnic, religious, and socioeconomic categories. Case studies and discussions will provide students with opportunities to understand and acquire "cultural competence" for implementation in healthcare settings, and the impact it can have on quality of care and organization management. Lecture [3.00].

HSC 101 - Introduction to Healthcare Administration (3)

This course is designed to introduce the student to health care delivery systems around the world and to apply management principles to the medical industry. Topics covered in this course are health care delivery systems, finance, management models, collective bargaining, budgets, marketing strategies, and leadership. Lecture [3.00].

Cross-Listed as: BUS-111.

HSC 102 - Healthcare Ethics and Law (3)

This is a survey course dedicated to the analysis and application of Healthcare Ethics and Law. Emphasis is placed on analysis of the legal and healthcare environment and its relationship to medical ethics. Students will examine case studies and will learn to identify and respond to legal and ethical issues. Lecture [3.00].

Cross-Listed as: LGL-104.

HSC 200 - Community Health (3)

This course will provide students with an opportunity to gain knowledge of public health issues and initiatives. Students will also focus on local, state, and federal health resources for health promotion and disease prevention. The course will serve as the capstone integrating concepts

studied throughout the Health Science degree program. Lecture [3.00].]

Prerequisite(s): HSC-100 and [HSC-101 or BUS-111] and [HSC-102 or LGL-104].

HSE - HOMELAND SECURITY

HSE 101 - Introduction to Homeland Security (3)

This course focuses on a comprehensive, up-to-date overview of homeland security, from an all-hazards perspective. Students examine threats to homeland security, including natural and technological disasters, as well as intentional threats of domestic and international terrorism, including weapons of mass destruction. Students review the roles and responsibilities of governmentagencies, non-government organizations, and individual citizens in homeland security. Lecture [3.00].

HSE 102 - Introduction to Emergency Management (3)

This course offers an in depth analysis of planning and administration of Emergency Management. The course addresses natural and manmade disasters, FEMA and state agencies, OSHA, National Incident Management System [NIMS,] Incident Command procedure, National Response Plan and safety in the working environment. Lecture [3.00].

HSE 103 - Legal Aspects of Homeland Security and Emergency Management (3)

This course is an introduction to the legal and policy framework for emergency management and response to natural and technological hazards and disasters. The course addresses the role of local, state, and federal governments in an emergency or disaster response. The duty to act, liability and negligence, the use of volunteer resources and the role of counsel in emergency management is examined. Lecture [3.00].

HSE 104 - Disaster Management, Risk Assessment, and Mitigation (3)

This course covers the basic principles of disaster management due to natural or manmade events, the identification, and assessment and monitoring of risks and the mitigation of risks using available technological, human, and organizational resources. Lecture [3.00].

INF - INFORMATION TECHNOLOGY

INF 101 - Introduction to Information Technology (3)

This course examines computing tools, processes, and applications and their appropriate use in society. Topics include hardware, software, the Internet and web, communications and networking, and the effective use of related tools. Labs will provide hands-on activities relating to the course content. Students will work in an online learning system. >General Education Course.Lecture [2.00], Laboratory [2.00].

INF 102 - Introduction to Computing (1)

This course introduces computing hardware, software, applications, and their appropriate use. Topics include purchasing a computer, securing and maintaining a home computer, and setting up a wireless home router. Labs will provide hands-on activities relating to the course content and will include use of productivity software. Laboratory [2.00]. >General Education Course.

INF 103 - Introduction to Programming (Python) (3)

This course introduces computer programming using a hands-on approach. Topics explored include programming logic, data types, input and output of data, computations, control structures, modular design, object-oriented concepts, and quality assurance. Lecture [2.00], Laboratory [2.00]

INF 107 - Mini Computer Operations (3)

This course prepares the student to use the IBM AS/400 System. Topics include database concepts, display files control language commands, and source entry utility. Lecture [2.00], Laboratory [2.00].

INF 108 - PC Maintenance (3)

This course provides instruction in the infrastructure, configuration, upgrade, troubleshooting and repair of PC systems. Students will partially assemble and upgrade a PC. Topics include diagnosing problems; preventive maintenance; safety and environmental issues; motherboards [components and architecture]; computer memory; input/output [I/O] interfaces; printer classes; basicnetworking and data communications concepts and components. This course assists with preparation for the

CompTIA A+ Certification. Lecture [2.00], Laboratory [2.00].

INF 114 - Microsoft Office [Office 2016] (3)

This course uses project based exercises to teach the fundamentals of the Microsoft Office Suite - specifically, Word [word processing], Excel [spreadsheet], Access [database], PowerPoint [presentation], and Outlook [e-mail and calendar]. Labs will include exposure to web development using the suite. Lecture [2.00], Laboratory [2.00].

INF 115 - Desktop Publishing [Publisher 2016] (1)

This course is a hands-on experience integrating text and graphics to design, edit, and produce a variety of business documents. Knowledge of word processing is helpful. Laboratory [2.00].

INF 119 - Document Processing [Word 2016] (3)

This course uses project-based exercises to teach document production using word processing software. The touch typing method of keyboarding is introduced and used to aid productivity. Labs will provide hands-on activities relating to the course content. Lecture [2.00], Laboratory [2.00].

INF 120 - PowerPoint [PowerPoint 2016] (1)

This course is an introduction to electronic presentations. Students will learn to create professional-looking, computer-generated presentations that include use of design templates, graphics, sounds, animations, OLE and web links. Students will work in outline and slide views. Laboratory [2.00].

INF 124 - Spreadsheet Excel [Excel 2016] (1)

This course is a hands-on experience of a state-of-the-art electronic spreadsheet. The course will provide step-by-step instruction in the various commands necessary for spreadsheet creation and the manipulation and management of spreadsheets. All lab work is done on a Microsoft Windows processing platform. Laboratory [2.00].

INF 130 - Testing and Quality Assurance (3)

This course introduces methodologies associated with quality assurance testing. Students will learn about the role of testing in the software development life cycle and will develop systematic approaches to facilitate thorough testing. Issues specific to multi-platform environments will be investigated. Students will document their testing procedure and results using both verbaland written communication methods. The relationship between testing, product marketing, and customer service will be explored. Projects may include testing for game programming. Lecture [2.00], Laboratory [2.00].

INF 140 - Introduction to Multimedia (3)

This course introduces the student to the various applications of computer-based multimedia in industry, government, education, and entertainment. Hardware systems, distribution media, flowcharts, software tools, scripts, and production will be covered. Students will work in groups to design and prepare a multimedia presentation. Lecture [2.00], Laboratory [2.00].

Cross-Listed as: COM-140.

INF 143 - Web Publishing (1)

This course introduces the student to the principles involved in creating dynamic web sites. Students learn to use a variety of tools to make compelling and informative web s applying current web productivity software. Exercises are given that allow students to design, develop and upload their web s onto the Internet without web-based programming. Web site management strategy is also discussed. Laboratory [2.00].

INF 144 - Windows Desktop Operations [Vista] (1)

This course introduces the student to the basics of the Microsoft Windows desktop. Topics presented include working with files, organizing files with Windows Explorer, personalizing your Windows environment, bringing the Web to the desktop, searching for information, working with graphics, object linking and embedding, exploring your network, working with hardware, and managingWindows. Laboratory [2.00].

INF 146 - Web Development (3)

This course provides instruction in the development and composition of Web s. Students will author s that meet

current professional standards as specified by the World Wide Web consortium. They will write HTML and CSS using a text editor and will be introduced to web authoring productivity software. Objects such as graphics and sound, style sheets, JavaScript, and issues surrounding cross-platform viewing will be discussed. The students will develop and publish a completed Web site. Lecture [2.00], Laboratory [2.00]

Corequisite(s): Recommended: INF-101 [To be successful in this course, students should adhere to the recommendation.] .

INF 147 - Web Development using Dreamweaver (3)

This course introduces students to Web authoring using a What-You-See-Is-What-You-Get editing environment. This course will focus on technical mastery of the software tools and techniques used to create Web s with Dreamweaver, and on an understanding of the technical and environmental issues that affect Web design, performance, and effectiveness. Graphic design issues will be addressed in this context. Lecture [2.00], Laboratory [2.00].

INF 150 - Business Programming Logic (3)

This course develops and reinforces the student's logical thought processes using proper design techniques and tools, especially flowcharting. Topics presented include exploration of business programming considerations, such as input of data, output of information, accuracy and reliability, the use of objects and object-oriented programming, as well as data structures. Topics under data structures include linked-lists, hyperlinking, stacks, queues, trees, and traditional file structures. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MAT-040 or MAT-048.

INF 151 - Database: Access [Access 2016] (1)

This course is a hands-on experience of a relational database management system. The course entails developing database management projects starting with the design of the structure of a database, entering and editing data, designing multi-table queries, and creating forms and reports. Various techniques of database applications development will be implemented. All work will bedone on a Microsoft Windows processing platform. Laboratory [2.00].

INF 160 - Networking Technologies and Data Communications (3)

This course offers comprehensive coverage of networking and data transmission key terms, concepts, and development strategies. Topics presented include: the history of network development; network media; network protocols; network/data transmission theory [OSI layers and IEEE standards]; network types; network design; server/client configuration; network administration; networkremote access; wide area networks; and network troubleshooting. The course assists in preparing the student for the MCSE certification exams offered by Microsoft and the Foundations Level CIW certification. Lecture [3.00].

INF 161 - Internet Research and Data Handling (1)

This course provides an in-depth view of the Internet and is designed to meet both professional and research needs. Topics covered include advanced searching strategies and techniques, data mining, information integrity and intellectual property, FTP sites, downloads, file types and their integration into applications, and connectivity issues. Laboratory [2.00].

INF 162 - Introduction to the Internet (1)

This course introduces the necessary skills to access the Internet using leading Internet browsers. Topics covered include the Web, its components and organization; URLs; browsing Web s; Web management techniques; saving and printing; fundamental techniques for searching using various search engines; sending and receiving electronic mail; mail management techniques; reading andposting newsgroup articles, conversing and chatting; and popular Web sites. Course credit by exam is available. Laboratory [2.00].

INF 163 - Internet Concepts and Applications (3)

This course provides comprehensive coverage of the Internet. Topics presented include the Internet's history; its composition and technologies; protocols; electronic mail systems; browser and Web concepts; source integrity; searching the Web for research and gaining market intelligence; commanding FTP, newsgroups, gopher, and Telnet; and objects, plug-ins and viewers. This course assists in preparation for Foundations Level CIW certification. Lecture [2.00], Laboratory [2.00].

INF 164 - Networking Fundamentals I (4)

This course exposes students to the skills needed to design, build, and maintain small to medium-sized networks. Students are provided with classroom and laboratory experience in current and emerging networking technology. Focus is on the theory behind LANs. Topics include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling,cabling tools, routers, router programming, Ethernet, Internet Protocol addressing, network standards, safety and environment issues. This course assists in preparation towards the CISCO CCNA certification. Lecture [3.00], Laboratory [2.00].

Prerequisite(s): None; Helpful: A+ Certification; Microsoft Office Skills; introductory programming or multimedia courses; introductory electronics.

INF 165 - Introduction to Linux (1)

This course provides a hands-on introduction to this open-source operating system. Students learn to configure a graphical desktop environment, install and configure office-suite applications, create a Linux server environment, configure basic services, and use Linux commands. Laboratory [2.00].

INF 170 - Networking Experience (3)

This course awards transfer credit, based upon proven extensive professional experience in Network Administration or completion of sufficient networking coursework, to students wishing to enter the Network Security Certificate of Achievement. New students also may satisfy this requirement by enrolling in INF-160. Lecture [3.00].

INF 208 - Systems Analysis and Design (3)

This course addresses the effective use of equipment and management techniques in meeting the information needs of the contemporary business world. The techniques of analysis, specifications, selection, and implementation lead to the design of an optimal information system. A variety of hands-on tools will be used to complement the covered concepts. Lecture [2.00], Laboratory [2.00].]

Prerequisite(s): BUS-101, [INF-220 or INF-221 or INF-236].

INF 214 - Administration Simulation (2)

This course requires students to apply software products to perform general office functions. Students will prepare a variety of documents integrating multiple office software applications. Critical thinking and personal time management will be used to organize work and make effective decisions. Lecture [1.00], Laboratory [2.00].

Prerequisite(s): INF-101, INF-114, INF-119.

INF 217 - Database for Applications [Oracle] (3)

This course focuses on database design and implementation. Topics of discussion include database planning and development, normalization theory, creation of the conceptual model, conversion to the physical model, data entry and processing using SQL commands, and data integrity. Students will develop databases from specifications and demonstrate their utility by performing SQL data retrieval. Database Administration topics will be introduced. This course assists with preparation for the OCA exam. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-101 or CIS-158 or CIS-165 or INF-220 or INF-221 or INF-236.

INF 218 - Database Programming [Oracle-PL/SQL] (3)

This course covers the creation of database applications using a procedural language extension to SQL. Students learn some of the limitations of SQL and explore procedural logic constructs such as variables, constants, conditional statements, iterative controls, functions, and procedures. Students will use exception handlers to make their programs more robust. They will gain experience using, creating, and managing packages. The concepts will be explored using database software in a hands-on project-based environment. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-217.

INF 219 - Database Administration (3)

This course covers the installation, configuration, deployment and administration of database servers. Beyond basic installation and configuration issues, students will learn how to back up and recover data, administer users, transport data between databases, manage data, and configure networks for database access. These concepts and skills will be explored using database software in a hands-on project-based environment. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-101.

INF 220 - Visual Basic Programming (3)

This course provides effective hands-on instruction in an event-driven, high level programming language, using a series of tools to design and control object-oriented graphical user interfaces in an integrated development environment. Course content builds on the concepts presented in Introduction to Programming. All lab work is done on a Microsoft Windows processing platform. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-103.

INF 221 - C/C++ Programming (3)

This course provides the foundations for programming in the C and C++ languages. Students code programs applying C/C++ operators, constructs, and functions. Topics covered include language version differences, definition of variables; math, relational, and logical operators; decisions; while and for loops; C/C++ functions, user written functions, and scope and passing values. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-103 Introduction to Programming.

INF 224 - Advanced C++ Programming (3)

This course is a continuation of C/C++ Programming. Students code application programs in a complete object-oriented environment applying advanced concepts such as templates, inheritance, polymorphism, C style input/output streams, object-pointers, functions, the persistence of object, and attributes. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-221.

INF 228 - Excel Problem Solving [Excel 2016] (1)

This course focuses on the practical applications of Excel. Business applications will be analyzed and developed. Topics covered include creating and using macros, linking among worksheets and between files, importing and exporting, databases, graphics, advanced functions, and other advanced spreadsheet topics as needed to develop applications. Laboratory [2.00].

Prerequisite(s): INF-114 or INF-124.

INF 230 - Advanced Multimedia (3)

This project-based course investigates selected areas of digital multimedia in depth. Students will work singly and in groups on hands-on projects that include subsets of the following: text as a visual design element, 2D bitmap and vector graphics, 3D modeling and animation, audio production, and video production. Open-source and commercial software tools will be used. Emphasiswill be on mastery of underlying technologies, processes, techniques, and standards to achieve efficiency and optimization. Some projects may also involve the use of scripting. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-140. Corequisite(s): INF-150.

INF 232 - Windows Client (3)

This course will introduce students to the current Microsoft Windows operating system through lectures, demonstrations, discussions, and hands-on lab exercises. Students learn about and use the various tools for administering and configuring Windows including the Microsoft Management Console, Task Scheduler, and the Control Panel. Students are instructed how to install and administer TCP/IP; install, share and administer print devices; and manage data storage. The course also assists in preparing to sit for the current Windows MCP exam. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-101, INF-160.

INF 236 - Java Programming (3)

This course provides effective hands-on instruction in the Java language, building upon the concepts presented in Introduction to Programming. Topics explored include Java syntax, data types, arrays, conditions, loops, methods, classes, and objects. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-103.

INF 237 - Introduction to Business Expert Systems (3)

This course is an overview of the concepts and business applications of expert systems. Topics presented include expert systems' characteristics, components of expert systems, and methods of knowledge acquisition. Emphasis is placed on business applications and implementation issues. One or more microcomputer-based expert system shells are demonstrated and used by students to create an expert system prototype[s] in the labs. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-208.

INF 239 - Applications Development (3)

This is a capstone course using the case study approach in the design and implementation of application software. Students design, code, test, and document contemporary computer application[s]. Lecture [2.00], Laboratory [2.00].]

Prerequisite(s): INF-217 and [INF-224 or INF-268 or INF-248 or INF-246].

INF 240 - ClientSide Scripting using JavaScript (3)

This course provides experience in building interactive and dynamic Web s. Topics taught include variables, data types, objects, operators, control structures, functions, cookies, and browser issues. Examples will include interactive forms and visual effects such as animation. Lecture [2.00], Laboratory [2.00].]

Prerequisite(s): INF-101, and [INF-141 or INF-146].

INF 246 - Advanced Visual Basic Programming (3)

This course continues effective hands-on instruction in the event-driven, high level programming language Visual Basic. Emphasis is on programming, using object-oriented graphical user interfaces in an integrated development environment. All work is done on a Microsoft Windows processing platform. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-220.

INF 248 - ActiveX Control Development using Visual Basic (1)

This course provides the Visual Basic programmer with effective hands-on instruction in developing ActiveX controls and programming them for Web applications and active documents. Topics presented in class include creating ActiveX clients, ActiveX code components and controls. Laboratory [2.00].

Prerequisite(s): [INF-161 or INF-162 or INF-163] and INF-246.

INF 249 - Visual C++ for Windows with MFC (3)

This course provides the C++ programmer with effective hands-on instruction in developing Visual C++ applications using Microsoft Foundation Class Library [MFC]. This course introduces Windows programming concepts using Windows resource identifiers, dialog boxes, and controls. In addition, the course covers the use of Visual C++ for developing stand-alone interactive applications. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-224.

INF 251 - Advanced Access [Access 2016] (1)

This course will focus on using the more powerful features of Microsoft Access including the organization of multiple databases, advanced methods of query, programming, and data manipulation. All work will be done on a Microsoft Windows processing platform. Laboratory [2.00].

Prerequisite(s): INF-114 or INF-151.

INF 252 - Windows Server (3)

This course introduces students to Microsoft Windows Server through lectures, demonstrations, discussions and hands-on labs. Students learn to install the current version of Windows Server, Active Directory, DHCP, DNS and also learn about the various file systems supported by Windows Server. Students use Microsoft Management Console, learn how to administer print services and install and administer network protocols and services. The course also assists in preparing to sit for the Windows Server MCP exam. [Completion of INF-232 is recommended before taking INF-252.] Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-101, INF-160.

INF 253 - Technical Communications (3)

This course employs computer-assisted methods for planning and presenting technical information in a clear and concise manner. Emphasis is placed on designing effective methods for determining the structure of oral, written, and graphic communications in a technical environment. Topics presented include preparation of end-user documentation; presenting technical information to non-technical individuals; reporting, extracting, charting, and summarizing data. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-101.

INF 254 - Unix/Linux Network Administration (3)

This course provides comprehensive coverage of the UNIX/Linux operating system. Topics covered include all key aspects of the operating system including installation procedures, command line usage, shell scripting and customization, commonly used tools and utilities, process control, Regular Expression [RE] pattern matching, and the X Windows system. The objective is to enable network administrators to effectively utilize the operating system and the tools it provides to automate their day-to-day activities. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-160.

INF 256 - Topics in Networking (3)

This course focuses on the latest advances in networking theory and administration. Students study topics that are of current relevance within this dynamic and fast-growing field. As the topics will change each semester, emphasis will be on identifying changes in networking standards and protocols; media, architecture and hardware;

network security; shifts in vendor product andmarket share; and future technologies. Students are expected to use the Internet as a key fact-finding resource. Lecture [3.00].]

Prerequisite(s): INF-160 and [INF-161 or INF-162 or INF-163].

INF 257 - Network Troubleshooting (3)

This course establishes the methodologies and tools necessary to proactively troubleshoot computer networks. Topics covered include: methods for identification and repair strategies for network faults caused by user, hardware, and software problems; disaster recovery and backup plans; network management record keeping; configuration management; and patch/service release installation procedures. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-232, INF-252.

INF 258 - TCP/IP (3)

This course examines Transmission Control Protocol/Internet Protocol [TCP/IP] concepts with emphasis on planning, deploying and managing a TCP/IP network. Topics include the configuration and logistics of TCP/IP networks; IP addressing and subnetting; Multicast IP; Mobile IP; IPv6; FTP and Remote Access Protocol [PPP and SLIP]. Students will learn how to troubleshoot and manageTCP/IP networks using a packet sniffer, TCP/IP utilities, and protocols such as Internet Control Message Protocol [ICMP]. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-160.

INF 260 - Technical Support Operations (3)

This course introduces students to both the methodological and hands-on customer service-related world of end user support. Course topics examined include understanding the support profession and models; customer service; mission statements and service level agreements; implementing a help desk; troubleshooting; procurement; outsourcing; evaluation measurements; help desk certification. Lab topics studied include application installation; software and virus troubleshooting; call tracking; remote support; and support documentation. Students complete an individual support project with documentation. Lecture [2.00], Laboratory [2.00].]

Prerequisite(s): INF-108, INF-144, and [INF-161 or INF-162 or INF-163].

INF 263 - Advanced Web Development (3)

This course investigates a broad spectrum of web tools and technologies that are required to build and maintain client and server sites on the Web. Both client-side and server-side technologies will be discussed including the deployment of web sites. Lecture [2.00], Laboratory [2.00].]

Prerequisite(s): INF-146, [INF-220 or INF-221].

INF 264 - Networking Fundamentals II (4)

This course continues to build skills needed to design, build, and maintain small to medium-sized networks. The combination of laboratory and lectures focus on a more detailed understanding of the Open System Interconnection [OSI] models, Wide Area Networks [WANs], routers and using the routers and associated router components. Students learn how to start and set up routers while developing configurations consistent with the various operating systems and topologies. This course assists in preparation towards the CISCO CCNA certification. Lecture [3.00], Laboratory [2.00].

Prerequisite(s): INF-164.

INF 265 - Network Configuration I (3)

This course provides students the skills required to design, build and configure small to medium sized networks using Cisco routers. Students are provided with classroom and laboratory experience using the latest networking technology. Topics include networking concepts, LAN and WAN implementation, wireless networking and custom subnet masking. The course assists in preparationtowards the Cisco CCNA certification. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-160.

INF 266 - Network Configuration II (3)

This course continues to build skills need to design, build and maintain small to medium sized networks. Topics include advanced switching, routing, Frame Relay, troubleshooting and network security. This student will gain these skills through hands on laboratory exercises configuring routers and switches. This course assists in preparation towards the Cisco CCNA certification.Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-265.

INF 267 - Network Security (3)

This course provides a foundation-level course that focuses on securing an enterprise's systems and networks.

Topics presented include email security; web security; system hardening; incident response; public key infrastructure; disaster recovery; basics of cryptography; and methods for combating spam, securing a server, and preventing denial of service attacks. Lecture [3.00].

Prerequisite(s): INF-160 or INF-170.

INF 268 - Advanced Java Programming (3)

This course continues effective hands on instruction in the Java object-oriented, high-level programming language. Topics may include advanced array manipulation, object-oriented design solutions, exception handling, manipulating files and databases, Swing and graphical user interfaces, multimedia based programming, and Applets. Students will create programming project[s] that demonstrates their mastery of Java programming principles and concepts. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-236.

INF 270 - Computer Crime (3)

This course explores the use of networks as a tool of criminals. Our networked world has become a place of criminal activity that threatens our national security. This course discusses how a "networked" world has bred new crimes and new responses to those crimes and addresses the ways in which emerging technologies challenge existing laws and criminal procedures. Detecting and remediating national network security breaches will be explored. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-160 or INF-170. Corequisite(s): INF-267.

INF 271 - Ethical Hacking (3)

This course investigates the techniques used by malicious black-hat hackers to attack and penetrate a network. Students will learn to use these same hacking techniques to perform a white-hat ethical hack on the organization. Quantitative assessment and measurement of threats to information assets to determine where the organization is most vulnerable to hacking will be covered.Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-160 or INF-170. Corequisite(s): INF-267.

INF 272 - Windows Active Directory (3)

This course introduces students to the basics of managing enterprise level networks using Active Directory. Students learn to create users and groups, manage file permissions, configure server roles, use group policies to configure and

secure the network, configure DNS and use certificates to secure the network. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-160 or INF-170.

INF 273 - Intrusion Detection and Prevention (3)

This course introduces the tools, methods and resources to help identify, assess and report unauthorized or unapproved network activity. Students will learn to analyze packets to find special patterns in network traffic, to monitor network traffic and to take action based on prescribed rules when an intrusion occurs. Students will configure Intrusion Prevention Systems/Intrusion Detection Systems, analyze results, and prevent network intrusions. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): INF-160 or INF-170. Corequisite(s): INF-267.

INF 274 - Wireless Networking (3)

This course introduces students to wireless networking technology. The course covers wireless theory and how to apply it to modern networks. The course includes radio frequency fundamentals, wireless antennas and access, as well as configuring, managing and securing a wireless network. Lecture [3.00].

Prerequisite(s): INF-160.

INF 291 - Co-Op Work Experience [Information Technology] (1)

This course is a recommended elective designed to provide the INF student with part-time paid work experience in an office of his/her specialty. The student has the opportunity to learn and practice data processing skills under professional guidance in a college-approved work environment. Evaluation visitations are performed by a trained faculty member. All student appointmentsmust be approved by the Co-Op Coordinator. Job placement assistance is available through the Co-Op Office. 60 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [3.00].

Prerequisite(s): INF-101.

INF 292 - Co-Op Work Experience [Information Technology] (2)

This course is recommended electives designed to provide the INF student with part-time paid work experience in an office of his/her specialty. The student has the opportunity to learn and practice data processing skills under professional guidance in a college-approved work environment. Evaluation visitations are performed by a

trained faculty member. All student appointments must be approved by the Co-Op Coordinator. Job placement assistance is available through the Co-Op Office. 120 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): INF-101.

INF 293 - Co-Op Work Experience [Information Technology] (3)

This course is recommended electives designed to provide the INF student with part-time paid work experience in an office of his/her specialty. The student has the opportunity to learn and practice data processing skills under professional guidance in a college-approved work environment. Evaluation visitations are performed by a trained faculty member. All student appointments must be approved by the Co-Op Coordinator. Job placement assistance is available through the Co-Op Office. 180 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): INF-101.

INF 294 - Co-Op Work Experience [Information Technology] (4)

This course is recommended electives designed to provide the INF student with part-time paid work experience in an office of his/her specialty. The student has the opportunity to learn and practice data processing skills under professional guidance in a college-approved work environment. Evaluation visitations are performed by a trained faculty member. All student appointments must be approved by the Co-Op Coordinator. Job placement assistance is available through the Co-Op Office. 240 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [16.00].

Prerequisite(s): INF-101.

IST - INTERDISCIPLINARY STUDIES

IST 101 - Introduction to Technological and Information Literacy [TIL] [A] (1)

This course introduces students to the history and use of contemporary computer technology and to the retrieval, evaluation, and management of electronic and print information. The course covers various types of computer systems, college library systems, the Internet and its applications, networked information systems, traditional scholarly resources, central concepts underlyingthe research process, the social impact of developments in information technology [IT], and ethical, legal, and

political aspects of technology and information utilization. Laboratory [2.00].

IST 102 - Introduction to Technological and Information Literacy [TIL] [B] (1)

This course introduces students to the history and use of contemporary computer technology and to the retrieval, evaluation, and management of electronic and print information. The course covers various types of computer systems, college library systems, the Internet and its applications, networked information systems, traditional scholarly resources, central concepts underlyingthe research process, the social impact of developments in IT, and ethical, legal, and political aspects of technology and information utilization. [Must be taken with a TIL-intensive section of a General Education Course, such as COM-100 or WRT-101.] Lecture [1.00].

IST 121 - Intro College Experience (2)

This is a course which combines academic subject matter and substantial writing assignments in a discipline context established by the individual instructor. This course provides a learning opportunity for the student which includes communication skills, critical reasoning, problem solving, study skills, time management, and goal setting. The objective of this course is to help students understand the value and benefits of higher education as a life experience. Lecture [3.00]

IST 123 - Success 101 (3)

This course is designed to help students achieve success in college. The course will focus on the strategies, habits, and values necessary for students to take charge of their own academic and personal development. Emphasis will be placed on self-assessment and goal setting, written and oral communication skills, critical thinking, time management, and study skills. Lecture [3.00].

IST 124 - Success for AIMS (3)

This course is designed to help students achieve success in college and in life. The course will focus on the strategies, habits, and values necessary for students to take charge of their own academic and personal development. Emphasis will be placed on self-assessment and goal-setting, written and oral communication skills, critical thinking, time management, and study skills.The course includes a

practical component, which will focus on public speaking skills, computer literacy, and college etiquette. Lecture [3.00], Practicum [1.00].

IST 201 - Patterns of Leadership (3)

This course explores the aspects of effective leadership. Students employ critical reasoning skills, problem solving, and communications in order to identify and develop their own leadership philosophy. Topics of study presented include the concepts of leadership, historical perspectives, personal skill development, leadership in organizations, and contemporary leadership. Lecture [3.00].

Prerequisite(s): COM-100, WRT-101.

IST 223 - Success Practicum (1)

This course is to help students practice the skills acquired from Success 101 to achieve their goals in college and in life. The course will focus on career exploration, choosing a major, 4-year college transfer planning, student life and community building through Service Learning. Emphasis will be placed on self-exploration and goal setting, written and oral communication skills, critical thinking, time management and life skills. Lecture [1.00].

IST 281 - Co-Op Work Experience [Interdisciplinary Studies] (1)

This course provides the student with practical, supervised work experience in a professional environment. Through on-the-job experience, students can acquire knowledge and skills to pursue a career in their area of interest. A faculty member supervises students, and job placement assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [3.00].

IST 282 - Co-Op Work Experience [Interdisciplinary Studies] (2)

This course provides the student with practical, supervised work experience in a professional environment. Through on-the-job experience, students can acquire knowledge and skills to pursue a career in their area of interest. A faculty member supervises students, and job placement assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [8.00].

IST 283 - Co-Op Work Experience [Interdisciplinary Studies] (3)

This course provides the student with practical, supervised work experience in a professional environment. Through on-the-job experience, students can acquire knowledge and skills to pursue a career in their area of interest. A faculty member supervises students, and job placement assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [12.00].

IST 284 - Co-Op Work Experience [Interdisciplinary Studies] (4)

This course provides the student with practical, supervised work experience in a professional environment. Through on-the-job experience, students can acquire knowledge and skills to pursue a career in their area of interest. A faculty member supervises students, and job placement assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [16.00].

LAN - WORLD LANGUAGES AND CULTURES

LAN 110 - French I (3)

This course is an introduction to the pronunciation, basic comprehension, and communication of French through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less [including no] years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 111 - German I (3)

This course is an introduction to the pronunciation, basic comprehension, and communication of German through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less [including no] years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 112 - Italian I (3)

This course is an introduction to the pronunciation, basic comprehension, and communication of Italian through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less [including no] years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 113 - Spanish I (3)

This course is an introduction to the pronunciation, basic comprehension, and communication of Spanish through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less [including no] years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 114 - Russian I (3)

This course is an introduction to the pronunciation, basic comprehension, and communication of Russian through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less [including no] years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 115 - Arabic I (3)

This course is an introduction to the pronunciation, basic comprehension and communication of Arabic through active class use of simple vocabulary, grammar and syntax. The class will hold group discussions which focus on Arab Culture and Traditions in various geographical areas in the Arab world. This course is recommended for students who have had one or no years of previous high school study of this language. Students with two or more

years prior study, please refer to the World Languages and Cultures Placement Policy on this syllabus. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 116 - Chinese [Mandarin] I (3)

This course is an introduction to the pronunciation, basic comprehension, and communication of Chinese through active class use of simple vocabulary, grammar, and syntax. It is recommended for students who have had two or less [including no] years of previous high school study of this language. Students with more than two years prior should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 119 - Latin I (3)

This course is an introduction to the pronunciation, basic comprehension, and communication of Latin through active class use of vocabulary, grammar, syntax, and to the culture of the ancient Romans. This course is recommended for students who have had one or less [including no] years of previous high school study of this language. Students with more than two or more years prior study should consult the World Languages and Cultures Placement Policy on this syllabus. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 120 - Japanese I (3)

This course is an introduction to the pronunciation, basic comprehension, and communication of Japanese through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less [including no] years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 144 - Irish I (3)

This course is an introduction to the pronunciation, basic comprehension, and communication of Irish through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less [including] no years of previous high

school study of this Gaelic language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 150 - Spanish for Health Professions (3)

This course is designed to enable individuals in the health career programs/professions to communicate with Spanish speaking clients in a variety of settings. Participants will learn interview and assessment skills, as well as other health related terminology. Through the acquisition of these skills, an understanding of Spanish speaking cultures will be attained. Lecture [3.00].

LAN 152 - Spanish for Commerce and Business (3)

This is a course in basic Spanish for students in business and commercial studies programs. The course emphasizes practical vocabulary, technical terminology, and oral and written communication in the world of commerce and industry. Lecture [3.00].

LAN 165 - Korean I (3)

This course is an introduction to the pronunciation, basic comprehension, and communication of Korean through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less [including no] years of previous high school study of this language. Students with more than 2 years prior study should consult with the AcademicDepartment Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 170 - American Sign Language I (3)

This course is an introduction to the expressive and receptive skills required for communication in American Sign Language [ASL]. Through active class use of basic vocabulary, grammar, and syntax, students will begin exploration of Deaf Culture and begin to learn the language of that culture. This course is recommended for students who have had less than one year of previous study of this language. Students with more than two years of prior study should consult with the Academic

Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 180 - Hebrew I (3)

This course is an introduction to the pronunciation, basic comprehension, and communication of Hebrew through active class use of simple vocabulary, grammar, and syntax. It is recommended for students who have had less than one year of previous study of this language. Students with more than two years of prior study should consult with the Academic Department Chair of the WorldLanguages and Cultures Department for course placement guidance. >General Education Course. Lecture [3.00], Laboratory [1.00].

LAN 200 - French II (3)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of French through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-110; minimum grade C.

LAN 201 - Intermediate French I (3)

This course expands students? French vocabulary and enhances their conversational ability. The course is conducted entirely in French and features extensive discussion of contemporary France and some grammar review. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-200; minimum grade C.

LAN 202 - Intermediate French II (3)

This course is conducted entirely in French and develops students French communication skills through a study of the cultural history of France. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-201; minimum grade C.

LAN 203 - French Conversation (3)

This course emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Topics of discussion may include current cultural, social, and literary events. Students receive individualized instruction in syntax and vocabulary. This course is conducted in the target language. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-200; minimum grade C.

LAN 207 - French Culture and Civilization (3)

This course surveys the unique geography, pertinent history, significant literary and artistic movements, and the current sociopolitical role of France in the world. The course discusses contributions to world agriculture, industry and international trade. The course is taught in French using a variety of media and may provide out-of-class learning opportunities. Lecture [3.00].

Prerequisite(s): LAN-200.

LAN 210 - German II (3)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of German through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-111; minimum grade C.

LAN 211 - Intermediate German I (3)

This course expands students? German vocabulary and enhances their conversational ability. The course is conducted entirely in German and features extensive discussion of contemporary Germany and some grammar review. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-210; minimum grade C.

LAN 212 - Intermediate German II (3)

This course is conducted entirely in German and develops students' German communication skills through a study of the cultural history of Germany. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-211; minimum grade C.

LAN 213 - German Conversation (3)

This course emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Topics of discussion may include current cultural, social, and literary events. Students receive individualized instruction in syntax and vocabulary. This course is conducted in the target language. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-210; minimum grade C.

LAN 217 - German Culture and Civilization (3)

This course surveys the unique geography, pertinent history, significant literary and artistic movements, and the current sociopolitical role of Germany in the world.

The course discusses Germany's contributions to world agriculture, industry and international trade. The course is taught in German using a variety of media and may provide out-of-class learning opportunities. Lecture [3.00].

Prerequisite(s): LAN-210.

LAN 220 - Italian II (3)

This course offers students an opportunity to enhance skills in the speaking, reading, writing, and comprehension of Italian through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-112; minimum grade C.

LAN 221 - Intermediate Italian I (3)

This course expands students? Italian vocabulary and enhances their conversational ability. The course is conducted entirely in Italian and features extensive discussion of contemporary Italy and some grammar review. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-220; minimum grade C.

LAN 222 - Intermediate Italian II (3)

This course is conducted entirely in Italian and develops students' Italian communication skills through a study of the cultural history of Italy. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-221; minimum grade C.

LAN 223 - Italian Conversation (3)

This course emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Topics of discussion may include current cultural, social, and literary events. Students receive individualized instruction in syntax and vocabulary. This course is conducted in the target language. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-220; minimum grade C.

LAN 224 - Advanced Italian Composition (3)

This course develops the students' ability to write in Italian and emphasizes the relationship between the spoken and written idiom. Letters, reports, creative writing, and expository forms serve as the basis for an in-depth study of advanced Italian grammar. Lecture [3.00].

Prerequisite(s): LAN-221.

LAN 227 - Survey in Italian Literature (3)

This course is a study of the development of Italian literature from the Middle Ages through the 20th Century. Lecture [3.00].

Prerequisite(s): LAN-221.

LAN 228 - Elementary Spanish for Heritage Speakers (3)

This course is designed to address the needs of Hispanic/Latino students who can communicate in Spanish but need to develop and/or improve their reading and writing skills. It addresses specific linguistic issues such as diction, orthography, and sentence structure. The course is conducted in Spanish and includes cultural discussions. Recommended for students with some previousSpanish language instruction. >General Education Course. Lecture [4.00].

LAN 229 - Intermediate Spanish for Heritage Speakers (3)

This course is a continuation of Elementary Spanish for Heritage Speakers. It continues to develop reading and writing skills, and to address linguistic issues. The course is conducted in Spanish and includes cultural discussions. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-228; minimum grade C.

LAN 230 - Spanish II (3)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Spanish through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-113; minimum grade C.

LAN 231 - Intermediate Spanish I (3)

This course expands students? Spanish vocabulary and enhances their conversational and reading ability. The course is conducted entirely in Spanish and focuses upon more complex grammatical structures as well as upon discussions about the Hispanic culture. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-230; minimum grade C.

LAN 232 - Intermediate Spanish II (3)

This course is conducted entirely in Spanish and develops students Spanish communication skills through a study of the cultural history of Spain and Latin America. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-231; minimum grade C.

LAN 233 - Spanish Conversation (3)

This course emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Topics of discussion may include current cultural, social, and literary events. Students receive individualized instruction in syntax and vocabulary. This course is conducted in the target language. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-230; minimum grade C.

LAN 234 - Advanced Spanish Composition (3)

This course develops the students' ability to write in Spanish and emphasizes the relationship between the spoken and written idiom. Letters, reports, creative writing, and expository forms serve as the basis for an in-depth study of advanced Spanish grammar. Lecture [3.00].

Prerequisite(s): LAN-231.

LAN 235 - Spanish Peninsular Literature (3)

This course is a study of Spanish literature from the 12th century to the present. Lecture [3.00].

Prerequisite(s): LAN-231.

LAN 236 - Spanish American Literature (3)

This course is a study of Spanish American literature from 1492 to the present. Lecture [3.00].

Prerequisite(s): LAN-231.

LAN 237 - Mexican Culture and Civilization (3)

This course surveys the unique geography, pertinent history, significant literary and artistic movements, and the current sociopolitical role of Mexico in the world. The course discusses Mexico's contributions to world agriculture, industry and international trade. The course is taught in Spanish using a variety of media and may provide out-of-class learning opportunities. Lecture [3.00].

Prerequisite(s): LAN-231.

LAN 238 - Spanish Culture and Civilization (3)

This course surveys the unique geography, pertinent history, significant literary and artistic movements, and the current sociopolitical role of Spain in the world. The course discusses Spain's contributions to world agriculture, industry, and international trade. The course is taught in Spanish using a variety of media and may

provide out-of-class learning opportunities. Lecture [3.00].

Prerequisite(s): LAN-231.

LAN 239 - Italian Culture and Civilization (3)

This course surveys the unique geography, pertinent history, significant literary and artistic movements, and the current sociopolitical role of Italy in the world. The course discusses Italy's contributions to world agriculture, industry, and international trade. The course is taught in Italian using a variety of media and may provide out-of-class learning opportunities. Lecture [3.00].

Prerequisite(s): LAN-221.

LAN 240 - Russian II (3)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Russian through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-114; minimum grade C.

LAN 241 - Intermediate Russian (3)

This course expands students' Russian vocabulary and enhances their conversational ability. The course is conducted entirely in Russian and features extensive discussion of contemporary Russia and some grammar review. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-240; minimum grade C.

LAN 242 - Intermediate Russian II (3)

This course expands the students' vocabulary and enhances their conversational and reading ability through class discussions, pair/group work, simulations, and oral presentations. The course is conducted entirely in Russian with some grammar review and features extensive discussions of contemporary Russian culture. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-241; minimum grade C.

LAN 244 - Irish II (3)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Irish, one of the Gaelic languages, through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-144; minimum grade C.

LAN 245 - Intermediate Irish I (3)

This course expands students' Irish vocabulary and enhances their conversational ability in this Gaelic language. The course is conducted entirely in Irish and features extensive discussion of contemporary Irish-speaking regions in Ireland and some grammar review. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-244; minimum grade C.

LAN 250 - Hispanic Society (3)

This course is a study of the social, economic, political, and cultural histories of a variety of Spanish-speaking nations in Europe, America, and Africa. So as to take this course, fluency in Spanish as determined by the World Languages faculty is required. Lecture [3.00].

LAN 255 - Arabic II (3)

This course offers students an opportunity to enhance skills in the speaking, reading, writing and comprehension of Arabic through active class use of vocabulary, grammar and syntax. >General Education Course. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-115; minimum grade C.

LAN 256 - Intermediate Arabic I (3)

This course expands students' Arabic vocabulary and enhances their conversational ability. The course is conducted entirely in Arabic and features extensive discussion of the contemporary Arab World and some grammar review. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-255; minimum grade C.

LAN 257 - Intermediate Arabic II (3)

This course is conducted entirely in Arabic and develops students' Arabic communication skills through a study of the cultural history of the Arab World. >General Education Course.   Lecture [3.00].

Prerequisite(s): LAN-256; minimum grade C.

LAN 260 - Japanese II (3)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Japanese through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-120; minimum grade C.

LAN 261 - Intermediate Japanese I (3)

This course expands students' Japanese vocabularyand enhances their conversational ability. The course is conducted entirely in Japanese and features extensive discussions of contemporary Japan and some grammar review. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-260; minimum grade C.

LAN 262 - Intermediate Japanese II (3)

This course expands the students' vocabulary and enhances their conversational and reading ability through class discussions, pair/group work, simulations, and oral presentations. The course is conducted entirely in Japanese with some grammar review and features extensive discussions of contemporary Japanese culture. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-261; minimum grade C.

LAN 265 - Korean II (3)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing and comprehension of Korean through active class use of vocabulary, grammar and syntax. >General Education Course. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-165; minimum grade C.

LAN 266 - Intermediate Korean I (3)

This course expands students' Korean vocabulary and enhances their conversations ability. The course is conducted entirely in Korean and features extensive discussion of contemporary Korea and some grammar. >General Education Course.   Lecture [3.00].

Prerequisite(s): LAN-265; minimum grade C.

LAN 270 - American Sign Language II (3)

This course is a continuation of American Sign Language I designed to further develop competency in ASL. Students will be given the opportunity to enhance both expressive and receptive skills by increasing vocabulary and knowledge of grammar. Students will be expected to interact with the deaf community in real-life settings thereby enhancing their awareness of and sensitivityto various aspects of Deaf Culture and ASL. >General Education Course. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-170; minimum grade C.

LAN 271 - Intermediate American Sign Language I (3)

This course expands students? vocabulary and enhances their expressive and receptive skills through class discussions, pair/group work, simulations, and presentations. The course is conducted entirely in American Sign Language. It includes grammar review and features extensive discussions of Deaf culture. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-270; minimum grade C.

LAN 272 - Intermediate American Sign Language II (3)

This course develops American Sign Language communication skills through the study of the cultural history of the Deaf community. It is conducted entirely in American Sign Language. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-271; minimum grade C.

LAN 276 - Chinese [Mandarin] II (3)

This course offers students an opportunity to enhance their skills in listening, speaking, reading, writing, and comprehension of Chinese through active class use of vocabulary, grammar and syntax. >General Education Course. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-116; minimum grade C.

LAN 277 - Intermediate Chinese [Mandarin] I (3)

This course expands students' Chinese vocabulary and enhances their conversational ability. the course is conducted entirely in Chinese and features extensive discussion of contemporary China and some grammar. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-276; minimum grade C.

LAN 278 - Intermediate Chinese [Mandarin] II (3)

This course is conducted entirely in Chinese and develops students' Chinese communication skills through a study of the culture of china and some grammar. >General Education Course. Lecture [3.00].

Prerequisite(s): LAN-277; minimum grade C.

LAN 280 - Hebrew II (3)

This course offers students an opportunity to enhance their skills in listening, speaking, reading, writing, and comprehension of Hebrew through active class use of vocabulary, grammar and syntax. >General Education Course.   Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-180.

LAN 289 - Latin II (3)

This course offers students an opportunity to enhance their skills in translating, reading, writing, speaking, and

comprehension of Latin through active class use of vocabulary, grammar, syntax, and their knowledge of Roman culture. Class sessions will include discussions, translations, pair/group work, simulations, oral presentations, and extensive discussions on Roman culture.> General Education Course. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LAN-119; minimum grade C.

LGL - LEGAL STUDIES

LGL 101 - Fundamentals of Law (3)

This course is an introduction to the principles of substantive law in the fields of contracts, legal ethics, sales, consumer remedies, torts, crimes, and secured transactions, and analyzes the court systems. Lecture [3.00].

LGL 103 - Legal Search and Writing (3)

This course is an introduction to legal practice. Topics covered include law office systems, legal research, legal forms, and briefs. Research problems and case memo term papers are assigned. Lecture [2.00], Laboratory [2.00].

Corequisite(s): WRT-101.

LGL 104 - Healthcare Ethics and Law (3)

This is a survey course dedicated to the analysis and application of Healthcare Ethics and Law. Emphasis is placed on analysis of the legal and healthcare environment and its relationship to medical ethics. Students will examine case studies and will learn to identify and respond to legal and ethical issues. Lecture [3.00].

Cross-Listed as: HSC-102.

LGL 110 - Legal Ethics (3)

This is a survey course dedicated to the analysis and application of New Jersey Legal Ethics Issues. Emphasis is placed on understanding New Jersey Rules of Professional Responsibility, New Jersey Supreme Court Office of Attorney Ethics Advisory Opinions, ABA Model Rules, Canons of Professional Ethics, and the professional and regulatory structure of the practice of law. The course will also explore the disciplinary and licensing process applicable to legal professionals. Students to identify, evaluate, and respond to legal ethical issues. Lecture [3.00].

LGL 150 - School Law (3)

This course is a study of New Jersey school laws, the rules and regulations of the New Jersey State Board of Education, the functions of the State Commissioner of Education, and the relationship of school district organization to other units of government. Lecture [3.00].

LGL 165 - Elder Law (1)

This course is a survey of the law concerning the rights, duties, and responsibilities of persons over the age of 60. Topics covered include incompetency procedures, guardianships and other protective arrangements, Medicare and Medicaid, long-term planning and strategies, protection of the assets from creditors and family members, health benefits, social security, and special estate planning for the remarried elderly. Lecture [1.00].

LGL 200 - Business Communication for Paralegals (3)

This course covers the communications skills of writing, speaking, and listening, with particular applications to paralegals. Emphasis is placed on effective techniques to be used in interviews and meetings. Students learn how to prepare letters, memos, and reports. Oral presentations are included. Lecture [3.00].

Prerequisite(s): LGL-101, LGL-103.

LGL 202 - New Jersey and Federal Courts [Fall Only ? Evening] (3)

This course is a study of the Rules of Court for the New Jersey Court System as they relate to court processes and procedures including pleadings, depositions, interrogatories, summary judgment, appellate practice, and rules of evidence. Lecture [3.00].

Prerequisite(s): LGL-101, LGL-103, LGL-203, LGL-220.

LGL 203 - Paralegalism (3)

This course is a study of the role of a paralegal in the public sector. Topics of discussion include ethics and litigation support including methods of investigating cases and of preparing legal memoranda and other legal documents. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): LGL-101, LGL-103.

LGL 205 - Mechanics of Property Transactions [Fall Only ? Evening] (3)

This course is a study of New Jersey real estate legal practice and procedures concentrating on such topics as conveyance, forms, and the theory and practice of real estate transactions. Sample cases are used to illustrate the paralegal's role in a real property conveyance. Students examine case studies and prepare a sample problem from contract to closing. Lecture [3.00].

Prerequisite(s): LGL-101, LGL-103, LGL-220, REA-101.

LGL 206 - Mechanics of Commercial Transactions [Spring Only ? Evening] (3)

This course is a study of legal forms, procedure and practice for organizing a business entity, sale of a business, equipment leasing, and other commercial transactions. Students examine case studies and prepare a sample problem for sale of a business. Lecture [3.00].

Prerequisite(s): LGL-101, LGL-103, LGL-220.

LGL 207 - Wills and Administrations [Fall Only - Evening] (3)

This course is a study of the New Jersey law of wills, probate, and estate administration. Topics of discussion include the preparation of wills, probate procedures, and the preparation of New Jersey Inheritance and Federal Estate Tax forms. Lecture [3.00].

Prerequisite(s): LGL-101, LGL-103, LGL-220.

LGL 208 - Mechanics of Family Law (3)

This course is an introduction to New Jersey family law. Topics of discussion include divorce, annulment, equitable distribution of assets, child custody, alimony, and support and visitation of children. New Jersey forms and procedures are reviewed. Students examine case studies and prepare matrimonial pleadings and pretrial memoranda. Lecture [3.00].

Prerequisite(s): LGL-101,LGL-103, LGL-220.

LGL 209 - Nonprofit Law (3)

This course is dedicated to the analysis and application of New Jersey Nonprofit Corporation Law. Emphasis is placed on understanding New Jersey Statutes Title 15A. The course explores the effective and practical use of the nonprofit corporation from formation, application in business practices to dissolution. Students learn about formation, corporate powers, specific purpose nonprofits, tax aspects, boards, officers, minutes, registered agents, meetings and dissolution of nonprofits. Lecture [3.00].

Prerequisite(s): BUS-115.

LGL 210 - Legal Accounting (3)

This course is a study of accounting concepts for the paralegal. The trust and escrow accounting reporting rules of the New Jersey Supreme Court are discussed. Hourly records, billing procedures, and accounting concepts are studied as they relate to legal situations. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): LGL-101, LGL-103, LGL-203.

LGL 219 - Hospitality Law (3)

This provides industry specific legal fundamentals to students and practicing professionals in the hospitality industry. It introduces basic foundations and principles of the law affecting the hospitality industry and introduces guidelines and techniques that show managers how to manage preventively and apply a practical legal awareness to their actions. Lecture [3.00].

Prerequisite(s): HRM-101.

LGL 220 - Computer Assisted Legal Research (3)

This course introduces the student to modern technologies which allow efficient and accurate legal research. The course incorporates Westlaw, legal software, and the Internet into the legal research process and requires students to complete assigned computer research projects. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): LGL-101, LGL-103.

LGL 230 - Bankruptcy Law (1)

This course teaches paralegals the procedures, forms, and schedules used in bankruptcy cases. Lecture [1.00].

Prerequisite(s): LGL-202, LGL-203.

LGL 231 - Environmental Claims (1)

This course teaches paralegals the practice and procedures in the specialized field of environmental claims-tort liability Lecture [1.00].

Prerequisite(s): LGL-203, LGL-205.

LGL 232 - Immigration Law (1)

This course teaches paralegals the practices and procedures in the specialty of immigration law. Lecture [1.00].

Prerequisite(s): LGL-203.

LGL 233 - Intellectual Property (1)

This course teaches paralegals the practices and procedures used in the emerging specialty of filing and protecting intellectual property such as trade names, patents and copyrights. Lecture [1.00].

Prerequisite(s): LGL-203, LGL-206.

LGL 234 - Personal Injury and Product Liability [Spring Only - Evening] (3)

This course teaches paralegals the practice and procedures used in the developing specializations of personal injury and product liability torts. Students will examine case studies and will prepare legal forms for sample case problems. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): LGL-203, LGL-220.

LGL 235 - Tax Law (1)

This course teaches paralegals the tax implications of common problems faced in law offices. Topics covered include business acquisitions and IRS regulations. Lecture [1.00].

Prerequisite(s): LGL-203, ACC-103.

LGL 236 - Employment Law (2)

This course is for employees and employers concerning hiring, managing, and terminating employees and special protections available to employers and employees under statutes and cases. The course emphasizes recent developments in the law. Lecture [2.00].

Prerequisite(s): LGL-101.

LGL 237 - Rules of Evidence (1)

This course is a review of the rules of evidence as applied to court proceedings that include competency to testify, best evidence, hearsay, relevancy, impeachment of a witness, and other evidence rules. Lecture [1.00].

Prerequisite(s): LGL-101.

LGL 292 - Co-Op Work Experience [Paralegal] (2)

This course requires part-time student employment in a law office, banking institution, court or other law-related position and aims at giving students insight into the methods and procedures used by paralegals. Job assistance is available through the Co-Op office. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): LGL-101, LGL-103, LGL-202, LGL-205, LGL-208, LGL-220; and WRT-101. The student must have attained a "C" or better grade in WRT-101 and WRT-201 and all paralegal specialty courses..

LGN - LEGAL NURSE CONSULTANT

LGN 105 - Principles of Legal Nurse Consulting (3)

This course examines the history and evolution of nurse consulting and legal theories. The role of the legal nurse consultant is explored as it relates to the review and analysis of medical records, litigation process, trial and witness preparation, standards of care, risk management, insurance issues, and alternative forms of dispute resolution. Business principles for legal nurse consultants are also covered. Lecture [3.00].

LGN 201 - Health Law (3)

This course provides an overview of the American health care system, examining its historical origins and the interplay of competing interests. It examines managed care organizations [MCOs] including [HMOs, PPOs, PHOs, IPAs, etc.]; and MCO regulatory issues, such as licensing and certificate-of-need requirements and patient rights legislation; legal implications of the transactions engaged in by MCOs; fraud and abuse in the health care system; managed care contracting including contract drafting and analysis; legal issues concerning hospitals; Medicare and Medicaid; interaction health law with medical malpractice. Lecture [3.00].

Prerequisite(s): LGN-105, LGL-101, LGL-103.

LGN 204 - Medical Legal Ethics, Records, and Writing (3)

This course requires the production and preparation of medical records summaries which includes identifying standards of care; accessing, interpreting and summarizing medical records; interviewing clients; medical witnesses and preparation of the legal nurse consultant's report. Additionally, the course covers legal and medical ethics. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LGL-101, LGL-103, LGL-203, LGL-234, LGN-105, LGN-201.

LGN 210 - Advanced Medical Legal Research (3)

This course develops advanced research skills employing Westlaw, Medical, and Internet research. Students will become facile users of legal and medical databases online, including the Internet. Course focuses on medical and legal research used in determining appropriate standards of care. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): LGL-101, LGL-103, LGN-105, LGN-204.

LGN 292 - Co-Op Work Experience [Legal Nurse] (2)

This course requires that the student complete all legal nurse specialty courses with a grade of C or better. This course can only be taken in the last semester of the Legal Nurse Program. The student must meet with the instructor and jointly prepare an agreed 179 hour lab for the course which will include on-site study and assignments in a legal nurse setting such as a hospital, HMO, doctor's office or law office plus sample medical-legal research and document assignments from the instructor. In addition, the course will meet one [1] hour each week. Two or more class absences will require repeat of the course. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): LGN-105, LGN-201, LGN-204, LGN-210.

LIT - LITERATURE

LIT 201 - American Literature to 1880 (3)

This course is a study of representative American literature from its origins to the late nineteenth century. Students read selections from such areas as exploration narratives and Native American poetry, and from such authors as Bradstreet, Edwards, Douglass, Emerson, Hawthorne, Melville, Dickinson, and Whitman. >General Education Course. Lecture [3.00]. 1

Prerequisite(s): WRT-101.

LIT 202 - American Literature 1880 to Present (3)

This course is a study of representative American literature from the late nineteenth century to the present. Students read works by such authors as Twain, O'Neill, Hurston, Hemingway, Faulkner, Frost, Wright, Ginsberg, and Rich. >General Education Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 203 - World Literature to 1650 (3)

This course is a study of world authors to the sixteenth century. Students read works such as Gilgamesh; selections from the Old and New Testaments, the Ramayana; and writings of such authors as Homer, Aeschylus, Li Po, Dante, Shakespeare, and Sor Juana. > General Education Course. >Diversity Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 204 - World Literature 1650 to Present (3)

This course is a study of world authors from the sixteenth century to the present. Students read works by such authors as Wu Ch'Eng-En, Racine, Goethe, Flaubert, Tolstoy, Eliot, Mahfouz, and Achebe. >General Education Course. >Diversity Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 205 - English Literature to 1800 (3)

This course is a study of British literature from Anglo-Saxon times to the late eighteenth century. Students read works such as Beowulf and such authors as Chaucer, Kempe, Shakespeare, Milton, Dryden, Pope, and Swift. >General Education Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 206 - English Literature 1800 to Present (3)

This course is a study of British literature from the Romantic period to the present. Students read works by such authors as Blake, Wordsworth, Austen, Hardy, Dickens, Yeats, Lawrence, Woolf, and Thomas. >General Education Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 210 - Introduction to the Short Story (3)

This course is a study of short fiction: the stylistic and technical qualities of the genre, its kinship with narrative forms that stretch to the earliest literatures of diverse cultures, and the range of themes expressed in short stories, by authors writing in English and a variety of other languages. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 215 - Black Literature in America (3)

This course is a study of major African-American authors. The course provides a literary, historical, and sociological survey of the African-American experience. Students read works by such authors as Wheatley, Douglass, Ellison, Hurston, Baldwin, Malcolm X, Morrison, and Walker. >General Education Course. >Diversity Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 216 - European Literature to 1650 (3)

This course is a study of European authors from Greco-Roman times to the Renaissance. Representative works are studied in their historical context. The course includes selections from such works as the Bible, ancient Greek tragedies and comedies, medieval epics and dramas, and such authors as Sappho, Plato, Virgil, Dante, Marie de France, Shakespeare, and Milton. >General Education Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 217 - European Literature 1650 to Present (3)

This course is a study of European literature from the Neoclassical period to the present. Representative works are studied in their historical context. The course includes selections from such areas as Romantic and Victorian poetry, the nineteenth century novel, and existentialism, and such authors as Racine, Voltaire, Austen, Goethe, Dostoyevsky, the Symbolists, Kafka, Woolf,Mann, and the Post-Moderns. >General Education Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 218 - American Ethnic Literature (3)

This course examines the literature of America's ethnic groups. The course draws upon significant works of fiction, poetry, drama, and autobiography written by representatives of such groups as Native Americans, Hispanics, Irish, Jews, Asians, Blacks, and Italians. >General Education Course. >Diversity Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 219 - Topics in American Literature (3)

This course is anexploration of major themes in the literature of the United States. Each semester a specific theme is developed through the study of literary works that are representative of the diversity of American culture. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 220 - Social Aspects of Literature (3)

This course examines various concerns and issues that exist within human communities. The course allows students to explore social structures and the role of the individual within a larger social context, with the aim of developing a greater understanding of the interaction of self and society. Literary texts provide the foundation for discussion and analysis. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 221 - Shakespeare (3)

This course is an introduction to the works of William Shakespeare. Students will read several plays and sonnets. The variety of Shakespeare's themes, such as the nature of love, betrayal, leadership, and the power of art, will be examined. >General Education Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 222 - Introduction to Literary Criticism (3)

This course provides students with the tools of literary critical theory. Students will be exposed to a variety of critical theories and will gain proficiency in applying these theories to selected poems, short stories, and novels. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 223 - Contemporary Latin American Literature (3)

In this course, students will read poetry, essays, short prose, and novels from several Latin American nations including Colombia, Peru, Cuba, Argentina, Mexico, Brazil, Puerto Rico, Dominican Republic, and Chile. We will also examine Latin American literature from various critical perspectives. >Diversity Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 224 - International Literature (3)

This course is an exploration of major themes in the literature of various cultures. Each semester a specific theme is developed through the study of literary works that are representative of a number of nations and cultures. >Diversity Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 226 - Introduction to the Novel (3)

This course is an introduction to the novel as a literary genre from its beginnings to the present. Authors to be studied may include, but are not limited to, Lady Murasaki, Cervantes, Richardson, Fielding, Voltaire, Austen, Melville, Dickens, Eliot, Flaubert, Dostoevsky, James, Joyce, Garcia Marquez, Achebe, Mahfouz, and Bolano. >General Education Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 227 - Introduction to Poetry (3)

This course is a representative study of poetic forms and poetry from around the world. Through a close examination of the poetry, students will explore the evolution of poetic form, literary movements and a wide range of themes addressed through poetry. Topics for discussion and analysis will include historical, cultural, and social influences. >General Education Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 228 - Women in Literature (3)

This course is a study of representative works by women writers in a variety of forms. The course provides a

literary, historical, and sociological context for the study of this literature. Students read works by such authors as Julian of Norwich, Dickinson, Chopin, Woolf, Emecheta, Morrison, and Tan. >General Education Course. >Diversity Course. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 229 - Myth and Literature (3)

This course gives students an overview of the mythology of various selected cultures and shows the relation of mythology to our everyday lives. Works ranges from antiquity to the present. After taking this course, students will be able to analyze and understand mythic symbols in literature [poetry, short stories, or novels.] Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 230 - Psychological Ideas in Literature (3)

This is a course in which students read and study psychological ideas in literature. Themes such as exile, the unconscious, psychosis, and dreams will be addressed. Works range from antiquity to the present. The basic objective of the course is to raise provoking questions about psychological ideas in literature and to draw out the many ways in which psychology informs and offsets a literary perspective. Lecture [3.00].

Prerequisite(s): WRT-101.

LIT 231 - Literature & Environmental Issues (3)

This course traces the evolution of literary responses to our natural environment. Students will engage with a range of literary forms including (but not limited to) pastoral verse, Transcendentalist prose, Romantic lyric, post-industrial parody, postcolonial poetics, and climate fiction (or "cli-fi"). Students will likewise study corresponding critical methodologies, including, postcolonial criticism and ecocriticism, in addition to a range of global environmental histories. Lecture [3.00].

Prerequisite(s): WRT-101.

MAT- MATHEMATICS

MAT 010 - Basic Mathematics Support (1)

This course is a review class designed to provide additional instructional time for students enrolled simultaneously in MAT-011. Lecture [1.00].

MAT 011 - Basic Mathematics (3)

This course is a study of the fundamental operations of arithmetic, intended for students whose placement examination indicates a need for review of arithmetic skills. Lecture [3.00].

MAT 012 - Basic Mathematics Accelerated [Computer Assisted] (1)

This course is a computer assisted class designed to provide the necessary reinforcement needed to complete the Basic Mathematics, MAT-011, requirements. Lecture [1.00].

MAT 040 - Algebra for Liberal Arts (4)

This course is for students whose program of study does not require the completion of MAT-160 Intermediate Algebra and whose placement score indicates a need for a review of basic algebra. MAT-040 does satisfy the prerequisite requirement for MAT-130, MAT-150 and MAT-155. Topics include signed numbers, variables, integral exponents, linear equations and problem solving, graphing equations, systems of equations and exponents and polynomials. Lecture [4.00]

Prerequisite(s): MAT-011 with a grade of C or better or by testing..

MAT 044 - Algebra Topics (3)

This is an algebra course for students who have completed MAT-040 Algebra for Liberal Arts and whose program of study requires the completion of MAT-160 Intermediate Algebra. Topics include integral exponents, polynomials, and absolute value equations. Rational expressions, square roots and quadratic. Lecture [3.00]

Prerequisite(s): MAT-040 with a grade of C or better..

MAT 048 - Algebra [5.00 cr. (non-degree) (5 (non-degree))

This course is a basic algebra course for students whose placement examination indicates a need for review in algebra and whose program of study requires the completion of MAT-160 Intermediate Algebra. MAT-048 does satisfy the prerequisite requirement for MAT-160. Topics include signed numbers, variables, literal equations and formulas, square roots, integral exponents, polynomials, linear, quadratic and absolute value equations, rational expressions, and inequalities. Lecture [5.00] .

Prerequisite(s): MAT-011 with a grade of C or better.

MAT 090 - Intermediate Algebra Support (1)

This course is a recitation class designed to provide additional instructional time for students enrolled in or repeating MAT-160. Lecture [1.00].

Prerequisite(s): MAT-040 or MAT-048; minimum grade C.. Corequisite(s): MAT-160.

MAT 091 - Pre-Calculus Support (1)

This course is a recitation class designed to provide additional instructional time for students enrolled in or repeating MAT-180. Lecture [1.00].

Prerequisite(s): MAT-160; minimum grade C.. Corequisite(s): MAT-180.

MAT 092 - Calculus I Support (1)

Calculus I Support is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-280. Lecture [1.00].

Prerequisite(s): MAT-180; minimum grade C.. Corequisite(s): MAT-280.

MAT 093 - Calculus II Support (1)

This course is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-281. Lecture [1.00].

Prerequisite(s): MAT-280; minimum grade C.. Corequisite(s): MAT-281.

MAT 130 - Contemporary Math (3)

This course is a study of some of the fundamental concepts in mathematics. Topics considered include set theory, symbolic logic, number systems, principles of counting, and probability. Applications of these topics in various fields of study are included in the course. >General Education Course. Lecture [3.00].

Prerequisite(s): MAT-040 or MAT-048.

MAT 150 - Statistics I (3)

This course is a study of frequency distributions, measures of central tendency and dispersion, probability, the normal distribution, sampling and sampling distributions, the central limit theorem, confidence interval estimation, and hypothesis testing. >General Education Course. Lecture [3.00].

Prerequisite(s): MAT-040 or MAT-048.

MAT 155 - Finite Mathematics (3)

This course is an introduction to the solution of problems in the management, natural, behavioral, and social sciences. Topics covered include mathematical models, matrices, linear systems, and linear programming. >General Education Course. Lecture [3.00].

Prerequisite(s): MAT-040 or MAT-048.

MAT 160 - Intermediate Algebra (4)

This course is the study of polynomial and rational expressions, integral and fractional expressions, roots and radicals, linear and quadratic equations, functions, elementary curve sketching, and inequalities. Lecture [4.00].

Prerequisite(s): MAT-044 or MAT-048; minimum grade C.

MAT 180 - Precalculus: College Algebra and Trigonometry (4)

This course is a study of coordinate geometry; functions and graphing; polynomial and rational functions; exponential, logarithmic, trigonometric, and inverse trigonometric functions; analytic geometry, and applications. >General Education Course. Lecture [4.00].

Prerequisite(s): MAT-160; minimum grade C.

MAT 223 - Calculus for the Managerial and Social Sciences (3)

This course covers the essential ideas of the Calculus: functions, limits, continuity, differentiation and integration. The course includes applications to problems in business, economics, psychology, the social sciences and mathematical modeling. >General Education Course. Lecture [3.00].

Prerequisite(s): MAT-160; minimum grade C.

MAT 250 - Statistics II (3)

This course is an introduction to methods for the design of research studies and the interpretation of data that result from these studies. Topics considered include a brief review of elementary statistical concepts, additional cases of hypothesis testing and estimation, analysis of variance, analysis of enumerative data, linear regression and correlation, and nonparametric statistics. Laboratory assignments using a statistical software package are included in the course. >General Education Course. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MAT-150; minimum grade C.

MAT 268 - Statistical Methods (4)

This course provides the student with a foundation in the techniques that underlie more advanced courses in statistics. Topics include descriptive statistics, sampling distributions, hypotheses testing and estimation for one and two populations, goodness-of-fit and contingency tables, analysis of variance, linear regression and correlation, and nonparametric statistics. Lecture[4.00].

Prerequisite(s): MAT-160; minimum grade C.

MAT 280 - Calculus I (4)

This course is a study of limits, continuity, the derivative of a function, differentiation of algebraic, trigonometric, inverse trigonometric, exponential and logarithmic functions, applications of the derivative, antidifferentiation, area under a curve, the definite integral, the Fundamental Theorem of the Calculus and its applications. >General Education Course. Lecture [4.00].

Prerequisite(s): MAT-180; minimum grade C.

MAT 281 - Calculus II (4)

This course is a study of differentiation and integration of transcendental functions, methods of integration, applications of the integral, indeterminate forms, improper integrals, infinite series, power series, and applications. >General Education Course. Lecture [4.00].

Prerequisite(s): MAT-280; minimum grade C.

MAT 282 - Calculus III (4)

This course is a study of vectors, partial differentiation, directional derivatives, gradients, multiple integrals, vector calculus, line integrals, topics from vector analysis, and applications. >General Education Course. Lecture [4.00].

Prerequisite(s): MAT-281; minimum grade C.

MAT 283 - Differential Equations (4)

This course covers equations of order 1, linear equations with constant coefficients, non-homogeneous equations, variation of parameters, series solutions, equations with variable coefficients, Laplace transforms, convolutions, boundary value problems, Fourier transforms and applications. Lecture [4.00].

Prerequisite(s): MAT-282; minimum grade C.

MAT 285 - Discrete Mathematics (4)

This course is a study of mathematical concepts and techniques that form the foundation for many upper level mathematics courses. Topics considered include sets and logic, proof techniques, functions and relations, algorithms, introduction to number theory, counting techniques, discrete probability, recurrence relations, trees, graphs, networks, and Boolean algebra. Mathematical reasoning and proofs with be stressed. Lecture [4.00].

Prerequisite(s): MAT-280; minimum grade C.

MAT 286 - Linear Algebra (4)

This course is a study of finite dimensional vector spaces. Topics considered include vectors and vector spaces, matrices, determinants, systems of linear equations, linear transformations, quadratic forms, eigenvalues and eigenvectors, and applications. Lecture [4.00].

Prerequisite(s): MAT-280.

MFG - MANUFACTURING

MFG 119 - Pro/Engineer Design I (3)

This course is a study of the basic functionality and use of Parametric Technology's [PTC] Pro/Engineer Wildfire 3D solid modeling software. Emphasis will be placed on the technology as well as the terminology in relation to this advanced tool. Lecture and lab will be used to teach not only how to use specific features of the software but also how to use it in design. Lecture[2.00], Laboratory [3.00].

MFG 122 - Machine Tool Principles I (3)

This course introduces students to the basic hands-on theoretical skills necessary of a machinist. Machining processes such as drilling, milling, turning, and grinding will be studied and developed. Theoretical skills such as machine terminology, speeds and feeds, uses of machinery handbook, and safety issues are also included. It would be beneficial if incoming students had some exposure to basic machining principles and equipment. Lecture [2.00], Laboratory [2.00].

MFG 124 - Applied Metrology (3)

This course is the study of the fundamental skills used by machinists for the calibration and quality control of measurements and their application. Students will study and use precision measuring equipment such as calipers, dial indicators, gauges, and hole measuring devices in a practical laboratory. Use of Coordinate Measurement Machine and Optical Comparator will also be introduced. Lecture [2.00], Laboratory [2.00].

MFG 130 - Welding Technology I (3)

This course is an introduction to metal joining techniques using welding, brazing, and soldering with an emphasis on safe work practices. This course provides students with a basic understanding of electricity as applied to electric arc welders, metallurgy of welding, welding processes and safe use of oxy/fuel welding and heating. Students will study theory and techniques in a classroom environment. Demonstrations and applications will be performed in a laboratory setting. Lecture [2.00], Laboratory [2.00].

MFG 206 - Concepts of Industrial Design (3)

This course is an exploration of 2D and 3D techniques used by industrial designers to communicate ideas for new products and product designs. Course includes a brief history of industrial design. Exercises in ideation and conceptualization will be used to familiarize students with design development philosophy. Use of freehand drawing techniques and drafting skills will be explained to produce presentations of proposed product concepts. Model making techniques will be explored to develop 3D communication skills. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): DFT-107.

MFG 219 - Pro/Engineer Design II (3)

This course is a study of the intermediate to advanced functionality of Parametric Technology Corporation's Pro/Engineer 3D solid modeling software. Emphasis will be placed on the technology as well as the various design techniques in relation to this advanced tool. Lecture and lab will be used to teach not only how to use specific features of the software but also how to use it in design. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): MFG-119.

MFG 220 - Pro/Engineer Design III (3)

This course includes advanced techniques for the design and analysis using Pro/Engineer, Pro/Sheetmetal, and Pro/Mechanica. Emphasis will be placed on the technology as well as utilizing advanced techniques in relation to both lab exercises as well as a practical design. Lecture, lab, and a comprehensive project will be used to teach how to use specific features of the softwarein relation to product design. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): MFG-219.

MFG 221 - Pro/Engineer Design IV (3)

This course includes advanced techniques for the design and analysis using Pro/Engineer Pro/Mechanica. Emphasis will be placed on the technology as well utilizing advanced techniques in relation to both lab exercises as well as practical design. Lecture, lab, and a comprehensive project will be used to teach how to use specific features of the software in relation to product design. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): MFG-220.

MFG 222 - Machine Tool Principles II (3)

This course continues the work of Machine Tool Principles I by broadening the basic skills of a machinist by introducing intermediate and advanced topics such as milling and turning tools and their geometry, tool inserts, coolants and basic metallurgy. Students will experience these topics both in theory and hands-on in a practical laboratory setting. Lecture [2.00], Laboratory[2.00].

Prerequisite(s): MFG-122.

MFG 226 - Methods, Fixture Design, and Estimating (3)

This course will explore and develop the skills necessary to mentally visualize how to effectively and economically make precision-machined parts. Students will learn how to select materials, type of process, type of equipment, sequence of operations, fixtures, tools, etc. Methods development and documentation will be demonstrated and practiced. Jig and fixture types and designcriteria will be reviewed. Lecture [2.00], Laboratory [2.00].]

Prerequisite(s): MFG-224, [DFT-210 or MFG-119].

MFG 227 - CNC Programming I (4)

This course provides the fundamentals of programming Computer Numerical Control equipment with a heavy concentration on CNC turning and machining centers. Included in this course will be language and graphics-based programming, automated features and capabilities, advanced CNC applications and integration. Students will receive hands-on programming experience using industry preferred software and controllers. Lecture [2.00], Laboratory [4.00].

Prerequisite(s): MFG-229. Corequisite(s): DFT-210, MFG-119.

MFG 228 - CNC Programming II (3)

This course continues the work of CNC Programming I by expanding the skills of programming with advanced techniques and equipment such as 5-Axis programming,

use of A, B, and C-Axes, development and use of macros, program verification, and troubleshooting. MasterCAM software for the use of part design, NC code production, and back-plotting will be introduced. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MFG-227.

MFG 229 - Materials Processing and Fabrication (4)

This course will include both an overview of materials and processes used in the manufacture of precision products and a practical exploration of fabrication techniques used in industry. A comparative study of casting, welding, heat treating, molding, laminating, EDM, CNC machining, grinding, etc. will be undertaken, as well as forming processes such as rolling, shearing, stamping, cutting, and joining methods for metallic and non-metallic materials. Lecture [2.00], Laboratory [4.00].

Prerequisite(s): MFG-122, MFG-124, DFT-107.

MFG 230 - Welding Technology II (3)

This course expands on the concepts and applications presented in MFG-130. Further exploration of the construction of welded components and the metallurgic effects on more exotic materials will take place. Students will study the application of welding to aluminum, magnesium, copper alloys, nickel and cobalt alloys, lead, and zinc. Related safety and health considerations will be addressed. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MFG-130.

MFG 293 - Co-Op Work Experience [Manufacturing] (3)

This course provides the student with practical, supervised work experience within the broad field of manufacturing technology. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op Office. 1 lecture, plus 180 minimum hours work experience distributed over the semester or over combined summer sessions. Lecture [1.00], Cooperative [12.00].

MFG 294 - Co-Op Work Experience [Manufacturing] (4)

This course provides the student with practical, supervised work experience within the broad field of manufacturing technology. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field.

Students are supervised by a faculty member, and job placement assistance is available through the Co-Op Office. 1 lecture, plus 240 minimum hours work experience distributed over the semester or over combined summer sessions. Lecture [1.00], Cooperative [16.00].

MOA - MEDICAL OFFICE ASSISTANT

MOA 140 - Medical Terminology (3)

This course provides an introduction to the basic structure of medical words, including prefixes, suffixes, roots, combining forms, and the formation of plurals. Emphasis is placed on the correct pronunciation, spelling, and definition of medical terms, allowing the student to build a professional vocabulary for working in the medical field. Lecture [3.00].

MOA 141 - Introduction to Medical Office Assisting (3)

This course is a study of the professional attitudes and behavior required of medical assistants. The fundamentals of meeting the special needs of patients are also studied. The fundamental principles of human relations and the importance of professional growth and communication skills are stressed. Additional emphasis is placed on development of medical science, health agencies, medical specialties, and common disease processes. Lecture [3.00].

MOA 145 - Medical Office Assistant: Overview (3)

This course is offered to candidates for the Certified Medical Assistant Examination administered by the American Association of Medical Assistants. Subjects to be covered in the course are medical terminology, human relations, medical law and ethics, anatomy and physiology, administrative procedures, and clinical procedures. Lecture [3.00].

Corequisite(s): MOA-244.

MOA 200 - Pharmacology for Medical Office Assistants (2)

This course introduces the student to drug practices, procedures, and preparations utilized in ambulatory care settings. Topics include legislation, drug sources, classifications, and actions. Emphasis is placed on function of drugs, vitamins and minerals, and substance abuse, as

well as the effects of medications on the various body systems. Lecture [2.00].

Prerequisite(s): MOA-140.

MOA 201 - Diagnostic and Procedural Coding (4)

This course enables the student to develop competence in coding systems, diagnoses, and procedures for data collection and processing. The student will follow federal regulations and guidelines for sequencing of diagnoses and processing activities. The laboratory component of the course is utilized to develop the skills and competencies to perform coding through both manual andcomputer-based methods. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): MOA-140.

MOA 203 - Medical Office Assistant Administrative Procedures I (3)

This course provides a comprehensive medical office simulation in medical administrative competencies. Students will be exposed to both paper and electronic medical records applications. Lecture [2.00], Laboratory [2.00].

Corequisite(s): MOA-140, INF-119.

MOA 204 - Medical Office Assistant Administrative Procedures II (3)

This course provides advanced training in medical office procedures and management. Students are required to complete a computer-based simulation in medical accounting and billing procedures. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MOA-203.

MOA 218 - Medical Economics (2)

This course is a study of various types of medical practice and medical care, fee determination, health and accident insurance programs, and government medical care programs. Medical law and ethics are also emphasized. Lecture [2.00].

Corequisite(s): MOA-141.

MOA 240 - Clinical Office Practice (4)

This course enables the student to develop competence in examination room techniques. Special emphasis is placed on preparing the patient for examination, taking vital signs, preparing for sterilization and injection procedures, taking electrocardiograms, performing first aid and emergency procedures including CPR, and caring for

supplies and equipment in the physician's office.Lecture [3.00], Laboratory [3.00].

Prerequisite(s): MAT-040 or MAT-048, MOA-140, MOA-141.

MOA 241 - Clinical Laboratory Technology (4)

This course enables the student to develop competence in the techniques of laboratory procedure commonly performed in a physician's office. Procedures studied include urinalysis, hematology, bacteriology, immunology, and basal metabolism. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): MOA-240.

MOA 243 - Medical Office Assistant Externship I (1)

This course provides the student with 120 hours of directed experience in a physician's office or other relevant medical facility. Attendance is required at scheduled seminars. Laboratory [8.00].

Prerequisite(s): MOA-240. Corequisite(s): MOA-203, MOA-241.

MOA 244 - Medical Office Assistant Externship II (1)

This course enables the student to continue with 120 hours of directed experience in an assigned physician's office or other relevant medical facility. Emphasis is on refinement of skills and performance of all administrative and clinical tasks. Attendance is required at scheduled seminars. Laboratory [8.00].

Prerequisite(s): MOA-243.

MUA - APPLIED MUSIC

MUA 101 - Bass I (1)

This course provides instruction in bass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

MUA 102 - Guitar I (1)

This course provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

MUA 103 - Percussion I (1)

This course provides instruction in percussion designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

MUA 104 - Piano I (1)

This course provides instruction in piano designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

MUA 105 - Strings I (1)

This course provides instruction in string instruments designed to develop the student's level of proficiency. The student attends one lesson per week. Half-hour individual lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

MUA 106 - Voice I (1)

This course provides instruction in voice designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00].

MUA 107 - Woodwinds/Brass I (1)

This course provides instruction in woodwinds and brass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

MUA 231 - Bass II (1)

This course provides instruction in bass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-101.

MUA 232 - Bass III (1)

This course provides instruction in bass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-231.

MUA 233 - Bass IV (1)

This course provides instruction in bass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-232.

MUA 234 - Guitar II (1)

This course provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-102.

MUA 235 - Guitar III (1)

This course provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-234.

MUA 236 - Guitar IV (1)

This course provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-235.

MUA 237 - Percussion II (1)

This course provides instruction in percussion designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-103.

MUA 238 - Percussion III (1)

This course provides instruction in percussion designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-237.

MUA 239 - Percussion IV (1)

This course provides instruction in percussion designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-238.

MUA 240 - Piano II (1)

This course provides instruction in piano designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-104.

MUA 241 - Piano III (1)

This course provides instruction in piano designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-240.

MUA 242 - Piano IV (1)

This course provides instruction in piano designed to develop the student?s level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-241.

MUA 243 - Strings II (1)

This course provides instruction in string instruments designed to develop the student's level of proficiency. The student attends one lesson per week. Half-hour individual lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-105.

MUA 244 - Strings III (1)

This course provides instruction in string instruments designed to develop the student's level of proficiency. The student attends one lesson per week. Half-hour individual lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-243.

MUA 245 - Strings IV (1)

This course provides instruction in string instruments designed to develop the student's level of proficiency. The student attends one lesson per week. Half-hour individual lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-244.

MUA 246 - Voice II (1)

This course provides instruction in voice designed to develop the student?s level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-106.

MUA 247 - Voice III (1)

This course provides instruction in voice designed to develop the student?s level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-246.

MUA 248 - Voice IV (1)

This course provides instruction in voice designed to develop the student?s level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-247.

MUA 249 - Woodwinds/Brass II (1)

This course provides instruction in woodwinds and brass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-107.

MUA 250 - Woodwinds/Brass III (1)

This course provides instruction in woodwinds and brass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-249.

MUA 251 - Woodwinds/Brass IV (1)

This course provides instruction in woodwinds and brass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUA-250.

MUS - MUSIC

MUS 101 - Introduction to Music (3)

This course is an introduction to the study of music, including a variety of musical styles and genres, spanning from ancient times to the present. Through attentive listening and critical thinking, students will develop the ability to analyze and communicate effectively about the role of music in human societies. >General Education Course   Lecture [3.00].

MUS 103 - Fundamentals of Music (3)

This course is a study of such rudiments of music as notation, the structure of scales, intervals, keys, triads, and simple harmonic progressions. Lecture [3.00].

MUS 105 - History of Jazz in America (3)

This course is a study of the historical development of jazz from its origin as a form of Black American folk music to its acceptance as a major expression of American art. Lecture [3.00].

MUS 106 - World Music ()

This course is an introductory study of the world's musical cultures. Global musical styles from Africa, Asia, Europe, the Middle East, North America, and South America will be examined from both socio-cultural and musicological perspectives. >General Education Course [Lecture 3 credits]

MUS 107 - History of Western Music before 1750 (3)

This course is a study of the historical and stylistic development of music from the Gothic period through the Baroque period. > General Education Course. Lecture [3.00].

MUS 108 - History of Western Music after 1750 (3)

This course is a study of the historical and stylistic development of music from the Classical period to the present. >General Education Course. Lecture [3.00].

MUS 109 - History of Musical Theatre (3)

This course is a chronological survey course that explores musical theatre from its early beginnings to the present. In a lecture and discussion format, students will explore examples of musical theatre to illustrate musical elements, musical and theatrical techniques, and structural form. Selected works will be considered from the context of their relationship with historical and artistic values. >General Education Course.   Lecture [3.00].

Cross-Listed as: THR-109.

MUS 110 - Music, Art, and Drama (3)

This course is designed to promote an understanding and appreciation of the human cultural heritage and concentrates upon major developments in music, art and drama during the Baroque, Classical, Romantic, and Contemporary periods. >General Education Course. Lecture [3.00].

MUS 118 - Vocal Workshop (2)

This course is an introduction to the basic principles of vocal production. Application of correct vocal techniques is introduced through a series of group and solo singing activities. Lecture [1.00], Laboratory [2.00].

MUS 119 - Songwriting Workshop (2)

This course provides students with a solid background in the art and craft of songwriting. Students will study the elements of songwriting: lyrics, rhythm, melody, harmony, and song structure. Students will work on their original compositions through a series of group and solo activities. Lecture [1.00], Laboratory [2.00].

MUS 120 - Pop/Rock Ensemble I (1)

This course requires students to study and to perform in a variety of popular music styles. Special attention will be given to the development of creative skills and reading pop charts. Students are expected to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

MUS 121 - Chorus I (1)

This course requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

MUS 125 - Chamber Ensemble I (1)

This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

MUS 131 - Class Piano I (2)

This course is an introductory course designed to provide fundamental piano instruction. Lecture [1.00], Laboratory [2.00].

MUS 132 - Music Theory I (2)

This course is a study of elementary diatonic harmony. It includes the study of major scales, natural, harmonic, and melodic forms of minor scales. Also included is the study of interval and triad construction, the figured bass, cadences, plus bass and soprano harmonization. Lecture [1.00], Laboratory [2.00].

MUS 134 - Ear Training and Musicianship I (2)

This is a basic course designed to develop a comprehension of musical structure and styles through sight singing and musical dictation. Lecture [1.00], Laboratory [2.00].

MUS 137 - Guitar in Classroom (2)

This course is a systematic approach to basic guitar technique and an introduction to contemporary music. Lecture [2.00].

MUS 140 - Jazz Ensemble I (1)

This course requires students to study and to perform in a variety of jazz styles. Special attention will be given to the development of improvisational skills and reading jazz charts. Students are expected to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

MUS 150 - Introduction MIDI Sequencing and Synthesis (3)

This course introduces students to the concepts of composing music and processing sounds using software-based sequencers and synthesizers. Topics covered include MIDI theory; composing with MIDI controllers, sequencing software and virtual instruments; synthesizing and manipulating sounds with synthesizers and audio processing tools; converting MIDI to audio; and mixing multi-track productions. Students will also be exposed to various forms of MIDI-based music as a basis for composing techniques. Lecture [2.00], Laboratory [2.00].

MUS 151 - Introduction to Audio Recording (3)

This course introduces students to the concepts of recording, mixing, and other audio using computer-based Digital Audio Workstations [DAWs.] Topics covered include digital audio theory, DAW signal flow and system requirements, stereo mixing techniques, and use of software-based audio effects processors such as equalizers, compressors, reverbs, and amp simulators. Students arealso introduced to the concepts of MIDI recording using virtual instruments and receive hands-on practice in digital music production in a state-of-the-art production lab. Lecture [2.00], Laboratory [2.00].

MUS 152 - Introduction to Music Business (3)

This is a course designed to provide students with important skills and knowledge that will enhance their abilities for a career in fields combining music and business. Basic concepts of how the music industry works and how music is created and marketed will be presented

along with discussions of numerous career options. Topics discussed will provide an overview of the record, radio, video, film, television, and advertising industries and how each uses music. Lecture [3.00].

MUS 160 - Sound for Visual Media (3)

Sound for Visual Media ia a hands-on course exploring the ways dialogue, sound effects and music intertwine with various forms of visual media including film, video, and multimedia content. Topics include diegetic vs. non-diegetic sound, Foley, location sound, automated dialogue replacement, voiceover recording, recording techniques, mixing, and signal processing. Students will study how sound has been used historically in visual media, as well as create their own soundscapes. Lecture [2.00], Laboratory [2.00]

Cross-Listed as: ART-160, COM-160.

MUS 163 - Careers in Music (3)

This course is an introductory survey of career opportunities in the field of music, including music performance and composition, music publishing, sound recording, concert promotion, arts administration, music retail, music education, and music therapy. Students will prepare a portfolio including promotional materials necessary for embarking on a career in the music field. Lecture [3.00].

MUS 220 - Pop/Rock Ensemble II (1)

This course requires students to study and to perform in a variety of popular music styles. Special attention will be given to the development of creative skills and reading pop charts. Students are expected to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUS-120.

MUS 221 - Pop/Rock Ensemble III (1)

This course requires students to study and to perform in a variety of popular music styles. Special attention will be given to the development of creative skills and reading pop charts. Students are expected to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUS-220.

MUS 222 - Pop/Rock Ensemble IV (1)

This course requires students to study and to perform in a variety of popular music styles. Special attention will be given to the development of creative skills and reading pop charts. Students are expected to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUS-221.

MUS 231 - Class Piano II (2)

This course provides continuing piano instruction for any student who fulfills the Prerequisite[s] for the course. The course includes the study of piano literature from the Baroque period to the present and emphasizes the further development of the student?s piano technique. Lecture [1.00], Laboratory [2.00].

Prerequisite(s): MUS-131.

MUS 232 - Music Theory II (2)

This course is a study of harmonization and harmonic progressions. The course includes the study of six-four chords, non-harmonic tones, modulation, and the dominant seventh chord. Lecture [1.00], Laboratory [2.00.

Prerequisite(s): MUS-132.

MUS 234 - Ear Training and Musicianship II (2)

This course is a continuation of Ear Training and Musicianship I focusing on the development of aural comprehension skills through sight-singing and music dictation exercises. Lecture [1.00], Laboratory [2.00].

Prerequisite(s): MUS-134.

MUS 241 - Class Piano III (2)

This is a course designed to develop skills in sight reading, transposition, harmonization styles, and improvisation techniques. Included is the study of piano literature from the Baroque to the present. The emphasis is on good pianist technique. Lecture [1.00], Laboratory [2.00].

Prerequisite(s): MUS-231.

MUS 242 - Class Piano IV (2)

This is a course designed to further develop skills in sight-reading, transposition, harmonization styles, and accompaniment techniques. Included is further study of piano literature from the Baroque to the present. There is continued emphasis on good pianistic technique. Lecture [1.00], Laboratory [2.00].

Prerequisite(s): MUS-241.

MUS 246 - Jazz Ensemble II (1)

This course requires students to study and to perform in a variety of jazz styles. Special attention will be given to the development of improvisational skills and reading jazz charts. Students are expected to participate in concerts for the college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUS-140.

MUS 247 - Jazz Ensemble III (1)

This course requires students to study and to perform in a variety of jazz styles. Special attention will be given to the development of improvisational skills and reading jazz charts. Students are expected to participate in concerts for the college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUS-246.

MUS 248 - Jazz Ensemble IV (1)

This course requires students to study and to perform in a variety of jazz styles. Special attention will be given to the development of improvisational skills and reading jazz charts. Students are expected to participate in concerts for the college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUS-247.

MUS 250 - Electronic Music Composition (3)

This course introduces students to advanced concepts of creating standalone electronic music compositions as well as compositions for visual media. Topics covered include subtractive, additive, granular, FM and RM synthesis, mosque concrete composition, film/video scoring, and programming. Students will also be exposed to various forms of MIDI-based music as a basis for composing techniques and will use state-of-the-art music software and hardware to create compositions. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MUS-150.

MUS 251 - Studio Record Techniques (3)

This course introduces students to the concepts of recording live instruments and vocals in a state-of-the-art digital recording studio. Students will learn techniques for recording orchestral instruments as well as instruments used in popular music. Topics covered include studio signal flow, microphone selection and placement, use of outboard and software-based effects processors, overdubbing, creating composite audio tracks, and mixing.

Students are expected to spend additional time in the studio and/or music technology lab working on assigned projects. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MUS-151.

MUS 252 - Music in the Marketplace (3)

This course provides further study of the music industry for students who wish to seek employment in fields combining music and business. This course will provide an in-depth study focusing upon topics including music publishing, national and international copyright law, live performance, managers and agents, music organizations, recording agreements, music publishing, film andtelevision music production, music merchandising, and other contractual obligations. Lecture [3.00].

Prerequisite(s): MUS-152.

MUS 255 - Chorus II (1)

This course requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUS-121.

MUS 256 - Chorus III (1)

This course requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUS-255.

MUS 257 - Chorus IV (1)

This course requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUS-255.

MUS 258 - Chamber Ensemble II (1)

This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUS-125.

MUS 259 - Chamber Ensemble III (1)

This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUS-258.

MUS 260 - Chamber Ensemble IV (1)

This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. Lecture [1.00], Laboratory [1.00].

Prerequisite(s): MUS-259.

MUS 261 - Advanced Recording Techniques (3)

This course is a further study of recording technology as applied to music production. Topics covered include techniques of live multi-track recording and overdubbing, including microphone selection and setup, mixing techniques such as creating automated mixes using software- and hardware-based signal processors, as well as basic mastering techniques for CD, DVD and other consumer formats such as web-based audio and video. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MUS-251.

MUS 262 - Concert Promotion and Production (3)

This course is a practical introduction to the structure of the live performance industry. Topics covered include artist relations, talent and venue management, advertising and public relations, licensing, live sound reinforcement, stage and lighting systems, as well as performing arts administration. The student will gain practical experience by participating in the promotion and production of college sponsored events. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): MUS-151 or MUS-152.

MUS 292 - Co-Op Work Experience [Music] (2)

This course is designed to provide the student with hands-on experience in a work environment. It is an opportunity for a student to bridge classroom theory with on-the-job experience under professional guidance in a college approved work environment. Onsite evaluations are done by a faculty member/employer. 120 hours work experience distributed over the semester. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): MUS-252 or MUS-261.

MUS 293 - Co-Op Work Experience [Music] (3)

This course is designed to provide the student with hands-on experience in a work environment. It is an opportunity for a student to bridge classroom theory with on-the-job experience under professional guidance in a college approved work environment. Onsite evaluations are done by a faculty member/employer. 180 hours work experience distributed over the semester. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): MUS-252 or MUS-261.

MUS 294 - Co-Op Work Experience [Music] (4)

This course is designed to provide the student with hands-on experience in a work environment. It is an opportunity for a student to bridge classroom theory with on-the-job experience under professional guidance in a college approved work environment. Onsite evaluations are done by a faculty member/employer. 240 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [16.00].

Prerequisite(s): MUS-252 or MUS-261.

NUR - NURSING

NUR 181 - Physical Assessment (1)

This course is a first-level course in the nursing sequence which focuses on taking a nursing history including a psychosocial assessment and performing a basic systematic head-to-toe physical assessment of adults using selected techniques. At the end of this course, students will be able to perform a beginning level physical assessment. Laboratory [2.00].

Corequisite(s): NUR-182, NUR-183, BIO-109, PSY-101.

NUR 182 - Pharmacology for Nurses (1)

This course is a first-level course in the nursing sequence which introduces the student to the drug classification system. Students will learn basic actions and side effects of drugs and drug regulations. Mathematical calculations necessary to the practice of nursing are taught, and students must achieve a passing score on a medication calculations test in order to pass this course. Lecture [1.00].

Corequisite(s): NUR-181, NUR-183, BIO-109, PSY-101.

NUR 183 - Basic Concepts and Skills of Nursing (6)

This course is a first-level course in the nursing sequence. Concepts developed throughout the program are introduced. Orem's nursing model is presented as the

organizing framework of the curriculum. The nursing process is introduced as a problem solving technique. Students will be required to pass performance tests and are expected to practice these skills to perfect techniques. Students will plan and implement nursing care in a variety of health care settings. Lecture [2.00], Laboratory [12.00].

Corequisite(s): NUR-181, NUR-182, BIO-109, PSY-101.

NUR 281 - Adult Health Nursing A (4)

This course is a second-level course in the nursing sequence which focuses on the health care of individuals and families who have needs related to fluid and electrolytes, oxygenation and circulation. Students will use the nursing process in a variety of health care settings to assist individuals, families and groups achieve optimum health. This course runs for half the semesterconcurrently with NUR-282. Lecture [4.00], Laboratory [12.00].

Prerequisite(s): NUR-181, NUR-182, NUR-183, BIO-109, PSY-101. Corequisite(s): BIO-209, NUR-282, PSY-106.

NUR 282 - Adult Health Nursing B (4)

This course is a second-level course in the nursing sequence which focuses on the health care of individuals and families who have needs related to nutrition and elimination. Students will use the nursing process in a variety of health care settings to assist individuals and families achieve optimum health. This course runs for half the semester concurrently with NUR-281. Lecture [4.00], Laboratory [12.00].

Prerequisite(s): NUR-181, NUR-182, NUR-183, BIO-109, PSY-101. Corequisite(s): BIO-209, NUR-281, PSY-106.

NUR 284 - Maternal-Child Health Nursing (5)

This course is a third-level course in the nursing sequence which focuses on family units, reproduction, childbearing, and the health care needs of infants, children and adolescents to meet universal self-care requisites. Students will use the nursing process in a variety of health care settings to assist individual families and groups achieve optimum health. Lecture [6.00], Laboratory [12.00].

Prerequisite(s): NUR-281, NUR-282. Corequisite(s): BIO-104, SOC-101, NUR-285.

NUR 285 - Mental Health Nursing (4)

This course is a third-level course in the nursing sequence which focuses on adaptive and maladaptive psychosocial behaviors. Concentration is on the interpersonal and intrapersonal relationships for infants, children, adolescents and adults. Students will use the nursing

process in a variety of health care settings to assist individuals and families achieve optimum health. Lecture [4.00], Laboratory [12.00].

Prerequisite(s): NUR-281, NUR-282. Corequisite(s): BIO-104, SOC-101, NUR-284.

NUR 290 - Adult Health Nursing C (4)

This course is a fourth-level course in the nursing sequence which focuses on the health care of individuals, families and groups who have self-care deficits related to mobility and neurosensory problems. Students will use the nursing process in a variety of health care settings to assist individuals, families and groups achieve optimum health. Professional Role Management content will be integrated within this course during clinical conference time. Students will examine principles and skills inherent in advanced nursing practice, case management, health care economics and leadership. Critical thinking exercises, patient care scenarios, role play and discussion will be utilized. Lecture [4.00], Laboratory [12.00].

Prerequisite(s): NUR-284, NUR-285. Corequisite(s): NUR-291.

NUR 291 - Adult Health Nursing D (4)

This course is a fourth-level course in the nursing sequence which focuses on the health care of individuals and families who have self-care deficits related to cellular regulation, sexual practices and endocrine and immune function. Students will use the nursing process in a variety of healthcare settings to assist individuals, families and groups achieve optimum health. Professional Role Management content will be integrated within this course during clinical conference time. Students will examine principles and skills inherent in advanced nursing practice, case management, health care economics and leadership. Critical thinking exercises, patient care scenarios, role play, and discussion will be utilized. Lecture [2.00], Laboratory [15.00].

Prerequisite(s): NUR-284, NUR-285. Corequisite(s): NUR-290.

PAR - PARAMEDIC SCIENCE

PAR 101 - Principles of Paramedic Science I (4)

This course provides students with the foundation principles of pre-hospital emergency medical care. Students will explore body systems and the pathophysiology that causes a patient to experience the life-threatening ailments that requires them to call 9-1-1. Lecture 4.00].

Prerequisite(s): BIO-209, MAT Elective, PSY-201, SOC-101, [WRT-201 or WRT-202]. Corequisite(s): PAR-102, PAR-103, PAR-104.

PAR 102 - Paramedic Patient Care Techniques I (4)

This course provides students with the patient assessment and treatment techniques related to excellent pre-hospital emergency medical care. Students will explore the human body systems and learn the systematic ways to approach life-threatening ailments. Lecture [4.00].

Prerequisite(s): BIO-209, MAT Elective, PSY-201, SOC-101, [WRT-201 or WRT-202]. Corequisite(s): PAR-101, PAR-103, PAR-104.

PAR 103 - Paramedic Diagnostic Methods I (3)

This course provides the student with the ability to gain paramedic skill competency for critically ill patients. Immersion in medical simulation will allow students to demonstrate the concepts and understanding of the roles and responsibilities of a paramedic. Audio-visual recording will be utilized to promote patient safety. This course prepares students for clinical and fieldinternship rotations. Lecture [4.00], Lab [1.00].

Prerequisite(s): BIO-209, MAT Elective, PSY-201, SOC-101, [WRT-201 or WRT-202]. Corequisite(s): PAR-101, PAR-102, PAR-104.

PAR 104 - Paramedic Clinical Concepts I (3)

This course introduces the student to actual patient experiences in the hospital clinical environment. Students will demonstrate the concepts and understanding of paramedic clinical skills. Rotations include various patient care areas allowing competency in respiratory care, airway management, cardiac care, intravenous access and medication administration. Students are assignedto a preceptor who is responsible to observe and assess performance. Travel to off-site clinical affiliates is required. Lecture [2.00], Clinical [7.00].

Prerequisite(s): BIO-209, MAT Elective, PSY-201, SOC-101, [WRT-201 or WRT-202]. Corequisite(s): PAR-101, PAR-102, PAR-103.

PAR 200 - Paramedic Cardiac and Trauma Care (2)

This course certifies students to the credentialing standards set by the American Heart Association for the Advanced Cardiac Life Support [ACLS] course and by the American College of Surgeons for the Advanced Trauma Life Support [ATLS] course. Students must obtain the minimum requirements outlined by the independent credentialing agency to pass the course. Lecture [1.00], Lab 2.00].

Prerequisite(s): PAR-101, PAR-102, PAR-103, PAR-104.

PAR 201 - Principles of Paramedic Science II (4)

This course provides Principles of Paramedic Science II provides the advanced principles of pre-hospital emergency medical care related to age targeted populations, systemic disease and the pathophysiological effects of these emergencies. Integration of special populations and unique response situations will be addressed.   Lecture [4.00].

Prerequisite(s): PAR-101, PAR-102, PAR-103, PAR-104, PAR-200. Corequisite(s): PAR-202, PAR-203, PAR-204.

PAR 202 - Paramedic Patient Care Techniques II (4)

This course is a continuation and exploration of assessment and treatment techniques related to excellent pre-hospital emergency medical care. Students will explore body systems and learn the systematic ways to approach life-threatening ailments. Lecture [4.00].

Prerequisite(s): PAR-101, PAR-102, PAR-103, PAR-104, PAR-200. Corequisite(s): PAR-201, PAR-203, PAR-204.

PAR 203 - Paramedic Diagnostic Methods II (3)

This course continues to provide the student with the ability to gain paramedic skill competency for critically ill patients. Immersion in medical simulation will allow practice for demonstrating the concepts and understanding of the roles and responsibilities of a paramedic. Audio-visual recording will be utilized to promote patient safety. This course prepares students for clinical and field internship rotations. Lecture [1.00], Lab [2.00].

Prerequisite(s): PAR-101, PAR-102, PAR-103, PAR-104, PAR-200. Corequisite(s): PAR-201, PAR-202, PAR-204.

PAR 204 - Paramedic Clinical Concepts II (4)

This course continues to introduce students to actual patient experiences in the hospital clinical environment. Students will demonstrate the concepts and understanding of paramedic clinical skills. Students will be introduced to higher acuity areas such as the Intensive Care Units, Emergency Departments and specialty care areas like Obstetrics, Neonatal and Pediatrics. Studentsare assigned to a preceptor who is responsible to observe and assess performance. Travel to off-site clinical affiliates is required. Clinical 4.00].

Prerequisite(s): PAR-101, PAR-102, PAR-103, PAR-104, PAR-200. Corequisite(s): PAR-201, PAR-202, PAR-203.

PAR 205 - Paramedic Clinical Concepts III (3)

This course is designed to review materials covered by the National Standard Curriculum for the Paramedic. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, computer simulation and practice testing. Current trends in pre-hospital care will be reviewed. Upon course completion, students will be sufficiently prepared to sit for the paramedic licensure examination. Lecture [2.00], Lab [1.00].

Prerequisite(s): PAR-200, PAR-201, PAR-202, PAR-203, PAR-204. Corequisite(s): PAR-206, PAR-207.

PAR 206 - Paramedic Field Externship I (4)

This course provides the student with the opportunity to connect theory and clinical skills learned through the Paramedic Program with the reality of rendering patient care in the pre-hospital environment. Students will be exposed to suburban, urban and rural patient care environments. Travel is required to off-site clinical affiliates throughout the state. Clinical [336 field hours.] .

Prerequisite(s): PAR-200, PAR-201, PAR-202, PAR-203, PAR-204. Corequisite(s): PAR-205, PAR-207.

PAR 207 - Paramedic Field Externship II (2)

This course continues to provide the student with the opportunity to connect theory and clinical skills learned through the Paramedic Program with the reality of rendering patient care in the pre-hospital environment. Students will be exposed to suburban, urban and rural patient care environments. Travel is required to off-site clinical affiliates throughout the state. Clinical[132 field hours.] .

Prerequisite(s): PAR-205, PAR-206. Corequisite(s): PAR-205, PAR-206.

PHR - PHILOSOPHY AND RELIGION

PHR 100 - Reasoning (3)

This course is an introduction to the theory and practice of critical thinking. Topics covered may include the qualities and attitudes of the critical thinker; the nature and importance of rationality; the weighing of evidence and the rationality of belief; common errors in reasoning [e.g., fallacies]; the evaluation of concepts and definitions; the analysis and evaluation of arguments in ordinary language; argument diagramming; and reasoning about

causes and probability. >General Education Course. Lecture [3.00].

PHR 101 - Introduction to Philosophy (3)

This course is a study of the basic problems and methods of philosophical inquiry, concentrating on the work of such major thinkers as Plato, Aristotle, Augustine, Aquinas, Descartes, Hume, Kant, Hegel, Marx, Kierkegaard, and Sartre. Topics of discussion include the nature and limits of human knowledge, the existence of God, the differences between right and wrong conduct, thenature of the good life, and the meaning and value of human existence. >General Education Course. Lecture [3.00].

PHR 102 - Contemporary Moral Issues (3)

This course is an introduction to applied or practical ethics. This involves discussions of specific moral problems, issues, controversies, and questions. Topics may include abortion; euthanasia; the death penalty and other punishments; sexual morality; pornography and censorship; discrimination on the basis of race, gender, or sexual orientation; drugs; environmental ethics; the moral status of animals; and the meaning of virtue and vice. >General Education Course. Lecture [3.00].

PHR 103 - Introduction to Logic (3)

This course is an introduction to the principles and methods of correct reasoning. Topics of discussion include the relationship between logic and language; the distinction between formal and informal logic; the detection and avoidance of formal and informal fallacies; the formulation and evaluation of deductive arguments; the differences between traditional and modern [symbolic] logic; and the nature, scope, and limits of inductive reasoning. >General Education Course. Lecture [3.00].

PHR 104 - Topics in Philosophy (3)

This course is an introductory study of major themes in both traditional and modern philosophical literature, concentrating on such topics as the human condition; the scope and limits of human freedom; the human experience of death; the nature of truth, beauty, and goodness; the relationship between liberty, equality, and

justice; and the human search for the meaning of life. Lecture [3.00].

PHR 105 - Professional Ethics (3)

This course is an introductory study of major philosophical and moral issues, problems, and questions arising within the healthcare, legal, and business professions. General topics of discussion may include: what counts as a profession; professional codes of conduct; the professional-client relationship; the professional-employer relationship; privacy and confidentiality; informed consent; character, regulation, and training; and collective responsibility. Lecture [3.00].

PHR 106 - Eastern Philosophy (3)

This course is an introduction to the major philosophical traditions of China and India, concentrating on the work of such major thinkers as Lao Tzu, Confucius, Nagarjuna, Vasubandhu, Shankara, and Ramanuja. Topics of discussion include the nature, problems, and methods of Eastern philosophy; the nature of ultimate reality; the nature of the self; the nature and existence of God; the nature and limits of human knowledge; human nature and the human condition; the meaning and value of life and death; the nature of the good life; and the search for enlightenment. >General Education Course. >Diversity Course. Lecture [3.00].

PHR 107 - Introduction to the Philosophy of Art (3)

This course is a study of the basic problems, issues, and questions with respect to the understanding, interpretation, and evaluation of art and beauty. Readings may include philosophers such as Plato, Aristotle, Hume, Kant, Nietzsche, Beardsley, and representation in the arts; environmental aesthetics; the connections between art and ethics and politics; and the nature of aesthetic value. >General Education Course. Lecture: [3.00].

PHR 110 - Introduction to Ethics (3)

This course is a study of the basic theories, methods, and problems of moral philosophy. Topics may include the study of the moral theories of Aristotle, Aquinas, Hobbes, Kant, Mill, and Rawls; the relationship of ethics and morality to religious belief; morality and evolution; the nature and meaning of moral terms; moral absolutism and relativism; egoism and altruism; the nature of moral

reasoning; conceptions of the good life; free will and moral responsibility. >General Education Course. Lecture [3.00].

PHR 111 - Social and Political Philosophy (3)

This course is a general introduction to the broad themes of political philosophy and social theory. Discussions will include: how human life is and should be organized into societies; the nature of political systems and different forms of government; the relationship between the individual and the state; the nature of justice; the influence of economy on society; how human nature influences social nature; and the meaning of freedom and democracy. >General Education Course. Lecture [3.00].

PHR 120 - Introduction to Religion (3)

This course is a study of major themes in religious and theological thought. Topics of discussion include the nature and existence of God; the relationship between God, humanity, and the universe; human nature and the human condition; religious responses to the problems of human existence; and the relationship between religion and society. >General Education Course. Lecture [3.00].

PHR 121 - Religions of the World (3)

This course is a comparative study of the history, basic beliefs, and characteristic practices of such major religious systems as Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. Some attention is also given to the religions of ancient Middle Eastern and Mediterranean peoples, to ancient and modern tribal religions, and to contemporary sectarian and cultic movements. >General Education Course. >Diversity Course. Lecture [3.00].

PHR 122 - Women and Religion (3)

This course analyzes the relationship of women to the major religious traditions of the world, including Judaism, Christianity, Islam, Hinduism, Buddhism, and others. The course examines such issues as religious statements about the nature of women, religious codes of behavior for women, and the extent and nature of women's religious participation within the various traditions.>Diversity Course. Lecture [3.00].

PHR 124 - The Christian Scriptures (3)

This course is an introductory study of traditional and modern perspectives on the Old and New Testaments, with primary emphasis on the New Testament. >Diversity Course. Lecture [3.00].

PHR 125 - The Hebrew Scriptures (3)

This course is an introductory study of traditional and modern perspectives on the Hebrew Bible. The relationship between the Bible and the Talmud will also be discussed. >Diversity Course. Lecture [3.00].

PHR 126 - The Islamic Scriptures (3)

This course is an introductory study of the origins, content, and meaning of the primary sacred text of Islam, the Koran [Qur'an]. The relationship between the Koran and the Hadith [a record of sayings and actions of Muhammed] will also be discussed. >Diversity Course. Lecture [3.00].

PHR 127 - The Buddhist Scriptures (3)

This course is an introductory study of the origins, content, and meaning of the primary texts of Buddhism. In addition to its origins in India and the development of the Theravada and Mahayana schools, the course will also examine the development of Buddhism in Tibet and East Asia, including Pure Land and Zen Buddhism, and in the contemporary West. >Diversity Course. Lecture[3.00].

PHR 203 - Intermediate Logic (3)

This course is a second- level course in logic for those students who are interested in studying advanced systems of logic and their philosophical foundations. Topics covered include the nature of formal deductive systems; sentential logic [advanced problems and methods]; predicate logic and quantification theory; and issues in the philosophy of logic. Lecture [3.00].

Prerequisite(s): PHR-103 or MAT-130.

PHY - PHYSICAL SCIENCES

PHY 100 - Energy and Society (4)

This course provides an overview of the nature of energy, its uses, and its effect on the individual, society and the environment. The course will explores the use of energy in contemporary society and the development of renewable energy technologies. Emphasis is placed on conservation, energy efficiency, renewable energy sources and technologies that can be utilized to create asustainable energy society. The laboratory part of the course will involves service learning projects. >General Education Course. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): MAT-011. Corequisite(s): MAT-011.

PHY 111 - Astronomy (4)

This course is a survey of the universe, light, astronomical instruments and the historical development of Astronomy. Topics to be studied are the heavens, which include the Earth as a planet, the Moon, the Solar System, stars, galaxies, quasars, black holes, and scientific theories of the creation of the universe. The possibility of life elsewhere is discussed throughout. Labssupplement the course material and include an evening at our observatory. >General Education Course. Lecture [3.00], Laboratory [3.00].

PHY 112 - Climatology (4)

This course is a study of the Earth's climate. Climate elements and atmospheric heat transfer processes will be studied and applied to climate classification schemes. The effects of climate on human activities will be considered. Special attention will be given to the greenhouse effect, El Ni195177o, Ice Age theories, climate explanations for the extinction of the dinosaurs, and past and future climates. Laboratory work features simple analytical and statistical analysis of climate data. >General Education Course. Lecture [3.00], Laboratory [3.00].

PHY 113 - Geology (4)

This course is a study of the solid Earth. Topics include minerals and rocks, weathering and soils, groundwater, glaciers, deserts, earthquakes, and volcanism. Special attention will be given to mining and oil prospecting and their environmental effects, fossils and rocks, plate tectonics, analysis of the structure of the Earth's interior, and geologic time and Earth history. Laboratory work includes mineral and rock analysis, soil and vegetation studies, topographic mapping, and review of the geologic calendar. >General Education Course. Lecture [3.00], Laboratory [3.00].

PHY 114 - Meteorology (4)

This course studies the physics of weather. All concepts are taught from their appropriate Physics principles. Our atmosphere's composition is studied along with those heat transfer mechanisms that lead to its thermal structure. Weather elements - temperature, humidity, clouds, pressure, winds, and precipitation - and their physical interactions are analyzed. The equations of motion are applied to the dynamics of hurricanes, cyclones, and anticyclones. Labs emphasize the Physics of sun-weather relationships, weather maps, and forecasting. >General Education Course.   Lecture [3.00], Laboratory [3.00].

PHY 185 - Introduction to Physics (4)

This course covers a series of topics selected from the following: Newton's Laws of Motion, mechanical energy, work and power, heat and heat transfer, electricity and magnetism, light, sound, atomic structure, and radioactivity and relativity. Conceptual principles are emphasized without dwelling on the rigorous mathematical aspects of the topics studied. Application of principles to environmental and health problems is included. >General Education Course. Lecture [3.00], Laboratory [3.00].

PHY 186 - General Physics I [Fall Only] (4)

This course is the first half of a two-semester, algebra-based physics sequence, and is a study of mechanics [motion, forces, and the conservation laws], waves, sound, and fluids. It covers kinematics, dynamics, energy, momentum, rotation, and the mechanical properties of matter. The laws of physics are investigated and applied to problem solving. >General Education Course. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): MAT-160; minimum grade C.

PHY 280 - Physics I (4)

This course is the first semester of a three-semester, calculus-based physics sequence, and is a study of mechanics [motion, forces, and the conservation laws]. It covers kinematics, dynamics, statics, energy, momentum, oscillations, gravity, and the properties of solid matter. The laws of physics are investigated and applied to problem solving. >General Education Course. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): MAT-180; minimum grade C. Corequisite(s): MAT-280.

PHY 286 - General Physics II [Spring Only] (4)

This course is the continuation of PHY-186 General Physics I, and is a study of heat, electricity and magnetism, light, and modern physics. It covers thermodynamics, electrostatics, magnetic fields and forces, capacitance and inductance, electrical and electronic circuits, geometrical and physical optics, relativity, and quantum theory. >General Education Course. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): PHY-186; minimum grade C.

PHY 290 - Physics II (4)

This course is the continuation of PHY-280 Physics I, and is primarily a study of electricity and magnetism. It covers electrostatics, electrical circuits, magnetic fields and forces, capacitance and inductance, Maxwell?s equations, and the properties of fluids. >General Education Course. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): MAT-280, PHY-280; minimum grade C. Corequisite(s): MAT-281.

PHY 291 - Physics III [Fall Only] (4)

This course is the continuation of PHY-290 Physics II, and is a study of waves, heat, and modern physics. It covers sound and light, geometrical and physical optics, thermodynamics, relativity, and quantum theory. >General Education Course. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): MAT-281, PHY-290; minimum grade C.

PHY 294 - Engineering Mechanics [Spring Only] (4)

This course is a study of the state of rest or motion of bodies under the action of forces. This course builds a foundation of analytic capability for the solution of a great variety of engineering problems. Topics covered include the statics and dynamics of particles and rigid bodies. Lecture [4.00].

Prerequisite(s): MAT-282, PHY-280; minimum grade C.

POL - POLITICAL SCIENCE

POL 101 - American Government (3)

This course is the study of the American national political system and the uses, options, patterns, and limitations of public power. The course examines the theoretical roots of government, the American adaptation of the Western political tradition, the Constitution, decision making

structures, the role of the people in government, political parties, lobbies and civil rights. Current policies and problems are analyzed and discussed. >General Education Course. Lecture [3.00].

POL 102 - International Relations (3)

This course is an examination of the basic elements and processes of the modern nation-state system. Political power, nationalism, diplomacy, international law, international organizations, balance-of-power strategies, imperialism, regionalism, polycentrism, and current world issues are analyzed. >General Education Course. Lecture [3.00].

POL 103 - Political Ideology (3)

This course focuses on the ideologies that have dominated contemporary world politics. Such theories as Socialism, Communism, Fascism, Islamism and Feminism are studied. Writings of key theorists will be read. >General Education Course. Lecture [3.00].

POL 104 - State and Local Government (3)

This course is the study of state, county, and municipal political systems. The course examines the making and enforcement of public policy and the political roles of the people, political parties, political machines, and pressure groups. Intergovernmental relations and evolving patterns of metropolitan government are analyzed with an emphasis on New Jersey and Bergen County.>General Education Course. Lecture [3.00].

POL 106 - Themes in U.S. History [Modern American Presidency] (3)

This course is an analytical and historical examination of the development of the office and powers of the modern American presidency. Emphasis is placed on studying the roles of the president as described in the Constitution, the relationship of the executive with the other branches of government, presidential views of the office, the presidential election system, and presidential character and personality. Lecture [3.00].

POL 107 - Introduction to Politics (3)

This course is a survey of the basic concepts and methodologies of political science. Topics considered include power, comparative and international politics, the state, government, forms of representation, and methods of social science analysis. >General Education Course. Lecture [3.00].

POL 291 - Co-Op Work Experience [Political Science] (1)

This course provides a student with practical, supervised work experience in the area of political science. This program is under professional guidance in a college approved work environment. Job placement assistance is available through the Cooperative Education Office. Lecture [1.00], Cooperative [3.00].

Prerequisite(s): 2 courses from POL.

POL 292 - Co-Op Work Experience [Political Science] (2)

This course provides a student with practical, supervised work experience in the area of political science. This program is under professional guidance in a college approved work environment. Job placement assistance is available through the Cooperative Education Office. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): 2 course from POL.

POL 293 - Co-Op Work Experience [Political Science] (3)

This course provides a student with practical, supervised work experience in the area of political science. This program is under professional guidance in a college approved work environment. Job placement assistance is available through the Cooperative Education Office. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): 2 courses from POL.

PSY - PSYCHOLOGY

PSY 101 - General Psychology (3)

This course is an analysis of human behavior with special reference to thinking, learning, memory, perception, and emotion, individual differences in intelligence, psychotherapy, and personality. The scientific nature and practical relevance of psychological investigations and research findings are discussed. >General Education Course. Lecture [3.00].

PSY 102 - Introduction to Abnormal Psychology (3)

This course is an examination of psychological adjustment and of the prevention and treatment of psychological disorders. The course focuses on the framework established by the Diagnostic and Statistical Manual of Mental Disorders. Topics of discussion include community mental health problems, stress and coping mechanisms, anxiety disorders, sexual variations and dysfunction, and the more severe disorders such as schizophrenia. Lecture [3.00].

PSY 103 - Educational Psychology (3)

This course introduces the student to psychology as applied to the teaching-learning process. Topics of discussion include the varieties of human learning, the physical, social, and cognitive development of the learner, the teacher's use of the environment to influence learning, the teacher's role in education, and education self-direction. Lecture [3.00].

PSY 104 - Psychology of Human Relations (3)

This course is designed to encourage the active participation of each student in a series of activities and lectures that promote increased self-awareness and self-concept. Source materials in the psychology of human relations, communications, group behavior, adjustment, and leadership are studied and discussed. Lecture [3.00].

PSY 106 - Developmental Psychology: Lifespan (3)

This course is a survey course that provides an overview of the psychological development of the individual through the lifespan. The changes during the childhood, adolescent, adult and elderly periods are studies via theories applied to the whole human lifecycle. Theories about psycho-social, moral, and language development as well as the effect of work, gender, intelligence,personality, health, and other factors on human development are examined. >General Education Course. Lecture [3.00].

PSY 110 - Psychology of Sexuality (3)

This course emphasizes the changing concepts in human sexuality. Of importance are socialization, deviance, treatment, and psychotherapy in the field of sexuality. Of major interest are the paraphilia, victimization, homosexuality, gender identity, and the psychodynamics involved in sexual expression. >Diversity Course. Lecture [3.00].

PSY 111 - Sport Psychology (3)

This course is an introduction to sport psychological theory, research, and application. Sport Psychology examines how psychological factors affect an individual's physical performance, and how participation in sport and exercise enhances psychological health and personal well-being. The topics covered include personality; motivation; arousal and anxiety; group cohesion and leadership; effective communication; imagery and skills training; and psychological reactions to athletic injuries. Lecture [3.00].

PSY 121 - Comparative Psychology (3)

This course uses Bergen County as an environmental laboratory. Birds are studied in their natural habitat and used as a barometer of the changes that have developed in our immediate psychological environment. Behavioral comparisons are made between human and animal behavior. Such topics as the quality of life experience, psychophysiology, group or single living disturbances, sexual behavior, territoriality and self-preservation are discussed. Lecture [3.00].

PSY 123 - Cross-Cultural Psychology (3)

This course is an analysis of psychological development in a variety of cultural settings. The course explains the similarities and differences in personality between people with different cultural backgrounds. Topics included in the course are childbearing, abnormal and normal behavior, sex roles, attitudes toward authority, and moral/religious traditions in various cultures.>Diversity Course. Lecture [3.00].

PSY 127 - Stress Management (3)

This course is a study of stressful tension and of its psychological and physiological management. Students practice several techniques of coping with stress including problem solving, relaxation techniques, biofeedback, exercise, and work strategies. Personal stress management approaches are emphasized. Lecture [3.00].

PSY 201 - Child Psychology (3)

This course is designed to help the student understand the significant stages of motor, cognitive, linguistic, emotional, and social development of the child as these are influenced by genetic, cultural, and individual forces from the prenatal period through middle childhood. >General Education Course. Lecture [3.00].

Prerequisite(s): PSY-101.

PSY 202 - Adolescence Psychology (3)

This course is the study of human development from late childhood to adulthood. The course examines the physical, psychological, sexual, and social development of adolescents, the development of identity and self-concept, relationships with parents, and the maturation process. Lecture [3.00].

Prerequisite(s): PSY-101.

PSY 207 - Psychology of Women (3)

This course is an in-depth examination of the psychology of women. The course analyzes the interplay of biological and cultural factors as they affect gender roles. 226128156Typical226128157 female behaviors are examined and assessed in terms of these factors in an attempt to understand the bases of social similarities as well as differences. >Diversity Course. Lecture [3.00].

Prerequisite(s): PSY-101.

PSY 210 - Social Psychology (3)

This course is an introduction to social psychological theory, research, and application. It examines how people perceive, influence, and relate to others. It also investigates the diverse cultural contexts that shape social interactions. The topics covered will include social perception, attitude formation and change, persuasion and social influence, cultural norms, interpersonal attraction, prejudice and stereotyping, group interaction, aggression, and helping behavior. >Diversity Course. Lecture [3.00].

Prerequisite(s): PSY-101.

PSY 291 - Co-Op Work Experience [Psychology] (1)

This course provides the student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. The program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [3.00].

Prerequisite(s): PSY-101.

PSY 292 - Co-Op Work Experience [Psychology] (2)

This course provides the student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. The program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): PSY-101.

PSY 293 - Co-Op Work Experience [Psychology] (3)

This course provides the student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. The program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): PSY-101.

RAD - RADIOGRAPHY

RAD 180 - Introduction to Radiography (3)

In this course, the healthcare system and the radiography profession are studied. Specific topics related to patient care management include communication, medical law, ethical practice, vital signs, basic pharmacology, infection control, transfer techniques, medical equipment and emergencies are addressed. Lecture [3.00].

Corequisite(s): RAD-181, RAD-182.

RAD 181 - Radiography I (5)

This course introduces the study of radiography. The theory and application of positioning of the chest, abdomen, and upper limb will be explored. Basic principles of radiation protection and radiographic exposure and medical terminology will be reinforced in class and in the laboratory. Lecture [3.00], Laboratory [6.00].

Corequisite(s): RAD-180, RAD-182, BIO-109.

RAD 182 - Radiography Clinical I (1)

This course is designed to introduce the student to the physical layout and operation of a department of radiology. This course requires the performance of some routine examinations under the direct supervision of a registered radiographer and a college clinical instructor. The student rotates throughout three affiliated hospitals during this experience. Laboratory [8.00].

Corequisite(s): RAD-180, RAD-181.

RAD 183 - Radiographic Pathology (2)

This course is a survey of medical and surgical diseases designed to acquaint the student with changes caused by diseases that have a relation to the scope of medical and imaging diagnostics. Lecture [2.00].

Prerequisite(s): BIO-209, RAD-283. Corequisite(s): RAD-184, RAD-285, RAD-286.

RAD 184 - Advanced Imaging Equipment and Patient Care (2)

This course focuses on advanced diagnostic imaging systems and equipment, quality management, and patient care practices. Topics of this course include advanced principles of pharmacology, venipuncture, contrast media, and complications. This is an exploration of all imaging equipment and quality management practices. Lecture [2.00].

Prerequisite(s): RAD-180, RAD-276. Corequisite(s): RAD-183, RAD-285, RAD-286.

RAD 250 - Cross-Sectional Anatomy for Specialty Imaging (4)

This course involves the study of the structure and function of human anatomy in the cross-sectional mode. Among the topics included are abdomen, thoracic, neck and cranial imaging. The course content will be presented through lectures, discussion and laboratory exercises. Anatomy identification plates and a workbook will be utilized in this course. Lecture [3. 00], Laboratory [3.00].

RAD 275 - Therapeutic and Imaging Modalities (1)

This course offers students an exploration of advanced imaging techniques and related imaging sub specialties. This course also offers legal and ethical issues as they pertain to radiography. Lecture [1.00].

Prerequisite(s): RAD-184, RAD-285, RAD-286. Corequisite(s): RAD-288, RAD-289.

RAD 276 - Principles of Imaging Equipment (3)

This course orients the student radiographer to the fundamental principles, operation, and application of radiation-producing imaging equipment used in diagnostic imaging. Topics in this course include atomic structure, radiation, diagnostic x-ray circuit, tomography, image intensification, mobile and automatic exposure control units. Radiation safety and patient care principlesare reinforced. Lecture [3.00].

Prerequisite(s): RAD-180, RAD-181, RAD-182. Corequisite(s): RAD-281, RAD-282.

RAD 280 - Image Production and Evaluation (3)

This course involves the study of the theoretical and practical aspects of image creation. The photographic, geometric, and imaging systems will be explored. Evaluation of changes caused in the radiographic image with equipment and recording systems, demonstrated, and discussed. Also included in this course are the basic concepts of the origin and effects of ionizing radiation on the patient and radiographic image. Lecture [3.00].

Prerequisite(s): RAD-181, RAD-182, RAD-276. Corequisite(s): RAD-283.

RAD 281 - Radiography II (4)

This course continues the study of radiographic procedures. The theory and application of positioning of the lower limb, spinal column, and an introduction to the contrast studies will be explored. Principles of positioning techniques, exposure, and critique will be explored in the laboratory. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): RAD-180, RAD-181, RAD-182. Corequisite(s): RAD-276, RAD-282, BIO-209.

RAD 282 - Radiography Clinical II (2)

This course requires students to spend two clinical days a week in a radiology department where students will perform routine as well as some complex examinations under the direct supervision of a registered radiographer and a college clinical instructor. Procedures performed are evaluated on the basis of a competency-based clinical education system. Laboratory [16.00].

Prerequisite(s): RAD-182.

RAD 283 - Intermediate Radiography Clinical (3)

This course requires students to spend two clinical days a week in a radiology department where students will perform routine as well as some complex examinations under the direct supervision of a registered radiographer

and a college clinical instructor. Procedures performed are evaluated on the basis of a competency-based clinical education system. Laboratory [25.60].

Prerequisite(s): RAD-281, RAD-282.

RAD 285 - Radiography III (4)

This course continues with the study of radiographic procedures, theory, and application of basic skull, advanced skull, an overview of the management and care of trauma, geriatric and pediatric patients. It also includes a study of contrast agents typically utilized and their respective radiographic examinations. This course includes a component of faculty guided independent study of medical terminology. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): RAD-281, RAD-283. Corequisite(s): RAD-183, RAD-184, RAD-286.

RAD 286 - Radiography Clinical III (2)

This course requires the performance of routine, complex, and advanced X-ray procedures under the supervision of a registered radiographer and college clinical instructor in a Radiology Department. Students spend 16 hours a week for 15 weeks meeting the established requirements for competency based clinical education. Laboratory [16.00].

Prerequisite(s): RAD-282, RAD-283.

RAD 288 - Radiography IV (4)

This course incorporates three major areas of study - radiation protection, computed tomography, and sectional anatomy. There will be an introduction to sectional anatomy. The use of computer software programs will also be used in the laboratory. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): RAD-276, RAD-285, RAD-286. Corequisite(s): RAD-275, RAD-289.

RAD 289 - Radiography Clinical IV (3)

This course requires the performance of routine, complex, and advanced X-ray procedures under the supervision of a registered radiographer and a college clinical instructor in a radiology department. Students spend 24 hours per week for 15 weeks meeting the established requirements for competency based clinical education. Rotations into specialty areas and elective rotations arealso begun. Laboratory [24.00].

Prerequisite(s): RAD-276, RAD-285, RAD-286. Corequisite(s): RAD-275, RAD-288.

RAD 290 - Senior Student Seminar (3)

This course involves the performance of routine, complex and advanced radiographic procedures under the supervision of a registered radiographer and college instructor in the radiography department. The students will spend twelve [12] weeks meeting the established requirements for a competency-based clinical education. The specialty elective rotations will continue. Upon completion of all required radiography core and clinical competency based requirements, the students are eligible to apply to the ARRT for the radiography certification examination. Laboratory [32.00].

Prerequisite(s): RAD-182, RAD-276, RAD-282, RAD-283, RAD-286, RAD-289.

REA - REAL ESTATE

REA 101 - Principles of Real Estate I (3)

This course is an introduction to real estate law. Topics covered include property rights, title concepts, liens, contracts, mortgages, deeds, and other property instruments. Students must complete this course and REA-201 in same or consecutive semesters to qualify for the New Jersey Real Estate Salesperson's Examination which must be taken within one year after completion of REA-201. Lecture [3.00].

REA 102 - Acquisition and Financing of Real Estate (3)

This course will include property rights, title concepts, liens, contracts, mortgages, deeds, and other property concepts. This course should not be taken by Real Estate Sales Licensees or Paralegal Students. Lecture [3.00].

REA 201 - Principles of Real Estate II (3)

This course is a structured review of real estate law with emphasis on leases, landlord-tenant relations, appraisals, the law of agency, the License Act and Regulations, and other state and municipal laws and regulations. Students must complete this course and REA-101 in same or consecutive semesters to qualify as a candidate for the New Jersey Real Estate Salesperson's Examination which must be taken within one year after completion of this course. Lecture [3.00].

Prerequisite(s): REA-101.

REA 202 - Zoning, Planning, and Land Use (3)

This course is a study of Land Use Law in New Jersey as set forth in New Jersey Statutes and Case Law with emphasis on the law, practice and procedures before Municipal Zoning and Planning Boards. Lecture [3.00].

Prerequisite(s): BUS-101, REA-101.

REA 203 - New Jersey Environmental Regulations (3)

This course is a study of environmental regulations in New Jersey and their impact on development, expansion of existing structures, and infrastructure serving municipal land use. Existing statutes, administrative regulations, and recent news articles will be reviewed. Students will be required to submit a research paper involving an assigned problem. Lecture [3.00].

Prerequisite(s): BUS-101, REA-101.

REA 204 - Real Estate Leasing (2)

This course is a study of New Jersey commercial and residential leasing, civil rights leasing laws, condominiums and cooperatives. Lecture [2.00].

Prerequisite(s): BUS-101, REA-101.

REA 205 - Real Estate Financing (1)

This course is a study of Real Estate Finance including introduction to appraisal, mortgage calculations, and investment analysis. Lecture [1.00].

Prerequisite(s): BUS-101, REA-101.

RSP - RESPIRATORY CARE

RSP 110 - Respiratory Care Pharmacology (2)

This course introduces the student to the medications utilized in the treatment of patients with acute and chronic cardiopulmonary disorders. Lecture [2.00].

Corequisite(s): RSP-119, RSP-121.

RSP 119 - Introduction to Respiratory Care (4)

This course is a study of the respiratory therapist's role as a member of the medical team. Gas laws, physics, physiology, and medical equipment terminology are taught. In addition, it provides the student with an in depth understanding of medical gas administration, humidity and aerosol therapy, safety systems, airway management, and infection control. Students will also learnthe mechanical devices utilized to maintain patient airways and the various utilities in the treatment of respiratory and cardiac arrest. Laboratory exercises provide students with an opportunity to develop skills in the application of all equipment modalities, and to demonstrate their skills in resuscitation and airway management. Lecture [3.00], Laboratory [3.00].

Corequisite(s): RSP-110, RSP-121.

RSP 121 - Respiratory Care Clinical Externship I (1)

This course introduces the student to the hospital environment. The student studies the relationship of the respiratory therapy department with other medical departments in the hospital. The student learns charting, patient rounds, equipment modalities, medication administration, and bronchial hygiene therapy. Laboratory [16.00].

Corequisite(s): RSP-110, RSP-119.

RSP 210 - Cardiopulmonary Diseases and Disorder (3)

This course offers the student an opportunity to study the various disease entities and their effect on the cardiopulmonary system. The pathophysiology, diagnosis, and treatment of pulmonary disease are presented in this course. Lecture [3.00].

Prerequisite(s): RSP-119, RSP-121, RSP-110. Corequisite(s): RSP-222, RSP-225, RSP-220.

RSP 220 - Fundamentals of Respiratory Critical Care (3)

This is a course of study of the respiratory therapists' role as a member of the critical care team. Students will be introduced to advance management devices utilized to maintain patent airways. Students will learn interpretation of blood gases and sampling techniques. Introductory preparation to conduct therapeutic procedures needed to achieve adequate artificial ventilation with emphasis on non-invasive support and invasive support is part of this course. Students will learn procedures needed to assist the physician. Lecture [3.00].

Prerequisite(s): RSP-110, RSP-119, RSP-121. Corequisite(s): RSP-210, RSP-222, RSP-225.

RSP 222 - Cardiopulmonary Anatomy and Physiology (2)

This course is a study of physiologic mechanisms of the cardiopulmonary system, including a review of the anatomy of the pulmonary and circulating systems; ventilatory physics/mechanics, gas diffusion, physiology of internal and external respiration, oxygen transport, carbon dioxide transport and elimination, ventilation/perfusion relationships; and the neurological control of ventilation. Lecture [2.00].

Prerequisite(s): RSP-110, RSP-119, RSP-121. Corequisite(s): RSP-210, RSP-220, RSP-225.

RSP 225 - Respiratory Care Clinical Externship II (2)

This course provides the appropriate setting for the continuation of practicing and refining skills obtained throughout the course of the initial clinical experience. The student is provided the opportunity to administer medication through various types of therapy. They will also perform cardiopulmonary resuscitation, airway care and management, infection control procedures, patient assessments, apply non-invasive ventilation therapy, and evaluate and record pertinent data in the patient's chart. Laboratory [16.00].

Prerequisite(s): RSP-110, RSP-119, RSP-121. Corequisite(s): RSP-210, RSP-220, RSP-222.

RSP 226 - Respiratory Care Clinical Externship III (2)

This course gives the student an opportunity to develop their clinical skills of airway management, cardiopulmonary resuscitation, aerosol therapy, arterial puncture and interpretation, oxygen therapy, hyperinflation therapy, non-invasive ventilation, and patient evaluation. In addition, the student will begin learning basic mechanical ventilation concepts through assessment andmonitoring. Students may have exposure to the ICU's during this rotation. Laboratory [40.00].

Prerequisite(s): RSP-210, RSP-220, RSP-225.

RSP 231 - Respiratory Care Clinical External IV (2)

This course is designed to provide the student with the opportunity to develop advanced skills in the management of ventilator patients in adult critical care areas. Students will also receive an introduction to the neonatal/pediatric intensive care units. In addition, rotations through specialty areas are provided. Emphasis is placed on patient evaluation and education, decision-making skills, communication, and critical thinking skills. Laboratory [16.00].

Prerequisite(s): RSP-226. Corequisite(s): RSP-240, RSP-250.

RSP 235 - Respiratory Care Clinical Externship V (2)

This course is designed to enable the student to finalize their training in the critical care areas and specialty sites. In addition, students will also rotate through the neonatal and pediatric units. Emphasis is placed on patient evaluation, management strategies, decision-making skills, and critical thinking skills. Laboratory [16.00].

Prerequisite(s): RSP-231, RSP-240, RSP-250. Corequisite(s): RSP-241, RSP-260.

RSP 240 - Diagnostic Monitoring and Patient Assessment (4)

This course provides the student with an understanding of logical therapeutic interventions based upon pulmonary and hemodynamic procedures utilized in the collection, analysis, and the interpretation of this data in diagnosis and evaluation of treatment of the patient. Attention is given to fundamental physiological concept because these concepts provide a foundation for discussion of cardiopulmonary pathophysiology and common cardiopulmonary abnormalities that occur in patients. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): RSP-226. Corequisite(s): RSP-231, RSP-250.

RSP 241 - Neonatal and Pediatric Respiratory Care (3)

This course is a comprehensive overview of pediatric and neonatal respiratory care. Special considerations of respiratory care practice unique to pediatrics and neonatology are discussed. Topics include pediatric anatomy and physiology, fetal development, clinical assessment, oxygen therapy, airway management, mechanical ventilation, resuscitation, cardiopulmonary pathophysiology and disorders specific to this specialty. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): RSP-231, RSP-240, RSP-250. Corequisite(s): RSP-235, RSP-260.

RSP 250 - Respiratory Critical Care (4)

This course provides the student with advance skills necessary to manage the intensive care patient. Students will learn to evaluate, monitor, and use protocols to provide advance management therapies based on pathophysiology of the critically ill patient. The laboratory portion of this course will reflect the practical application of the topics presented in lecture. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): RSP-226. Corequisite(s): RSP-231, RSP-240.

RSP 260 - Special Topics Respiratory Care (3)

This course will focus on legal, ethical, and cultural issues in healthcare. It will address management issues, healthcare delivery and principles of reimbursement. Students will utilize cased based scenarios and simulations to enhance patient management and critical thinking skills. Lecture [3.00].

Prerequisite(s): RSP-231, RSP-240, RSP-250. Corequisite(s): RSP-235, RSP-241.

RTT - RADIATION THERAPY TECHNOLOGY

RTT 110 - Introduction to Radiation Therapy and Patient Care Management (2)

This course is an exploration of the foundation of radiation therapy practices and variety of roles for the professional in the delivery of health care. Principles of practice, professional responsibilities, medical law and ethics will be addressed. Lecture [2.00].

Corequisite(s): RTT-120, RTT-121, RTT-130, RTT-150.

RTT 120 - Radiation Therapy Practices I (4)

This course introduces the student radiation therapist to treatment equipment and techniques. Topics include patient immobilization, localization, simulation, documentation, patient positioning, treatment delivery parameters, prescriptions, and patient care. Lecture [3.00], Laboratory [3.00].

Corequisite(s): RTT-110, RTT-121, RTT-130, RTT-150.

RTT 121 - Radiation Therapy Clinical Practicum I (2)

This course serves as a clinical orientation to radiation therapy where students are afforded an opportunity to develop professional clinical skills and knowledge through structured rotations and assignments in radiation therapy. Treatment competencies and related objectives will be used to measure clinical outcomes. Students will be afforded 352 hours for this clinical experience. Clinical [24.00].

Corequisite(s): RTT-110, RTT-120, RTT-130, RTT-150.

RTT 130 - Radiation Biology and Safety (3)

This course explores the cellular and systemic effects of radiation exposure. Radiation health, safety, and federal and state requirements will be enforced. Lecture [3.00].

Corequisite(s): RTT-110, RTT-120, RTT-121, RTT-150.

RTT 150 - Principles of Diagnostic Radiation Physics (3)

This course is a continuation of the exploration of radiation physics. Emphasis will be on basic principles of physics, atomic structure, electro-magnetic and particulate radiation, x-ray circuits, radiographic tubes and radiation production. Lecture [3.00].

Corequisite(s): RTT-110, RTT-120, RTT-121, RTT-130.

RTT 200 - Survey of Diseases (3)

This course orients students to disease and disorders that compromise the human body. Emphasis is on cellular, systemic and manifestations. There will be an emphasis on the management of pathologies as well. Lecture [3.00].

Prerequisite(s): RTT-120. Corequisite(s): RTT-210, RTT-220, RTT-221, RTT-230.

RTT 210 - Dosimetry and Treatment Practices (3)

This course applies the concepts of radiation physics to therapy practice. Treatment units, scatter radiation analysis, isodose curves, patient contouring, dosimetric calculations, compensating filtration and equipment calibration are introduced. Lecture [3.00].

Prerequisite(s): RTT-110, RTT-150. Corequisite(s): RTT-200, RTT-220, RTT-221, RTT-230.

RTT 220 - Radiation Therapy Practices II (4)

This course is an exploration of cancer; its detection, diagnosis, correlation and prognosis. The focus of the course is on the management of neoplastic disease and its mechanism of spreading. Various laboratory experiments will be used to demonstrate the role of radiation therapy in the treatment of cancer. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): RTT-120. Corequisite(s): RTT-200, RTT-210, RTT-221, RTT-230.

RTT 221 - Radiation Therapy Clinical Practicum II (2)

This course affords student radiation therapists an avenue to continue their development of professional skills through rotations on various treatment machines, treatment planning, and simulation. Objectives and treatment competencies will be used to assess outcomes. Students will be given 352 hours for this clinical experience. Clinical [24.00].

Prerequisite(s): RTT-121. Corequisite(s): RTT-200, RTT-210, RTT-220, RTT-230.

RTT 222 - Radiation Therapy Clinical Practicum III (2)

This course affords student radiation therapists with an avenue to continue the development of advanced professional clinical skills through the correlation of didactic theory. Students continue towards competency and mastery and will be given 408 hours of clinical experience. Clinical [34.00].

Prerequisite(s): Prerequisite[s]: RTT-210, RTT-220, RTT-221, RTT-230.

RTT 230 - Advanced Procedures (2)

This course explores advanced practices that the student will incorporate into their basic foundation of knowledge.

Cross-sectional anatomy will be presented through didactic presentation. Quality control parameters for therapeutic and simulation equipment will be presented through a synchronous didactic and laboratory presentation. There will be an introduction to computing,information processing, computer concepts and various laboratory experiments. Lecture [1.00], Laboratory [2.00].

Prerequisite(s): RTT-120, RTT-150. Corequisite(s): RTT-200, RTT-210, RTT-220, RTT-221.

SOC - SOCIOLOGY

SOC 101 - Sociology (3)

This course is an examination of the culture and structure of human societies. The course focuses on social groups and institutions, their norms and controls, and how and why they change. Topics of discussion covered include the family, education, deviance, race and ethnicity, gender roles, social change, and social inequalities. >General Education Course. Lecture [3.00].

SOC 102 - Introduction to Human Services (3)

This course is an analysis of social service systems in the United States. The course provides an overview of educational, mental health, child care, and recreational social service agencies. Through group participation, lectures, role-playing, and field trips, students learn to recognize the common aspects of helping within the broad field of human services. Lecture [3.00].

SOC 103 - Sociology of the Family (3)

This course is a study of the oldest and most fundamental social institution. This course analyzes various types of courtship, parenting, human sexuality, marital breakup, and family patterns. Family life is viewed from the perspective of society and of the individual. Students are encouraged to examine their own family patterns in relation to the broad range of possibilities that are discussed. >General Education Course. Lecture [3.00].

SOC 104 - Intro to Social Work (3)

This course is an analysis of the goals, ethics and values of social worker's, agency structure, how social workers can advocate for change across client role that advocacy and a strengths-based perspective plays in the role of a social worker. Though lectures and group participation,

student's learn perspectives, definitions, dynamic, current issues, and social work roles while working within a multicultural society. 3 lectures, 3 credits > Lecture [3.00].

SOC 113 - Social Problems (3)

This course is the study of contemporary social issues and problems in the United States. Various theoretical perspectives are utilized in an effort to understand why particular issues become defined as problems, to determine the origin of social problems, and to critically assess proposed solutions to these perceived problems. Topics of discussion can include: crime and delinquency, poverty, family violence, overpopulation, war, AIDS, sexual assault, mental illness, racism, sexism, and classism [social inequality]. >General Education Course. Lecture [3.00].

SOC 115 - Introduction to Substance Abuse (3)

This course presents an introductory systems-oriented approach to addressing alcohol and other drug problems. Providing an overview of chemical dependency and addiction services, the course examines causal theories, models, and definitions. In addition, intervention and prevention strategies, as well as public policy issues will be explored. Special attention will be given to the family systems perspective in theory, research, and treatment. Lecture [3.00].

SOC 116 - Substance Abuse Counseling (3)

This course offers an introduction to the field of substance abuse counseling, and examines the impact of substance abuse on individuals, families and society. Specific techniques for counseling the alcoholic and the problem drinker are presented. Additionally this course will address the etiology of substance abuse, intervention tactics, and primary/relapse prevention strategies will be discussed. Special attention will be given to substance abuse problems in diverse populations. Lecture [3.00].

SOC 120 - Sociology of Gender Roles (3)

This course is a study of the changing roles of men and women in contemporary society. Topics of discussion covered include the biological bases for differentiation in gender roles, male and female roles in a cross-cultural perspective, changing expectations for men and women in

work and sports, the sexual revolution, and the consequences of gender role change. >General Education Course >Diversity Course. Lecture [3.00].

SOC 121 - The Changing Roles of Women (3)

This course is an introductory, interdisciplinary study of the changing roles of women today. Topics of discussion include women?s roles in a cross-cultural and historical perspective, the influence of biology, sexuality, and psychology on the roles of women, women in the work force, and women as portrayed in literature, the impact of religious beliefs on women, women?s changingfamily roles, and traditional and present-day feminism. >Diversity Course. Lecture [3.00].

SOC 222 - Ethnic-Minor Group Relations (3)

This course is a study of the diverse ethnic and multicultural structure of the United States. Particular attention is given to Native Americans, Hispanic Americans, Asian Americans, African Americans, Italian Americans, Irish Americans, and Jewish Americans. Topics taught include social, economic, and familial structures of various ethnic groups, the dislocation of new immigrants, prejudice and discrimination, and the life styles of various minority groups. >General Education Course. >Diversity Course.   Lecture [3.00].

Prerequisite(s): SOC-101.

SOC 291 - Co-Op Work Experience [Sociology] (1)

This course provides a student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. This program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [3.00].

Prerequisite(s): SOC-101.

SOC 292 - Co-Op Work Experience [Sociology] (2)

This course provides a student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. This program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op Office. Lecture [1.00], Cooperative [8.00].

Prerequisite(s): SOC-101.

SOC 293 - Co-Op Work Experience [Sociology] (3)

This course provides a student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. This program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op Office.   Lecture [1.00], Cooperative [12.00].

Prerequisite(s): SOC-101.

SPE - AMERICAN LANGUAGE PROGRAM

SPE 001 - Speaking/Listening I for International Students (3)

This course for international students is designed for beginning students whose native language is not English. The course aims at developing comprehension of the spoken language, greater fluency, and intelligibility in speaking American English. This course should be taken in conjunction with American Language I. Lecture [3.00].

SPE 002 - Speaking/Listening II for International Students (3)

This course is designed for intermediate students whose native language is not English. The course aims at extending and reinforcing students' skills in listening comprehension, pronunciation, and fluency through extensive practice in using spoken American English. This course should be taken in conjunction with American Language II. Lecture [3.00].

Prerequisite(s): SPE-001.

SPE 006 - American Language Pronunciation (1)

This is a course designed to help the nonnative speakers of English improve their American pronunciation. Basic drill material on all the individual sounds, the more important combinations of the English sound system, and the study of intonation and stress in ordinary speech patterns will be provided for practice. Laboratory [2.00].

SPE 007 - Advanced Pronunciation for English Language Learners (1)

This course is designed to help advanced non-native speakers of English to polish their American pronunciation. The primary goals of pronunciation

training are clarity of speech and effective communication. Emphasis of this course is placed on rhythm, phraseology, intonation, thought groups, and linking. Individual challenging vowels and consonant blends are addressed. This course offers ample opportunities to help students internalize and use their new skills through interactive activities. Laboratory [2.00].

Prerequisite(s): SPE-006.

SPE 008 - Advanced Listening for English Language Learners (1)

This course is a one-credit listening course that aims to develop listening strategies and improve listening comprehension skills in high intermediate and advanced English language learners. In this course students will practice listening to college lectures, understanding main ideas and details, making inferences, and taking effective notes. Students will increase their abilityto understand academic listening passages by studying lecture organization, recognizing language cues, noting numbers and statistics, and learning academic vocabulary. Laboratory [2.00].

Prerequisite(s): SPE-002.

SPE 009 - American Language Foundations: Speaking and Listening (3)

This course is for international students with little or no exposure to English. It provides them with instruction in basic expression and understanding simple oral language, including following instructions. They will learn to use vocabulary in everyday speaking situations. Lecture [3.00].

SPE 010 - Idioms, Conversation, and American Culture (Home and School) (1)

This course aims to develop cultural awareness and improve conversation skills in high intermediate and advanced English language learners through the understanding of idioms. Students will recognize and produce the high-frequency idioms and expressions needed in a range of conversational and academic situations. Students will increase their ability to understand spoken and written discourse through structured and communicative activities. This one-credit elective provides training for students who want to build their idiomatic vocabulary and cultural fluency for communicative success in a variety of situations. Laboratory [2.00].

Prerequisite(s): SPE-002. Corequisite(s): SPE-002.

SPE 011 - Idioms, Conversation and American Culture (Life and Work) (1)

This course aims to develop cultural awareness and improve conversation skills in high intermediate and advanced English language learners through the understanding of idioms. Students will recognize and produce the high-frequency idioms and expressions needed in a range of conversational and academic situations. Students will recognize and produce the high-frequency idioms andexpressions needed in a range of speech acts, focusing on idioms related to thire daily like and work life. Students will increase their ability to understand conversations through structured and communicative activities. This course will help learners to build their idiomatic vocabulary and cultural fluency for increased communicative success. Laboratory [2.00]

SPE 100 - Advanced oral Communication for Non-Native Speakers (3)

This course is designed to help advanced English language learers master the oral/aural skills necessary to succeed in college and professional settings. Students will learn to speak confidently and effectively while focusing on academic presentations, group discussions, and extemporaneous oral communication. This course will address pronunciation and intelligibility issues, teach vocabulary for clear presentations, examine cultural differences, and reduce speech anxiety. Students will improve their ability to comprehend college lectures, academic speeches, and conversational discourse. Lecture [3.00]. 0

Prerequisite(s): SPE-002 Or Accuplacer placement into SPE-10.

SUR - SURGICAL TECHNOLOGY

SUR 101 - Surgical Technology I [Fall Only] (6)

This course is a study of the surgical technologist's role as a member of the surgical team. Surgical principles, technique, and procedures are taught. The laboratory segment consists of demonstrations and return demonstrations of performance skills. Lecture [5.00], Laboratory [3.00].

Corequisite(s): SUR-102, SUR-103, SUR-104.

SUR 102 - Surgical Technology Externship I [Fall Only] (2)

This course introduces the student to the operating room environment. Approximately six weeks are spent on campus in a preclinical segment, during which time the

student is exposed to background information and practice of entry level skills. The remaining time is spent in the clinical area with directed experience in surgical procedures and operating room practice. Laboratory[16.00].

Corequisite(s): SUR-101, SUR-103, SUR-104.

SUR 103 - Surgical Terminology [Fall Only] (1)

This course is a study of the basic structure of medical and surgical words, including roots, combining forms, prefixes and suffixes. Emphasis is placed on correct pronunciation and definition of surgical terms, allowing the student to build a professional vocabulary for working in the operating room. Lecture [1.00].

Corequisite(s): SUR-101, SUR-102, SUR-104.

SUR 104 - Microbiological Applications in Surgery [Fall Only] (2)

This course is a study of microorganisms and their relationship to disease. This overview of the fundamentals of Microbiology includes historical aspects, cell structure, and the functions of microorganisms. Emphasis is placed on infectious disease, modes of transmission, infection control and their clinical application in surgery. Discussion is centered on the role of the Surgical Technologist regarding operating room techniques, infection control and sterilization, and disinfecting of supplies, instruments and the environment. Lecture [2.00].

Corequisite(s): SUR-101, SUR-102, SUR-103.

SUR 201 - Surgical Technology II [Spring Only] (5)

This course is an in-depth study of specialty surgical procedures with emphasis on common diseases and surgical procedures in relation to the various body systems. Lecture [5.00].

Prerequisite(s): SUR-101, SUR-102. Corequisite(s): SUR-202.

SUR 202 - Surgical Technology Externship II [Spring Only] (2)

This course gives the student the opportunity for further directed experience in the operating room. The student will scrub for procedures in general and specialty areas surgery. A study of surgical instrumentation and equipment is also included in this course. Laboratory [24.00].

Prerequisite(s): SUR-101, SUR-102. Corequisite(s): SUR-201.

SUR 203 - Surgical Technology Externship III [Summer] (1)

This course enables the student to continue with directed experience in the operating room. Emphasis is on refining skills and scrubbing for a wide variety of surgical procedures. Laboratory [24.00].

Prerequisite(s): SUR-201, SUR-202.

TEC - TECHNOLOGICAL SCIENCE

TEC 145 - Introduction to Quality Control (4)

This course is designed to give students theoretical background and a working knowledge of Quality Control systems used in various Biotechnology, Pharmaceutical, Personal Care, Food and related industries. The course will include an introduction to the statistical methods used to implement Quality Control goals. Lecture [3.00], Laboratory [3.00].

TEC 150 - Quality Control Biotechnology I (3)

This course is designed to familiarize students with the instrumentation and methods commonly used to insure Quality Control in the Biotechnology, Pharmaceutical, Personal Care, Food and related industries. Students will become familiar with the safety standards, documentation methods, instrumentation and regulatory agencies that set the standards. Students will learn to evaluate processes for adherence to industry safety and quality standards and to maintain a laboratory notebook that meets FDA standards. Lecture [2.00], Laboratory [3.00].

TEC 180 - Problem Solving using Technology (4)

This course is a hands-on course using computers and graphic calculators to solve problems related to various industrial and engineering technologies. Lecture [3.00], Laboratory [3.00].

TEC 203 - Work Based Learning for Science Technologists I (1)

This course is designed to give students experience in on-the-job laboratory situations to which they can apply the lessons of their interdisciplinary, advanced laboratory-based science technology courses. Students in this course will be counseled by industry and faculty mentors. Laboratory [4.00].

Prerequisite(s): TEC-201.

TEC 204 - Work Based Learning for Science Technologists II (2)

Work Based Learning for Science Technologies II is the second semester of Work Based Learning for Science Technologies designed to give students experience in on-the-job laboratory situations to which they can apply the lessons of their interdisciplinary, advanced laboratory-based science technology courses. Students in this course will be counseled by industry and faculty mentors. Laboratory [6.00].

Prerequisite(s): TEC-203.

TEC 235 - Procedure Writing (4)

This course is designed to develop the students' ability to appreciate the significance of documentation in assuring product integrity. The student will learn to write basic procedures that conform to regulatory guidelines and to critique existing documentation for adequacy. The course will consist of taking a process such as the manufacture of a solution, and using Excel to develop the documentation required for product development, manufacture, safety, quality control, and non-conformance. Procedures will be peer evaluated in the laboratory for ease of comprehension and implementation and for adherence to industry safety and quality standards. Student SOPs will be approved and filed in accordance with FDA guidelines. Lecture [3.00], Laboratory [3.00].

Prerequisite(s): TEC-145.

TEC 240 - Quality Control: Microbial Contamination (4)

This course is designed to familiarize students with monitoring methods commonly used to prevent contamination and spoilage in the Biotechnology, Pharmaceutical, Personal Care, Food and related industries. Students will be introduced to the microbial world and become familiar with the biology of the common microbial contaminants. Students will learn the common laboratory procedures used to monitor microbial contamination. Students will learn the documentation methods, the contamination standards, for various devices and preparations and the regulatory agencies that set the standards. Students will learn how to adhere to industry safety and quality standards for microbial contamination and maintain a laboratory environment that meets FDA standards. Lecture [3.00], Laboratory [3.00].

Corequisite(s): TEC-145.

TEC 250 - Quality Control Biotechnology II (3)

This course is designed to familiarize students with the maintenance and operation of the instrumentation commonly used in the Pharmaceutical, Personal Care, Food and related industries according to industry standards of quality control. Students will learn the basic principles and mechanics of the common instruments used to assess quality control, e.g. the pH meter, spectrophotometer, filtration instrumentation, centrifuges, HPLC etc. Students will learn to validate and maintain instrumentation and keep maintenance records. Students will learn to evaluate processes used in the laboratory for adherence to industry safety and quality standards and will maintain records that meet FDA standards. Lecture [2.00], Laboratory [3.00].

Corequisite(s): TEC-150.

THR - THEATRE

THR 101 - Introduction to the Theatre (3)

This course is a study of live theatre and of how it is produced, how it has developed historically and culturally, and how it is analyzed and evaluated. This is primarily a theory course, but it also includes theatre-going assignments. >General Education Course. Lecture [3.00].

THR 109 - History of Musical Theatre (3)

This course is a chronological survey course that explores musical theatre from its early beginnings to the present. In a lecture and discussion format, students will explore examples of musical theatre to illustrate musical elements, musical and theatrical techniques, and structural form. Selected works will be considered from the context of their relationship with historical and artistic values. >General Education Course.   Lecture [3.00].

Cross-Listed as: MUS-109.

THR 110 - Basic Act Techniques (3)

This course utilizes practical exercises to aid the beginning actor in developing technique from which to build self-confidence and believable characterizations. The course stresses the importance of self-discipline in developing creativity and freedom in voice and movement. Assignments include the presentation of scenes from various works during the semester. Lecture [2.00],Laboratory [2.00].

THR 111 - Oral Interpretation of Literature (3)

This course explores the development of performance and vocal techniques in the oral presentation of all types of literature. The use of variety in pitch, volume, tempo, and attitude is stressed in communicating the author's meaning through the reader to the audience. Following specific guidelines, most of the literature is selected directly by each student. Lecture [3.00].

THR 113 - Movement for the Performing Artist (2)

This is a practical course in directing the student to experience, explore, and visualize movements. The aim of the course is to help the actor become a more physically secure and expressive performer. Lecture [3.00].

THR 120 - Stage Make-Up (1)

This course provides a practical approach to makeup techniques for theatre and related arts. Through practical experience, students investigate basic, character, and stylized makeup. Lecture [1.00], Laboratory [1.00].

THR 124 - Dance Experience (3)

This course is a practical and critical introduction to various dance forms. By attending performances, tracing the development of the particular form, studying the demands the art form makes upon its performers, discussing critics' views, and evaluating the experience, students are exposed to broad representation of dance experiences. Lecture [3.00].

Cross-Listed as: DAN-124.

THR 125 - Costume Construction I (2)

This course is an introduction to the historical significance of costume design and construction. They will then have an overall look at the technical side of stage costuming, with an emphasis in construction. Students will develop practical skills using the machinery as well as learning patterning for the various parts of a costume. They will learn hand sewing, fabric dyeing techniques as well as the organizational tools such as budgeting costumes for a show. Lecture [2.00].

THR 131 - Stagecraft and Lighting (3)

This course introduces the student to the theory and practice of stagecraft. It includes study in scene design, practice in construction of sets, and the setting and control of lighting. Lecture [2.00], Laboratory [2.00].

THR 140 - Introduction to Cinema (3)

This course is a study of film as an art form. The course is designed to awaken a more sensitive and critical response to the cinema through an understanding of its form, content, development, and criticism. Films are screened to demonstrate these elements. >General Education Course. Lecture [2.00], Laboratory [2.00].

Cross-Listed as: CIN-140.

THR 150 - Summer Theatre Workshop (6)

This is an intensive, practical course in the requisite skills in producing a live theatrical production. Students will be exposed to all areas of the theatre crafts. A selected play will be completely produced for public presentation. This will be accomplished through collective class involvement in play selection, casting, rehearsal, stage management, makeup, set design and construction, lighting, costuming, promotion, and performance. Lecture [3.00], Laboratory [6.00].

THR 210 - Scene Study (3)

This course includes advanced work in characterization, vocal and body control, and exercise in the development of style and technique relevant to scenes and plays selected for study and presentation. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): THR-110.

THR 214 - Audition Techniques (2)

This is a practical course which helps the student investigate, select, and prepare audition material appropriate to the individual and the audition call. The course includes exercises in handling cold readings and in learning to look at auditions from the casting director's point of view. Lecture [2.00].

Prerequisite(s): THR-110.

THR 215 - Directing for the Stage (3)

This course is designed to instruct students in the fundamentals of direction for the stage. Student directors will learn how to analyze a script, cast, block, and direct a scene that will be presented in a performance for the public. This course explores various directing techniques that emphasize not only the artistic approach but also the

practical and technical elements ofthe theatre. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): THR-101, THR-110.

THR 216 - Theatre Production Workshop (4)

This is a practical course that produces a selected dramatic work as a result of collective class involvement in casting, set design and construction, lighting, costuming, makeup, promotion, rehearsal, stage management, and performance. The workshop culminates in a public performance of the project. Lecture [4.00].

Prerequisite(s): THR-110, THR-131.

THR 217 - Theatre Performance and Production (2)

This is a practical course in which students are introduced to acting and/or technical production. As a part of the course, students will actually be involved in theatre productions. Lecture [1.00], Laboratory [2.00].

Prerequisite(s): THR-131.

THR 231 - Stage Electrics (3)

This course is designed to familiarize the student with the fundamental skills requisite to actualizing lighting and sound designs. Emphasis is given to the identification, use, and maintenance of equipment, as well as to basic electronics theory and practice. Special attention is given to basic theories and aesthetics of light and sound as design elements. Lecture [4.00].

Prerequisite(s): THR-131.

THR 232 - Stage Management (1)

This course is an analysis of the techniques and responsibilities of the stage manager in the various forms of the performing arts. Areas of study covered include stage management in the theatre, concerts, and television. Lecture [1.00].

Prerequisite(s): THR-131.

THR 236 - Lighting Design (3)

This is a practical course in the principles and actual techniques of lighting design. Course work includes lectures, demonstrations, and lab sessions on equipment, color optics, and the setting and control of lighting for all forms of stage performance. A portion of the course is devoted to the contemporary lighting techniques used in clubs and rock concerts. Lecture [2.00], Laboratory [2.00].

Prerequisite(s): THR-136.

THR 240 - The Classic Cinema (3)

This course is an in-depth study of the style, philosophy, and significance of selected directors and films. Lecture [3.00].

Prerequisite(s): THR-140, CIN-140.

THR 294 - Co-Op Work Experience [Stage Technology] (4)

This is a field work course in preproduction, production, and/or shop work arranged on an individual basis by the student. The student must attend periodic seminars and/or prepare reports or other projects as required by the Theatre Arts faculty. Credit is based on a predetermined number of hours/weeks worked in an approved theatre shop, or other entertainment facility. Job placement assistance is available through the Co-Op Office. 240 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [16.00].

VET - VETERINARY TECHNOLOGY

VET 102 - Introduction to Veterinary Technology (1)

This course introduces the student to the profession of veterinary technology through a study of the duties and responsibilities of the graduate veterinary technician and available career opportunities. In addition, other basic issues such as occupational safety and health, membership in professional organizations, certification and licensing, professional standards and behavior, the human-companion animal bond, and introductory animal restraint and handling will be covered. The course is the Prerequisite[s] to all other VET courses. Lecture [1.00].

Corequisite(s): VET-103.

VET 103 - Veterinary Medical Terminology (1)

This course introduces the student to prefixes, suffixes, and word roots used in the language of veterinary medicine. Topics presented include veterinary medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems in the various species. Upon completion, students should be able to pronounce, spell, and define medical terms as related to body systems and their pathological disorders. Lecture [1.00].

Corequisite(s): VET-102.

VET 104 - Research Animal Technology [Spring Only] (3)

This course is an introduction to the handling, husbandry, and nursing care of the common laboratory animals. In

addition, classroom study will cover the principles and ethics of animal research, as well as the laws that regulate the use of animals to ensure that they are treated humanely. Laboratory sessions provide hands-on training in restraint, drug administration, sample collection, anesthesia and research techniques. Dissection is required. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): VET-102, VET-103.

VET 110 - Nutrition and Principles of Feeding [Spring Only] (2)

This course is designed to introduce the fundamentals of nutrition. Materials cover the six classes of nutrients [water, protein, carbohydrates, lipids, minerals, and vitamins]; their general functions, deficiencies, and toxicities; general digestion, absorption, utilization, and excretion of these classes in domestic animals. We will cover the feeding of animals in health and disease during various stages of the life cycle. Of primary concern will be the dietary management of specific diseases that affect domestic animals. Lecture [2.00].

Prerequisite(s): VET-102, VET-103.

VET 112 - Veterinary Pharmacology [Spring Only] (3)

This course is a study of pharmacology and its practical applications. This course is designed to give the student a basic understanding of drugs and other substances used in the treatment of disease. Emphasis is on classification of drugs based on their effects and therapeutic usage, sources of drugs, standards and regulations, weights and measures, conversions, labeling, and pharmacy maintenance. In addition, the student studies possible toxicological effects of these drugs and other toxic plants and substances. Lecture [3.00].

Prerequisite(s): VET-102, VET-103.

VET 115 - Vertebrate Anatomy and Physiology I (4)

This course focuses on the structures and functions of vertebrate organ systems, with primary emphasis on mammals. After a brief overview of vertebrate development and evolutionary history, the major portion of the course reviews each system, across all principal groups. Study of basic cellular biology and of skeletal, muscle, and nervous systems are included. Normal homeostatic mechanisms and pathophysiological conditions are emphasized, as well as the interrelationships of organs and organ systems. Dissection is required. Lecture [3.00], Laboratory [3.00].

VET 203 - Veterinary Nursing I [Fall Only] (3)

This course will furnish the skills and considerations necessary for the nursing duties of the veterinary technician. Topics include general animal care, handling and restraint, administration of medications and bandaging techniques. Special emphasis will be placed on safety of both patient and handler. Includes laboratory demonstrations and practice on live animals.   Lecture [1.00], Laboratory [6.00].

Prerequisite(s): VET-102, VET-103, VET-110, VET-112, BIO-115, BIO-215.

VET 204 - Veterinary Dental Techniques (3)

This course encompasses various procedures in veterinary dentistry along with the skills necessary to assist the veterinarian in a complete dental prophylaxis and other complicated dental procedures. Oral and dental anatomy will be reviewed. The course will focus on the operation and maintenance of dental equipment, including dental radiography; the performance of a small animaldental prophylaxis procedure; and a survey of dental diseases in small and large animals and exotics. Emphasis will be placed on the scope of services that may be provided by the veterinary technician, including client education. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): BIO-215, VET-112. Corequisite(s): VET-207.

VET 205 - Clinical Laboratory Procedures I [Fall Only] (3)

This course deals with the examination of blood, urine, and other body substances for diagnostic and prognostic purposes in veterinary practice. Students will learn to perform complete blood counts, blood chemistries, serological tests, and urinalysis. Lecture periods will cover the theories on which the tests are based and the relevance of laboratory results in the evaluationof the health of animals. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): VET-102, VET-103, VET-112, BIO-115, BIO-215.

VET 207 - Diagnostic Imaging [Fall Only] (3)

This course is an introduction to basic radiology, ultrasound and associated diagnostic techniques. The student will learn how to correctly position a patient, calculate exposure values, expose radiographic film, and process radiographs of diagnostic quality, both manually and automatically, for the veterinarian to examine. Special emphasis is placed on the potential hazards of radiation and occupational safety. Laboratory experiences provide skills practice in radiographic technique. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): VET-102, VET-103, BIO-115, BIO-215.

VET 214 - Veterinary Nursing II [Spring Only] (3)

This course is a continuation of Veterinary Nursing I. Principles of emergency care, intensive care, administration of drugs and fluids, shock therapy, oxygen therapy and the application of indwelling catheters will be discussed. This course will include a general study of diseases, their definition, etiology, pathogenesis, clinical signs, diagnosis, prevention, and treatment. Intensive care nursing will include hands on experience with animals and models. Lecture [1.00], Laboratory [6.00]. 3

Prerequisite(s): VET-203.

VET 215 - Vertebrate Anatomy and Physiology II (4)

This course is a continuation of Vertebrate Anatomy and Physiology I. The endocrine, circulatory, respiratory, renal, reproductive and digestive systems will be studied. Normal homeostatic mechanisms and pathophysiological conditions are emphasized, as well as the interrelationships of organs and organ systems. Dissection is required as part of the laboratory syllabus. Lecture[3.00], Laboratory [3.00].

Prerequisite(s): VET-115.

VET 216 - Veterinary Office Management [Fall Only] (2)

This course is designed to introduce the student to modern veterinary hospital business practices. Study of inventory procedures, accounting and computer skills, medical records, personnel management, and psychology of client and staff relations will be addressed. The course emphasizes professional ethics, interpersonal and client communication. Lecture [2.00].

Prerequisite(s): VET-102, VET-103.

VET 217 - Clinical Laboratory Procedures II [Spring Only] (3)

This course will cover basic parasitology, cytology, histology and necropsy techniques. The student will study the life cycles, pathogenesis, identification, prevention, control and public health concerns of internal and external parasites in domestic animals. Cytological specimens will be collected and processed. A necropsy prosection will be performed, with the collection of specimens and preparation of histology slides for examination by the veterinarian. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): VET-205.

VET 218 - Large Animal Nursing [Summer Only] (3)

This course is designed to teach the student the skills associated with assisting the large animal practitioner. The essential tasks relating to handling, restraint, treatment, venipuncture, treatment, anesthesia, and administration of drugs and fluids to far animals will be covered. A study of diseases of these animals with emphasis on disease control, prevention, treatment andimmunization will be discussed. Common surgical procedures, as well as specimen collection and preservation will be reviewed. Lecture [2.50], Laboratory [3.75].

Prerequisite(s): VET-110, VET-112.

VET 219 - Surgical Assist and Anesthesia [Spring Only] (3)

This course includes in-depth discussion and hands-on experience with hygiene of the surgical suite and surgical prep room, asepsis, surgical instruments, and sterilization. The student will learn the basics of animal anesthesia as used in surgical procedures. It includes drugs and equipment for anesthetic administration, recovery, and emergencies, along with management of thesepreparations. We will also provide the student with in-depth coverage of preoperative and postoperative patient care. Lecture [2.00], Laboratory [3.00].

Prerequisite(s): VET-203.

VET 220 - Veterinary Technology Externship I (1)

This course is a clinical experience providing the student with the opportunity to refine technical skills developed in areas such as animal handling, nursing care and treatment, surgical assistance, radiology, anesthesia, dental prophylaxis, diagnostic laboratory procedures, practice management, and client communication. Students spend 12 weeks in total in a pre-approved smallanimal hospital, animal research facility, or other allied animal health facility within the metropolitan area. Students train under the supervision of licensed veterinarians and graduate veterinary technicians. Laboratory [16.00].

Prerequisite(s): VET-207, VET-214, VET-216, VET-217, VET-218, VET-219.

VET 221 - Veterinary Technology Externship II (1)

This course is a clinical experience providing the student with the opportunity to refine technical skills developed in Externship I. Students spend 12 weeks in total in a pre-approved small animal hospital, animal research facility, or other allied animal health facility within the metropolitan area. Students train under the supervision of licensed veterinarians and graduate veterinary

technicians. Veterinary Technology Externship II is the second half of the student's clinical experience Laboratory [16.00].

Prerequisite(s): VET-220.

WEX - WELLNESS AND EXERCISE

WEX 101 - Dynamics of Health and Fitness (2)

This course is a theory based study of exercise and its effects on humans. Topics investigated are lifestyle issues in wellness including cardiovascular function, weight management and nutrition, strength, flexibility, stress management and principles/programs of exercising. Lecture [2.00], Laboratory [1.00].

WEX 104 - Aquacise (1)

This course is an opportunity for the student to increase fitness through selected aquatic activities such as in-the-water stretching, running, and calisthenics movements. A comfortable exercise program will be adapted to each person's tolerance level. No swimming ability is required. Laboratory [2.00].

WEX 105 - Fitness Center Plus (1)

This course is a physical activity which provides students with the opportunity to participate in personal conditioning programs. Fitness evaluations and computer prescribed exercise programs are generated for each student. All equipment in the Fitness Center is employed to develop and maintain these individualized fitness programs. Laboratory [2.00].

WEX 106 - Nutrition, Exercise, and Fitness (3)

This course explores concepts of nutrition as they apply to exercise and performance. Topics include bioenergetics, thermodynamics and the energy equation, ergogenic aids, supplements and computerized diet analysis. Required for Exercise Science Certificate and Degree. Lecture [3.00].

WEX 111 - Aerobic Conditioning (1)

This course is an application of the theories explored in WEX-101. The course is designed to provide students with opportunities to improve cardiovascular health, muscle endurance, flexibility and stress reduction. Different modes of aerobic training will be used which may include movement to music. Laboratory [2.00].

WEX 112 - Body Conditioning (1)

This course is an application of the theories explored in WEX-101. The course is designed to effect changes in such fitness areas as cardiorespiratory endurance, flexibility, strength, and body composition thorough aerobic conditioning, progressive resistance exercises, and flexibility exercises. The development of personal exercise regimens for lifelong participation is emphasized. Laboratory [2.00].

WEX 114 - Keep Young, Fit, and Alive (1)

This course is an application of the theories explored in WEX-101. The course is designed to emphasize the management of musculoskeletal concerns such as low back and stress reduction. It may include aerobic, flexibility and various resistance modalities. Dietary practices may also be addressed. Laboratory [2.00].

WEX 115 - Swimming for Conditioning (1)

This course is an application of the theories explored in WEX-101. The course is designed to effect changes in cardiovascular endurance, muscular strength, and flexibility. Students must have good swimming ability. Laboratory [2.00].

WEX 116 - Weight Training (1)

This course is an application of the theories explored in WEX-101. The course is designed to effect changes in muscular strength and endurance through a variety of appropriate training techniques and applications. The development of personal exercise regimens for lifelong participation is emphasized. Laboratory [2.00].

WEX 117 - Core Stability Training (1)

This course is designed to strengthen the core musculature of the body. Students will strengthen abdominal and low back core musculature, improve posture and balance, enhance flexibility, and decrease occurrence of injury and low back pain. This course will also implement resistance training with the use of free weights and the stability balls to improve upper and lower

body strength. The use of specific core and balance equipment will be a focus of this experience. Laboratory [2.00].

WEX 118 - 50+ Fitness (1)

This course is an application of the theories explored in WEX-101. The course is designed to provide students [50 years or older] with opportunities to increase fitness through individualized programs emphasizing flexibility, aerobic conditioning, muscle strength/endurance and weight management. Laboratory [2.00]. 1

Prerequisite(s): WEX-101.

WEX 123 - Sports Ethics (3)

This is an introduction to ethics within the sporting context. The values promoted within sport will be examined along with common ethical dilemmas faced by those involved in sport. The course covers topics ranging from fair play to sportsmanship to current ethical issues. Lecture [3.00]

WEX 124 - Issues and Trends in Sport (3)

This course is designed to address the issues and trends happening in sports today. it includes historical analysis, instructional perspective, and political influences regarding trends and issues. Current events in the media will be used as case studies to identify their impact in both the sporting world as well as on society. Lecture [3.00]

WEX 125 - Recreational Sport and Fitness Administration (3)

This course is the study of the organization and direction of recreational activities and their management. it is a study of nature and function of fitness and recreation and the general principles of organization in the recreation field and fitness clubs Lecture [3.00].

WEX 126 - Sports Administration (3)

This course provides an overview of the general principles of management, applies them to the sports industry, and sports organizations in particular. The course includes basic organizational business structures, trends, and observations. Students will also consider the ethical and moral dilemmas facing sports managers as well as the role of sports in society, and explore careeropportunities. Lecture [3.00].

WEX 127 - Sports Facilities & Events Management (3)

This course provides the student with an overview and examination of the facility master planning process, including legal requirements and economic considerations. This course includes planning, supervising, maintaining and evaluating sports facilities and events. Financial considerations for both the private and public sector will be emphasized. Everyday supervision of maintenance, inventory, potential vandalism, and comprehensive event planning management is included. Lecture [3.00].

WEX 128 - Sports Fundamentals (3)

This course is a practical study of the fundamental principles and techniques of major sports. Students experience and practice various common sports activities. Lecture [3.00].

WEX 129 - Organization and Direction of Recreational Activities (3)

This course is a study of the nature and function of play and recreation and of the general principles of organization in the recreational field. Lecture [3.00].

WEX 130 - Massage for Sport and Leisure Activities (3)

This course is the theory and practice of manual manipulation and its role in exercise. Topics will include basic anatomy, physiologic concepts relative to massage and the healing process, as well as assessment of selected musculoskeletal issues. Included in the course will be the opportunity to investigate and practice a variety of techniques that can be applied to these situations. Lecture [3.00], Laboratory [1.00].

WEX 131 - Scuba Diving (1)

This is a course that allows students to develop basic skills in skin and scuba diving by means of lectures, demonstrations, and class practice. Students must have good swimming ability. [International certification is optional.] Laboratory [2.00].

WEX 133 - Mindfulness & Good Health (1)

Mindfulness & Good Health is an introduction to the theory and practice of mindfulness: mind-body exercises that develop awareness of present-moment thoughts, feelings, and actions. Students will learn how to incorporate mindfulness practices into their lives to reduce stress, improve emotional balance and resilience, and enhance their personal and academic lives. (2 labs; 1 credit)

WEX 159 - Cardiopulmonary Resuscitation [CPR] and Emergency First Aid (3)

This course provides the student with the knowledge and practical skills needed to respond to various emergency situations including: burns; wounds; respiratory and cardiac problems; broken bones; poisoning; etc. Students will receive certification in CPR and First Aid upon successful completion of the course. Lecture [3.00].

WEX 160 - Kinesiology for Personal Training and Exercise (3)

This course is the study of movement and the neuromuscular skeletal structures and their function in relation to activity. The purpose is to analyze human movement through applied anatomy for injury protection during exercise and sport. The role of muscles during movement and types of muscle contractions will be explored. Emphasis of kinesiology will be explored through relatedresearch. Lecture [3.00].

WEX 163 - Nutrition Today (3)

This course is an investigation of basic nutrition concepts. Current studies and findings are explored and evaluated. Information is used to formulate practices that maximize health benefits. Lecture [3.00].

WEX 164 - Exercise Science (3)

This course is a theory based investigation of the effects of exercise on human health, fitness, and sport performance. Emphasis is on basic principles of exercise physiology, exercise prescription, bioenergetics, body composition, training programs, and practical applications to the exercise setting. Requirementfor Exercise Science Certificate and Degree. Lecture [3.00], Laboratory [1.00].

Prerequisite(s): Recommended as a Prerequisite to: WEX-106, WEX-183 and WEX-184.

WEX 167 - Self-Defense (1)

This is a course that provides the opportunity to learn basic techniques in judo, karate, and jujitsu. Laboratory [2.00].

WEX 169 - Yoga Dance (1)

This course integrates the principles of yoga with the fundamentals of dance. The course offers a stimulating workout that combines stretch and strengthening with the enjoyment of dancing. Students will develop awareness, experience the flow of energy, improve alignment and core strength, and enhance creative expression. The course is open to students of all levels and aims to promote health and balance by improving the body as an instrument of communication. Laboratory [2.00].

WEX 170 - Yoga (1)

This is an introductory level course to the practice of yoga with emphasis on flow and energy. The fundamentals of yoga practice, including mediation and breathing techniques, basic yoga postures [Asana] and basic flow sequences [Vinyasas] will be the focus. Laboratory [2.00].

WEX 171 - Golf (1)

This course is a study of the fundamental theories, skills, etiquette and rules needed to play the game of golf. Laboratory [2.00].

WEX 172 - Intermediate Golf (1)

This course is designed to further acquaint the student with the game of golf beyond the beginner level, reviewing fundamental skills and developing shot-making strategies. Some previous golf experience recommended either having played the game or taking golf lessons. Laboratory [2.00].

WEX 173 - Beginner Tennis (1)

This is a course that provides the student with the opportunity to develop the fundamental skills of the game. It also acquaints students with the basic rules,

regulations and strategy of both singles and doubles play. Laboratory [2.00].

WEX 174 - Volleyball (1)

This is a course that provides fundamental skills, strategies, and knowledge of power volleyball through teaching-learning experiences and active participation. Laboratory [2.00].

WEX 175 - Beginner Level Swimming (1)

This is a basic course for non-swimmers that includes fundamental water safety and survival, crawl stroke, back crawl, breaststroke, sidestroke, and recreational aquatic activities. Laboratory [2.00].

WEX 176 - Advanced Swim Training (1)

This course provides an introduction to competitive swimming while increasing cardiovascular endurance, muscular strength and athletic confidence. Advanced Swim Training is designed to prepare students for open-water, long and short course competitive swimming. Emphasis will be placed on skill development and improved swimming performance. Laboratory [2.00].

WEX 182 - Fitness Measurement and Interpretation (3)

This is a course involving analysis of the parameters of fitness, sport performance, and their assessment. Topics include measurement protocols and the quantitative expression of body composition, aerobic capacity and energy expenditure, strength, endurance, flexibility and sport specific elements relative to exercise application. Requirement for Exercise Science Certificate andDegree. Lecture [3.00].

WEX 183 - Principles of Conditioning (3)

This course is an application of theories explored in Exercise Science [WEX-164]. This course is designed to provide the student with opportunities to apply conditioning concepts, teaching methodology and presentation experience in a one-on-one and Co-Op teaching setting. Lecture [3.00].

WEX 184 - Sports Medicine - Theory and Practice (3)

This course develops an awareness of sports medicine and provides the student with concepts, knowledge, and practical skills in the areas of prevention, evaluation, management, and rehabilitation of exercise-induced trauma. Athletic taping for support of joints and muscles is taught and practiced. Lecture [3.00].

WEX 223 - Beyond Beginning Tennis (1)

This course provides the student with an opportunity to refine the fundamental tennis skills and to learn more advanced skills and strategies. Laboratory [2.00].

Prerequisite(s): WEX-173.

WEX 260 - Exercise Physiology (3)

This is a course that investigates how the human body responds to exercise. Theory and practical application will draw from musculoskeletal, cardiovascular, endocrine and neuromuscular considerations. Lecture [3.00].

Prerequisite(s): WEX-164, WEX-182.

WEX 262 - Senior Fitness Training I (3)

This is a course that explores and analyzes specific criteria for planning and implementing exercise programs for seniors. Specific needs for this age group and program characteristics will be stressed. Lecture [3.00].

Prerequisite(s): WEX-164, WEX-159, WEX-182.

WEX 263 - Senior Fitness Training II (3)

This course focuses on organizing, designing and presenting various adult fitness programs. Specific gerontological factors such as medical limitations and high/low fitness levels that apply to senior fitness will be explored as well as marketing and business considerations. Lecture [3.00].

Prerequisite(s): WEX-262.

WEX 281 - Co-Op Work Experience [Exercise Science] (1)

This course enables the student to gain essential hands-on experience in a fitness center under professional guidance and supervision. 60 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [3.00].

Prerequisite(s): WEX-164, WEX-183.

WEX 283 - Co-Op Work Experience [Sports Management] (3)

This course provides students with practical experience in professional, collegiate, amateur, or business institutions in sports-related industries. Students can pursue their individual interests and goals through the Co-Op program in Sports Management. 180 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [12.00].

Prerequisite(s): WEX-127.

WRT - WRITING

WRT 101 - English Composition I (3)

This course provides students with extensive practice in critical reading and thinking, and academic essay writing. The course emphasizes the writing process, and concentrates on the organization and development of ideas. Students will develop their reading and writing skills, and learn how to integrate primary and secondary sources into their writing for the purpose of supporting a thesis. >General Education Course. Lecture [3.00].

Prerequisite(s): EBS-101; EBS-012, EBS-021 or ALP-063 or by placement exam.

WRT 201 - English Composition II (3)

This course continues the emphasis of English Composition I on the writing process, and on critical reading and thinking skills. Particular attention is devoted to writing with sources and to argumentative writing. Emphasis is placed on correct language usage and on research and the techniques of MLA documentation. >General Education Course. Lecture [3.00].

Prerequisite(s): WRT-101.

WRT 202 - Technical Writing (3)

This course is an introduction to the theory and practice of expository writing in the business, scientific, and industrial fields. Special attention is given to the writing of progress reports, sales and statistical reports, and other types of office, clinical, and scientific material. >General Education Course.   Lecture [3.00].

Prerequisite(s): WRT-101.

WRT 204 - Creative Writing (3)

This is a course in which students write in such forms as poetry, fiction, and drama. Students read and discuss each other's work as well as that of published authors. Lecture [3.00].

Prerequisite(s): WRT-101.

WRT 205 - Creative Writing Workshop - Fiction (3)

This course gives students the opportunity to focus on the elements of fiction writing. Students read and discuss each other's work. Lecture [3.00].

Prerequisite(s): WRT-101.

WRT 206 - Memoir/Creative Non-Fiction (3)

This is a course in which students write memoir and creative non-fiction using such forms as essay, narrative, and poetry. Students read and discuss each other's work as well as that of published authors; they utilize blogs to store and share their writings. Lecture [3.00].

Prerequisite(s): WRT-101.

WRT 207 - Creative Writing - Poetry (3)

This is a course in which students write poetry using both lyric and narrative styles. The course will focus on a study of contemporary poetry, but students will also gain an understanding of traditional poetic forms such as the sonnet, villanelle, sestina, ode, and elegy. In addition to producing a portfolio of original poems, students will read and discuss each other's work aswell as that of published authors. Lecture [3.00].

Prerequisite(s): WRT-101.

WRT 208 - Creative Writing - Playwriting (3)

This course allows students to experience and practice the creative process involved in writing. It provides students with an understanding of dramatic text, the skills necessary to create character, relationship, dialogue, and dramatic action. In addition, the course introduces students to the process of stage performance and managing their scripts for this medium. Lecture [3.00].

Prerequisite(s): WRT-101.

WRT 215 - Reference and Citation Integrity (1)

This course provides hands-on instruction which emphasizes the importance of proper reference and citation standards for professional and academic environments with emphasis on the publishing industry. Students will use industry criteria to determine correct citation styles and will apply MLA, APA, and CMS standards, among others, to existing text and web-based documents. Laboratory [2.00].

Prerequisite(s): WRT-101.

WRT 216 - Writing for Professional Purposes (3)

This course gives students a background in the fundamentals of professional, edited English. It is designed to build upon basic competency in writing and provide a basis for students seeking careers in fields in which a command of the technical and stylistic terminology of writing is essential. Lecture [3.00].

Prerequisite(s): WRT-101.

FINANCIAL MATTERS

Tuition and Fees

Bergen Community College is the affordable solution to higher-cost higher education. At Bergen, students enjoy all the learning advantages of a big-name school at a fraction of the cost. In all respects, beginning an education at Bergen is a smart start.

Tuition and fees are payable online via the **Bergen Portal** (my.bergen.edu) or at the Bursar's office, located in Room L-127, Pitkin Education Center, on the College's main campus in Paramus.

Checks and money orders must be made payable to Bergen Community College and have student's College ID number on the face.

Visa, MasterCard, Amex, and Discover are also accepted. Cash payments are accepted in person at the Bursar's Office, Room L-127, on the main campus in Paramus.

Students who register in person will be given a bill with a due date at the time of registration. Students are responsible for withdrawal from classes if they do not plan to attend. Information on the student account and on-line payment is available on the Bergen student portal (my.bergen.edu). Students also may take advantage of the College's deferred **payment plan** accessible through the Bergen Student Portal, under "Financial Information for students" group menu. Payment plans are available during fall and spring semesters.

Students also may visit the Financial Aid Office to explore other options for payment of tuition and fees. The Financial Aid Office is located at One Stop Center, Room A-129, on the College's main campus in Paramus, and can be reached via email at financial.aid@bergen.edu or by phone at (201) 447-7148.

A student with outstanding charges must resolve those charges with the Bursar's Office, located in Room L-127, on the College's main campus in Paramus, or via email at bursaroffice@bergen.edu or by calling (201) 447-7105.

Tuition

Payable by all students each semester or session on a per credit basis.

General Fee

Payable by all students each semester or session, the general fee partially defrays the following costs: registration, library, laboratory breakage, student and intercollegiate activities, student government, and graduation cost. This general fee is non-refundable and payable each semester or session on a per credit basis.

Technology Fee

Payable by all students each semester or session. The technology fee partially defrays the cost of the development and replacement of instructional technology, including expanding and improving internet access, maintenance of academic computing labs and networks, maintenance of desktop computers and multimedia labs, and expanding distance learning opportunities for students. This technology fee is non-refundable and payable each semester or session on a per credit basis.

Special Registration Fee

Payable by all students each semester or session. The special registration fee covers the cost of parking permits, student ID cards and readmission fees.

Add/Drop Fee

Any student who adds and/or drops a course section during Change of Registration will incur a fee per occurrence. Change of Registration takes place during the first week of the semester. The actual dates are published in the Registration booklet each semester. "Weeks" are figured based on the starting date of the semester. For example, if the semester starts on a Wednesday, the first week of classes ends on the following Tuesday. Appeals for a refund of the drop/add fee may be made by filing the appropriate form located at the One Stop Center or online. Forms may be mailed to the One Stop or faxed to (201) 670-7973.

Security Fee

Payable by all students each semester or session. The security fee partially defrays the cost of campus security. This security fee is non-refundable and payable each semester or session on a per credit basis.

Applicable Course Fees

In courses where additional instructional cost factors are incurred, the student will be charged a course fee. Schedules and bills will indicate which courses have an additional cost factor.

Students in Health Career Programs incur additional costs for items such as uniforms, instruments, liability, insurance, and transportation. These costs vary by program and are factored into financial aid benefits.

Returned Check Fee

Any check not honored by the bank will incur a returned check fee and will require restitution in cash, money order, or certified check. All future transactions with the College also must be made by cash, money order, or certified check.

Stop Payment

Students who issue stop-payment authorization against checks paid to the College for tuition, fees, and other services are held responsible for such payment. A returned check fee for such stop payment authorizations also will be assessed. Once the outstanding financial obligations have been met in the Office of the Bursar, students are eligible to withdraw from classes according to the guidelines indicated under WITHDRAWAL FROM CLASSES (in this section) and the posted college deadlines for withdrawal from classes.

Students with Outstanding Charges

Students who have outstanding financial obligations to the College or those who fail to return college materials on loan or assignment to them will have a hold placed on their record. Such students will not receive copies of academic transcripts and will not be permitted to register for the next session. In the case of a graduating senior, conferment of the degree will be withheld. When materials cannot be returned because of loss or damage, the student is liable for the full retail price of a replacement.

Tuition

Payable by all students each semester or session on a per credit basis.

General Fee

Payable by all students each semester or session, the general fee partially defrays the following costs: registration, library, laboratory breakage, student and intercollegiate activities, student government, and graduation cost. This general fee is non-refundable and payable each semester or session on a per credit basis.

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Other Fee Information

Animation Technology Fee for ART 290, 291, 292, 293, 298	$ 50.00
Applied Music Course Fee for All "MUA" Course Sections	$175.00
Biology Consum. Fee for All "BIO" Course Sections	$55.00
Chemistry Consum. Fee for All CHM 100, 102, 110, 112, 141, 212, 241, 250, 260, 262	$36.00
Dental Hygiene Program Fee for DHY 101, 201, 202, 203	$100.00
Drafting & Design Technology Fee for DFT 107, 207, 208, 209, 210, 211, 212, 215, 216, 220, 262, 263, 265, 266, 282	$50.00
Early Childhood Education Program Fee for EDU 120, 220, 222, 224	$75.00
Food Service Program Fee for HRM 103, 202, 206, 213	$100.00
Horticulture Program Fee for HRT 101, 102, 103, 104, 112, 113,114, 115, 119, 120, 124, 125, 130, 204, 213, 214, 215, 232, 233, 234, 235, 237	$45.00
Industrial Consum. Fee for All "MFG, ELC, and TEC" Course Sections	$15.00
Medical Office Asst. Program Fee for MOA 241, 243, 244	$50.00
Music Equipment Fee for MUS 103, 118, 119, 131, 132, 133, 134, 137, 153, 231, 232, 241, 242, 253	$50.00
Music Technology Fee for MUS 150, 151	$ 50.00
Nursing Fee for NUR 183	$600.00
Nursing Fee for NUR 281, 282, 284, 285, 290, 291	$300.00
Physics Consum. Fee for All PHY 185, 186, 280, 286, 290, 291	$25.00
Radiation Therapy Program Fee for RTT 120, 121, 221, 230	$50.00
Radiography Program Fee for RAD 182, 282, 286, 289	$100.00
Respiratory Therapy Program Fee for RSP 121, 225, 231, 235	$100.00
Sonography Program Fee for DMS 102, 218, 220, 221	$100.00
Surgical Tech Program Fee for SUR 102, 201, 202	$50.00
Veterinary Tech Program Fee for VET 203, 205, 214, 217	$50.00

Student Accident and Sickness Insurance

On July 5, 2013, Governor Chris Christie signed into law a bill that no longer mandates full time students in institutions of higher education in the State of New Jersey to carry health insurance.

With effect to the fall 2013 semester, students who wish to purchase individual health insurance may do so at the State of New Jersey website: http://www.state.nj.us/dobi/division_insurance/ihcseh/shop_ihc.htm

Students are encouraged to explore and obtain health insurance coverage from other insurance providers .

Residency Requirements

According to regulations of the State of New Jersey (N.J.A.C.9A:5), tuition charges are determined by the student's permanent place of residency, or domicile (home). A residence established solely for the purpose of attending a particular college cannot be defined as a person's true, permanent domicile.

To be considered a resident of the state, a student must have resided in New Jersey for one year before enrolling at a public college in this state. To be considered a resident of Bergen County, a student must be a state resident as defined above, and must show proof of having a permanent residence in the county. The Office of Admissions and Registration of Bergen Community College must make a determination of the residency status of students, and as such, reserves the right to require students to show proof of residency prior to enrolling.

When Do You Prove Residency?

Residency should be proven at registration or prior to the start of the semester/session. If residency is not proven, students will be charged at the out-of-county or out-of-state rate. Once the semester/session has begun, proof of residency can be submitted for the subsequent semester/session. Tuition charges will not be adjusted for the current or previous semesters/sessions.

How Do You Prove Residency?

U.S. Citizens or permanent residents should submit to the Office of Registration one of the following in the student's name:

- A copy of a valid Driver's License/Permit
- A recent Tax, Water or Utility Bill
- A copy of a current Lease or Deed
- NJ - DMV non-Driver id;

AND

If an independent student: A copy of the most current and previous year's New Jersey 1040 Income Tax form.

OR

If a dependent student: A copy of the parents' or legal guardian's current and previous year's New Jersey 1040 Income Tax form.

All students on non-immigrant visas are charged at a non-immigrant visa rate, which is equivalent to the out-of-county rate. All students will be asked to submit evidence of residency.

Online applicants who cannot bring required proof in person may FAX a copy of required documents to the Registration Office. The fax number is (201) 670-7973. Name, address, telephone number and student's college ID number should be included on all faxes. The College reserves the right to request to see original documents.

Out-of-County

Out-of-county residents who are enrolled in a program or course not offered by their home county community college may pay in-county rates if they present a completed out-of-county charge-back form with their tuition payment. The forms and instructions for a chargeback are available at the Admissions and Registration Office (Room A-128), on the College's main campus in Paramus. Depending upon home county requirements, a new chargeback will be needed for each academic year, or in some cases, for each semester.

F-1 Student Fee

This is a one-time fee paid by F-1 visa holders and those changing to F-1 visa status upon initial registration for the Fall and Spring semesters. This fee will enable the College to meet U.S. government requirements surrounding F-1 visa regulations and will enhance the services that are offered by the International Student Center. This fee does not apply to F-1 Visiting Students and these fees are non-refundable.

Withdrawal from Classes

Students may officially withdraw from courses either via WebAdvisor or in person (see below). Refunds are based on the date that the drop or withdrawal form was filed. See the Refunds sections for more information. Students are responsible for being aware of refund and last-day-to-withdraw deadlines, which are published in the Registration booklet.

- Failure to officially withdraw from a course a student is no longer attending will result in a grade of "E" or "F" that will be calculated into the student's grade point average as a failing grade.

- Students are required to initiate the official withdrawal process from the College or from an individual course; instructors cannot initiate the process for students.

- Once students file the request, students will be given a receipt, either a bill/schedule showing the drop or withdrawal, or a copy of the withdrawal form. Students should keep this for future records. Students withdrawing via WebAdvisor should confirm that the process was completed by checking and printing the page, "MyClassSchedule."

- The liability for tuition and fees is based on the refund schedule and the date that the withdrawal request was submitted.

- An "E" grade impacts negatively on a student's Grade Point Average; therefore, instructors should always encourage the student to officially withdraw if the student indicates he/she can no longer attend class. An "E" grade is given when a student is enrolled but neglected to officially withdraw prior to the deadline. The "E" grade is intended to designate an unearned failure and should not be issued to a student whose performance while attending the course would ordinarily have resulted in an "F" grade.

- A student whose name appears on the roster but has never attended a class is to be assigned an "E" grade, as he/she is not eligible for any other grade.

- A student who has been attending class sporadically from the beginning of the semester and who has discontinued attendance completely during the final weeks of class should be assigned an "E."

Tuition / Late Withdrawal Appeal / Leave of Absence (Revised 6/28/13)

This process has been designed to address extenuating circumstances that have occurred during a semester that has prevented the student from completing their studies. Extenuating circumstances are defined as a one- time occurrence that was beyond the student's control such as accidents, legal or other catastrophic and unforeseen events.

Appeals can be granted only on grades of "W". If you have "E" grades, you must appeal through the Committee on Academic Standing, in the Center for Student Success, Room A-118, at the college's main campus.

These appeals are done on the most current academic year of Fall and Spring semesters **only.**

The tuition appeals process is not available for the Summer and Winter sessions.

Appeals must not date back more than one year from the time the course was taken.

Documentation to support your appeal must be included along with a copy of your unofficial transcript. This is a one-time process. If your appeal is granted, you will not be eligible to apply in the future.

Please complete the **Tuition/Late Withdrawal Appeal form** in its entirety and include any supporting documents. You may submit your appeal at the Enrollment Services/Registration Center (One Stop) or mail to the following address:

Bergen Community College
Tuition/Late Withdrawal Appeals, Room A-128B
400 Paramus Road
Paramus, New Jersey 07652

Responses to your appeal will be made within a 3-4 week period. Students will be notified via U.S. mail.

Withdrawal Offices

Student Status	Place	Room
AIMS students	English Dept.	A-333
EOF students	EOF Office	C-100
International students on F-1 Visas	International Student Center	C-102
Health Professions & Nursing students withdrawing from one or more courses	Counseling Center	A-118
Full-time degree-seeking students	Counseling Center	A-118
OSS students	OSS Office	L-115
All other students	Enrollment Services	A-129/ One Stop Center
WebAdvisor (go.bergen.edu)		

Refunds

Refunds are based on the date that the drop or withdrawal form was filed (See Withdrawal from Classes) and are figured according to the following schedule:

Withdrawal Schedule	Fall/Spring	Summer
Withdrawal before scheduled opening day of the semester or session*	100%	100%
Withdrawal before the start of the second week of classes*	100%	50%
Withdrawal before the start of the third week of classes*	50%	25%
Withdrawal before the start of the fourth week of classes*	25%	0%
Withdrawal after the end of the fourth week of classes*	0%	0%

Courses that do not meet for the full semester have prorated refund periods*.

*The actual dates are published in the Registration booklet each semester. "Weeks" are figured based on the starting date of the of the semester. For example, if the semester starts on a Wednesday, the first week of classes ends on the following Tuesday. Due to the compressed nature of Summer semesters, please refer to the Registration booklet for specific dates.

Method of Refund

Refunds will be made by Bergen Community College check in the name of the student and mailed to the address of record or through a direct deposit to the student checking or savings account.

Credit card refunds will be processed to the account originally charged.

Students on scholarship or other tuition assistance who withdraw in time for a refund may receive the refund based on the stipulation of the grantor.

Refunds for special sessions conducted by the College are paid in accordance with the local calendar covering that specific session and within the College framework and guidelines.

For information on direct deposits, contact the Bursar's Office at bursaroffice@bergen.edu

Refund Guidelines

The following fees are non-refundable: Reinstatement Fee, General Fee (per credit), Technology Fee (per credit), Security Fee (per credit), and Special Registration Fee (per semester).

Refunds for Military Service

Students who are called to active duty in the Reserve or National Guard or who are inducted in to other branches of the military may apply for a full refund of tuition and fees or re-enroll in the course upon the completion of military service.

Students must be actively attending the course to within seven days of departure.

Application for refund must be processed before the end of the semester in which the withdrawal occurs. In those cases where the instructor agrees to assign a grade because the student has completed most of the work for the course, there will be no entitlement to a refund of tuition and fees.

Financial Aid Students should refer to the Financial Aid Section for information on refunds.

Method of Return of Funds by the Student

The student (or parent, if a Federal PLUS loan) must return the unearned funds for which they are responsible to loan programs in accordance with the terms of the loan, and to grant programs as an overpayment. Grant overpayments are subject to repayment arrangements satisfactory to the school, or over-payment collection procedures prescribed by the Secretary of the U.S. Department of Education.

Financial Aid

Bergen Community College offers financial aid to help students progress through their academic studies. These programs include scholarships, federal grants, and tax incentives.

The College is committed to counseling and aiding current and prospective students with financial need through the Financial Aid Office, which is located in Room A-129 at the One-Stop, on the College's main campus in Paramus, NJ.

The Office of Financial Aid may be reached at (201) 447-7148, or by e-mail at financial.aid@bergen.edu.

Students may track the status of their aid application - via Web Advisor Menus for Students - by logging onto the Bergen Portal (http://my.bergen.edu). The Bergen Portal is also accessible from the college home page (www.bergen.edu).

Types of Financial Aid

Grants and scholarships are gift aid that do not have to be repaid and are the most desirable form of aid. Students must file a FREE APPLICATION FOR FEDERAL STUDENT AID www.fafsa.edu.gov to determine grant eligibility.

Information regarding scholarships for Bergen Community College students may be obtained through the BCC Foundation, on the College's main campus in Paramus, or by calling (201) 447-7117.

Federal Financial Aid programs (Grants) available for eligible students include:

• Federal Pell Grant (PELL)

• Federal Supplemental Educational Opportunity Grant (SEOG)

• Veterans' Administration Educational Benefits

State Financial Aid programs

• New Jersey Educational Opportunity Fund (EOF)

• NJ STARS(Student Tuition Assistance Reward Scholarship)(NJSTARS)

• New Jersey Tuition Aid Grant (TAG)

• New Jersey Pilot(Part-Time Tuition Aid Grant)(TAG)

• NJ Best

• NJ GearUp

Scholarships

• Private

• BCC Institutional Scholarships

Available loan programs include:

Loans are funds are considered self-help aid and are awarded based on need and eligibility. Loans must be repaid by the borrower. Students must have filed a FAFSA prior to applying for a loan.

• William D. Ford Federal Direct Loan Program for all Federal Stafford Loans. (By participating in the Federal Direct Loan Program, the College and the students will be assured of guaranteed access to funding through the Federal Government as Financial Aid will be processing all loans directly through the U.S. Department of Education (not through individual banks).

• New Jersey Class Loans are considered alternative educational loans and are primarily based on credit worthiness. They are currently applied for through www.hesaa.org

• Other Alternative Loans are available for applying at www.elmselect.com.

Other

Federal Work-Study (FWS) is a program which provides part-time employment to students attending institutions of higher education who need the earnings to help meet their cost of postsecondary education and encourages students receiving FWS assistance to participate in community service activities. Students must be eligible for FWS in order to participate in the program. Placement of students is done by Office of Cooperative Education and Career Development, Room A-123, on the College's main campus in Paramus.

NJ STARS

NJ STARS (New Jersey Student Tuition Assistance Reward Scholarship) is a State-sponsored program that provides New Jersey's brightest students with free tuition at their local community college regardless of their financial need. The program covers up to five semesters of approved tuition at the New Jersey Community College in their home county (unless their major is unavailable, in which case a student can attend an out-of-county college). Students must first apply for all need-based federal Free Application for Federal Student Aid (FAFSA) and merit-based state financial aid grants within established State deadlines. NJ STARS will cover 12-18 college level credits per semester of approved tuition less other need and merit-based aid.

To qualify for NJ STARS Scholarships, students must be U.S. citizens or have permanent resident status in the State of New Jersey. Students and parents must be residents of the State of New Jersey as per the guidelines established by the State. Students also must have attended their full senior year at a New Jersey high school and have graduated in the top 15 percent of their class. (Students have up to two years to enroll in NJ STARS if they have graduated in the classes of 2009 or 2010).

Other requirements are:

- NJ STARS students must be enrolled in an associate degree program at their home county's community college. Students seeking to attend an institution outside of their home county must be enrolled in a degree program not offered at their home county's community college. Out-of-county residents MUST complete the Chargeback process EVERY semester.

- NJ STARS students must maintain continuous full-time enrollment at a New Jersey community college.

- NJ STARS students must be enrolled in a minimum of 12 college-level credits each semester, unless it is their final semester. This must be approved by a NJ STARS Academic Counselor.

- All remedial coursework must be completed within 1 year, and if not, the student will no longer be eligible for NJ STARS. All semesters containing less than 12 college level credits and remedial coursework will not be funded.

- NJ STARS students MUST renew their FAFSA by June 1 annually to remain eligible for scholarship renewal.

- NJ STARS students must maintain a 3.0 grade point average by the beginning of their third semester to be eligible for scholarship renewal for the second year.

- Students must maintain all requirements of NJ STARS I, and graduate with a minimum GPA of a 3.25 in order to be eligible for NJ STARS II at any of the public 4-year institutions in New Jersey.

Please note that all NJ STARS qualification and funding information is subject to change.

Qualifications for Financial Aid

In order to be considered for all the federal and state aid programs students must:

1. Be accepted in a degree program or eligible certificate program by the Office of Admissions and Registration.

2. Complete and submit the Free Application for Federal Student Aid (FAFSA). This is the application document used for determining eligibility for both federal and state financial aid programs. The Bergen Community College's Title IV Federal School code is 004736 and must be included in the section "What Colleges Do You Plan To Attend?" Online FAFSA applications are highly recommended and FAFSA on the Web can be found at www.fafsa.edu.gov. Because electronic signatures hold the same legal status as written signatures, students and parents applying for aid must sign their FAFSA on the Web applications by using their FSA ID Numbers, allowing the process to be completed totally online. If students or their parents do not have a FSA ID Number, the FSA ID Number can be requested at https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid before completing the FAFSA. The FSA ID numbers can be requested as early as the student's senior year in high school. Students who are in need of assistance in completing the FAFSA can contact the Federal Student Aid information center at 1-800-433-3243 during the student's senior year in high school.

3. Meet the standards of Academic Progress as set by the College to conform with federal and state regulations. These standards are in addition to the Satisfactory or Conditional Academic Standing Regulations. (See the section on Academic Regulations in this catalog (p. 312)).

4. Register for classes and meet the required enrollment status for each financial aid program. Most state and federal financial aid programs require a minimum of six college credits for eligibility. Enrollment status is determined by the students' official enrollment at the census date.

Please refer to the following table for enrollment status definition:

Full Time	12 credits or more
Three Quarter Time	9-11 credits
Half Time	6-8 credits
Less than Half Time	1-5 credits

5. Eligible non-citizens must submit a copy of their Alien Registration card.

6. Students selected for verification by either the Federal or State Government will be required to submit relevant documents/forms to the Financial Aid office to determine aid eligibility.

7. *State grant recipients must meet the enrollment status requirement at the time of disbursement. In many cases, the state (HESSA) will require additional documentation prior to awarding.

8. *Loan recipients must be enrolled in at least six credits at the time of disbursement (before loan funds are disbursed).

Application Deadlines for Financial Aid

Students interested in receiving financial assistance, including student loans are encouraged to apply for financial aid beginning January 1 and must be prepared to submit all required documentation as requested by the Financial Aid Office. Students interested in applying for State of New Jersey Aid (TAG) are required to file by the following deadlines:

• Prior year Tuition Aid Grant recipients: **June 1**

• College Choice change for Tuition Aid Grant: **November 15**

• All other Applicants:

   • **October 1 (Fall and Spring term);**

   • **March 1 (Spring term only).**

Students must adhere to published deadline dates to ensure receipt of all eligible aid and payment of term tuition and fees. Additional deadline dates can be found on our Web pages accessible at **www.bergen.edu/fa**

Book Voucher Process

Book Voucher funds will be used for Books and Supplies related to registered coursework only.

A book voucher is generally funded through a student's financial aid package.

The student's account will only be charged for the costs of the books charged, which will reduce the amount of any financial aid refund that the student may receive for the term.

• **Students may purchase books two week before classes and two weeks after classes begin and two weeks after the begging of classes.**

• **Book store will order textbooks/supplies if not available at the time students will be charged from their book voucher money.**

- **Student must present valid Bergen Community College Identification.**

- **Students may only buy textbooks and any other supplies on the syllabus that they require for their class.**

- **Notebook, pens, and pencils can be purchased.**

- **Students may also receive a credit to their Financial Aid account if return is made before the book voucher cut-off-date. The return needs to be accepted by the bookstore (see bookstore policy for returns).**

 What my Book Voucher CAN NOT be used for:

NOTE: Electronic Items and accessories that are NOT REQUIRED in the syllabus of the class being taken within the said semester.

- **Clothing**

- **Food**

- **Text Books not related to students schedule**

- **Stuffed Toys**

- **Greeting cards**

- **Reference Material not required in syllabus**

- **Computer software, printer ink, and other computer accessories.**

- **Gift cards**

Students may "Opt-out" of the Credit Balance Book Voucher program by not using their credit balance at the bookstore.

If you do not use the book voucher, the remainder balance will be refunded to the student after all tuition charges are deducted from your account.

Opting out will not result in a faster refund.

If a balance is owed on the student's account, student is responsible for said balance.

A CREDIT BALANCE BOOK VOUCHER WILL ONLY AFFECT THE STUDENT'S REFUND IF IT IS USED

Satisfactory Academic Progress Standards (SAP)

Standards of Progress

Satisfactory Academic Progress is required for all students receiving federal, state, or institutional aid. These standards, as adopted by the College, conform to federal and state regulations. Poor grades, failures and withdrawal from courses (both officially & unofficially) can adversely affect eligibility for financial aid assistance.

Bergen Community College's SAP Policy applies to all students receiving financial aid assistance and includes ALL terms regardless of financial aid being received or student paid for classes from his/her means. *The Satisfactory Academic Progress (SAP) Standards Policy is different than BCC's Standards of Academic Performance Policy.*

Effective 2014-2015 SAP status will be monitored annually for all students except for those who are on probation or have completed a "long range academic plan". Students who are not meeting satisfactory academic progress will be monitored each term and it will include enrollment history of all terms previously attended.

Specifically, financial aid recipients must meet both a "qualitative" (GPA) and a "quantitative" (pace) standard to maintain eligibility for financial aid.

For all AA, AS, AAS Degrees

Students enrolled in a Financial Aid eligible Associate Degree Program must meet the following Qualitative and Quantitative standards:

1. **Qualitative:**

This measure is set by the college and is referred to as Academic Standing.

This means that students must maintain good academic standing, based on maintaining a certain cumulative grade point average (GPA) for all credits attempted.

Qualitative Measure Table	
Credit Hours Attempted	**Minimum GPA**
1-11 Credits	No Minimum
12-23 Credits	1.70
24-35 Credits	1.80
36-47 Credits	1.90
48 or more credits	2.00

2. **Quantitative:**

Students must successfully earn minimal numbers of college level credits for each term of attendance at Bergen Community College.

Measurement is conducted at the close of each semester (including summer terms) and it is referred as "**pace**".

The quantitative component measures the rate of progress toward the degree, based on how many credits were successfully completed out of all credits attempted.

Students at BCC are required to have attempted a minimum of 67% of all credits attempted after 48 credits attempted.

Quantitative "Pace" Measure Table	
Credit Hours Attempted	**Minimum Percentage**
1-11 Credits	No Minimum
12-23 Credits	50%
24-35 Credits	60%
36-47 Credits	65%
48 or more credits	67%

For all Certificate Programs

1. Qualitative:

Students enrolled in a Financial Aid eligible Certificate Program must meet the following Qualitative standards:

Qualitative Measure Table	
Credit Hours Attempted	**Minimum GPA**
1-11 Credits	No Minimum
12-23 Credits	1.70
24-34 Credits	1.80
35 or higher	2.00

2. Quantitative:

Students enrolled in a Financial Aid eligible Certificate Program must meet the following Qualitative standards:

Quantitative "Pace" Measure Table	
Credit Hours Attempted	**Minimum Percentage**
1-11 Credits	No Minimum
12-23 Credits	50%
24-34 Credits	50%
35 or higher	67%

Students at BCC are required to have completed a minimum of 67% of all credits attempted after 29 credits attempted.

Max Timeframe:

Students must complete their academic program of study within 150% of the published length of the program (measured in credit hours).

Note:
Students who do not complete their Certificate or Associate Degree requirements within the maximum time frame stated above will lose eligibility for Federal and state aid.

However, under special circumstances, students who have exceeded max time frame may be allowed to appeal their last semester prior to graduation only one time.

Max Timeframe for all AA, AS, AAS Degrees:

Students enrolled in a Financial Aid eligible Associate Degree Program are allowed a maximum time frame of 96 college level credits attempted to complete their program.
Under Financial Aid rules, students are allowed to change their academic program only twice.

Max Timeframe for all for all Certificate Programs:

Students enrolled in a Financial Aid eligible Certificate Program are allowed a maximum timeframe of 43 college level credits attempted to complete their program.

Remedial Coursework

For students who are required to take remedial coursework, **a maximum of 30 remedial credits** are allowed in addition for a total number attempted to complete their certificate or academic program.

How Grades Affect Student's SAP

Course Grades	Counted as Attempted?	Counted as Completed?	Counted in GPA?	Included in Max Timeframe
Transferred Credits	No	Yes	No	Yes
Incompletes (I) <u>are not</u> calculated until grades are changed to a final grade	Yes	No	No	
Withdrawal (W)	Yes	No	Yes	Yes
Failure (F)	Yes	No	Yes	Yes
Grades: A, B, C, D	Yes	Yes	Yes	Yes
Audit (AU) - Student is not eligible for financial aid	No	No	No	No
E - Grades	Yes	No	Yes	Yes
Repeated coursework	Yes	Yes	Yes	Yes

Student Aid Programs Affected

These guidelines apply to undergraduate students enrolled at Bergen Community College who have been awarded federal, state, and/or institutional aid.   Student aid programs include the following:

- **Federal Pell Grant**

- **Federal Supplemental Educational Opportunity Grant (SEOG)**

- **Federal Work-Study Program (FWS)**

- **Federal Direct Loan Program (Subsidized & Unsubsidized)**

- **Federal PLUS (Loans for Parents)**

- **Institutional Funds**

- **New Jersey State Assistance Programs (Tuition Aid Grant [TAG], Educational Opportunity Fund [EOF], NJSTARS & NJ CLASS Loans)**

Financial Aid Satisfactory Academic Progress Statuses

- **Financial Aid Satisfactory Status**

- Student meets the Satisfactory Academic Progress requirements as outlined above in **Section 2.1.**

- **Financial Aid Warning Status – (Effective Fall of 2011)**

- Students, who fail to meet satisfactory academic progress requirements after their first semester of enrollment at Bergen Community College, will be placed on financial aid warning for the subsequent semester. To avoid having their aid suspended, students must resolve any and all deficiencies and meet minimum SAP requirements as outline in section 2.1 by the end of that semester. Warning status will not prevent the students from receiving financial aid for the term they are on warning. The warning semester is intended to inform students of potential academic problems that will result in loss of financial aid and provide time for corrective action.

- **Financial Aid Unsatisfactory Status**

- Students who fail to maintain minimum Satisfactory Academic Progress by the end of the Warning period will be placed on an **Unsatisfactory Academic Progress** status. Student's TIV and or state aid will be cancelled immediately for

subsequent terms of attendance. Students will be notified of their SAP status and will be allowed the option to submit a Satisfactory Academic Progress Appeal to the Financial Aid Office **if there were extenuating circumstances that prevented the student from maintaining minimum SAP standards** as outline in section 2.9 of this policy.

- **Financial Aid Probation Status**

- Students may be placed on Financial Aid **Probation** Status AFTER an appeal is approved. If placed on probation, student's aid will be reinstated contingent upon submission of an Academic Plan. **Students on Probation must adhere to the Academic Plan each term or meet all three requirements of SAP** as indicated in section 2.10.

- **Financial Aid Denial/Suspension Status**

- Students who fail to meet satisfactory academic requirements **by the end of the probation period** will be placed in a denial/suspension status and will not be eligible to receive financial aid for subsequent terms. **Students will be responsible for full tuition and fees for subsequent semester(s) of attendance and will not be allowed to appeal for subsequent terms until student demonstrate progress and have maintained minimum SAP standards.**

- **Unable to Calculate**

- The unable to calculate SAP status is the 'default' status assigned to students who have graduated and are ran through the SAP process OR have are not enrolled in an academic program. It is the student's responsibility to inform the office of financial aid of any changes in their program and or grade completion.

Regaining Eligibility - Appeal Process

Students, who fail to meet the academic standards of progress because of extenuating circumstances (please see below examples of 'extenuating' circumstances) may submit their appeal forms to the Financial Aid Office. An Appeal Form may be picked up or obtained from the financial aid website at **http://www.bergen.edu/fa/Pages/forms.aspx** and submit to the Office of Financial Aid at the end of the semester. **Students will be allowed to appeal only twice during their enrollment at Bergen Community College.**

Extenuating circumstances that may be considered:

- Death in the student's family

- Trauma in student's life

- Serious illness to student

- Involuntary call to Active Duty

- Emergencies circumstances

- Drastic Change to Employment Conditions

The SAP Committee will receive and review the appeal and student will be contacted of the Committee's decision via email within 15 days of submission.

Under extreme circumstances beyond student's control, students who fail probation may submit an appeal to the Dean of Student Services for further review. The appeal must include all supporting documentation pertaining to the term the student was not able to maintain minimum SAP standards.

Academic Plan

- **Long-range Academic Plan**

Effective spring 2013: Students placed on Financial Aid Probation **prior** to the 2013SP will be evaluated against the new BCC SAP standards at the end of the probation period. If the result of the SAP calculation is **Unsatisfactory,** the student will be placed on an **Unsatisfactory** SAP status for subsequent semesters of enrollment.

For students who after being on Probation prior to 2013SP A**ND** if mathematically impossible to achieve minimum SAP standards at the conclusion of one payment period (the mathematical impossibility may be related to GPA, pace, or both), **in cases where one payment period is not sufficient for a student to meet minimum SAP standards** , the student performance for the 'probation' term will be reviewed on a case by case basis and at the BCC's Financial Aid discretion the student will be considered to be placed on a long-range academic plan and **if all classes are passed with a semester GPA of 2.0, progress is demonstrated by the student at the end of the probation period** . The student will remain on probation for the following term and aid will be reinstated for subsequent payment period. The long-range academic plan will have appropriate checkpoints and to be achieved by the student. Student's performance will be evaluated at the end of each payment period to determine minimum SAP requirements agreed on the long-range academic plan are being met to be eligible for Title IV or state aid for subsequent terms.

Students, who failed by not passing with a semester GPA of 2.0 **after** being on Financial Aid Probation, **will be placed on Financial Aid Denial/Suspension and will not eligible to receive aid and will not be allowed to appeal for subsequent semester** as indicated in section 2.8 of this policy.

• **Students receiving financial aid are allowed to change his/her academic program only ONCE.**

Notification

Students not in academic compliance will be notified after each semester via email of their Satisfactory Academic Progress.

Financial Aid SAP Appeal Committee Procedures

The members of the SAP Appeals Committee convene at the beginning of each semester (including summer sessions) to review financial aid appeals.

Procedures exercised by the Committee are as follows:

• **Upon receipt of appeals and supporting documentation, academic transcripts are reviewed by the Appeals committee.**

• **Appeal results are recorded in the student's electronic file in AppXtender and an electronic notification of appeal decision are sent to the students.**

• **Appeals granted for the Academic Year will receive eligible funding for the year.**

• **Appeals granted for one-term only will receive eligible funding for the term in which they are enrolled in. At the end of the semester, grades will be reviewed by the SAP Appeals committee to determine eligibility for subsequent term(s). Students will be notified within 15 days of the submission of their appeal.**

• **Students are required to submit an appeal electronically via the financial aid website. They can upload supported documents or scan them to sapforms@bergen.edu**

Student Rights and Responsibilities

It is the student's responsibility to monitor academic progress as it relates to maintaining eligibility for financial aid. The Office of Financial Aid assists by annually measuring progress for aid recipients and notifying students who have not met the minimum standards for continued eligibility.

It is the student's responsibility to notify the Office of Financial Aid of any grade changes made after the official posting for any semester.

*Note: Students may request copies of their academic transcripts by contacting the Registrar's Office in room A129, or 201-447-7218.
If discrepancies are discovered, students should contact the Registrar's Office.

Fraud

If there is suspicion that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, it will be reported to the Office of Inspector General.

The following circumstances are indicative of possible fraud when the office can find no other legitimate reason for a discrepancy:

1. False claims of independent student status

2. False claims of citizenship

3. Use of a false identity

4. Forgery of signatures or certifications

5. False statements of income

Regional Offices	Telephone #
Boston, MA	(617) 223-9301
New York, NY	(646) 428-3861
Philadelphia, PA	(215) 656-6900
Atlanta, GA	(404) 562-6460
Chicago, IL	(312) 730-1620
Dallas, TX	(214) 661-9530
Kansas City, MO	(816) 268-0530
Long Beach, CA	(562) 980-4141
San Juan, PR	(787) 766-6278
Washington, DC	(202) 245-6911

Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1510
1-800-MIS-USED
E-mail: oig.hotline@ed.gov
Web: http://www.ed.gov/about/offices/list/oig/hotline.html

Return of Federal Student Financial Aid Funds when a Student Withdraws from All Classes During a Semester

The new federal requirements for return of Student Financial Aid Awards prescribe a statutory schedule to determine the amount of Student Financial Aid Program funds a student has earned when the student ceases attendance. The determination is based on the period of time the student was in attendance.

Up through the 60 percent point in each payment period (semester) a pro rata schedule is used to determine how much Student Financial Aid Program funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period, a student has earned 100 percent of the Student Financial Aid Program funds. If a student receiving federal financial aid withdraws from all classes before completing 60 percent of the semester, a calculation is performed to determine if a portion of the financial aid received must be returned.

The amount of Student Financial Aid Program assistance earned is the percentage of Student Financial Aid Program assistance that has been earned, multiplied by the total amount of Student Financial Aid Program assistance that was disbursed (and that could have been disbursed) for the payment period as of the day the student withdrew.

The percentage earned is one of the following:

- **If the day the student withdrew occurs on or before the student completed 60 percent of the payment period for which the assistance was awarded, the percentage earned is equal to the percentage of the payment period for which assistance was awarded that was completed. That is, if a student completed 30 percent of the semester, the student earned 30 percent of the assistance he or she was originally scheduled to receive.**

- **If the day the student withdrew occurs after the student has completed 60 percent of the payment period, the percentage earned is 100 percent.**

The percentage of the payment period completed is the total number of calendar days in the payment period for which the assistance is awarded, divided into the number of calendar days completed in that period, as of the day the student withdrew. If the student receives less Student Financial Aid Program assistance than the amount earned, the school must comply with the procedures for late disbursement specified by the U.S. Department of Education in regulations.

Financial Aid Refund Policy

If the student receives more Student Financial Aid Program assistance than the amount earned, the school, or the student, or both, must return to the Student Financial Aid Program the unearned funds as required below.

The school must return the lesser of:

- **The amount of Student Financial Aid Program funds that the student does not earn; or**

- **The amount of institutional costs that the student incurred for the payment period, multiplied by the percentage of funds that was not earned.**

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, the remaining unearned Student Financial Aid Program grant and loan funds.

Method of Return of Funds by the Student

The student (or parent, if a Federal PLUS loan) must return the unearned funds for which they are responsible to loan programs in accordance with the terms of the loan, and to grant programs as an overpayment. Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the Secretary of the U.S. Department of Education.

Education Tax Credits Available to Federal Tax Filers

Both the Hope and Lifetime Learning Tax Credits-which directly reduce the amount of federal income tax owed-are targeted to help working and middle income families afford college. The following are guidelines on what the tax credits cover, who qualifies, and IRS sources to contact for information.

A Hope Tax Credit of up to $1,650 can be claimed for each of the first two years of post-secondary education college or vocational school for each eligible student in a family. The student must be enrolled at least half-time at an eligible educational institution and not have completed his or her first two years of study. The credit is 100 percent of the first $1,100 of payments for qualified tuition and fees and 50 percent of the second $1,100.The goal of Hope is to make it possible for all Americans to afford the cost of the first two years of a college education. In most states, the Hope credit will cover the tuition and fees of a community college education. There is no limit on the number of eligible students who can claim a Hope credit in a household in any given year.

The Lifetime Learning Tax Credit picks up where Hope leaves off and is available for post-secondary education to vocational, college, graduate and professional students; adults who want to upgrade their job skills or acquire new ones or pursue another course of study; and even to students taking a single course as long as it is job related. Filers can claim a Lifetime Learning Credit up to $2,000. A taxpayer can claim only one Lifetime Learning Credit per tax return year for the aggregate amount of the qualified tuition and fees of those students in the family for whom no Hope credit is claimed. There is no limit, however, on the number of years a taxpayer may claim the Lifetime Learning Tax Credit.

Taxpayers cannot claim both credits for the same student in one tax year, even if the student is a sophomore at the beginning of the tax year and a junior in the second half of the tax year. Families will be able to claim the Lifetime Learning Tax Credit for some members of their family and the Hope Tax Credit for others who qualify in the same tax year. Qualified expenses covered by the tax credits are tuition and required fees, less any grants and scholarships that are received tax free. Room, board, books, and supplies are not covered.

To take advantage of the Hope and Lifetime Learning Tax Credits, taxpayers must complete and submit IRS form 8863 with their federal tax return. For more information, call the IRS Help Line at 1-800-829-1040, read IRS publication 970 or visit the Treasury Department's Website at

Foundation - Scholarships Available for BCC Students

Bergen Community College Foundation administers several funds and endowments that provide annual graduation and scholarship awards for BCC students. All full and part-time students are encouraged to apply for these awards regardless of financial aid status. Each award has a separate set of qualifying criteria so, in most cases students may qualify for one or more awards. Please visit the Foundation Office Website for further details.

REGISTRATION - ENROLLMENT SERVICES

Bergen Community College provides the option of registering in person or online. WebAdvisor accounts are available for all students enrolled in credit programs. Sign up for a WebAdvisor account by visiting go.bergen.edu and selecting WebAdvisor for Students. Registration materials containing course schedules and calendars are available each semester at www.bergen.edu.

Academic Advisement

Student course advisement is provided by faculty throughout the year on a drop-in basis in the Academic Advising Center, Room A-118, in the Student Center, and at Late Registration. Counselors are available by appointment in the Counseling Center as well.

New Student Orientation

Prior to the start of classes, an orientation program is held to provide an opportunity for new students to become acquainted with college objectives, facilities, and programs. Students also can tour the campus and attend various social functions. Information pertaining to the orientation program is mailed to all new students.

Registration, Course Schedules

A course schedule is available each semester online at http://go.bergen.edu that provides all necessary course information for all locations, the registration calendar, deadlines for add/drop periods, registration forms and policy.

Priority Registration

- Currently enrolled students with 44+ credits towards their degree are given priority over all new students at the start of each registration period. Students who have earned the most credits will be invited to register first.

- Returning students may visit the **Registration Calendar by clicking here.**

- After the Priority Registration period, all students will be permitted to register.

Ongoing Registration

Payment of tuition and fees is expected at the time of registration. A payment plan is available at the Bursar's Office for the fall and spring semesters.

Change of Registration

Once classes have begun for any given semester, change of registration will be accepted. There is a fee for each occurrence, if applicable. Please refer to the most recent Registration Calendar at www.bergen.edu for Change of Registration dates.

Registration Calendar

Students are responsible for referring to the official Registration Calendar and complying with the dates and procedures contained therein. The calendar is available in the most recent registration booklet found on the homepage www.bergen.edu.

Web Registration via WebAdvisor

WebAdvisor is a Web interface that allows students to register online and access their records at the College. WebAdvisor accounts are available for all students enrolled in credit programs. Eligible students may sign up for a WebAdvisor account online by visiting go.bergen.edu and selecting < WebAdvisor for Students > I'm new to WebAdvisor. A valid e-mail address on file with the College is required to use WebAdvisor.

Cancellation of Classes

The College reserves the right to cancel a class for which there is insufficient enrollment or to make changes in prerequisites, instructor assignments, course descriptions, credits, and scheduled offerings in the academic year as it may deem necessary for the proper and efficient functioning of the College.

Should a course be cancelled by the College, students enrolled will be given the opportunity to enroll for other courses in which seats remain. Those choosing not to enroll will receive a full refund.

Student Responsibility

Students will be held responsible for reading all pertinent information in college publications regarding withdrawals, course drops, college deadlines, and tuition refunds. Students are responsible for compliance with the rules and regulations as stated in college publications. Students who have holds or violations on their records will not be permitted to register for classes, receive final semester or session grades, or obtain copies of their academic transcripts or other college records.

Special Registration - Tuition Waiver Registration

Waivers will be accepted and applied only if the student registers on the designated date(s). If a student registers prior to the designated date(s), waivers will not be accepted; in these instances, the student will be responsible for all tuition and fees.

Senior Citizens

Bergen County residents, who have reached their 65th birthday on the date of Senior Citizen Registration, may enroll in any credit courses offered by the college without payment of tuition or technology fees, provided space availability following the registration of all other students. All applicable fees must be paid. Senior Citizen Registration will occur in person on the specific dates and times designated. All pre-requisites and basic skills testing must be met.

Veterans

Students planning to receive Veterans Administration educational benefits should report to the Registration Center, Room A-129, on the College's main campus in Paramus, or call (201) 447-7218, before the beginning of each semester of attendance, including summer session. Applications for benefits are also available and processed in this office. It is the student's responsibility to notify the office of any changes in enrollment during the school year.

New Jersey National Guard

A New Jersey resident who is currently an active member of the New Jersey National Guard or a child or spouse of an active member killed in the performance of military duty, is entitled to enroll in a maximum of 16 credits per semester without paying tuition. Tuition-free enrollment is permitted only to the extent that federal and state financial aid does not cover tuition costs; however the appropriate financial aid forms must be filed and reviewed by a Financial Aid advisor. Applicable fees must be paid by the student. Additionally, any child or surviving spouse of a member of the New Jersey National Guard, who has completed Initial Active Duty Training and was killed in the performance of military duties while on Active Duty Training, shall be permitted to attend regularly-scheduled courses and receive up to 15 credits per semester tuition-free as per the "Higher Education Incentive Funding Act."

New Jersey World Trade Center Scholarship Program

Scholarships are available to eligible students enrolled in an institution of higher education. This program also includes a dependent child or surviving spouse who must be enrolled on a full-time basis. Students who are in possession of a bachelor's degree are not eligible. Scholarships shall be awarded annually for the cost of a degree for dependent children or surviving spouses of persons of New Jersey residents on September 11, 2001 who were killed in the terrorist attack on September 11, 2001, or who subsequently died as a result of injuries received in this attack, or who were missing and officially presumed dead as a direct result of the attack. This tuition-free program shall include the hijackings of American Airlines Flight 11, American Airlines Flight 77, United Airlines Flight 175 and the crashes at the World Trade Center in New York City, the Pentagon in Washington, D.C. and in Somerset County, Pennsylvania. In order to be granted this award, those students must be deemed to have financial need. In order to apply for the New Jersey World Trade Center Scholarship, the student must complete a scholarship program application and submit it to the Higher Education Student Assistance Authority. The Authority will determine the student's eligibility for the scholarship and obtain verification from the New Jersey Department of Law and Public Safety concerning the relationship of the dependent child or surviving spouse to the terrorist attack of September 11, 2001.

Before payment may be made to an eligible student, the institution must first certify that the student has registered full- time for an academic term and that the student is meeting the minimum standards for academic performance and academic progress at the institution in accordance with NJCAC 9A9-210.

Law Enforcement Officer Memorial Scholarship Program

The Law Enforcement Officer Memorial Scholarship Program–administered by the New Jersey Higher Education Student Assistance Authority–applies to a surviving spouse and/or to a dependent spouse of a law enforcement officer killed in the line of duty during the September 11, 2001 attack. Enrollment must occur within eight years of the death of the law enforcement officer, following graduation from high school. These scholarships shall be awarded annually to the dependent children of New Jersey law enforcement officers who were killed in the line of duty for the costs of their undergraduate study. The dependent child must be enrolled or plan to be enrolled as a full-time student in good standing in a curriculum leading to a valid degree at an institution of higher learning in New Jersey, in order to be eligible to receive a Law Enforcement Officer Memorial Scholarship. Students who already possess a baccalaureate degree are not eligible. Before payment may be made to an eligible student, the institution must certify that the student has registered on a full-time basis.

Volunteer Fire, First Aid, and Rescue Squad Members and Family

New Jersey residents who are active members in good standing of a volunteer fire company, or volunteer first aid or rescue squad and the dependent children and spouse of a volunteer, shall be allowed to enroll on a tuition free basis and be eligible to receive tuition credit in an amount not to exceed $2,400. Students will be eligible for this tuition credit provided that available classroom space permits and those tuition-paying students constitute the minimum number required for the course. Registration must occur on designated days only. A letter from the municipality must accompany the registration to the Financial Aid Office. The forms needed to apply for this tuition-credit program are available at local municipal offices.

In order to be eligible to receive tuition credit, a person shall agree to serve as a member of a volunteer fire company or first aid squad for a minimum of four years and sign an agreement with the municipality pledging four years of service in exchange for the tuition credit. Following each year of volunteer service performed, the volunteer, dependent, or spouse shall be entitled to receive tuition credit of up to $600 per year, not to exceed a maximum of $2,400 over a four-year period. Upon completion of each semester, the volunteer shall submit a transcript to the municipality to be maintained in a permanent record. The volunteer or the dependent child or spouse shall maintain a "C" grade average in order to continue eligibility for the tuition credit program. Students should contact the Financial Aid Office at (201) 447-7148 for additional information.

Unemployed Persons

Bergen County residents who have been in the labor market (full-time employment or active pursuit of full-time employment, or a combination of the two) for at least two years and who are unemployed, or in receipt of a layoff notice, are entitled to enroll in credit courses on a tuition-free basis. Enrollment is on a space available basis and registration must occur on the designated days only.

Tuition-free enrollment is permitted only to the extent that federal or state financial aid does not cover tuition cost; therefore, you must file the Free Application for Federal Student Aid (FAFSA) by June 1 for the fall semester waiver; October 1 for the spring semester waiver; and April 1 for the summer sessions waiver. The student must pay applicable fees. All registrations under this program are on a space available basis at time of registration.

To be eligible for the tuition waiver, students must submit to Bergen Community College, the New Jersey Department of Labor's Unemployed Person Training Form (Tuition Waiver Program). Students must submit this statement each semester or session, and it must be dated within 30 days of the tuition waiver registration date for that semester or session.

For additional information, please visit www.bergen.edu> Student Services > Financial Aid > Unemployment Tuition Waiver.

Bergen County Employee Registration

Persons employed full-time by the county of Bergen may register for six credits without payment of tuition, provided space is available. County employees are responsible for payment of all applicable fees. This registration is conducted in person only on the date(s) and time so designated in the college calendar. County employees must bring a letter from their employer. All pre-requisites and Basic Skills Testing requirements must be met.

STUDENT LIFE

Students at Bergen are encouraged to participate in student government, various student clubs and organizations, student publications and athletics. The Office of Student Life provides and promotes campus programming that is representative of the student population and is consistent with the mission of the College and the Division of Student Services. The programs enhance student success, enrich the College experience, and help encourage a sense of community while providing opportunities for leadership and personal development. The Office of Student Life is located in Room SC-110, in the Student Center of the Pitkin building, and can be reached at (201)-447-7215 and studentlife@bergen.edu.

Student Government Association (SGA)

All full-and part-time students attending Bergen Community College are eligible to be members of the student government. The SGA is the student governing body at Bergen Community College. It is comprised of an Executive Board of the president, vice president, treasurer and chief-of-staff, as well as a general membership of club representatives and class senators. They serve as a link between the student body and the College administration. If students want a challenging and rewarding extra-curricular option, this is it. Elections of the Executive Board of the Student Government Association are held at the end of the spring semester.

Student Activities Board

The Student Activities Board (SAB) plans and provides programming for an active social environment for Bergen Community College students. Programs offered include musical events, lectures, dances, movies, field trips to Broadway plays, sporting events, and ski trips. In addition, SAB works with clubs and organizations to provide other diversified programs including World Week, Women's History Month and Black History month. Students wishing to participate in SAB should contact the Office of Student Life at (201) 447-7215 or visit SC-110.

Student Clubs

Students at Bergen Community College are encouraged to enrich their college experience through participation in a variety of activities including Student Government, Student Activities Board, and a rich array of clubs and organizations. There are many active clubs on campus that appeal to a variety of student interests. To find out how to become involved in these clubs, call the Office of Student Life at (201) 447-7215 or visit Room SC-110.

How to Join a Club?

• Check the bulletin boards around campus for information about club meeting times.

• Ask about the club at the Student Life Office (Room SC-110), on the College's main campus in Paramus.

• Sign up with the group at Club Days, held every semester.

• Follow up with the groups you've chosen.

New members are always welcome!

When Do They Meet?

Club meeting times will be posted on bulletin boards in the Student Center, on the web, and in the Office of Student Life (SC-110).

How Do I Form a New Club?

Bergen Community College also provides students with the opportunity to start new student clubs. Before a new organization can be officially recognized, the club must have an advisor, a constitution, a membership list, and a club leadership roster (president, secretary, treasurer, etc.). Assistance in preparing this paperwork can be obtained from the staff in the Office of Student Life (Room SC-110).

Club and Student Organization Policy

Clubs are open to all Bergen Community College students, and special interests of students are served by many clubs that are oriented to particular student groups and academic majors.

Financial support is provided to clubs and organizations in order to build an active campus life that will have a broad appeal across the student population. Funds are distributed to clubs and organizations in a manner that assures fair, nondiscriminatory allocations that are devoid of conflict-of-interest

1. All clubs and other student organizations must be chartered by the Office of Student Life.

2. The Office of Student Life does not charter a club or other organization unless:

    a. There is ample evidence that it has a meaningful place in student life;

    b. It will observe college rules and regulations;

    c. It can maintain an active membership;

    d. It does not use the College name to own, rent, borrow or in any other way permanently or temporarily acquire off-campus facilities for housing, meetings, social events, and other causes. However, in certain cases, special events may be conducted off-campus with the approval of the Office of Student Life;

    e. It does not purchase any items in the name of the College;

    f. It does not discriminate according to sex, race, religion, national origin, sexual orientation or disability;

    g. It has a faculty advisor;

    h. The members of each club or other student organization are duly enrolled students of Bergen Community College in "good academic standing;"

    i. Each club or other student organization submits its constitution to the Office of Student Life;

    j. Each club or other student organization to be considered must register each academic year by submitting a list bearing the names and student ID #'s of its officers to the Office of Student Life. If officers change during the academic year, that information must be updated with the Office of Student Life when the change occurs.

3. College facilities will only be granted to an organization that has correctly registered, whose treasurer's books have been audited and approved, whose debts have been cleared, and whose constitution is on file. A policies and procedures manual is available through the Office of Student Life.

Social and Educational Functions Policy

As a matter of policy, scheduling of all social and educational functions other than regular classes and field trips must be cleared and approved through the Office of Student Life.

Off-Campus Trips

An officially registered college club or organization that wishes to sponsor an off-campus trip must file a written application and receive approval through the Office of Student Life at least one month prior to the event. All trips must be appropriately chaperoned and are governed by college rules and regulations.

Notifications

The supervisor of Public Safety should be notified of all on-campus social or academic functions.

Hours

Persons must leave the College buildings and grounds by 11:00 p.m. When use of the College facilities beyond the limits set above is deemed necessary, approval must be obtained from the appropriate cabinet officer, and arrangements made in writing through the Office of Public Safety.

Noise and Sound

Bergen Community College values an environment conducive to learning. It is expected that students respect and support that concept. Noise created by electronic devices cannot and will not be tolerated. Students who disturb the normal operation of the College may be subject to disciplinary action. This includes the entire property, parking lots and gym facilities.

Petitions

If a petition is circulated on campus, a copy must be approved by the Office of Student Life. Each copy must bear the words "Bergen Community College," the name of the group or groups sponsoring the petition, and the petition itself. The Office of Student Life will provide guidelines for this activity to the individual organizing the event.

Fundraising

An officially registered college club or organization that wishes to sell merchandise or sponsor a fund-raising event must request permission to do so by written application, submitted to the Office of Student Life one month prior to the date of the event. All solicitation or fundraising activities must be directly related to and clearly supportive of the purposes and objectives of the club or organization.

Solicitation

There is no solicitation of commercial items on campus including the outside areas. In the case of special events, approval must be given by the Office of Student Life.

Children on Campus

Children are not authorized on campus property at any time unless under the immediate supervision of a parent/guardian or enrolled in some special program supervised by the College. Students who bring small children to the campus may not leave them unattended at any time, especially in the Student Center, Library, and lounge areas. Children will not be admitted to instructional classrooms, while classes are in session, without prior approval by the instructor.

Veterans Affairs

Contact the Admissions Office for specific information concerning veteran's benefits. Veterans are requested to contact the Admissions Office at the beginning of each semester to verify enrollment information and during the semester to report any changes in semester hour loads. Failure to do so may result in termination of VA benefits.

Posters, Notices, Circulars

Posters and notices are not to be sent to instructors to read in class. If a group wishes to distribute flyers of any kind to students, approval must be received directly from the Office of Student Life. Approved notices for students are to be distributed in such a fashion so as not to interfere with student traffic or with the regular functioning of the College. Pressure is not to be exerted upon individuals to accept notices. General postings must be approved by the Office of Student Life.

Bulletin Board Posting Guidelines

1. Only one authorization stamp will be considered for the Pitkin Education Center student bulletin boards and will be issued by the Student Life Office, Room SC-110. A student bulletin board is any bulletin board not specifically designated for a department, organization, or event series. All student bulletin boards will be numbered in the lower right corner.

2. Only authorized personnel or their designees may issue a stamp.

3. The stamp will be valid for one month or until the day after the event.

4. Posters may not exceed 11" x 17;" preferred size is 8 1/2" x 11" or smaller.

5. Groups or individuals posting materials are responsible for removing their flyers in a timely manner.

6. Posting and removal of materials from any designated bulletin board (advertising for a specific academic department or service branch) will be the sole responsibility of that department.

7. Flyers or posters from outside organizations, sponsoring events or services, (which are deemed beneficial to the student body by the Office of Student Life) will be allowed to post 15 copies in the Pitkin Education Center (on student bulletin boards).

8. Flyers or posters from any outside organization, sponsoring a service, that requires a monetary contract commitment by our students will not be approved.

9. Flyers, advertisements, or posters that promote the use of alcohol will not be approved.

10. No local, county, state, or national political material is allowed.

11. Advertisements that are placed over other postings (valid or expired) will be removed without notification. If the board is full, you may rearrange (but not remove) advertisements to fit yours.

12. No staples are permitted to hang materials. Please use thumbtacks or pushpins only. Articles violating this policy will be removed immediately and repeat offenders will no longer be permitted to post on campus.

Fitness Center

The Fitness Center for student use is located in Room S-128, on the main campus in Paramus, and is open weekdays at specified times. These hours are posted each semester. Diverse exercise workouts are made possible by a variety of exercise equipment.

Food Services

Beginning with the Fall Semester through the Spring Semester, the Cafeteria provides a variety of menu options, including a Subway Station, Nathan's Station, Panini Station, Bakery Concept Station, Jersey Farm Fresh Station, Entrée/Pasta/Soup Station, Grab and Go, Pizzeria, and a Vegan/Vegetarian Station. Food Service is available in four locations at the College. The main Cafeteria is located on the second floor of the Pitkin Education Center.

Dunkin Donuts is located on the first floor next to the Anna Maria Ciccone Theatre. There is a Cyber Cafe in Ender Hall that is newly renovated. Hours of operation are detailed below:

Main Cafeteria:

Monday to Friday: 7:30 a.m. to 8:00 p.m.

Saturday: 7:30 a.m. to 1:00 p.m.

Dunkin Donuts:

Monday to Friday: 7:30 a.m. to 6:00 p.m.

Ender Hall:

Monday to Thursday: 7:30 a.m. to 8:00 p.m.

Friday: 7:30 a.m. to 3:00 p.m.

*During Summer Sessions and when classes are not in session, all food service outlets observe reduced hours of operation and offerings. Additionally, when the College is closed on Fridays during the summer, there will be no food service on Fridays.

Athletics

At Bergen Community College, the institution believes that athletics is an integral part of the educational experience. The Athletics Department offers programs that provide students with the opportunity to participate in intercollegiate and intramural athletics in a wide variety of sports including basketball, baseball, track and field, soccer, golf, softball, cross country, volleyball, tennis and wrestling. The Bergen Community College Bulldogs regularly place student-athletes on All-Conference, All-Region and All-American athletic and academic teams.

Bergen believes that athletics is an important way in which students can maintain good health, learn, and grow. In order to benefit from the athletic experience, the athletics department is committed to the following concepts and principles:

The Student-Athlete – at Bergen, the College firmly believes that each participant is a student first, then an athlete. Bergen provides each student-athlete with the best educational opportunities and support programs to help them grow and succeed in the classroom as well as on the playing field.

Bergen values competitive athletic and academic experiences that build self-esteem, a sense of responsibility, civility and an understanding of how to interact with others.

Integrity – positive attitude and good sportsmanship characterizes every aspect of policy, performance, and competition in athletics at Bergen. All participants are expected to exemplify honesty and integrity whether they are athletes, coaches, fans, administrators, or support staff of the Athletics Department.

Respect for the individual – Bergen reinforces and enhances the climate of mutual respect as outlined in the student-athlete code of conduct. Bergen values the contribution of individuals in all the organized team sports and encourages open communication and participation for all.

A tradition of leadership – in all aspects of athletics, Bergen strives to nurture the inherent opportunities for leadership that come from playing a competitive sport. The College believes the qualities of leadership and goal setting reside within each individual athlete and strive to create the environment needed to allow these qualities to develop.

Bergen Community College is a Division III (non-scholarship) member of the Garden State Athletic Conference (GSAC) and Region XIX (comprised of two-year colleges in New Jersey, Delaware, and Eastern Pennsylvania) of the National Junior College Athletic Association (NJCAA). Individual teams also occasionally schedule games with two-year colleges from other states in the northeast. All students interested in trying out for a team must have a current college medical form on file in the Health Services Office (HS100) before participating in try-outs and/or practice sessions. More information is available from the Athletic Department at www.bergenccbulldogs.com or by contacting the Athletic Office (Room G201- 2nd floor above gym; Phone 201-447-7182).

The Bergen CC Athletics Department offers varsity intercollegiate programs in the following 13 sports:

Fall Sports

Men's Soccer
Women's Soccer
Cross Country (Men and Women)
Women's Tennis (Club)
Women's Volleyball

Winter Sports

Men's Basketball

Women's Basketball
Wrestling

Spring Sports

Baseball
Softball
Track and Field (Men and Women)
Men's Tennis (Club)
Golf (Club)

Safety and Fire Regulations

Bergen Community College observes all safety and fire regulations and supports the local agencies charged with the responsibility for their enforcement. In the event of an emergency situation requiring evacuation of the facilities, alarms will be sounded throughout the buildings. Students are instructed to take their personal belongings with them and immediately leave the building by the nearest stairway. Do not use the elevators.

Policy for On-Campus Activity by Non-College Organizations

External groups or members of the campus community wishing to distribute or post flyers, circulars, or any other material on campus must apply for permission to do so at the Office of Student Life, Room SC-110, at least three days prior to any planned distribution. A copy of materials to be distributed must be submitted along with the application for permission to distribute. The College will identify locations on campus where materials may be distributed or posted to ensure that normal college operations or traffic are not adversely affected. Pressure is not to be exerted upon individuals to accept materials. Generally, these materials may not be distributed to faculty to be read in class. Any request to do so must be explicitly approved by the Vice President of Student Affairs. Placing flyers or other materials on car windows is prohibited.

College Name or Seal Usage

Students may not use the name or official seal of Bergen Community College in correspondence with other student groups, colleges or outside organizations, unless this is done in an official capacity by a recognized student organization and approved by the respective Offices of Student Life and Public Relations.

Dress Regulations

Students are expected at all times and in all places to exercise discretion and dress in accordance with propriety, good taste, and public health requirements. It is further expected that the students' habits will reflect cleanliness, good grooming, and a concern for personal health.

Eating and Drinking

Eating or drinking in classrooms, lecture rooms, laboratories, gymnasium, swimming pool, or passageways is forbidden. Covered beverages only are permitted in the library. Eating and drinking are permitted in cafeteria and vending areas only.

Gambling

All forms of gambling are prohibited on the Bergen Community College campus and during all college-connected activities. Offenders are subject to disciplinary action that may result in suspension or dismissal.

Good Neighbor Policy

It has been previously stated that each student is expected to exercise discretion and act within the limits of decorum and propriety at all times and places. This statement cannot be too strongly emphasized in relation to property immediately adjacent or close to the College. Students are cautioned not to trespass on the neighboring golf courses; offenders will be subject to disciplinary action by the College.

Parking and Traffic Regulations

The county and municipal police, as well as campus public safety officers, enforce all traffic and parking regulations on campus. Students violating traffic and parking regulations on campus are subject to fines, penalties, and/or disciplinary action that could lead to suspension or dismissal from the College. Students planning to use campus parking facilities must obtain a parking permit decal for their vehicle. Extra cars may be registered at a cost of $5.00 each. This sticker is obtained after proper registration of the vehicle has been completed at the Department of Public Safety, Room L-154, on the College's main campus in Paramus. Students must present a valid driver's license and the current bursar's receipt, and/or I.D. Card. Campus parking and traffic regulations for the academic year are published in a separate pamphlet available in the Department of Public Safety. Parking is permitted only in designated areas. Individuals violating college regulations are subject to fines as outlined in the Motor Vehicle Regulation Booklet.

Parking

Student parking is available in lots A through E and G where specified. Unless given advance authorization and permit by Public Safety (Room L-154), use of all other parking areas is prohibited. Parking along curbs, fire, handicapped or medical zones, and loading/unloading areas is prohibited. Disabled or severely injured students can make arrangements for special parking privileges at the Department of Public Safety. The application for temporary medical parking is available in the Health Services Office.

Policy and Procedures for Displaying Flags on Campus

The main campus flag pole is located at the entrance of Bergen Community College (near Paramus Road) and is reserved solely for displaying the United States, State of New Jersey and Bergen Community College flags. The U.S. Flag will be lowered to half staff at the direction of the President of the United States or the state flag at the direction of the Governor of the State of New Jersey. In special circumstances, the College flag will be lowered to half staff at the direction of the President's Office. Flags of countries will be displayed throughout the Bergen Community College campus as a symbol of Bergen Community College's commitment to diversity and international understanding. Flags are symbols that identify people belonging to a group. The flags, especially those of a nation, embody the honor and pride of the people they represent and need to be treated with respect.

It is very important that the display of country flags be treated with consistency so as not to offend the very groups we intend to honor by displaying the flag. Flags are to be the same size. If possible, flags are to be hung or displayed horizontally. If flags must be hung vertically, they must all be hung in the same orientation. Given that many international members of the College community are interested in displaying on campus the flags of their home countries, the following procedures have been established by the College:

1. The flags of countries that are recognized by the United Nations (i.e., those countries that are listed by the U.N. as member states, nonmember states with permanent observer status, or national "entities" with permanent observer missions) will be displayed in the hallways of the school. Determination of the flags to be displayed will be made by the Vice President of Student Services.

2. The flags of countries that are recognized by the U.N. (as defined above) may be displayed at campus events to recognize and represent international students studying at the College. Flags of Native American nations will be recognized as sovereign entities. Flags representing groups, cultures, or nations not specified above may not be displayed unless prior written approval is obtained from the Vice President of Student Services or the President's designee whose decision shall be final. Inquiries about the flag policy should be directed to the Associate Dean of Student Services.

Demonstrations

The philosophy of Bergen Community College is to encourage freedom in the expression of ideas presented in a scholarly and law- abiding manner. Demonstrations that interfere with the daily operations of Bergen Community College or cause personal injury to individuals or damage to property will not be permitted on campus. Students involved in the planning or implementation of such a demonstration shall be subject to disciplinary action by the College and prosecuted to the fullest extent of the law. The President is authorized to employ the process of criminal and civil law to terminate any campus disruption and to restore college function and prevent injury to persons or property. The college permits demonstrations when conducted in accordance with the following conditions:

1. That they are not designed to and do not interfere with the daily operations of Bergen Community College;

2. That they are not designed to and do not cause personal injury to individuals or damage to property;

3. That they are limited to exterior areas (sidewalks and lawns); no activity will be permitted inside college buildings or in doorways leading to buildings. There shall be no interference with building or campus ingress and egress. The demonstration must be conducted without harassment and without detaining any individual on or off campus.

4. That the intention to hold a demonstration and all its particulars must be filed 48 hours in advance of the event. The statement of intention must include date, time, and location of demonstration, purpose of the demonstration, approximate number of participants, type of activity involved (e.g., picketing, distribution of leaflets, chanting) and names of three individuals responsible for maintaining reasonable order.

Emergencies

All emergencies, accidents, or injuries which occur on college property are to be reported to the Public Safety Department or the Health Services Office within 48 hours of the accident. In the event that any condition threatens to close the College temporarily, listen to the following broadcasting stations for official instruction: WCBS/880, WOR/710, 1010 WINS, WVNJ 1160, and Cablevision/ NEWS 12 NJ, or log on to the College's web site, http://www.bergen.edu.

Emergency Notification System

All students and staff interested in receiving immediate notification on critical campus alerts must register for this new Emergency Notification System even if you were enrolled in the previous system. This system provides text, email and voice notification services. To sign up, go to www.bergen.edu/emergencyalert.

Equity in Athletics Disclosure Act

In compliance with Equity in Athletics Disclosure Act, Bergen Community College collects and publishes data which includes a list of varsity teams, the number of participants, budgets, gender participation, coaches' salaries and total revenue generated.

Copies of this report can be reviewed or obtained in the following offices: Research and Planning; Student Center; Library; Financial Aid; Admissions; Registration; Student Information Services; and the Athletic Department.

Alcohol and Drug Use Policy

As stated in the Bergen Community College catalog, "in accordance with public law 101-226, Bergen Community College declares that it will endeavor to provide its employees and students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illicit drugs." Bergen Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as part of any of its students and employees activities. Bergen Community College further prohibits the possession or consumption of alcohol on the College campus, with the exception of special, approved receptions in the meeting and training center. Violators may be subject to suspension or dismissal. Intoxication and/or disorderly conduct resulting from consumption of alcoholic beverages will be considered a serious violation of campus regulations and may result in disciplinary action. Local, state, and federal laws that apply to unlawful possession, use, or distribution of illicit drugs and alcohol will be enforced. Individuals and organizations in violation of college policy and regulations are subject to disciplinary sanctions. As appropriate, sanctions may range from verbal warning up to dismissal. Sanctions may also include completion of an appropriate rehabilitation program or referral to appropriate legal authorities for prosecution. These policies apply to all Bergen Community College employees and students as well as visitors to the College. The possession or sale of illicit drugs is a violation of the law. Bergen Community College will uphold the law and render assistance and support to law enforcement agencies, while at the same time rendering assistance to employees and students when needed or necessary. Bergen Community College's drug policy is as follows:

1. Employees and students are asked to report or submit to the Vice President of Student Services or the Associate Dean of Student Services any knowledge or evidence directly or indirectly relating to the possession or sale of drugs anywhere on the College campus or at any time during a college-related activity.

2. The Vice President of Student Services shall submit to the College president all information that she or he has knowledge of regarding the possession, or sale, or use of drugs on the College campus or during any college-related activity and will recommend a course of action.

3. Bergen Community College students convicted of a criminal drug statute or who admit, in writing, to the possession or sale of drugs anywhere on the College campus or during any college-related activity will be subject to dismissal from the College.

4. Information given to a counselor during the privacy of a counseling session will not be divulged by the counselor unless, in the judgment of the counselor, the student presents a danger to himself or others.

5. Students should refer to the document "Bergen Community College student program to prevent illicit use of drugs and abuse of alcohol" available through the offices of the Vice President of Student Services, Health Services, Counseling, and the Department of Public Safety.

Discrimination and Harassment Policy

Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination.

1. Discrimination, harassment or disrespect on the basis of age, race, creed, color, national origin, ancestry, religion, gender, (including gender identity or expression or disability), marital status, affection or sexual orientation, military service, political affiliation, veteran status, genetic information, atypical hereditary cellular or blood trait or any other legally protected classification.

2. Sexual harassment in any form constitutes prohibited, unprofessional, and unacceptable conduct and is a violation of Title VII of the Civil Rights Acts of 1964 and 1990, as amended, Title IX of the Education Amendments of 1972, the New Jersey Law Against Discrimination, established case law and State policies. The policy applies to all persons. Administrators, faculty, staff, and students are all covered.

Harassment of students by faculty and staff as well as by other students is covered, as is harassment of faculty and staff by students. The College will not tolerate, condone or allow sexual harassment of any of its students or employees, by any instructional, supervisory, managerial or administrative personnel, co-workers, students, independent contractors, vendors or others with whom the College does business. Bergen Community College will enforce this policy and expects all employees and students to be diligent in preventing, detecting, and reporting any incidents of sexual harassment. Bergen Community College expects each employee and student to avoid any acts or statements that may constitute sexual harassment and to ensure that his or her conduct complies with this policy. The College will take appropriate disciplinary action when an investigation reveals that an individual has engaged in any such prohibited conduct.

For purposes of this policy sexual harassment is defined as unwelcome, sexual advances or sexually explicit comments, requests for sexual favors, and/or other verbal or physical conduct based on the gender of the affected individual when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic achievement;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual's work or academic performance;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or academic performance or creating an intimidating, hostile or offensive working or educational environment, including but not limited to:

   a. Generalized gender-based remarks and behavior.

   b. Inappropriate, unwanted, offensive physical or verbal sexual advances and comments.

   c. Solicitation of sexual activity or other sex-linked behavior by promise or reward.

   d. Coercion of sexual activity by threat of punishment.

   e. Gross sexual imposition such as touching, fondling, grabbing, or assaulting.

4. An individual need not be a personal target of harassment to file a complaint. The individual instead may show that other individuals were sexually harassed and that this harassment created a hostile or intimidating work or academic environment.

Conduct under (a-e) above by any instructional, supervisory, managerial or administrative personnel, co-workers, students, independent contractors, vendors or others with whom the College does business constitutes prohibited sexual harassment when a reasonable person of the same sex as the aggrieved individual would consider it sufficiently severe or pervasive to alter the conditions of employment or education or to create an intimidating, hostile, or offensive working or educational environment. Members of the College community who believe they are being or have been sexually harassed or discriminated against in violation of the Policy Prohibiting Sexual Harassment should report the incident. Reports of sexual harassment should be made in writing, as soon as reasonably possible after the alleged incident(s), to the Manager of Training and Compliance, Room A-330, telephone number (201) 612-5331.

Requests for a complete copy of the Policies and Procedures should be directed to the Manager of Training and Compliance. Student-On-Student Harassment will be handled through the College's policies that address student conduct, including the Rules and Regulations found in the College Catalog, not the Complaint Process for resolving Sexual Harassment Complaints.

Policy Prohibiting Sexual Harassment

Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination. Sexual harassment in any form constitutes prohibited, unprofessional, and unacceptable conduct, and may be a violation of Title VII of the Civil Rights Acts of 1964 and 1990, as amended, Title IX of the Education Amendments of 1972, the New Jersey Law Against Discrimination, established case law or State policies. The policy applies to all persons: administrators, faculty, staff, students, guests and visitors are all covered.

The College will not tolerate, condone, or allow sexual harassment of any of its students or employees, by any instructional, supervisory, managerial, or administrative personnel, co-workers, students, independent contractors, vendors, or others with whom the College does business. The College will enforce this policy and expects all employees and students to be diligent in preventing, detecting, and reporting any incidents of sexual harassment. Every employee and student is expected to avoid any act or statement that may constitute sexual harassment and to ensure that his or her conduct complies with this policy. The College will take appropriate disciplinary action when an investigation reveals that an individual has engaged in any such prohibited conduct.

1. For the purposes of this policy, Sexual Harassment is defined as unwelcome sexual advances or sexually explicit comments, requests for sexual favors, and/or other verbal or physical conduct based on the gender of the affected individual when:

    a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic achievement;

    b. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual;

    c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an unreasonably intimidating, hostile or offensive working or educational environment. Hostile environment sexual harassment includes, but is not limited to:

       • Generalized gender-based remarks and behavior.

       • Inappropriate, unwanted, offensive physical or verbal sexual advances and comments.

       • Solicitation of sexual activity or other sex-linked behavior by promise of reward.

       • Coercion of sexual activity by threat of punishment.

       • Gross sexual imposition such as touching, fondling, grabbing or assault.

2. An individual need not be a personal target of harassment to file a complaint. The individual instead may show that other individuals were sexually harassed and that this harassment created a hostile or intimidating work or academic environment.

3. C. Conduct under Section A, Paragraphs 1-3 above by any instructional, supervisory, managerial, or administrative personnel, co-workers, students, independent contractors, vendors, or others with whom the College does business constitutes prohibited sexual harassment when a reasonable person of the same sex as the aggrieved individual would consider it sufficiently severe or pervasive to alter the conditions of employment or education or to create an intimidating, hostile, or offensive working or educational environment.

4. Student-on-student harassment is a violation of the Policy Prohibiting Sexual Harassment and must be reported to the Manager of Training and Compliance, Room A-330, telephone number (201) 612-5331. Unwelcome sexual conduct by one student that disrupts another student's ability to learn, or conduct that creates a hostile learning environment, will be handled through the College's policies that address student conduct, and not the Complaint Process for resolving Sexual Harassment Complaints.

5. Every member of the College community should be aware of the fact that the College is strongly opposed to sexual harassment and that the College will take whatever action it deems necessary to prevent and correct such behavior, and if necessary, take disciplinary action against an individual whose behavior violates this policy. Disciplinary action for employees can range from reprimands to dismissal. Students violating this policy may be reprimanded, suspended, or dismissed from the College.

Campus Sexual Assault Victim's Bill of Rights

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of providing an intellectually

stimulating environment where a diversity of ideas is valued. Its rules must be promulgated for the purpose of furthering and protecting the rights of all members of the College community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault, and non-consensual sexual contact, respect for the individual and human dignity is of paramount importance. The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures, and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity. The following rights shall be accorded to victims of sexual assault that occur:

- On the campus of any public or independent institution of higher education in the state of New Jersey, and

- Where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights

- To be free from any suggestion that victims must report the crimes in order to be assured of any other right guaranteed under this policy.

- To have any allegations of sexual assault treated seriously; the right to be treated with dignity.

- To be free from any suggestion that victims are responsible for the commission of crimes against them.

- To be free from any pressure from campus personnel.

- Report crimes if the victim does not wish to do so.

- Report crimes as lesser offenses than the victim perceives the crime to be.

- Refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources On and Off Campus

- To be notified of existing campus and community based medical, counseling, mental health, and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.

- To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling.

- To be informed of and assisted in exercising.

- Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.

- Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

- To be afforded the same access to legal assistance as the accused.

- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.

- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.

- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.

- To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.

- To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing Board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.

- Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document.

- Nothing in this act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Violence Prevention and Response

The procedures for dealing with incidents of violence at Bergen is a follows:

Minor incidents such as argument, verbal assault, use of profanity, or any incident short of physical confrontation are primarily handled through referral from faculty or Public Safety officers to the Vice President of Student Services. The follow-up to such incidents may involve referral to the Center for Student Success or a community agency (which provides anger management, psychiatric, or medical screening). In those incidents where a student has been previously sanctioned for disruptive behavior, the student may be placed on disciplinary probation or suspension. Serious incidents involving sexual harassment, physical violence, or destruction of property are immediately referred to Public Safety. In those instances where there is evidence of imminent danger, Public Safety will contact the Bergen County Police Department for assistance.

Smoking Policy

Introduction

The New Jersey State Legislature and the New Jersey Department of Health have found that tobacco smoke is a substantial health hazard to both the smoking and non-smoking public. As such, smoking on Bergen Community College property by any person at any time anywhere is still prohibited. The property of the College includes all College vehicles as well as real estate owned by the College.

The effect of this policy is to prohibit smoking in all buildings and areas of College property. This entails that smoking is prohibited on the grounds, playing fields, walkways, roadways, parking lots, in and around the perimeter of any building.

"Smoking Defined"

For purposes of this policy, "smoking" is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter of substance that contains tobacco as well as the use of smokeless tobacco, snuff, or similar substance.

Legal Authority

This policy has been enacted in accordance with the provisions of Chapter 383, Public Laws of 2005, and codified in N.J.S.A26:3D- 55et SCQ.

Sanctions against Violations

Any employee who violates this policy shall be subject to appropriate disciplinary action. Any student who violates the policy shall be subject to disciplinary measures, in accordance with the provisions of the Student Code of Conduct. Other individuals, including visitors to the College, who violate this policy, may be asked to leave the College premises. All violators are also subject to sanctions provided by applicable laws and regulations.

Policy:

First offence will result in a 25.00 fine.

Second offence will result in a 50.00 fine.

Third offence will result in a 100.000 fine.

Students who continually violate the policy will be required to appear before the Bergen Community College Judicial Board.

Signage

Signs designating Bergen Community College a smoke free campus are posted. This policy also is noticed in appropriate publications of the College.

Available Assistance

For any student or personnel of the College who desires to stop smoking, assistance is available through staffs of the Health Services, Wellness Center and Counseling. In addition, there are programs that are provided throughout the semester which are well publicized and are accessible to everyone.

Alumni Affairs

The Bergen Community College Foundation Alumni Network was created to advance the mission of Bergen Community College by promoting ideas, leadership and personal relationships among alumni, current students, faculty, staff and administration of the College.

Bus Service

Regular bus service is provided to the Bergen Community College campus by several New Jersey Transit routes. To obtain a bus schedule, please stop by the Welcome Center for more information. For schedules, contact the Bergen Community College Information Center at (201) 447-7200 or the Bergen County Transit Information Center at (201) 488-0840.

Lockers

College student lockers are the property of Bergen Community College. Students may not use the property as a depository for any substance or object which is prohibited by law or college policy or which constitutes a threat to the health, safety, or welfare of any member of the College community utilizing this campus. In emergency situations which constitute a threat to the safety, health or welfare of the College community, lockers will be searched. Lockers are available for students and assigned by Public Safety. The college assumes no responsibility for personal student property placed in lockers. The cost for renting a locker for one semester is $4.00. The student must provide their own padlock.

Lost and Found

Public Safety serves as the College lost and found area.

Student Accident / Health Insurance

The Student Health Insurance is provided by Bollinger and is available to all students. Students should familiarize themselves with benefits and limitations. The College is not responsible for any expenses which exceed the limits of policy payments. If students have questions about the policy, they should call the insurance company directly.

Full-time students are required by the state of New Jersey to have medical insurance, which includes hospitalization. Students who register for 12 credits or more will automatically be billed for medical insurance coverage. If students already have health/hospital insurance and do not want this coverage, they must request a waiver of the insurance fee. A waiver form will be available at the time of registration at the Bursar's Office, Room A-229, on the College's main campus in Paramus. Students must complete the form and provide their insurance carrier's name and address and their policy number. Upon receipt of the form, the fee will be waived and/or their payment refunded. Students are advised to read the policy carefully.

Pets on Campus

No pets, with the exception of service dogs, are permitted on campus grounds or in campus buildings. If pets are required for a classroom assignment or a planned part of an authorized campus activity, the owner must have secured previous approval from the classroom instructor or the Director of Student Life and Public Safety.

Visitors

Bergen Community College hosts many organizations and community activities throughout the year. Visitors who do not have an appointment with a specific campus official should first report to the Public Safety Office. Visitors who are guests of current students are the responsibility of the host student and will be expected to abide by the policies and procedures set forth for all Bergen Community College students. Visitors/guests will not be permitted to enter classrooms where instruction is being provided without prior approval by the classroom instructor.

Children on Campus

Children are not authorized on campus property at any time unless under the immediate supervision of a parent/guardian or enrolled in some special program supervised by the College. Students who bring small children to the campus may not leave them unattended at any time, especially in the Student Center, Library, and lounge areas. Children will not be admitted to instructional classrooms, while classes are in session, without prior approval by the instructor.

Veterans Affairs

Contact the Admissions Office for specific information concerning veterans' benefits. Veterans are requested to contact the Admissions Office at the beginning of each semester to verify enrollment information and during the semester to report any changes in semester hour loads. Failure to do so may result in termination of VA benefits.

Solicitation

There is no solicitation of commercial items on campus including the outside areas. In the case of special events, approval must be given by the Office of Student Life.

Posters, Notices, Circulars

Posters and notices are not to be sent to instructors to read in class. If a group wishes to distribute circulars to the faculty, approval must be received directly from the Office of Student Life. Notices for students are to be distributed in such a fashion so as not to interfere with student traffic or with the regular functioning of the College. Pressure is not to be exerted upon individuals to accept notices. General postings must be approved by the Office of Student Life.

Bulletin Board Posting Guidelines

1. Only one authorization stamp will be considered for the Pitkin Education Center and Ender Hall student bulletin boards and will be issued by the Student Life Office, Room A-115. A student bulletin board is any bulletin board not specifically designated for a department, organization, or event series. All student bulletin boards will be numbered in the lower right corner and are listed on the next page.

2. Only authorized personnel or their designees may issue a stamp.

3. The stamp will be valid for one month or until the day after the event.

4. Posters may not exceed 11" x 17;" preferred size is 8 1/2" x 11" or smaller.

5. Groups or individuals posting materials are responsible for removing their flyers in a timely manner.

6. Posting and removal of materials from any designated bulletin board (advertising for a specific academic department or service branch) will be the sole responsibility of that department.

7. Flyers or posters from outside organizations, sponsoring events or services, (which are deemed beneficial to the student body by the Office of Student Life) will be allowed to post 15 copies in the Pitkin Education Center and Ender Hall (on student bulletin boards).

8. Flyers or posters from any outside organization, sponsoring a service, that requires a monetary contract commitment by our students will not be approved.

9. Flyers, advertisements, or posters that promote the use of alcohol will not be approved.

10. No local, county, state, or national political material is allowed.

11. Advertisements that are placed over other postings (valid or expired) will be removed without notification. If the board is full, you may rearrange (but not remove) advertisements to fit yours.

12. No staples are permitted to hang materials. Please use thumbtacks or pushpins only. Articles violating this policy will be removed immediately and repeat offenders will no longer be permitted to post on campus.

If advertisements violate these policies and procedures, students may lose their posting privileges for the remainder of the semester. Repeat violations may result in a longer suspension period. The Office of Student Life must authorize any special considerations that do not adhere to these policies. Such requests must be submitted in writing to the Office of Student Life, two days in advance of the desired posting date.

Student Conduct

School Rules, Disciplinary Procedures and Expectations

In order that a community of people may live and work together in harmony, there must be a commitment to its policies and procedures including behavioral expectations. A community has the right to expect of its members certain standards of achievement and of social behavior, and to this end, Bergen Community College has established a framework of rules and academic expectations. Above all else, personal honesty and academic integrity are the fundamental ingredients for success at Bergen Community College.

Community Statement of Rights

As a member of Bergen Community College, I have the right:

• to exist, in this community free from sexual, racial, ethnic, or religious discrimination or harassment or bullying of any kind;

• to believe, act or appear in ways I choose as long as I am in accord with Bergen Community College's rules, regulations, and expectations, and so long as I do not infringe on the rights of others;

• to be trusted and treated with respect and with dignity. I understand that any act of theft, lying, cheating, or violence against another will compromise trust and respect and brings serious disciplinary consequences.

Social Expectation/Disciplinary Procedures

It is the school's expectation that all members of the Bergen Community College community will, at all times conduct themselves in a manner which evidences respect for self, for others faculty, students, staff, guests and visitors and for the school; the quality of interpersonal relationships among people committed to a common goal is the cornerstone upon which all else is built. Continuance at Bergen Community College for the following school year will be predicated upon students having met this expectation. The granting of a Bergen Community college diploma will presume the same. In cases where Vice President of Student Affairs determines that these expectations have not been met, Bergen Community College may opt not to allow a student who has been asked to leave to return and this can preclude the granting of a Bergen Community College diploma.

Student Judicial Affairs Policy and Procedures

Purpose: To establish guidelines and procedures to ensure just and fair disciplinary action, determined by the nature of the offense and to ensure the right of appeal in situations involving minor offenses.

Student Conduct

School Rules, Conduct Procedures and Expectations

In order that a community of people may live and work together in harmony, there must be a commitment to its policies and procedures including behavioral expectations. A community has the right to expect of its members certain standards of achievement and social behavior, and to this end, Bergen Community College has established a framework of rules and academic expectations. Above all else, personal honesty and academic integrity are the fundamental ingredients for success at Bergen Community College.

Social Expectations/Conduct Procedures

It is the school's expectation that all members of the Bergen Community college community will, at all times conduct themselves in a manner which evidences respect for self, for others faculty, students, staff, guests and visitors and for the school.

Student Conduct Policy and Procedures

The Office of Student Conduct in collaboration with various departments within Student Affairs strives to develop student responsibility, teach respect for oneself and others, and promotes the growth of the entire student body by implementing the Student Code of Conduct in an unbiased, timely, consistent manner through the use of the goals and outcomes outlined below.

Standards of Conduct

Upon accepting admittance to Bergen Community College, all students acknowledge that while participating in activities on and off-campus, they are governed by College policies and regulations. Each student is expected to exercise discretion and follow the Student Code of Conduct. It is a student's responsibility to be aware of al prohibited conduct on and off campus by familiarizing themselves with the Student Code of Conduct. The Student Code of Conduct can be found online under the Office of Student Conduct Process and Policies webpage or by clicking this link: Student Code of Conduct.

Policies and Regulations Governing Conduct

At the beginning of the academic semester, each incoming student is expected to view the Student Handbook online. The handbook contains information about the College in general; courses of study; student activities; and rules, regulations and procedures essential to student life on campus. Every student is responsible for knowing the information included in the Student Handbook.

Student Code of Conduct

The Board of Trustees authorizes the President of the College to employ a disciplinary process to administer any campus disruption and to restore College function and prevent injury to persons or property. The College reserves the right to suspend, dismiss, or expel any student for justifiable cause. All students are governed by College policies and regulations. Each student is expected to exercise discretion, and act within the limits of decorum and propriety at all times and in all places.

Students are responsible to familiarize themselves with the Student Code of Conduct. The Student Code of Conduct can be found online in English and Spanish on the Office of Student Conduct Process and Policies. You can also click this link: Student Code of Conduct.

Dismissal of Disruptive Students -Involuntary Leave of Absence Policy

Bergen Community College (the "College") has implemented provisions for normal disciplinary proceedings published under the Student Code of Conduct that can lead to the expulsion, suspension, or interim suspension of students. The policy stated below expands the scope of the Student Code of Conduct to include the involuntary withdrawal of students whose behavior requires emergency attention by the College administration. Emergencies referred to in this policy are incidences of extreme disruptive behavior by students that occur at on- or off-campus, including College-sponsored, events. The College reserves the right to implement normal disciplinary procedures in addition to the procedures set forth below if the circumstances warrant such action. These incidents can be medical and/or psychological in nature and/or conduct that poses security risks to the College community. A student may be placed on an Involuntary Leave of Absence from the College by the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee) if one or more of the following conditions are met:

1. The student engages, or threatens to engage in, behavior which poses a danger of causing physical harm to the College Community or College property; and/or

2. Exhibits behavior that interferes with the student's ability to function in an academic or residential setting and/or seriously interferes with the educational pursuits or living environment of others; and/or

3. Commits a violation of the College's Student Code of Conduct and lacks the capacity to comprehend and participate in the College's disciplinary process but continues to pose an imminent threat to the College community; and/or

4. Commits a violation of the College's Student Code of Conduct and did not understand the wrongfulness of the conduct at the time of the offense. Ignorance of the wrongfulness of the action is not an excuse.

Preliminary Procedure

Upon the occurrence of an incident that meets any one or more of the above conditions, a student will receive notice that he/she has been be placed on an interim suspension by the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee) pending further investigation of the matter. The student will receive written notice of his/her suspension as soon as practicable. The student has a right to a conference with the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee) within five business days.

While a student is in an interim suspension status, the student is banned from entering the campus for any reason whatsoever without the permission of the Vice President of Student Affairs and Dean of Student Life & Conduct (or designee). If the student is found on College property without such permission, the student will be arrested for trespassing and may be prosecuted by local officials if Bergen Community College believes it to be in the best interest of the College community. Should permission be granted by the Vice President of Student Affairs and Dean of Student Life & Conduct (or designee), the student shall report to Public Safety upon entering and leaving the campus.

If the information that led to the interim suspension is deemed insufficient to support this procedure, and does not suggest that the student may create an immediate danger to the College community or to College property, the student will be permitted to return to normal College activities.

Evaluation by the Center for Health, Wellness and Personal Counseling

If the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee) reasonably believes that the student meets one or more of the conditions set forth above, the student will be referred to the Center for Health, Wellness and Personal Counseling for an evaluation by an appropriate mental health provider. It is the student's responsibility to contact the Center for Health, Wellness and Personal Counseling and schedule the appointment for the evaluation. The evaluation may take place over several sessions and could include a mental health assessment. If such a determination must be at a time when one of the above named individuals is unavailable, the other may make such determination alone.

In conducting the assessment, the evaluator will take the following into consideration:

(1) the nature, duration, and severity of the risk of harm;

(2) the probability that the risky behavior will actually occur; and

(3) whether reasonable accommodations requested by the student can be provided by the College to reduce the risk of harm.

Once the evaluation is complete, the Dean of Student Support Services (or designee) will submit a written recommendation to the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee).

Please be advised that any refusal to submit to, or participate in, the above evaluation procedure will be considered by the Center for Health, Wellness and Personal Counseling in completing its evaluation and preparing its written recommendation to the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee).

Referrals for Further Evaluation

There may be instances in which the College or the Center for Health, Wellness and Personal Counseling mental health professional feel that an evaluation by an outside professional is warranted. In such instances, the student will be informed of this additional requirement in writing and will be referred to an appropriate health care professional. One example of a situation in which this may occur is a situation in which the student has threatened to harm others in the College community.

The College or the Center for Health, Wellness and Personal Counseling mental health professional may deem it necessary to require the student to have an evaluation by a forensic psychologist or psychiatrist, of the College's choosing, who is specially trained to conduct evaluations and make recommendations in situations of this nature. In these situations, the College will cover the cost of the evaluation. Both the student and the evaluating professional will be given a copy of this policy. The evaluating professional will also be given instructions for submitting a written report including required content areas that

must be addressed. A student will not be reimbursed for the cost of an evaluation that is completed by a forensic psychologist or psychiatrist that was not chosen by the College.

The Dean of Student Support Services (or designee) will review the report submitted by the evaluating professional and may consult with that person, if needed, and then make a final written recommendation to the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee).

Please be advised that any refusal to submit to, or participate in, the above evaluation procedure will be considered by the Dean of Student Support Services in making his or her final written recommendation to the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee).

The interim suspension will continue to be in effect during the entirety of this process. Upon receipt of the final written recommendation the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee) will meet with the student to review the written recommendations available to them.

Student's Placement on an Involuntary Leave of Absence

Within five business days of the follow up meeting between the Vice President of Student Affairs or the Dean of Student Life and Conduct and the student to review the final written recommendations, the Vice President of Student Affairs and/or the Dean of Student Life & Conduct (or designee) will render a decision, including one of four possible determinations:

1. The student may return to all normal campus activities without restrictions;

2. The matter of the student's conduct will be referred back to the normal disciplinary processes of the College from which the diversion occurred because the behavior observed is not deemed to have fallen within the parameters of this policy;

3. The student may return to the College but with restrictions (e.g. applied mandated withdrawal from one or more classes, psychotherapy must continue on a regular basis, etc.);

The student is placed on an indefinite Involuntary Leave of Absence and may only return to the College when the procedures and conditions for reenrollment have been met. Depending on the course requirements of each course that the student is enrolled in, the student's academic status may be affected as a result of being placed on an Involuntary Leave of Absence. The student may or may not be permitted to complete all courses upon his/her return from an Involuntary Leave of absence even if the student returns within the same semester of original enrollment in a particular course. It is the student's sole responsibility to address his or her academic status as result of being on an Involuntary Leave of Absence.

The student has three (3) business days from the date he/she was informed of the decision to file a written appeal to the Vice President of Student Affairs.

Students who are placed on an Involuntary Leave of Absence will not be eligible for tuition reimbursements except as permitted by normal College procedures. It is the student's sole responsibility to ensure that his/her account with the College or third party lender is in good standing. If a student is required to withdraw from some or all classes, a grade of W, administratively assigned, will be reflected on the transcript in those courses from which he/she is required to withdraw.

A student that is on an Involuntary Leave of Absence will be arrested for trespassing and may be prosecuted by local officials if the College believes it to be in the best interest of the College community to do so. A student that has been granted permission to be present on any of the College campuses from the Vice President of Student Affairs or the Dean of Student Life & Conduct (or designee) shall report to Public Safety upon entering and leaving the campus.

Return from Involuntary Leave of Absence

It is expected that time away from the College will be used for treatment and recovery and that this will be documented prior to return. The College reserves the right to demand documentation from a medical provider that the student is fit to return to an educational environment as a condition of reenrollment. Procedures and conditions for reinstatement from an Involuntary Leave of Absence will be provided to students in writing at the time the student is placed in Involuntary Leave of Absence status. A registration hold will be placed on the student's record to ensure that the student satisfies the criteria to

reenroll in accordance with this policy. When a student is approved to reenroll, the Vice President of Student Affairs and Dean of Student Life & Conduct (or designee) will work with the Registrar to remove the registration hold. A student who fails to request reenrollment once all criteria for reenrollment have been met may be denied reenrollment at a later time and be required to reapply for admission.

Other academic concerns that may arise because of the application of this policy will be addressed on an individual basis.

Current College withdrawal policies will be followed should the student decide to pursue Official or Late Withdrawal upon being placed on Involuntary Leave of Absence.

Administration of Disciplinary Procedures

The Dean of Student Life & Conduct is the Chief Conduct Officer. The Dean and/or his or her designee will carry out the procedures and policies set in the Student Code of Conduct. The Dean's responsibility will be to maintain the integrity of the Conduct process, which will include the maintenance of accurate files, drafting letters, and training committee members. In the absence of the Dean the Coordinator of Student Conduct & Student Information will serve as the Chief Conduct Officer.

Special Accommodations

A student may request a translator, sign language interpreter or note taker, if necessary, for any meeting, interview, and hearing related to enforcement of the policies and procedures set forth herein. A written request for special accommodation must be submitted to the Dean of Student Life & Conduct no later than five (5) regularly scheduled class days prior to an interview or hearing.

Prior Conduct History

If the Community Standards Review Board determines the student has violated the policies and procedures of the College the Dean of Student Life & Conduct will provide the Committee with information concerning prior conduct sanction(s). This information will be used to assist the board in recommending a fair and reasonable sanction.

Complaints Warranting Immediate Action

If it is determined by the Public Safety department that a complaint of misconduct warrants immediate administrative response, the matter shall be referred to the Dean of Student Life & Conduct, or in his/or her absence, the Coordinator of Student Conduct & Student Information. If the infraction warrants immediate attention, the Dean of Student Life & Conduct, and/or his/her designee, may impose a conduct sanction. In all other instances, the matter will follow the conduct process outlined herein.

Disciplinary Process/Complaint

Any member of the College community may file a complaint against a student. Reports of misconduct which violate Bergen Community College's Student Code of Conduct can be reported to the Department of Public Safety, Room L-154, 201-447-9200; the Office of Student Life & Student Conduct Process and Policies, Room SC-110, 201-447-7215; the Office of the Vice President of Student Affairs, Room A-310, 201-493-3742; or via Maxient, the College's web based conduct software management system available on the Office of Student Conduct webpage. Complaints of sexual harassments of students by faculty and/or staff as well as by other students should be reported to Dr. Gonzalez-De Jesus, Title IX Coordinator, Room A-310, 201-493-3742 or to Dean Rachel Lerner Colucci, Deputy Title IX Coordinator, Room L-123, 201-447-7883. In those incidents involving violation of the Student Code of Conduct, the Public Safety Department will interview the affected parties, prepare the reports with supporting documentation, and forward them to the Office of Student Conduct Process and Policies. If a community member would like to discuss their complaint before filing a report, the Dean of Student Life & Conduct

and/or the Coordinator of Student Conduct & Student Information will be available for consultation. When the College itself is a victim of the act, the College reserves the right to institute criminal and/or civil proceedings against a student.

Interim Suspensions

In certain circumstances, the Dean of Student Life & Conduct and/or his/her designee may impose a College suspension prior to the Community Standards Review Board hearing.

1. Interim suspension may be imposed only:

   • To ensure the safety and well-being of members of the College community or preservation of property.

   • To ensure the student's own physical or emotional safety and well-being.

   • If the student poses an ongoing threat of disruption to, or interference with, the normal operations of the College.

2. During the interim suspension, a student shall be denied access to all three campus locations (including but not limited to classes) and/or all college activities or privileges for which the student might otherwise be eligible, as the Dean of Student Life & Conduct and/or his/her designee may determine to be appropriate.

3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule up to and through a community standards review board hearing, if required.

Community Standards Board Membership

The Community Standards Review Board if made up of faculty and/or staff members from the College community who volunteer their time to serve on the board. All members apply to the community standards review board, go through a training with the Dean of Student Life & Conduct and/or his/her designee.

Notice of Community Standards Review Board Hearing

A written notice of the community standards review board hearing shall be sent to all parties involved no later than ten (10) regularly scheduled class days after a determination that a hearing shall be held. The notice will be sent to students in their Bergen email i.e. @me.bergen.edu. The notice shall contain:

1. The time, date and location of the hearing;

2. A list of the charges being brought against the student, including the policy violation he/she is charged with;

3. Contact information for the Office of Student Life & Student Conduct Process & Policies

Waiver of Community Standards Review Board Hearing

A student may waive his/her right to a community standards review board hearing in writing submitted to the Dean of Student Life & Conduct and/or his/her designee, no later than five (5) regularly scheduled class days before a hearing. If warranted, the student will be informed within ten (10) regularly scheduled class days of the sanction imposed for the violation. In such cases, the sanctions will be determined and imposed by the Dean of Student Life & Conduct and/or his/her designee.

Responsible Plea

If the student pleads responsible, the student filing the complaint and any witnesses may be dismissed. The charged student will be asked to present any information and extenuating circumstances, which might be pertinent to the complaint. The student will be informed that the community standards review board, after the hearing, will inform the Dean of Student Life

& Conduct of the imposed sanction(s). The Dean of Student Life & Conduct and/or his/her designee will generate and forward a final outcome letter to the charged student.

Not Responsible Plea

If the student pleads not responsible, the following procedure will be employed:

1. The complaint will either be present during the hearing to answer all questions by the Board or the community standards review board advisor will have a statement read into the record.

2. The Chair of the community standards hearing board will ask the respondent to give his/her opening statement. The board will have the opportunity to ask questions.

3. The Chair will call all witnesses to the alleged incident individually into the hearing. The witnesses will be asked to give a brief statement about what they witnessed with regards to the alleged incident and the hearing board will have the opportunity to ask questions. Witnesses may also provide a written statement that will be read into the record if they cannot be present at the hearing.

4. Once all parties have made their statements, the Chair will dismiss the participants so that the hearing board may deliberate in private.

5. If the hearing board determines that the student is responsible, the hearing board will inform the Dean of Student Life & Conduct and/or his/her designee of the imposed sanction(s).

6. The Dean of Student Life & Conduct and/or his/her designee will inform the respondent of the hearing board's decision via Bergen email i.e. @me.bergen.edu.

7. If the hearing board determines that the student is not responsible, the complaint will be dismissed and a letter of notification of the board's determination will be sent to the respondent via Bergen email i.e. @me.bergen.edu.

Appeal Process

Where the respondent is found responsible for a violation of this *Code* that may lead to a sanction less serious than suspension or expulsion, the student can appeal in writing to the Vice President of Student Affairs and/or his designee within three (3) business days of receipt of the hearing panel's determination. The student will have the right to request a final review based on any of the following grounds:

1. A sanction that is substantially disproportionate to the severity of the violation.

2. A material deviation from written procedures that jeopardized the fairness of the process.

3. A demonstrable bias by a member(s) of the hearing panel.

4. New information, unavailable at the time of the hearing that could be outcome determinative.

5. In the case of suspension or expulsion, the student can appeal in writing to the Vice President of Student Affairs and/or his designee within three (3) business days of the receipt of the hearing panel's determination.

6. In the case of suspension or expulsion, the student will not be permitted to be on campus or attend classes pending the outcome of the appeal unless implementation of the sanction is delayed by the Vice President of Student Affairs and/or his designee due to extraordinary circumstances.

The request for review of an appeal will be considered by the Vice President of Student Affairs and/or his designee to determine whether grounds for an appeal exist. The student will have the right to request an appeal based on any of the following grounds:

1. A sanction that is (substantially) disproportionate to the severity of the violation.

2. A material deviation from written procedures that jeopardized the fairness of the process.

3. A demonstrable bias by a member(s) of the board.

4. New information, unavailable at the time of the hearing that could be outcome determinative.

The Vice President of Student Affairs and/or designee will review the written request for an appeal within five (5) business days of receipt to determine whether there is sufficient basis to grant an appeal. If so, he/she will proceed to hear the appeal, or return the complaint to the original hearing body for reconsideration or rehearing in light of the basis for the appeal.

1. If the Vice President of Student Affairs and/or his designee determines that there is not a sufficient basis to change the decision of the hearing officer, the student will be notified in writing within five (5) business days.

2. Appeals are deferential to the original hearing determination, and are not intended as a rehearing. If the Vice President of Student Affairs and/or his designee hears the appeal, he/she may determine that there is a sufficient basis to change the determination of the hearing panel if there is clear error or compelling justification, only. If so, he/she may reverse, sustain or modify the decision, or change the sanction. Normally, appeals involve a review of the hearing record and appeal request. At the discretion of the Vice President of Student Affairs and/or his designee, the parties, witnesses or written documentation may be interviewed/reviewed as necessary to assure fairness.

3. The decision of the Vice President of Student Affairs and/or his/her designee will be final.

Referrals

Once a report has been received, the Dean of Student Life & Conduct and/or his/her designee will initiate one of the following actions:

1. If the allegation(s) does not warrant any action from the Office of Student Conduct Process & Policies, the parties involved will be notified in writing that the matter is closed and that no further action will be taken; or

2. Notify all necessary parties involved that a formal community standards review board hearing will be held.

Notification of Complaint Dismissal

If it is determined by the Dean of Student Life & Conduct and/or his/her designee that the allegation(s) do not warrant conduct review, the person filing the complaint will be notified in writing that the complaint has been dismissed and the reason for the dismissal shall be indicated within the notification.

Academic Dishonesty

Bergen Community College is committed to academic integrity- the honest, fair and continuing pursuit of knowledge, free from fraud or deception. Students are responsible for their own work. Faculty and academic support services staff will take appropriate measures to discourage academic dishonesty. The College recognizes the following general categories of violations of academic integrity.

Academic integrity is violated whenever a student does one or more of the following:

1. Uses unauthorized assistance in any academic work

    a. Copies from another student's exam

    b. Uses notes, books, electronic devices or other aids of any kind during an exam when doing so is prohibited

    c. Steals an exam or possesses a stolen copy of any exam

2. Gives unauthorized assistance to another student

    a. Completes a graded academic activity or takes an exam for someone else

    b. Gives answers to or shares answers with another student before or during an exam or other graded academic activity

  c. Shares answers during an exam by using a system of signals

3. Fabricates data in support of academic assignment

  a. Cites sources that do not exist

  b. Cites sources that were not used

  c. Submits any academic assignment which contains falsified or fabricated data or results

4. Inappropriately or unethically uses technological means to gain academic advantage

  a. Inappropriately or unethically uses technological means to gain academic advantage

  b. Uses any devices (electronic or hidden) for communicated or unauthorized retrieval of information during an exam

5. Commits plagiarism

  a. Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws. Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own. Examples of plagiarism include instances in which a student:

    i. Knowingly represents the work of others as his/her own

    ii. Represents previously completed academic work as current

    iii. Submits a paper or other academic work for credit which includes works, ideas, data or creative work of others without acknowledging the source

    iiii. Uses another author's exact words without enclosing them in quotation marks and citing them appropriately

    iiiii. Paraphrases or summarizes another author's words without citing the course appropriately

Note: An instructor may establish other guidelines regarding academic integrity consistent with College policy.

Consequences of Violations of Academic Integrity

 A. Instructor's Sanctions for a Violation

   The faculty member will determine the course of action to be followed. This may include:

- Assigning a failing grade on the assignment
- Assigning a lower final course grade
- Failing the student in the course
- Other penalties appropriate to the violation

In all cases, the instructor shall notify the Department Chair and Dean of the department of the violation and the penalty imposed. The student has the right to appeal the decision of the instructor to the appropriate department head.

  B. Institutional Sanctions for Violations

When a violation of academic integrity has been reporting regarding a student, the Dean of Student Life & Conduct and/or his/her designee reserves the right to impose disciplinary sanctions beyond those imposed by the course instructor, which may include suspension, dismissal or expulsion from the College. The student shall have the right to a hearing before the Dean of Student Life & Conduct and/or his/her designee or the community standards review board. Full hearing board procedures can be found within the Student Code of Conduct.

Procedure for Student Complaints about Faculty

A student raising a complaint or concern about an individual or faculty member may discuss the matter with the involved faculty member.

1. If the matter is not resolved as a result of the student's discussion with the individual faculty member, or if the student chooses not to have a discussion with the individual faculty member, the student may then bring the matter to the appropriate department head.

2. The department head will hear both sides orally and attempt to resolve the issue as expeditiously as is possible (usually within one week).

3. The student will be informed by the department head as to the outcome. If the student is still not satisfied, the student may put the complaint in writing addressed to the appropriate divisional dean.

4. The matter then becomes a formal complaint or concern and will be dealt with as such.

    a. Other faculty in the discipline may be consulted by the involved faculty member and divisional dean.

    b. Counselors from the Counseling Center may be consulted by any involved party.

    c. A meeting for all concerned may be set up.

    d. Recommendations may be solicited orally or in writing from each participant. The student will be informed by the divisional dean as to the outcome.

5. If the student is still not satisfied, the student should refer the matter to the Academic Vice President in writing.

Acceptable Use of Information Technology Resources

Bergen Community College provides a rich information technology environment to support its educational activities and administrative functions. These resources, including computing systems and software, as well as internal and external data, voice, and video networks, are shared resources. To preserve them for the common good, the College expects all users, including students, faculty, staff, administrators, other employees, and members of the general public using the College's information technology resources to comply in all respects to institutional and external standards for their appropriate use. Although incidental personal use is permitted, these resources should be used primarily for College educational and administrative purposes, and such incidental personal use must conform to these same standards of appropriate use. By using College information technology resources, users agree to abide by all College acceptable use and related policies and procedures, as well as applicable federal, state, and local laws. The College reserves the right to bar access to its network or other information technology resources to those who violate its acceptable use and related policies and procedures. Further, violations may result in disciplinary action, including suspension, dismissal, and legal proceedings.

Administrative Guidelines, Regulations, and Procedures

Bergen Community College reserves the right to monitor its information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities, and to ensure compliance with all acceptable use and related policies and procedures. To this end, the College reserves the right to inspect any and all computer systems or data that reside on its telecommunications network for violations of any acceptable use and related policies and procedures.

Acceptable and Unacceptable Use

Because of the richness of the Internet and the College's information technology resources, it is not possible to catalogue exhaustively all acceptable and unacceptable uses. The lists below are meant to be illustrative. Employees and students should consult with their supervisors or classroom instructors, respectively, about the appropriateness of other uses. In free

time areas, users should address questions to lab supervisors or other responsible parties. In deciding what is and is not an acceptable use, there are two overriding principles:

1. the College's information technology and telecommunication resources exist to support the College's mission, and

2. the College is committed to ensuring a positive learning environment for all members of its community.

Thus, all users are obliged to demonstrate civility in any and all exchanges and postings, including the content of web pages, both official and unofficial. The College reserves the right to remove from its telecommunications networks any content judged to be racist, pornographic, or designed to denigrate members of the College community.

Acceptable Use

- Gathering and providing research material and data

- Analyzing research data

- Preparing course materials

- Completing class and homework assignments

- Enhancing coursework

- Enhancing educational approaches and teaching methods

- Obtaining and disseminating college related knowledge

- Developing and administering targeted demographic surveys

- Using WebAdvisor to register online for courses or to access information about one's own academic performance

- Using Datatel's Colleague or other institutional software within the scope of one's normal duties.

Unacceptable Use

- Using the network for gambling, any other illegal activity, or any activity prohibited by the College's acceptable use and related policies and procedures, including but not limited to violations of copyrights, software agreements and other contracts

- Using the College systems for commercial or profit-making purposes

- Altering system software or hacking in any form

- Gaining unauthorized access to resource entities, including use of others' passwords

- Invading the privacy of individuals

- Posting anonymous messages

- Creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail

- Disobeying lab and system policies, procedures, and protocols (e.g., time limits on workstation usage)

- Using the network in support of groups outside the College when such use is not in keeping with the mission of the College

- Creating and using individual web pages not primarily focused on the mission of the College

- Using Web Advisor to access information about someone other than oneself

- Accessing data or making use of data in Datatel's Colleague or other administrative systems software not relevant to the scope of one's job responsibilities

Security Breaches

Attempts to alter system software, to bypass security protocols, to introduce viruses, worms, or other malicious or destructive programs, or otherwise "to hack" are expressly forbidden. Any member of the College community, including a student, who intentionally breaches security will be subject to disciplinary action, including suspension and dismissal.

E-Mail Accounts

Students enrolled in credit courses or programs may request an e-mail account through the College's Website. Generally, e-mail accounts are closed when the student is no longer enrolled. The College may choose to extend e-mail privileges to students during periods of stop-out.

Violations of Acceptable Use and Related Policies and Procedures

Users are expected to notify the Office of Information Technology, classroom instructor, free time lab supervisor, or other responsible party, as appropriate, of intentional or unintentional breaches in access and data security of which they become aware. In addition, employees who are aware of serious violations of acceptable use or related policies and procedures (including malicious tampering, virus infection, or "hacking") are required to report such activity to their immediate supervisors. In the case of complaints about materials believed to be offensive or otherwise inappropriate, users are encouraged to express their concerns directly to those believed to be misusing the systems and/or to lab supervisors. If the situation persists they should bring the matter to the attention of Public Safety or other responsible parties. Individuals who violate acceptable use and related policies and procedures will be subject to appropriate sanctions, including suspension, dismissal, and legal proceedings. According to the US Copyright Act, illegal reproduction of software or other material is an offense which will subject the violating individual to civil and monetary damages. The use of e-mail or any college system for harassment or criminal activity may result in criminal penalties, including fines and imprisonment.

Bergen Community College Website Guidelines

Bergen Community College encourages the use of the Internet by faculty, staff, and students as both an information resource and as a method of communication. In keeping with this, members of the College community may have Web pages on the Bergen Community College servers. All Web page developers are expected to act responsibly and to adhere to both the Bergen Community College Acceptable Technology Use Guidelines and to the procedures established by the College for Web pages. In particular, the College expects that all members of the College community will

- obey all applicable federal, state, and local laws, including copyright law;

- adhere to fair use guidelines;

- give proper attribution of any sources;

- not use college hardware, software, or communications for personal profit; and

- not place any information on the Web pages which reflects negatively on the College or any member of its community.

Further, all Web page developers are expected to make every effort to ensure that the Bergen Community College Web site, and all pages contained within it, is accessible to the visually impaired. The College has the right to monitor all Web pages placed on its servers and remove any that violate the College's guidelines or procedures. Further, the College has the right to prohibit access to its computing resources to anyone who violates either the guidelines or subsequently established procedures.

Official Web Pages

In the following procedures an official page is defined as one which primarily contains information normally found in the College catalog, such as courses of study, and course descriptions.

Bergen Community College Home Page

The Bergen Community College homepage is the College's principal Website. It is the responsibility of the Office of Public Relations to establish style and appearance guidelines for the home page and other official pages. Any information to be included on the official college home page is to be approved by and routed through the Office of Public Relations.

Division, Department, and Curriculum Web pages

Each division, department, and curriculum is expected to have its own home page. These home pages will be links from the Bergen Community College home page. These home pages are to have a designated Web site manager, who is identified on the Web site by name, office, and e-mail address; are to be updated on a regular basis so that all information is relevant, timely, and appropriate; contain the date created or last revised; have appropriate releases or copyright permissions for all photographs, artwork, or text; follow the style guide established by the Office of Public Relations for use of Bergen Community College logo, fonts, and overall layout; verify and update all links regularly; be approved initially by the Office of Public Relations before being uploaded to the College servers. Division, Department, and Curriculum home pages will be limited by the resources available. Subsequent alterations and additions to the Division, Department, and Curriculum home pages are subject to periodic review by the Office of Public Relations.

"Unofficial" Web Pages

Faculty / Staff and Course Home Pages

Full-time and adjunct faculty and staff are encouraged to have their own home pages. When developing home pages, faculty and staff are to adhere to the following: Pages should be professional, not personal. Pages should not refer in any way whatsoever to any personal profit making enterprise such as private practice, or consulting. There must be signed releases or copyright permissions for any artwork, photographs, video or audio segments, or quoted text.

Pages should fully identify the faculty or staff member, giving name, position, office location, office phone number, and e-mail address. It is suggested that the Web page also include work schedules or office hours. Other appropriate information may be publications, presentations, and professional affiliations. If the page links to a personal home page, the faculty or staff member is responsible for the appropriateness of the information on the personal home page. Pages may not contain any material that in any way violates federal, state, or local law or material that reflects negatively on the College or any member of its community. All information on the home pages is to be timely and relevant. Pages should be updated regularly and links checked for accuracy. Faculty are also encouraged to develop course Web sites, with information such as course outlines, student assignments, lecture notes, PowerPoint presentations, and homework answers. Faculty, staff, and course pages may be limited by available resources. Faculty who need assistance developing a home page or course Websites should consult the Center for Instructional Technology. Staff members who need assistance with Web pages should consult the Department of Information Technology. Staff in either of these offices can assist the faculty or staff members in uploading pages to the server or provide instructions for the faculty or staff members to do so themselves.

Student Organization Pages

Official student organizations recognized by the Office of Student Life, may have home pages on a Bergen Community College server. Student organizations that wish to have a page loaded on the servers must have approval from the Director of Student Life; designate a member of the club as Web page manager and the Web page manager must be identified on the page; commit to updating all information in a timely fashion; obey all federal, state, and local laws, including copyright law; adhere to fair use guidelines; and give proper attribution of any sources; not post anything which reflects negatively on the College or any member of its community; verify regularly that all links from their page are active. Club home pages will be limited by available resources.

Individual Student Pages

Individual students may only have home pages on the Bergen Community College server when required as part of a course. The faculty member for the course is responsible for establishing standards for student web pages and for ensuring that students have adhered to these standards before the pages are uploaded to the Bergen Community College servers. Student home pages will be limited by available resources.

TELEPHONE DIRECTORY

Academic Advising	201-612-5480
Academic Intervention and Monitoring System (AIMS)	201-447-7168
Admissions	201-447-7196
Advanced Standing and Transcript Evaluation	.201-447-7218
Athletics	201-447-7182
Bookstore	201-445-7174
Building and Grounds	201-447-7107
Bursar	201-447-7105
Cafeteria	201-447-9251
Career Counseling	201-447-7171
Career Development	201-447-7171
Child Development Center	201-447-7165
Ciarco Learning Center (Hackensack)	201-489-1551
College Work Study Program	201-447-7171
College Deaf Education	201-301-1240
Community and Cultural Affairs	201-447-7428
Continuing Education	201-447-7488
Transfer and Career Center	201-447-7171
Counseling Center	201-447-7211
Dental Hygiene Clinic	201-447-7180
Distance Learning	201-612-5288
Ender Hall Administration	201-447-7225
Educational Broadcast Center	201-447-7132
Educational Opportunity Fund (EOF)	201-447-7139
English Language Resource Center	201-612-5292
Evening Office	201-447-7172
Financial Aid	201-447-7148
Foundation	201-447-7117
Health Services **(Emergency Dial 2)**	201-447-9257
Honors Program	201-493-3554
Institute for Learning in Retirement	201-447-7156
International Student Admissions	201-447-9294

Academics and Business Success	201-447-7211
Learning Assistance Center	201-447-7489
Library	201-447-7131
Library Media Services	201-447-7972
Maintenance	201-447-7107
Media Technologies	201-447-7132
President's Office	201-447-7237
Public Relations Office	201-447-7120
Public Safety Office **(Emergency Dial 6)**	201-447-9200
Registration	201-447-7218
Service Learning	201-447-7171
Small Business Development Center	201-489-8670
Special Services (for Students with Disabilities)	201-612-5270
Student Activities Board	201-612-5296
Student Life	201-447-7215
Student Government Council	201-447-7452
Student Newspaper (The Torch)	201-493-5006
Student Services Vice President	201-447-7491
Switchboard	201-447-7100
Testing Services	201-447-7202
Training and Compliance	201-612-5531
Transcript Requests	201-447-7218
Transfer Counseling	201-447-7212
Tutoring Center	201-879-7489
Welcome Center	201-447-7200
Writing Center	201-447-7136

Academic Divisions

Academic Vice President	201-447-7190
Arts and Humanities	201-447-7133
Arts and Communications	201-447-7143
English	201-447-7168
Philosophy and Religion	201-447-7167
World Languages and Cultures	201-447-7430
Business, Mathematics and Social Sciences	201-447-7184
Business	201-447-7184

Mathematics and Computer Science	201-447-7975
Social Science	201-493-4095
Science and Health	201-447-7178
Health Professions	201-447-7944
Nursing	201-447-7181
Science and Technology	201-447-7140
Wellness and Exercise Science	201-447-7899

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