

2000-2001



*Catalog*

**Bergen**

Community College

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2000-2001

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**Bergen Community College, 400 Paramus Road, Paramus, New Jersey 07652-1595  
(201) 447-7100 (201) 447-7845 (TTY)**

The College reserves the right to change any provisions contained in this publication without prior notice. Students are responsible for the information contained in this catalog. Failure to read this catalog does not excuse students from the requirements and regulations contained herein.

**NONDISCRIMINATION POLICY:** It is the policy of Bergen Community College to provide access to educational programs, services, and benefits to all students, without regard to religion, race, color, national origin, ancestry, age, sexual orientation, marital status, sex, disability, or veteran status.

The college complies with Title VII of the Civil Rights Acts of 1964 and 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the Americans with Disabilities Act of 1990. Questions about these laws or allegations of violations of students rights should be addressed to: Michael J. Nord, Manager of Training and Compliance Bergen Community College, 400 Paramus Road, Paramus, New Jersey, 07652 (201) 612-5331 (voice), or (201) 447-7845 (TTY) or to the Secretary, Department of Education, Washington, D.C. 20201.

# BERGEN COMMUNITY COLLEGE



## *Vision Statement*

**AS THE COLLEGE MOVES INTO THE TWENTY-FIRST CENTURY**, our vision is that of a learning community which values the contributions of all students, staff, faculty, and administrators in order to provide an unparalleled educational experience. We will support an ongoing process of improvement through continued assessment of our vision, values, practices, and mission.

### **A LEARNING COMMUNITY**

We will develop the best possible educational environment, one that promotes learning, collaboration, and shared responsibility. Using proven technological advances and a variety of instructional methods, we will enhance the learning process and maintain high academic standards.

### **A SERVICE COMMUNITY**

We pledge to evaluate and improve our services continuously and to communicate more effectively, creating an atmosphere of civility and trust.

### **A DIVERSE COMMUNITY**

We will respect the integrity of all persons and will build an inclusive community, enriched by its diversity.

### **A PARTNERSHIP COMMUNITY**

We will create partnerships with public and private institutions in fulfilling our mission. We will be vital and informed participants in the life of our county, state, and country, responsibly using all public resources in the most efficient manner.

Finally, we welcome future challenges and are willing to take the initiatives necessary to continue to be a leader among community colleges.



# The Bergen Community



Dr. Judith K. Winn, our President, is committed to excellence.



Our professors are here to help.



Get involved in intramural sports.



Rehearsing for the next play.



The friends you make at BCC will get you through.



All nations sing.

# Welcomes You!



Go Bull Dogs!

The Torch reporter interviews a college guest.



"Why not join a student club?"



Students have access to computers in 41 locations on campus: academic labs, classrooms, the library, learning centers, and Free Time Labs.



Practicing teaching methods in the Early Childhood Center.

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Master teachers make the difference.

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Our faculty is excellent.



# General Information

*Bergen Community College is a comprehensive, publicly supported two-year college that is fully 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 relatively 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 obligation of intelligent 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 help the student toward self discovery and personal self-realization. High academic standards are maintained so that the student can transfer to a four-year college 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 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 is 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 each student 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 stimulates and guides 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.

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

## HISTORY

The emergence of Bergen Community College as the county's first public two-year institution of higher learning is due to the determined efforts of many people to expand the entire 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 sub-committee 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 requested the Commissioner of Education to 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 County Club in Paramus was selected for the home of Bergen Community College.

Dr. Sidney Silverman was named as the first president of the college and consultant to the Board of Trustees in August, 1966, and assumed the full duties as president on 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. Dr. Jose Lopez-Isa became the third president on July 1, 1982. Dr. Judith K. Winn became the fourth president on July 1, 1995.

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. Construction of the Phase I campus was begun in 1969 on the 167-acre site in Paramus.

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. The college has since expanded its facilities to include additional classrooms, laboratories and library space, a theatre arts laboratory, and a student center.

## ACCREDITATIONS

Bergen Community College is fully accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104.

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

- Diagnostic Medical Sonography
- Medical Office Assistant
- Respiratory Therapy
- Surgical Technology

The Nursing Program is approved by the New Jersey State Board of Nursing and is also accredited by the National League for Nursing: The National League for Nursing Accrediting Commission, 350 Hudson Street, New York, NY 10014; 212-989-9393.

The Dental Hygiene Program is accredited by the Dental Hygiene Education Commission on Dental Accreditation of the American Dental Association.

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology.

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Services.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association.

The Legal Assistant Program is approved by the American Bar Association.

The Veterinary Technology Program is a candidate for accreditation by the American Veterinary Medical Association.

## TELEPHONE DIRECTORY

| General Offices                                     | Phone No. |
|---|-----------|
| Academic/Personal Counseling                        | 447-7211  |
| Administrative Services Vice President              | 447-7104  |
| Admissions  | 447-7196  |
| Advanced Standing and Transcript Evaluation         | 447-7204  |
| American Language Program                           | 447-7168  |
| Athletics   | 447-7182  |
| Bergen Room   | 447-7222  |
| Bookstore   | 447-9298  |
| Building & Grounds                                  | 447-7107  |
| Bursar  | 447-7105  |
| Cafeteria   | 447-9251  |
| Career Development Center                           | 447-7171  |
| Child Development Center                            | 447-7165  |
| College Work Study Program                          | 447-7462  |
| Collegiate Deaf Education                           | 447-7843  |
| TTY Phone   | 447-7845  |
| Community and Cultural Affairs                      | 447-7428  |
| Continuing Education                                | 447-7488  |
| Cooperative Education                               | 447-7171  |
| Counseling and Advisement Center                    | 447-7211  |
| Dental Hygiene Clinic                               | 447-7180  |
| East Hall   | 447-7225  |
| Educational Broadcast Center                        | 447-7437  |
| Educational Opportunity Fund (EOF)                  | 447-7139  |
| English Language Resource Center                    | 447-5292  |
| Evening Office                                      | 447-7172  |
| Executive Vice President                            | 447-7205  |
| Foundation  | 447-7117  |
| Health Services                                     | 447-9257  |
| International Student Admissions                    | 447-9294  |
| International Student Counseling                    | 447-7212  |
| Library   | 447-7131  |
| Philip Ciarco Jr. Learning Center                   | 968-9473  |
| President's Office                                  | 447-7237  |
| Public Safety Office                                | 447-9200  |
| Registration and Student Information Services       | 447-7195  |
| Service Learning                                    | 447-7171  |
| Specialized Services for Students with Disabilities | 612-5270  |
| Student Activities                                  | 447-7215  |
| Student Government                                  | 447-7452  |
| Student Newspaper, The Torch                        | 447-3029  |
| Student Services Vice President                     | 447-7491  |
| Switchboard   | 447-7100  |
| Technology Assisted Learning Lab (TALL)             | 447-7988  |
| Television Studio                                   | 447-7221  |
| Testing and Assessment                              | 447-7202  |
| Transcript Requests                                 | 447-7228  |
| Transfer Counseling                                 | 447-7212  |
| Tutoring Center                                     | 447-7489  |
| Veterans Office                                     | 447-7149  |
| Welcome Center                                      | 447-7200  |
| Wellness Center                                     | 612-5365  |
| Writing Center                                      | 447-7136  |

| Academic Divisions                         | Phone No. |
|--|-----------|
| Academic Vice President                    | 447-7190  |
| Arts and Humanities                        | 447-7133  |
| Arts & Communications                      | 447-7143  |
| English                                    | 447-7168  |
| Philosophy and Religion                    | 447-7167  |
| World Languages and Cultures               | 447-7167  |
| Business, Mathematics, and Social Sciences | 447-7184  |
| Business                                   | 447-7214  |
| Mathematics and Computer Science           | 447-7975  |
| Social Sciences                            | 447-7468  |
| Science and Health                         | 447-7178  |
| Allied Health                              | 447-7944  |
| Nursing                                    | 447-7181  |
| Science and Technologies                   | 447-7140  |
| Wellness and Exercise Science              | 447-7899  |



# Admissions

*Bergen Community College maintains an open door policy: anyone who is 18 years of age may take our classes; those under 18 who have a high school diploma may also take classes.*

*Most of Bergen's academic programs are open to anyone with a high school diploma. Some health programs have limited space and specific entrance requirements.*



## **Degree-Seeking Students**

Those wishing to complete an Associate Degree or Certificate Program must apply for admission to the college. Application forms are available from the Admissions Office in A-129.

- The completed application must be returned with a non-refundable \$20 application fee.
- Official high school transcripts (or GED test scores) must be forwarded to the Admissions Office.
- If the application is filed later than July 1 for fall admission, or November 1 for spring admission, all required documentation must be enclosed with the application
- A student on an F-1 visa must apply no later than July 1 for fall admission, or November 1 for spring admission.
- Students seeking admission to health programs should apply as early as possible as space in these programs is limited.
- Graduates of foreign high schools must submit official translations of their credentials showing that their education is equivalent to that of a United States high school graduate. Contact the Admissions Office for information on acceptable translation agencies.
- Students who have attended other colleges or universities must have transcripts sent to the Admissions Office.
- Students must complete the Basic Skills Placement Test before registering for classes.
- All students who are accepted while in their senior year of high school must submit a final transcript upon graduation.

All students accepted to the college must submit a completed medical form before registering for a Wellness and Exercise Science course.

## **Non-Degree Seeking Students**

Those who do not plan to complete an Associate Degree or Certificate Program may take classes without applying to the College. High school graduation is not a requirement for those over 18 years of age.

The Basic Skills Placement Test need not be completed before registering for classes. However it must be completed before registering for the 12th credit.

Non-degree seeking students who subsequently decide to complete a degree may apply no more than 45 credits earned prior to acceptance into a degree program.

General Educational Development diploma (GED) students who are 18 years of age or older who do not have a high school diploma may qualify for a GED diploma by:

- Passing the high school proficiency test, and
- Completing a program of 30 credits of General Education college credits.

Contact the Office of Testing and Assessment (447-7202) for more information.

## International Students

Students from outside the United States can apply for admission to Bergen Community College. They will need to apply to the college and for the international student status (F-1) with the Immigration and Naturalization Service. International students must submit documentation that shows that their high school credentials are equivalent to those of a United States high school graduate. A certified translator must translate all credentials into English. Photocopies and faxed documents are not acceptable. All international applicants must provide their passports, visa status and I-94 cards before applying for international student status. Depending upon the student's present immigration status, certain Immigration and Naturalization forms will need to be completed. Sponsorship, either from the individual student or from someone else, needs to be provided in order to document the fact that the student will be financially independent while studying at Bergen Community College. The international admissions counselor will review all documents and upon satisfactory review, an I-20 form will be produced.

International Admissions Workshops are available throughout the year for international applicants residing in the Bergen Community College area. These workshops relate the required information concerning how to apply, what Immigration and Naturalization forms are needed, discusses individual immigration problems and serves as a means of introduction of the International Admissions Counselor. They can be scheduled by telephoning (201) 447-7218.

Candidates residing outside of the United States can request an international admissions packet to be mailed to them. Upon arrival in the United States, these students should report to the International Admissions Counselor's Office with their passport and approved I-20 form.

Deadline dates for submitting all documents are strongly enforced and are as follows: for the fall semester - July 1; for the spring semester - November 1.

## Counseling

Counselors are available to advise students from other countries on their special problems, and to assist them in partaking fully in student life. For questions about Bergen Community College, United States Immigration or problems with courses, personal matters, or anything else, please call the Counseling Center at 447-7211.

## Health Career Programs

Please see "Entrance Requirements for Health Career Programs" at the end of this chapter.

## Second Bergen Community College Degree

Students who have completed a certificate or degree program at Bergen Community College, and desire to pursue another certificate or degree at the college must complete and submit a new application for admission and current application fee. 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 (AA) and one Associate in Science (AS) degree at Bergen Community College. Two or more Associate in Applied Science (AAS) Degrees and Certificates are permissible if in different majors.*

## Students With Disabilities

Bergen Community College is both pleased and fortunate to be an educational institution that is accessible to disabled students. The Office of Specialized Services serves students with physical, visual, learning, hearing, and emotional disabilities. Continuous contact is maintained throughout a student's college experience in order to assist the student in attaining his or her desired academic goals.

A student with a disability who plans to attend Bergen Community College should provide documentation of the disability and accommodations needed to the Office of Specialized Services as soon as possible otherwise, no services can be provided. You must indicate that you have a disability on the application to the college. Disclosure on the application is voluntary but must be made if services are to be provided in a timely manner.

The aids can include sign language interpreters, electronic readers, print enlargers and Braille printers, scribes, notetakers, tutors, alternative testing arrangements, counseling and support groups. Students with disabilities are encouraged to visit the **Office of Specialized Services** in Room S-131 or call (201) 612-5270 or (201) 447-7845 (TTY).

## Veterans

Students planning to receive Veterans' Administration educational benefits should report to the Office of Financial Aid (A-123, 447-7148) before the beginning of each semester of attendance, including summer session. Application 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 degree seeking New Jersey resident who is currently an active member of the New Jersey National Guard or a child or spouse of a member who was killed in the performance of his or her duties while on active duty with the New Jersey National Guard is entitled to enroll in a maximum of 12 credits per semester without the payment of tuition. Tuition-free enrollment is permitted only to the extent that federal or state financial aid does not cover tuition costs; therefore, the appropriate financial aid forms must be filed. Applicable fees must be paid by the student. All registrations under this program are on a space available basis and must occur on the specific dates and times designated. Additional information may be obtained from the Veterans' Affairs Advisor located in the Financial Aid Office, A-123 (447-7148).

## **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, provided space in classes is available following 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 prerequisites and basic skills testing requirements must be met.

## **Unemployed Persons**

New Jersey residents who have been in the labor market for at least two years and who are unemployed or in receipt of a lay-off 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. The student must pay all fees. Contact the Financial Aid Office for additional information.

## **Volunteer Fire, First Aid and Rescue Squad Members and Family**

New Jersey residents who are active members of a volunteer fire company or volunteer first aid or rescue squad or association in good standing and the dependent children and spouse of a volunteer shall be allowed to enroll on a tuition-free basis in a county college and be eligible to receive tuition credit in an amount not to exceed a maximum of \$2400. Students will be eligible for this tuition credit provided that available classroom space permits and that tuition paying students constitute the minimum number required for the course. Registration must occur on designated days only.

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 \$2400 over a four year period.

Students should contact the Financial Aid Office at (201) 447-7148 for additional information.

## **Visiting Students**

Students from other institutions should obtain written permission from their home colleges before attempting to apply or register for any courses at Bergen Community College. All prerequisites and basic skills testing requirements must be met.

## **TESTING AND ASSESSMENT**

In support of the mission of Bergen Community College, the Office of Testing and Assessment (OTA) offers a variety of testing services. The Bergen Community College Office of Testing and Assessment, 447-7202, is located in Room L-121 adjacent to the Student Center. The Office of Testing and Assessment serves the college community by identifying, developing, procuring, administering, processing, and/or evaluating examinations which meet a variety of administrative and instructional needs.

## **Basic Skills Placement Test**

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 assessment and placement test in reading, writing, computation, and algebra. The results of this test determine a student's required entry level courses in both English and mathematics. Under specific conditions, a student may have his/her 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 and Assessment, Room L-121. There is no fee for this examination.

## **Comprehensive English Language Test**

International students or students for whom English is not their native language may be required to take the Comprehensive English Language Test (CELT). This test measures proficiency in reading, writing, and listening and may place students in the American Language Program (ALP). Students placed in the ALP are required to complete this program before registering for courses in their chosen curricula. Students who complete the ALP or who have tested out of the program through the CELT are then required to take the mathematics portion of the Basic Skills Assessment and Placement Test. Under specific conditions, a student may have his/her CELT and/or mathematics test requirement waived. Further information about waivers, the CELT and the ALP is available at the Office of Testing and Assessment, Room L-121. There is no fee for this examination.

## **Challenge Tests**

Due to a variety of circumstances students may not perform to the best of their abilities on the Basic Skills Assessment and Placement Test. To reassess basic skills proficiency, challenge tests are offered in English, Computation and Algebra. Challenge tests are offered periodically throughout the semester. A copy of challenge test policies and procedures with a cur-

rent schedule of test dates may be obtained in person from the Office of Testing and Assessment, Room L-121. There is no fee for Challenge Tests.

## Proficiency Tests

Proficiency tests are offered as a means of placement for a variety of college level courses. Successful scores on 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 registration forms can be obtained from the Office of Testing and Assessment, Room L-121. There is a \$30.00 fee for each proficiency test taken.

## Credit-by-Examination

The Office of Testing and Assessment administers credit-by-examination for a large number of 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 for which the student 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 and a list of available subject examinations may be obtained at the Office of Testing and Assessment, Room L-121.

In addition, Bergen Community College students may earn college credit for learning achieved outside formal college courses through the College Level Examination Program (CLEP). Visit the Office of Testing and Assessment for more information about CLEP.

## General Educational Development (GED) Test

BCC serves as a test center for the GED test. The GED test consists of five parts which are administered over two evenings, once a month. Advanced registration is required two weeks prior to test dates on a first come, first served basis. Registrants are required to:

- Register in person on specific dates
- Pay a \$25 fee in the form of a Money Order payable to the Commissioner of Education
- Present a valid picture identification with signature
- Provide proof of birth date (a certificate of consent to participate, obtainable through this office, must be signed by a parent or guardian for 16 and 17 year old and submitted at registration)
- Present all test scores from previous GED tests.

## Special Accommodations Testing

A variety of accommodations can be provided to students if they are disabled. Each semester students are required to visit the Office of Specialized Services (S-131) to obtain accommodations for their classes.

The Office of Testing and Assessment will provide special testing based on approval from the Office of Specialized Services. Professors will also be notified. Detailed information remains confidential unless the student signs a written release form, or presents a danger to self or others.

## Instructional Make-up Testing

The Office of Testing and Assessment administers make-up tests as a service for students who have missed a scheduled classroom examination. Students must make arrangements with their course instructors to take these examinations under specific conditions in the Office of Testing and Assessment, Room L-121.

## World Language Testing

Bergen Community College awards credit and/or course waivers for World Languages through Bergen Community College World Language proficiency tests, the New York University Proficiency Testing in Foreign Languages Program, and the College Level Examination Program (CLEP). For information on any of these testing options, contact the Office of Testing and Assessment at 447-7203 in Room L-121.

## 2+2 Program

BCC participates in a 2+2 Program whereby college credits may be granted to high school students who successfully pass the equivalent of a final examination. Students who have at least a "C" average in high school and who are recommended by their instructors and principal are eligible for the program. There is a \$30 fee for each examination. Upon payment of the usual tuition and fees, and matriculation into a program at Bergen Community College, students receive a "CBE" grade for each course successfully tested. A "CBE" grade is not included in attempted credits but is included in earned credits. A "CBE" grade is not computed in a student's cumulative grade point average.

## Proctoring Services

The Office of Testing and Assessment provides special test proctoring for individuals who are participating in programs sponsored by colleges, universities, government agencies, private institutions, and business and industry which require a secure examination environment. Individuals requesting this service must make arrangements with their program sponsor to send confidential test materials and administrative instructions to the Office of Testing and Assessment. A fee is charged for test administration.

## Outcomes Assessment

Students may be asked to participate in one or more outcomes assessment measures including statewide or college designated standardized or locally developed assessment tests or procedures. If selected, students are required to participate in these assessment activities.

## TRANSFER OF CREDIT

Applicants transferring from accredited colleges may be admitted with advanced standing, if admission requirements of Bergen Community College are met. Transfer credit and advanced standing will be granted only for those courses which are similar to those offered at Bergen Community College and applicable to the specific program of study. Grades below “C” are generally not accepted for transfer.

## College Residency Policy

Students may apply a maximum of 45 transfer credits toward a degree. The maximum number of credits that can be applied toward a certificate depends on the number of credits required by the certificate. These credits may be compiled from a prior Bergen Community College degree/certificate, transfer credits from other institutions, and/or proficiency and CLEP examinations. The balance of credits required for any degree or certificate must be earned through actual course enrollment at Bergen Community College.

## Request to Take Courses at Other Institutions

Degree seeking students desiring to take a course or courses at another institution must fill out the appropriate form obtainable in the Office of Registration and Student Information Services.

## TRANSFER TO OTHER INSTITUTIONS

A transcript fee of \$3.00 will be required for each transcript sent as part of the application process. The fee is payable at the time the request is made and it takes five working days for processing. Transcript Request forms are available in the Office of Registration and Student Information Services. College policy requires that a student’s signature must appear on all transcript requests. The college is not obligated to furnish a transcript to any student or alumnus whose financial obligation to the college has not been satisfied. Only unofficial copies of a transcript will be issued directly to students.



At Transfer Day, representatives from leading universities in the region recruit BCC students to their bachelor’s programs.

## New Jersey Full-Faith-and-Credit Policy

In 1973, the New Jersey Board of Higher Education adopted a Full-Faith-and-Credit policy in an effort to improve articulation between community and state colleges and to remove any artificial barriers to transfer for community college graduates. The intention of this policy was to permit county college graduates with an AA or AS degree to enter state colleges as full juniors. With the July 1, 1994, dissolution of the Department of Higher Education the Full Faith policy is no longer a written guideline. However, the Commission charged with overseeing higher education in New Jersey is committed to the intent of this policy, and it is expected that community college credits and transfer degrees will continue to be treated as before. The policy allows individuals who earn AA and AS degrees at New Jersey public institutions to receive full credit at the state colleges for their general education courses but does not preclude the state colleges from requiring additional general education work of them. The Full-Faith-and-Credit policy applies to New Jersey community colleges and New Jersey state colleges, including Thomas Edison State College. It does not apply to Rutgers University or New Jersey Institute of Technology, although each is encouraged to adopt the policy.

## Transfer Articulation Agreements

Transfer Articulation Agreements with four year institutions have been developed for graduates of many Bergen Community College programs. A Dual Admissions Program in Business and Liberal Arts and Sciences has been established with Montclair State University. Bergen Community College has also entered into a joint transfer partnership with the New Jersey Institute of Technology, towards the Bachelor of Arts and Bachelor of Science in Engineering, Management and Computer Science. Copies of Transfer Articulation and Dual Admission Agreements are available in the Counseling Center, Room A-118, and in the college library.

## Degree Pathways Program

After earning an associate degree at Bergen Community College, students may continue to earn 20 additional credits at Bergen, and apply those credits toward a Thomas Edison State College bachelor’s degree. The remaining bachelor degree requirements can be completed through Thomas Edison State College distance learning courses, either at home or by using Bergen Community College facilities. “Distance Learning” courses are on-line courses, e-mail courses, Interactive Television Video courses, and telecourses.

## Transfer Counseling

For assistance with the college selection process, students are encouraged to speak with a transfer counselor. Appointments may be made in the Counseling Center. Information and reference materials are provided in the Transfer Library and in the Bergen Community College Library. Transfer Information Sessions are held throughout the semester. Applications for most local colleges may be obtained in Room A-118. Representatives from New Jersey and out-of-State colleges visit the campus throughout the year.



## ENTRANCE REQUIREMENTS FOR HEALTH CAREER PROGRAMS

Admission to college programs in health careers is limited to a specific number of candidates each year because of requirements imposed by accrediting agencies and the availability of faculty, college laboratory and clinical agency resources. To insure that all candidates are evaluated in the same way, within each discipline, criteria for acceptance have been developed by the Division of Science and Health and the Division of Student Services. These criteria will be utilized in determining the candidates who will be offered admission.

If you have not taken the necessary high school prerequisites, the courses can be made up by substituting courses taken at BCC. These courses must be taken BEFORE you apply to Nursing or any health career program. To be considered for most programs, science prerequisites must have been completed within the last ten years. Applicable college science courses taken more than ten years ago are not transferable.

A successful candidate for a health career 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.

Students accepted into Health Career Programs, who on the basis of the Basic Skills testing results require remediation, will be placed into a deferred acceptance category until remediation needs have been met. Deferred acceptance students must remain in contact with the Director/Coordinator of their specific Health Career Program during progression through required remediation.

State and National regulatory agencies which license graduates of Nursing and Allied Health programs may refuse to admit to licensing examinations any candidate who has been convicted of a crime or who is incapable, for medical or other cause, of discharging the functions required of a Nurse or Allied Health technician.

| Minimum Entrance Requirements   |                             |                                 |  |  |                |
|---------------------------------|-----------------------------|---------------------------------|--|--|----------------|
| PROGRAM                         | COLLEGE CODE                | LENGTH/DEGREE                   | PREREQUISITES                              | SUBSTITUTIONS                          | MINIMUM G.P.A. |
| Dental Hygiene                  | AAS.AH.DENTL                | 2 year AAS                      | Chemistry w/lab,<br>Biology w/lab, Algebra | CHM 100<br>BIO 101, 107, 109*, MAT 035 | 2.5            |
| Diagnostic Medical Sonography   | AAS.AH.DMS                  | 2 year AAS                      | One Biology w/lab, Algebra                 | BIO 101, 107, 109*, MAT 035            | 2.5            |
| Exercise Science                | CERT.EXER.SCI<br>AS.PS.EXER | 1 year Certificate<br>2 year AS | None<br>None                               | None<br>None                           | 2.0<br>2.0     |
| Health Science                  | AAS.H.HLTH.SCI              | 2 year AAS                      | Prof. Cert./License                        | None                                   | 2.0            |
| Medical Laboratory Technology   | AAS. AH.MLT                 | 2 year AAS                      | Chemistry w/lab<br>Biology w/lab, Algebra  | CHM 100<br>BIO 101, 107, 109*, MAT 035 | 2.5            |
| Medical Office Assistant        | AAS.AH.MOA                  | 2 year AAS                      | One Science<br>One Math                    | BIO 101, 107, 109*<br>MAT 011          | 2.0            |
| Nursing (Day)                   | AAS.NURS.DAY                | 2 year AAS                      | Chemistry w/lab<br>Biology w/lab, Algebra  | CHM 100<br>BIO 101, 107, 109*, MAT 035 | 2.5            |
| Nursing (Evening)**             | AAS.NURS.EVE                | 2 year AAS                      | Chemistry w/lab<br>Biology w/lab, Algebra  | CHM 100<br>BIO 101, 107, 109*, MAT 035 | 2.5            |
| Physical Therapist Assistant*** | AASAH.PTA                   | 2 year AAS                      | Chemistry w/lab<br>Biology w/lab, Algebra  | CHM 100<br>BIO 101, 107, 109*, MAT 035 | 2.0            |
| Radiography                     | AAS.AH.RAD                  | 2 year AAS                      | One Science, Algebra                       | BIO 101, 107, 109*, MAT 035            | 2.5            |
| Respiratory Therapy             | AAS.AH.RESP                 | 2 year AAS                      | Chemistry w/lab<br>Biology w/lab, Algebra  | CHM 100<br>BIO 101, 107, 109*, MAT 035 | 2.0            |
| Surgical Technology             | CERT.SURG                   | 1 year Cert.                    | None                                       | None                                   | 2.0            |
| Veterinary Technology           | AAS.H.VET                   | 2 year AAS                      | Chemistry w/lab<br>Biology w/lab, Algebra  | CHM 100<br>BIO 101, 107, 109*, MAT 035 | 2.0            |

\* HS Biology is waived if BIO101, 107 or 109 is successfully completed.

\*\* Evening Nursing applicants cannot be accepted until general co-requisites (8 courses) have been completed. These courses are: BIO 109, BIO 209 (Anatomy and Physiology I & II) , WRT 101, WRT 201 (English Composition I & II), PHY101 (General Psychology), PHY106 (Developmental Psychology), SOC 101 (Sociology), and WEX 101 (Dynamics of Health and Fitness).

\*\*\* Meeting the minimum requirements does not guarantee admission into the Physical Therapist Assistant Program. Admission is selective, additional criteria utilized to select individuals include: Overall GPA, science GPA, year biology or anatomy completed, experience (paid or volunteer) in a physical therapy setting or other allied health field, prior education, and letters of recommendation from physical therapist(s).

# Special Programs

## EDUCATIONAL OPPORTUNITY FUND PROGRAM (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 designed to enhance their college experience and to insure the success of each participant. Such services include extensive counseling, tutorial assistance, academic advisement, career exploration, and workshops geared towards the specific needs of the students.

Participants are encouraged to attend a six-week summer program immediately prior to the fall semester of the freshman year. The summer program helps students adjust to the college environment, and also focuses on academic preparation for the fall semester. Students may advance semester of course work by attending the "Pre-Freshman Summer Program." In order to qualify for EOF a student must be a legal resident of New Jersey for at least 12 consecutive months prior to receiving the grant, have a high school diploma or equivalent, enroll for 12 or more credits, and meet financial guidelines. Dependent and Independent students are financially eligible for an EOF grant based on the following scale:

| Household Size | Gross Income for Previous Year not to Exceed* |
|----------------|---|
| 1 person       | \$16,480                                      |
| 2 persons      | \$22,120                                      |
| 3 persons      | \$27,760                                      |
| 4 persons      | \$33,400                                      |
| 5 persons      | \$39,040                                      |
| 6 persons      | \$44,680                                      |
| 7 persons      | \$50,320                                      |
| 8 persons      | \$55,960                                      |

Add \$5,640 for each additional member of the household.

\*Subject to change.

The EOF Program is not an entitlement program. Although students may qualify for the program, admission criteria give priority to first-time, full-time freshmen and to EOF transfer students in good standing from another EOF Program.

Individuals interested in the Educational Opportunity Fund Program should contact the EOF Office (Room A-126, phone 447-7139).

## COLLEGE EXPERIENCE PROGRAM

The College Experience Program is a mechanism for motivating talented high school juniors and seniors to pursue advanced education at an early stage in their academic life. Courses applied for should represent an advanced experience and reflect an accelerated academic interest. Approved applicants will be permitted to take up to two courses or six credits per semester when enrolling for the fall or spring semesters. During the summer sessions students will be permitted to take four credits or one course per session.

### *Eligibility:*

1. High school junior or senior at least 16 years old.
2. Overall average of "B" (3.0) in high school courses. Transcripts are required. Home schooled students must provide official transcripts from their Board of Education.
3. Approval by parent and high school officials.
4. Successful completion of both the English and Math portions of the Basic Skills Placement Test.

Additional tests in mathematics may be required to qualify for registration in advanced math courses. College Experience Program applicants must obtain special approval before registering for courses. Applications may be obtained by calling the Admissions Office at 447-9228, and must be returned to that office according to the published deadlines. College Experience students must register in person.

## ORIENTATION

Prior to the opening of classes, an orientation program is held to provide an opportunity for new students to become acquainted with college objectives, facilities, and programs. Students confer with faculty advisors and counselors and attend various social functions. Information pertaining to the orientation program is mailed to all entering students.

## COLLEGE FRESHMAN SEMINAR

The Freshman Seminar (IS-121) is a credit course designed to help students develop the skills necessary to succeed in college. Topics covered during the course include decision making, goal setting, time management, study skills, test taking strategies, and an overview of college resources and procedures. The seminar also offers students a chance to establish contacts with key faculty members and develop relationships with their peers.

## DEVELOPMENTAL PROGRAM

All degree-seeking students and all non-degree-seeking students who reach their 11th attempted credit must take a basic skills assessment and placement test in both English and mathematics unless they qualify for a waiver. As a result of this test the student may have to enroll in non-degree credit developmental courses in English and/or mathematics which often combine regular course work with laboratory activities. These preparatory courses emphasize the development of basic reading, writing, computation, and algebra skills which will help students perform successfully in college level courses.

### English Basic Skills

Based upon the results of the English portion of the basic skills assessment and placement test, a student may be placed in one of four entry level English course: Developmental Skills I and Developmental Skills 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.

### Math Basic Skills

Based upon the results of the mathematics portion of the basic skills assessment and placement test, a student may be placed in one of three levels of developmental math: Basic Mathematics (MAT-011) or the sequence of Algebra A and B (MAT-031 and MAT-032), or Algebra (MAT-035).

## ACADEMIC INTERVENTION AND MONITORING SYSTEM (AIMS)

AIMS is an academic and personal support program designed for students who are most at risk in a college environment because of their deficiencies in reading, writing, thinking, 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 BCC the following advantages:

- Special orientation and registration session.
- Pre-selected program of courses and services, including Basic Mathematics (Computation), Developmental Skills I (English), Basic Communications (Speech), Directed Studies in Academic Skills, tutoring, and individual counseling.
- Pre-scheduled 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.

The AIMS program is a joint effort supported by the Division of Arts and Humanities; the Division of Business, Mathematics, and Social Sciences; the Division of Student Services; and the Office of the Academic Vice President. If you wish to discuss the advantages of the AIMS program in further detail, please contact the **AIMS program coordinator, Room L-121, at 447-7852.**

## AMERICAN LANGUAGE PROGRAM

International students for whom English is not their first language and who are admitted or planning to attend Bergen Community College will be given the Comprehensive English Language Test (CELT). Testing results will be used to place students into the American Language Program courses at Bergen Community College.

Non-degree college credits earned upon successful completion of American Language Foundation, Level I, II, or III may not be used to fulfill degree requirements.

English Composition I and II (for International Students) courses fulfill the same college degree requirements as English Composition I and II.

| Courses  | Credits |
|--|---------|
| American Language Foundations<br>ALP-004, 005, 006, 007, and SPE-009 | 15      |
| American Language Level I<br>ALP-041, 042, 043, 044, SPE-001         | 15      |
| American Language Level II<br>ALP-051, 052, 053, 054, SPE-002        | 15      |
| American Language Level III<br>ALP-061, 062, 063, 064, SPE-003       | 15      |

Students placed in the American Language Program may enroll for a maximum of 15 credits per semester. Students who wish to enroll on a part-time basis should see an international student counselor for advisement on proper course selection. Students placed in the American Language program cannot take college level courses until they have successfully completed all levels of the American Language program as well as having passed required exit examinations. Also, upon completion of required ALP courses, students must take a mathematics placement test or be granted a waiver.

## COOPERATIVE EDUCATION, CAREER COUNSELING AND PLACEMENT

Cooperative Education is an academic program at Bergen Community College in which students combine classroom learning with practical work experience. The aim of the program is to provide students with meaningful and valuable learning experiences as well as specific skills related to career goals. In some majors, Co-op is mandatory and in some it is optional. On campus, students continue their usual academic program and participate in a Co-op seminar where 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 in which more than 300 employers participate.

To be eligible, a student must have fulfilled the prerequisites of the Co-op course. After having met the requirements, students

should contact the Cooperative Education and Career Development Center to fill out an application and for assistance with placement in their Co-op Work Experience.

In addition, the office offers career counseling and maintains job listings for Bergen Community College students and alumni. Ongoing workshops in Resume Writing, Interviewing Skills, and Career Planning are offered throughout the semester. For information about the above programs call the Office at 447-7171 or visit C-100.

## **SERVICE LEARNING**

Service-Learning is the integration of academic instruction with community service within a specific course. It focuses the student on critical thinking, reflection and civic responsibility. Students participate in an organized service activity that meets a community need which gives students the opportunity to gain a deep understanding of the course content. Check the registration book for courses that offer a Service-Learning component. For further information, call the Cooperative Education Office at 447-7171 or visit C-100.

## **HONORS PROGRAM**

Honors sections are offered during the fall and spring semesters. Students with a strong high school record or a college G.P.A. of at least 3.4 are invited to enroll. Honors students enjoy smaller and more challenging classes, work closely with faculty advisors, get honors credits recorded on their transcripts, and improve their prospects for transferring, earning merit scholarships, and beginning interesting careers. For further information, call the coordinator of Bergen's Honors Program, Dr. Geoffrey Sadock, at (201) 447-9284.

## **INSTITUTE FOR LEARNING IN RETIREMENT**

Bergen Community College has joined in a partnership with the Elderhostel Program, a national non-profit organization. This is part of a growing movement that is operating on 250 college campuses in the United States to offer courses and programs for adults 55 and over, to continue their educational experiences. For further information call Dean Lois E. Marshall at (201) 447-7156 or visit B-105.

## **INSTITUTE FOR CORPORATE TRAINING**

The mission of the Institute for Corporate Training is to bring the highest training at affordable prices to business, industry and governmental agencies in Bergen County. Our objective is to improve productivity and profitability as well as communication and human understanding. Our courses are offered on-site or in our classrooms at the Paramus campus or at the Ciarco Learning Center in Hackensack. We specialize in the following areas: Computer Instruction, English as a Second Language, Supervisory Skills, Leadership Skills, Total Quality Management, Communication Skills, Team Building, Diversity, Human Resource Issues, ISO Registration Preparation. The New Jersey Department of Labor offers financial assistance in the form of matching training grants. Business and organizations seeking to create, upgrade or retain high-skill wage jobs in

New Jersey can qualify. We will assist you with the grant preparation and a complete needs analysis is free of charge. *To schedule a meeting or for additional information call (201) 612-5348.*

## **CONTINUING EDUCATION**

The Continuing Education Division is an integral part of the community college. It is committed to being innovative; a leader in the pursuit of lifelong learning. One of its functions is to monitor the environment and quickly respond to the educational and training needs of an increasingly diverse society.

Continuing education serves as an incubator for testing new formats, new marketing strategies and new programs which are frequently institutionalized by the college community. Continuing education professionals have a proven track record in reaching and serving a non-traditional clientele that includes minorities, women, the unemployed, the underemployed, youth, single parents, the elderly, and working adults. The history of continuing education is marked by successful strategies for building winning partnerships that provide the innovative delivery systems needed by these diverse students.

In this effort, Continuing Education joins with over 40 federal, state and county agencies, professional organizations and other colleges and universities in co-sponsoring many of its more than 800 programs each year.

The major components of the Division of Continuing Education are: continuing professional education, workforce training and retraining, personal and cultural enrichment, computer technology, community development, domestic and international business and economic development. The general approach is proactive and highly responsive, providing citizens and businesses with access to quality programs at a variety of locations and in formats that blend education with work and self-development throughout one's lifetime. In our effort to provide quality programs geared towards business and career advancement, we have developed certificate programs such as: A+ Certification, The Career Edge, Computers in the Workplace, E-Commerce, E-Business, Entrepreneurship, Medical Billing, Medical Transcription, Microsoft Office, Natural Healing Therapist, Network Cabling Specialist, Pesticide, Reflexology, and Webmaster. The State Board of Health has approved such programs as: Home Health Aide, Certified Nursing Assistant and Certified personal Care Assistant. We also offer the convenience of online courses. The value added function of continuing education and economic development efforts is a vital complementary ingredient which provides the community with a full service college.

For information and a non-credit course catalog, contact the Division of Continuing Education at 201-447-7150 or visit the Registration Office, Room A-210, Monday through Friday, 9 a.m. to 5 p.m. The Continuing Education Catalog can be viewed on our website: [www.bergen.cc.nj.us/continuinged/](http://www.bergen.cc.nj.us/continuinged/)

## PHILIP CIARCO JR. LEARNING CENTER

The Philip Ciarco Jr. Learning Center, located at 355 Main Street in Hackensack, was founded by the college in 1970 to provide educational and counseling services for adults who have not completed a formal high school education and for adults who are interested in English as a Second Language. Since then, over 50,000 adults have enrolled at the Center. Many of these adults have gone on to college and other post-secondary training.



ESL, GED, and Adult Basic Education classes are held in the new Ciarco Learning Center, as well as off-site at Ridgefield Park, Teaneck, Fair Lawn, and Hackensack high schools.

The Center offers a variety of free and tuition courses both on and off site for adults who wish to enhance their education. The programs at the Ciarco Learning Center are scheduled to enable adults to enroll at anytime, regardless of whether they are seeking basic remediation or preparation for college admission. Through the concept of individualized instruction, adults who have not completed their education can enter the Center at any level of ability and move from that point to achievement of their goals.

Adults seeking to earn a Bergen Community College associate's degree can also begin their program at the Ciarco Learning Center. The newly renovated and expanded facility houses spacious seminar rooms, computer laboratories, and student lounge areas. The Center is a welcoming and supportive environment for adult learners. For further information, call the Ciarco Learning Center at 201-489-1551.

Customized training programs for business and industry, and volunteer opportunities in adult education, are also available.

### **The following programs and services are offered through the Ciarco Learning Center:**

- Adult Basic Skills (free classes sponsored by the New Jersey Department of Education)
- WIB: Workforce New Jersey Job Search
- Employability Skills
- High School Equivalency (GED)
- Sigi Career Information
- Pre-College Remedial Courses
- Career Counseling
- English as a Second Language
- Programs for Business and Industry
- Citizenship Preparation
- Credit and Non-Credit College Level Courses

### **Community Counseling Service**

Free counseling services for adults include:

- Making decisions about jobs/careers
- Developing employability skills
- Completing high school education
- Planning college education
- Locating special educational and training program
- Locating services of a special nature

### **Links with Business and Industry**

The Ciarco Learning Center extends its scope of services through collaborative ventures with the Department of Labor Business Resource Network and the Federal TRA Program by providing customized training programs for business and industry to companies focusing on Basic Skills and English as a Second Language.

### **The Helen L. Haber Scholarship**

A \$500 scholarship is awarded annually to a qualified woman on the basis of financial need and educational commitment.



**Individualized instruction helps adults prepare for or begin their college careers.**

# Registration & Tuition



## ACADEMIC ADVISEMENT

Student course advisement is provided by faculty during the year at scheduled office hours or on a drop-in basis in the Academic Advising Center, A-101, in the Student Center, and at Late Registration. Counselors are available by appointment in the Counseling Center, Room A-118.

## REGISTRATION

A course schedule is published each semester that provides all necessary course information, the academic calendar and deadlines for the semester, registration forms and policy.

### Priority Registration

Currently enrolled students are given priority over all other students at the start of each semester's registration period. Students who have earned the most credits will be invited to register first.

### Open Registration

After the Priority Registration period, new and returning students will be permitted to register.

### Late Registration

Three to four weeks before the semester starts, students may encounter long registration lines and a high proportion of closed course sections. A \$20 processing fee is charged, and payment of tuition and fees in full is expected at the time of registration.

## 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, tuition refunds, etc. 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.

## Academic Calendar

Students are responsible for obtaining a copy of the official academic calendar and complying with the dates and procedures contained therein. Copies are available in the Office of Registration & Student Information Services and the Welcome Center.

## TUITION AND FEES

Tuition and fees are payable at the Bursar's office. Checks and money orders must be made payable to Bergen Community College and have student's social security number or Datatel ID number on the face. Visa and MasterCard are also acceptable. Please do not send cash through the mail.

Students will be provided a bill at the time of registration. The bill specifies the date that payment is required. Failure to pay in full by the specified date may result in the cancellation of registration.

Scholarships and other financial aid must be presented at the Financial Aid Office in order to be considered for payment of tuition and fees. Scholarships and financial aid are not applicable to the admission fees or tuition deposit.

No student may be enrolled in classes until all charges have been paid. Tuition and fees are applicable only to the semester/session for which they are paid. These monies cannot be transferred or credited to any subsequent semester/session.

## Admission Fees

|  |         |
|--|---------|
| Application Fee for degree seeking students only<br>(Non-refundable)                 | \$20.00 |
| Readmission Fee<br>(Non-refundable)  | \$10.00 |
| Tuition Deposit for newly admitted students<br>(Non-refundable and non-transferable) | \$50.00 |

A non-refundable tuition deposit is required of full-time and part-time first year students at the time of their acceptance. The Acceptance Form will contain a specific due date for payment of the deposit and return of the form.

A tuition deposit may only be applied to the semester for which it was paid. No tuition deposit is required after the first semester the student attends as a degree seeking student.

## General Fee (15% of tuition)

Payable by all students each semester or session. The general fee partially defrays the following costs: registration, parking, library, laboratory breakage, student and intercollegiate activities, student government, identification cards and graduation cost. This general 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** ranging from \$20.00 to \$60.00. Schedules and bills will indicate which courses have an additional cost factor. The tuition and fees are subject to change.

|                                 | Per Credit Rate |             |
|---------------------------------|-----------------|-------------|
|                                 | Tuition         | General Fee |
| Bergen County Resident          | \$69.35         | \$10.40     |
| Out of County Resident          | \$144.00        | \$10.40     |
| Out of State Resident           | \$154.00        | \$10.40     |
| Students on Non-Immigrant Visas | \$144.00        | \$10.40     |

## Technology Fee:

\$3.25 per credit. Maximum of \$50 per semester.

## Non-Credit Tuition

The maximum non-credit tuition charge for state fundable courses will be \$7.00 per contact hour. The maximum laboratory fees for these courses are \$10.50 per contact hour.

## NJVCC On-Line Course Fee

The New Jersey Virtual Community College on-line course fee will be \$ 80 per credit, including tuition, general, and technology fees.

**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.

## SPECIAL FEES

### Identification Card

|                |          |
|----------------|----------|
| First Card     | free     |
| Duplicate card | \$.50.00 |

### Transcripts

|                     |          |
|---------------------|----------|
| Each requested copy | \$.30.00 |
|---------------------|----------|

### Parking Permit Fee

|                    |          |
|--------------------|----------|
| First vehicle      | free     |
| Additional permits | \$.50.00 |
| Replacements       | \$.50.00 |

|                    |          |
|--------------------|----------|
| Returned Check Fee | \$.30.00 |
|--------------------|----------|

Any checks 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 must also be made by cash, money order, or certified check.

## Student Health Insurance

The State of New Jersey requires that all full-time students maintain health insurance coverage that provides basic hospital benefits. Full-time students (12 credits or more) will automatically be billed for medical insurance coverage. The plan is specifically designed for students and is offered at a reasonable premium. Students who already have health/hospital insurance and do not wish this coverage may request a waiver of the insurance fee. A waiver form will be available at the time of registration. You must complete the form and provide your insurance carrier's name and address and your policy number. Upon receipt of the form, the fee will be waived and/or payment refunded.

Part-time students (11 credits or less) are offered the option of purchasing a medical benefit plan through the College.

Specific information is provided in a brochure available through the Bursar's Office (A-229) or the Health Services Office (B-101).

**INDIVIDUALS ARE ADVISED TO READ THE POLICY CAREFULLY FOR AN EXPLANATION OF COVERED EXPENSES.**

## Change of Registration Fee

A fee of \$20.00 is charged for a change of registration initiated by the student. Course cancellation by the college will not require payment of this fee.

## 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 will also be assessed. Once the outstanding financial obligations have been met in the Office of the Bursar, withdrawals and other such termination notices may be processed in the Counseling Center (A-118). Students must

make contact with a counselor to sign a Student Transaction Withdrawal Form to clear their academic records. Such withdrawals will be processed in accordance with posted college deadlines for withdrawal.

## 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. A residence established solely for the purpose of attending a particular college cannot be defined as a person's true, permanent domicile (home). To be considered a resident of the State, a student must have resided in New Jersey for a period of 12 months 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 Registration & Student Information Services 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, you 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; however, tuition charges will not be adjusted for the current term.

### How Do You Prove Residency?

U.S. citizens or permanent residents should submit to The Office of Registration & Student Information Services:

One of the following in your name:

- A copy of your valid Driver's License/Permit
- A recent Tax, Water or Utility Bill
- A copy of a current Lease or Deed
- A Bergen County ID Card (can be obtained at the County Clerk's Office in Hackensack, Room 119-- Phone (201) 646-2106.

**AND**

**If you are an independent student:** A copy of your current and previous year's New Jersey 1040 Income Tax form

**OR**

**If you are a dependent student:** A copy of your 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. Priority in admission will be given to Bergen County residents.

### Out-of County

Out-of-county residents may pay in-county rates if they present with their tuition payment a completed out-of-county chargeback. The forms and instructions for a chargeback are available

at the Bursar's Office, (A-229) and at the Admissions & Registration Service Window (A-129). Depending upon home county requirements, a new chargeback will be needed for each academic year, or in some cases, for each semester.

## WITHDRAWALS AND REFUNDS

A student cannot be certified as having been officially withdrawn from the college or from individual courses and cannot receive any refunds unless approval from the Division of Student Services has been obtained.

Failure to officially withdraw from the course which a student is no longer attending will result in an "E" grade. An "E" grade will be calculated into your grade point average as a failing grade. The student must initiate the official withdrawal process from the college or from individual courses at the appropriate office within the Division of Student Services depending on the student's status. (Please see below.) All students are responsible for being aware of refund and last day to withdraw deadline dates which are clearly stated in the Academic Calendar.

A student transaction form must be completed to request a refund or to officially withdraw from a course without a penalty. All student violations, especially Bursar holds, Dean's holds, and Financial Aid holds, must be resolved before a request for refund or withdrawal can be processed. Students should retain their copy of the withdrawal form in their records. Not attending class, informing the instructor of withdrawal, or stopping payment on a check does not constitute official withdrawal notification. All students are liable for payment of tuition and fees due up to the date on which the withdrawal/drop form is officially completed within the refund period.

Refunds are based on the official starting date of the semester, not on the student's actual class attendance. Appeals for refunds are considered only under extreme circumstances, and these are requested through the Counseling Center. Students should allow four to six weeks for refund checks to be mailed by the Bursar.

| <b>Student Status</b>  | <b>Place</b>  | <b>Room</b> |
|--|---|-------------|
| EOF students   | EOF Office . . . . .  | A-126       |
| International students on visas  | Counseling Center . . . . .                                       | A-118       |
| All students enrolled for American Language classes  | Counseling Center . . . . .                                       | A-118       |
| All students receiving financial aid or student bank loans and Veterans                        | Financial Aid Office . . . . .                                    | A-123       |
| On probation or reinstated from suspension/dismissal   | Counseling Center . . . . .                                       | A-118       |
| Allied Health & Nursing students withdrawing from one or more courses                          | Counseling Center . . . . .                                       | A-118       |
| Degree seeking students in none of the above categories withdrawing from some of their courses | Office of Registration and Student Information Services . . . . . | A-129       |
| All non-matriculated students withdrawing from courses   | Office of Registration and Student Information Services . . . . . | A-129       |
| All appeals for refunds or late official withdrawals   | Counseling Center . . . . .                                       | A-118       |



## Refunds

Refunds are made on tuition and course fees only. The procedure for withdrawing from a class or classes is the same as withdrawing from college. Tuition refunds in full or part will be made if the student has completed the appropriate form with a counselor in the Division of Student Services. Refunds, if granted, will be made at percentages, based on actual date of withdrawals as follows (see Academic Calendar):

|  | Fall-Spring Semester | Summer |
|--|----------------------|--------|
| Withdrawal before the scheduled opening date of semester or session                            | 100%                 | 100%   |
| Withdrawal during first week* after scheduled opening date of semester or session              | 75%                  | 50%    |
| Withdrawal during second week* after scheduled opening date of semester or session             | 50%                  | 25%    |
| Withdrawal during third week* after scheduled opening date of semester or session              | 25%                  | -0-    |
| Withdrawal after completion of third week* after scheduled opening date of semester or session | -0-                  | -0-    |

\* Courses that meet for less than a full semester have pro-rated deadlines.

## Method of Refund

Refund will be made by college check in the name of the student and mailed to the address of record unless directed in writing by the student to do otherwise. At least four weeks after the semester has started or four weeks after completion of the withdrawal process should be allowed before receipt of the refund check is expected. Students on scholarship or other tuition assistance who withdraw in time for a refund will receive the refund only if the grantor agrees. Refund will be offered to the grantor first. Refunds for special sessions conducted by the college are paid in accordance with the calendar covering that specific session and within the framework and guidelines spelled out above.

### The following fees and deposits are not refundable:

|                                       |                |
|---------------------------------------|----------------|
| Application for Admission Fee         | \$20.00        |
| Tuition Deposit                       | \$50.00        |
| General Fee                           | 15% of tuition |
| Fee for Duplicate Identification Card | \$5.00         |
| Processing Fee                        | \$20.00        |
| Transcript Fee                        | \$3.00         |
| Readmission Fee                       | \$10.00        |
| Technology Fee (per credit)           | \$3.25         |

## Refunds for Military Service

In instances when students do not attend for a sufficient time to qualify for credit, but continue to attend classes to within four days of induction into military service, refund of tuition is in accordance with the following schedule upon proof of induction:

|  |      |
|--|------|
| Withdrawal before completion of the seventh week | 100% |
| Withdrawal thereafter                            | 50%  |

## Pro-Rata Refunds

Refunds are computed for students who are attending Bergen Community College for the first time and receive Federal (Title IV) Financial Aid and withdraw from all classes between the end of the first 60% (9 weeks) of the period of enrollment.

## Recalculation of Federal Pell Grants

The Financial Aid Office will recalculate Federal Pell Grants and other Financial Aid awards for changes in enrollment status that occur during the Tenth Day reporting period for each semester or payment session.

## Federal Refunds

Refunds are computed for the students who are not affected by the Pro-Rata Refund Policy who receive Federal (Title IV) Financial Aid and withdraw from all classes according to the following schedule:

|      |   |
|------|---|
| 100% | Prior to first day of classes.  |
| 90%  | Between the first day of classes and the end of the second week of classes. |
| 50%  | Between the third week and the end of the fourth week of classes.           |
| 25%  | Between the fifth week and the end of the eighth week of classes.           |

## FINANCIAL AID

The College is committed to counseling and aiding students and prospective students with financial need through the Financial Aid Office. The Office is located in Room A-123 and the telephone number is 447-7148.

## Types of Financial Aid

**Grants and Scholarships** are gift aid. They do not have to be repaid and are the most desirable form of aid. Call the Vice President for Student Services, at 447-7491, for information about scholarships available to Bergen Community College students.

**Loans** are money given to a student that must be repaid.

**Work/Study** is money paid to a student for work performed.

**Financial Aid programs available for eligible students include:**

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Federal Family Education Loan Program (Stafford & Plus)
- New Jersey Tuition Aid Grant
- New Jersey Educational Opportunity Fund
- New Jersey Garden State Scholars
- New Jersey Distinguished Scholars
- New Jersey Urban Scholars
- New Jersey Class Loan
- Private and Institutional Scholarships
- Veterans' Administration Educational Benefits

## Qualifications for Financial Aid

In order to be considered for all the federal and state aid programs students must:

1. Be accepted as a matriculated student by the Admissions Office.
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. Be sure to include Bergen Community College's Title IV code (004736) in the section "What Colleges Do You Plan To Attend?"
3. Complete and submit the Bergen Community College Certification Form which is available at the Financial Aid Office.
4. Meet the standards of Academic Progress as set by the college to conform with federal and state regulations. A copy of the standards is available at the Financial Aid Office. These standards are in addition to the Satisfactory or Conditional Academic Standing Regulations. (See Academic Policies and Regulations.)
5. Submit the following documents to the Financial Aid Office:
  - a. A copy of the student's high school diploma
  - b. A copy of the student's Alien Registration card, if a non-citizen.
6. Have a financial aid transcript sent to the Financial Aid Office by any post-secondary school the student may have attended within the three months prior to attending Bergen Community College.
7. Submit additional documents as indicated on the Student Aid Report such as income tax returns.

## Application Deadlines

Students interested in receiving financial assistance, including student loans, should file an application and must submit all required documentation by the following deadlines:

- Fall Applicants, Continuing Students . . . . . May 1
- Fall Applicants, New Students . . . . . July 1
- Spring Only Applicants . . . . . November 15

Once a student's financial aid file is complete, it will be reviewed by a financial aid counselor. An award letter will be sent to the student indicating what aid programs have been awarded. If a student wishes to use financial aid funds in the payment of a tuition bill, the student should not register for classes until an award letter has been received.

The application process can take up to six weeks, therefore students are urged to file the FAFSA and submit required documents well before the application deadlines.

## 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.

### 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 \$1,500 can be claimed for each of the first two years of 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 \$1,000 of payments for qualified tuition and fees and 50 percent of the second \$1,000. 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.

**Example:** A married couple with an adjusted gross income of \$60,000 with two children in college at least half time -- one a freshman at a community college with a tuition of \$2,000 and the other a sophomore at a private college with tuition of \$11,000. Using the Hope Scholarship Tax Credit, this couple can cut their taxes by \$3,000.

**The Lifetime Learning Tax Credit** picks up where Hope leaves off and is available 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 \$1,000 -- 20 percent of the first \$5,000 paid in qualified tuition and fees. A taxpayer can claim only one Lifetime Learning credit per tax 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.

**Examples:** A homemaker in a family with adjusted gross income of \$70,000 enrolls in a graduate teacher training program at a public university -- tuition \$3,500. Using the Lifetime Learning Credit, her family's income taxes are cut by \$700. Or a married auto mechanic with family income of \$32,000 goes back to school to take some computer courses to improve job skills. The tuition is \$1,200 -- the tax savings, \$240.00.

Both tax credits are phased out for joint filers who have between \$80,000 and \$100,000 of adjusted gross income, and for single filers who have between \$40,000 and \$50,000 of adjusted gross income.

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 **www.irs.gov**.



# Academic Policies & Regulations

## ACADEMIC RECORDS

The Office of Registration & Student Information Services issues an academic record of 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 Status

Verification or certification of student enrollment status can be done only with the student's signed consent. Verification or certification can be requested at the Service Window (A-129) of Registration & Student Information Services by filling out a Verification Authorization form, or by mailing or faxing a request to Registration & Student Information Services 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

Students are responsible for their own academic progress and standing, for preparing and participating in those classes in which they are enrolled, and for attaining the best possible 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 their 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. The Office of Registration & Student Information Services will issue an academic report reflecting each student's final grade.

## Incomplete Grades

The grade "INC" (incomplete) 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 Registration & Student Information Services 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, after the Summer 1975 Session, and only the higher earned grade shall be computed in the grade point average. The lower grade will be converted to a numerical designation.
2. A student shall have the option to repeat an "F" or "E" grade earned after the Summer 1975 Session once. If the student fails to complete the course after two attempts, the student may appeal, in writing, to the appropriate divisional dean, 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 grade point average. The "F" or "E" grade will be converted to a numerical grade. 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 Allied Health 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.

## Forgiveness Policy

After ten years of continuous non-attendance, students may appeal through the Academic Standing Committee for a forgiveness of grades. If students meet the following requirements, their previous grades will remain on the official record, but they will start with a new GPA.

- Complete at least 12 college-level credits at Bergen Community College.
- Have a minimum of 2.75 GPA in these new college level courses.
- This policy does not exempt students from basic skills requirements.

## Course Grade Appeal Policy

1. A student raising a complaint or concern about a course grade should 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 should 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 should 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. Grade appeals are 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 grade or credit for them may do so as auditors.

- An application for audit status must be obtained from the Office of Registration & Student Information Services.
- 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.

### The following grades may be assigned by the instructor:

| 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 repeated to earn credit | Yes                           | No                         | Yes                            |

### 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 equivalent to earned grade of "C" or better | No                            | Yes                        | No                             |

Grades of A, IN, T, 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 grade point average.

## How to Calculate your Grade Point Average (GPA):

As indicated before, grades of A, B, C, D, E and F are assigned a point value (A= 4 points, B = 3 points, C = 2 points, D = 1 point, E = 0 points, F = 0 points). Your Grade Point Average is calculated by multiplying the point value of the grade you received in each course by the number of credits offered for the course. The resulting number is called “total quality points.” Next, add up the total quality points and divide by the number of credits. Be sure to include only the grades of A, B, C, D, E and F. The other grades do not affect your Grade Point Average.

**Example:** A student receives the following grades over the course of two semesters at Bergen Community College:

|                         | Grade | Point<br>value of<br>grade | Credits<br>for<br>Course |    |               | Total<br>Quality<br>Points |
|-------------------------|-------|----------------------------|--------------------------|----|---------------|----------------------------|
| <b>Semester I</b>       |       |                            |                          |    |               |                            |
| U.S. History            | C     | 2                          | X                        | 3  | =             | 6                          |
| Foundations of Phys.Ed. | B     | 3                          | X                        | 2  | =             | 6                          |
| Speech Communication    | A     | 4                          | X                        | 3  | =             | 12                         |
| Statistics              | C     | 2                          | X                        | 3  | =             | 6                          |
| English Composition I   | D     | 1                          | X                        | 3  | =             | 3                          |
|                         |       |                            |                          | 14 | Total Credits | 33                         |
|                         |       |                            |                          |    |               | Total Quality Points       |

This student received a Grade Point Average of 2.36 for Semester I. This was arrived at by dividing the “total quality points”(33) by the total credits (14). We would say that the student’s semester Grade Point Average was 2.36.

|                     |   |   |   |    |               |                      |
|---------------------|---|---|---|----|---------------|----------------------|
| <b>Semester II</b>  |   |   |   |    |               |                      |
| English Composition | F | 0 | X | 3  | =             | 0                    |
| U.S. History II     | B | 3 | X | 3  | =             | 9                    |
| General Biology I   | A | 4 | X | 4  | =             | 16                   |
| Music Appreciation  | C | 2 | X | 3  | =             | 6                    |
|                     |   |   |   | 13 | Total Credits | 31                   |
|                     |   |   |   |    |               | Total Quality Points |

The student received a Grade Point Average of 2.38 for Semester II (31 divided by 13).

A “Cumulative Grade Point Average” 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 our example, the Cumulative Quality Points add up to “64.”

Add the “Semester I Total Credits” (14) to the “Semester II Total Credits” (13). The resulting figure is called “Cumulative Credits.”

Divide the Cumulative Quality Points by the Cumulative Credits. The resulting figure is called the “Cumulative Grade Point Average” as it reflects all of the grades taken at BCC. Therefore, for the purpose of our example, it can be said that this student has a “Cumulative Grade Point Average” of 2.37: 64 Cumulative Quality Points divided by 27 Cumulative Credits = 2.37 Cumulative Grade Point Average.

Students wishing further assistance in understanding their grade point average should contact the Counseling Center in Room A-118.

## ACADEMIC HONORS

### Dean's List

The Dean's List is official recognition by the faculty of outstanding academic accomplishment. Any matriculated student who has maintained a cumulative scholastic average of 3.50 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.)

### Honors List

The Honors List is official recognition by the faculty of outstanding academic achievement during the course of one semester. Any matriculated student who has attained a scholastic average of 3.50 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.)

### Alpha Beta Gamma

Alpha Beta Gamma is a National Business Honor Society that was established in 1970 to recognize and encourage scholarship among college students in business curricula. To achieve this goal, Alpha Beta Gamma provides leadership opportunities, forums for the exchange of ideas, and the stimulation of interest in continuing academic excellence. Since its founding, over 15,000 students from public and private two year colleges have been initiated in the society.

To be eligible for membership in Alpha Beta Gamma, a student must be enrolled in a business curriculum in a junior or community college, or a two year accredited program within a college or university. The student must have completed 15 credit hours with at least 12 hours taken in courses leading to a degree recognized by the institution. In addition, a student must have established academic excellence of a 3.0 GPA or its equivalent in business courses, as well as a 3.0 overall average.

### Phi Theta Kappa

Phi Theta Kappa, the International Honor Society of the Two-Year College recognized by the American Association of Community Colleges, is represented at Bergen Community College by the Alpha Epsilon Phi Chapter. Its purpose is the recognition of academic excellence and the promotion of scholarship, fellowship, leadership, and service in the two-year college. Students must meet the following criteria for membership and retention.

#### A. Eligible Degree Programs

Students in the following degree programs are eligible for continued and new membership: AA Degree, AS Degree, AAS Degree.

#### B. Registration

1. New Members. Qualified students are selected from those who are registered for the fall or spring semesters. Membership is not open during the summer session. Students must be invited to join by the Faculty Advisor. Students will receive a letter in the mail if they qualify.

2. Continued Membership. Qualified students will retain membership as long as they are actively registered fall and spring semester between induction and graduation. PTK members are not required to attend summer sessions.

#### C. Grade Point Average

1. New Members. Students must achieve the following cumulative GPA based on degree credits attempted or earned:

| Credits Category | Qualifying GPA* | Degree Credits Attempted** | Degree Earned** |
|------------------|-----------------|----------------------------|-----------------|
| 1                | 4.0             | 12-15                      | 12-15           |
| 2                | 3.90-4.00       | 16-31                      | 16-31           |
| 3                | 3.80-4.00       | 32-47                      | 32-47           |
| 4                | 3.65-4.00       | 48+                        | 48+             |

Where the number of degree credits earned and number of degree credits attempted fall into different categories, the qualifying GPA is determined by the category that has the least number of credits.

2. Continued Membership. Students must maintain a cumulative GPA of at least 3.50. Students who fall below a 3.50 cumulative grade point average will lose their membership in the Alpha Epsilon Phi Chapter.

3. All Grades are considered. Grades in all degree and non-degree courses from all semesters and sessions during which time the student took course work at Bergen Community College are considered in determining the qualifying cumulative GPA of new members and the retention of continuing members.

4. Transfer Students. Students who have transferred to Bergen Community College may apply for consideration for membership using the "Degree Credit Earned" category. Each student must be assessed on a case-by-case basis and must make an appointment with the Phi Theta Kappa advisor or co-advisor.

5. Leave of Absence. Students who take a leave of absence must notify the Phi Theta Kappa advisor in writing on their return to reactivate member status.

#### D. The Society

Alpha Epsilon Phi is an active society on campus. To maintain membership within the Chapter, attendance at meetings and/or service is necessary. Service equates to approximately eight hours per year, and the type of service changes from year to year depending on the chapter's executive committee. There are no excused absences from required meetings; missing a meeting results in two hours of service. During the past ten years, the annual time devoted to Phi Theta Kappa by a member is approximately 18 hours.

\* The qualifying GPA includes grades in all degree as well as non-degree courses.

\*\* Attempted and/or earned credits in non-degree credits courses are not used to determine minimum credits in these categories.

## DEGREE REQUIREMENTS

Bergen Community College offers degree programs leading to Associate of Arts (AA), Associate in Science (AS), and Associate in Applied Science (AAS) 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.

A student may be required to take courses which are not part of the curriculum either to remove deficiencies or to upgrade skills as indicated by the results of the Basic Skills Placement Test. Students in all degree programs and in certain certificate programs are required to successfully complete a course in basic algebra if their placement tests indicate this need.

To be eligible for an Associate Degree (AA, AS, AAS) or a certificate, a student must be matriculated and in good standing, and have completed the number of degree credits specified for the particular curriculum with a 2.00 or better cumulative grade point average. The student must also have satisfied or waived any course requirements resulting from the Basic Skills Placement Test.

A student must be officially enrolled and matriculated at the college during the regular semester or summer session in which the degree will be conferred.

### Application for Degree and Graduation

It is the responsibility of the student to apply for their degree or certificate by completing an Application for Degree, which can be obtained from the Office of Registration and Student Information Services Window, A-128. Degrees are conferred in accordance with the calendar shown :

#### If completing requirements by:

December (Fall Semester)  
May (Spring Semester)  
August (Summer I/Summer II)

#### Must submit application by:

End of August  
End of November  
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 Registration and Student Information Services 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 various times of the academic year, there is only one Commencement ceremony, which takes place in May (please check the academic calendar for 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 the Student Center by March 3. Lists for graduation are compiled as of this date.

### Allocation of Credit Hours to Courses

Generally, one credit hour is assigned for each 800 minutes of lecture-discussion or for each 1600 to 2400 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. A program of more than 18 credit hours must be approved by the Dean of Student Services.

#### 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 each summer session.

### Change of Curriculum

A student desiring a curriculum change should discuss the possibilities with his or her 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
3. Make curriculum changes by the date listed in the Academic Calendar for the succeeding semester.

Where seats in any curriculum are limited, priority will be given to Bergen County residents. Curriculum changes requested after the completion of 32 credits may require the approval of the Office of the Vice President of Student Services.

### Graduation/Transfer Rates

In compliance with the Higher Education Amendments of 1998, Bergen Community College collects information on graduation and transfer of its students. Copies of a report on graduation and transfer rates may be reviewed/obtained in the Research and Planning Office, the Library, the Admissions Office, and the Office of Registration and Student Information Services.



## ACADEMIC REGULATIONS

### Academic Conduct

In cases when students are charged with academic irregularities, such as dishonest conduct during an examination or plagiarism in the preparation of an essay, laboratory report, or oral presentation, the instructor has the authority to:

1. Give the student a failing grade for the assignment if, within the course's total requirements, non-completion of that assignment would not constitute sufficient ground for failing the course; or,
2. Give the student a failing grade for the course if, within the course's total requirements, non-completion of that assignment would preclude the student's passing the course.

The instructor must make a written report to the Vice President of Student Services of whatever action he or she has taken and its justification. In turn the Vice President of Student Services must send a copy of the instructor's report to the student. Within ten days of receipt of such notification, the student may appeal the decision in writing to the Vice President of Student Services. The Vice President of Student Services shall be responsible for maintaining a cumulative file of all infractions of academic honesty.

Two such offenses shall be sufficient grounds to suspend a student from the college. Thus, should it be verified that a student has committed a second such offense, the Vice President of Student Services will report the matter to the Committee on Academic Standing and recommend an appropriate action.

### 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:

| Cumulative Credits | GPA |
|--------------------|-----|
| 12-23 credits      | 1.7 |
| 24-35 credits      | 1.8 |
| 36-47 credits      | 1.9 |
| 48+                | 2.0 |

### Conditional Academic Standing

Any 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 with conditional academic standing and will be sent a letter to that effect by the Office of Registration and Student Information Services.

Conditional academic standing 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 conditional academic standing will not be permitted to register either by mail or in person until they see an advisor in the Counseling Center.

### Removal of Conditional Academic Standing Status

Any student who, after the end of the conditional semester, meets the grade point average for credits attempted as specified above shall be classified as a student with satisfactory academic standing and will be notified of such standing by the Office of Admissions & Registration.

### Academic Suspension

A student with conditional academic standing who fails to achieve the required grade point average at the end of his/her conditional academic standing semester will be placed on academic suspension. Suspended students will be reclassified in 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 Registration and Student Information Services along with conditions for seeking reinstatement.

### 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 or Dismissal

After being suspended/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 see 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. There is a \$20 fee for the reinstatement application.

### Appeals of Student Status

A student who desires to appeal his/her status may do so by making an application for reinstatement in the Counseling Center, Room A-118. If a student is placed on suspension at the end of the fall semester, the reinstatement, if approved, would be for the following fall semester. If a student is placed on suspension at the end of the spring semester, the reinstatement, if approved, would be for the following spring semester. Deadline date for filing appeals are December 1, for the spring semester and April 1, for the fall semester. Appeal forms are available in the Counseling Center, Room A-118.

## 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. The committee also takes responsibility for reviewing and recommending policies and procedures pertaining to the overall academic regulations of the college. 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.

## 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 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.)

## 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 a.m. and 5 p.m. or to the evening office if before 9 a.m. or after 5 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 INFORMATION TECHNOLOGY USE AT BERGEN COMMUNITY COLLEGE

Bergen Community College promotes the responsible use of Information Technology (voice, video, data). Individuals who accept the privilege of using college property (facilities, resources, equipment or real estate) also accept the agreements that have been established for their use and are expected to adhere to them. Even though the primary purpose of the Bergen Community College Information Technologies programs is educational, the college also supports economic development and the quality of life in Bergen County.

## Code of Conduct for BCC Information Technology Users

Bergen Community College does not attempt to define all acceptable or unacceptable uses of the network. However, it does rely on the honesty, integrity and respect for the rights of others with a conscious effort to be of service to the community when utilizing Information Technology resources and the Telecommunications Network. Accounts issued to individuals are intended for the sole use of that individual and are non transferable. Owners are responsible for all usage of their assigned accounts.

## Examples of Acceptable Use Encouraged by BCC

1. Gathering and providing research material and data
2. Analyzing data
3. Preparing course materials
4. Enhancing coursework
5. Enhancing educational approaches and teaching methods
6. Obtaining and disseminating college related knowledge
7. Developing and administering targeted demographic surveys

## Examples of Unacceptable Use Prohibited by BCC

1. Using the network for any illegal activity including but not limited to violations of copyrights, software agreements and other contracts
2. Using the college systems for commercial or profit-making purposes
3. Altering system software or hardware configurations
4. Gaining unauthorized access to resource entities, including unauthorized use of others' passwords
5. Invading the privacy of individuals
6. Posting anonymous messages
7. Creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail
8. Disobeying lab and system policies, procedures, and protocol (e.g. Time limits on workstation usage)

9. Using the network in support of groups outside the college when such use is not in keeping with the mission of the college
10. Using individual web pages not primarily focused on the mission of the college

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. Individuals who violate Acceptable Information Technology Use at Bergen Community College will be subject to appropriate sanctions.

## **BCC WEB SITE GUIDELINES**

BCC 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 BCC servers. All Web page developers are expected to act responsibly and to adhere to both the BCC 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 copyright law; (2) adhere to fair uses 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 BCC 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.

### **BCC Web Site Procedures**

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.

#### **'Official' Web Pages**

##### **1. BCC Home Page**

The BCC home page is the college's principal Web site. 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 this office.

##### **2. 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 BCC home page. These home pages are to have a designated Web site manager who is identified on the Web site by name, office, and

email 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 BCC 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**

##### **1. 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 email 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 Web sites should consult the Center for Instructional Technology. Staff 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 member in uploading pages to the server or provide instructions for the faculty or staff member to do so him or herself.

##### **2. Student Organization Home Pages**

Official student organizations, that is, those recognized by the Office of Student Activities, may have home pages on a BCC server. Student organizations that wish to have a page loaded on the servers are to have approval from the Director of Student Activities; 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.*

### **3. Individual student home pages**

Individual students may only have home pages on the BCC 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 BCC servers.

*Student home pages will be limited by available resources.*



**[www.bergen.cc.nj.us](http://www.bergen.cc.nj.us)**

# Student Life

*The Office of Student Life provides and promotes campus programming activity 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*



## **CLUBS AND STUDENT DEVELOPMENT**

Students at Bergen Community College are encouraged to enrich their college experience through participation in a variety of activities including Student Government Council, Student Activities Board, clubs, and organizations. There are many active clubs on campus that appeal to a variety of interests of students. To find out how to become involved in these clubs, call the Office of Student Life at (201) 447-7215 or visit Room A-115.

### **African Student Coalition**

Students interested in their African heritage are welcome. Programs will be presented to delve into their roots and history.

### **Alpha Beta Gamma**

Alpha Beta Gamma is a National Business Honor Society that recognizes and encourages scholarship among students in business curricula.

### **Anime**

Anime is a student club that focuses on learning more about the Anime type of drawing style and illustration, derived mostly from the Japanese artist. Story lines are strongly influenced by issues of technology, religion, and the environment, as well as teaching about choices, leadership, and helping others.

### **Arab Student Association**

Students of Arab descent or interested in Arab culture are invited to join this organization.

### **Art Guild**

The Art Guild sponsors an annual juried art show, exhibits student work on campus and visits museums in the metropolitan area.

### **Asian Student Association**

The Asian Student Association was organized in September of 1989. The main purpose of the association is to promote activities which focus on Asian cultures and issues throughout the academic and ethnic community served by Bergen Community College. All students of the college are invited to join its membership and participate in its activities.

### **Bergen Indian Student Association**

Students interested in Indian culture of Indian descent are encouraged to become involved with this association.

### **Bergen Paralegal Club**

The Bergen Paralegal Club is open to any students studying or interested in the Legal Assistant field.

## **Biology Club**

Students studying or interested in the biology field are welcome to join this club.

## **Black Student Union**

The Black Student Union sponsors social and cultural events aimed at increasing awareness about the rich heritage of African-American people. The club also promotes political awareness with visits from local government officials.

## **Caribbean Club**

The Caribbean Club provides a support system for students of Caribbean descent or origin. The club visits a variety of exhibits on Caribbean art, books, and music, and sponsors events to promote the cultural richness of this region.

## **Chess Club**

Like to play chess? This is the club for you! Weekly chess matches are held at BCC and the club participates in collegiate tournaments.

## **Christian Fellowship**

Members of the Christian Fellowship conduct bible readings, hold discussions on religious themes, and view religious movies. All are welcome.

## **Criminal Justice Club**

Comprised of students from all disciplines, the Criminal Justice Club is dedicated to the development of greater understanding of the complex problems and responsibilities facing the criminal justice system in a multicultural society. The club sponsors speakers with specialized backgrounds and trips that bring students into contact with institutions within the three areas of the system. An emphasis is placed on projects that promote career opportunities for the BCC student.

## **Dance Club**

Students studying or interested in pursuing the art of dance are welcome to join this club. An annual dance performance is held each spring.

## **DECA**

DECA, the Distributive Education Club of America, is a nationally recognized business club which sponsors a competition aimed at developing business skills in marketing, retailing, finance and human relations. Each year, students compete locally and on the national level in events which test their business skills.

## **Dental Hygiene Club**

Students in the Dental Hygiene Club sponsor an annual open house, help promote dental care awareness on campus, and participate in the New Jersey Dental Hygiene meetings in order to remain current with the latest developments in dental health care.

## **Early Childhood Education Club**

The Childhood Education Club meets to discuss issues in child care. Each year, the club sponsors forums on children's rights and many of the issues that confront the child care profession today.

## **Environmental Club**

The Environmental Club is one of BCC's more active organizations. Students interested in preserving the environment, recycling, environmental issues and concerns are welcome to join this club. Highlights during this past year were raising monies for Walden Woods, a two week event celebration for Earth Week and a trip to Walden Pond.

## **Filipino American Association**

Students share their culture and experiences with the college community.

## **French Lover's Association**

Students are involved in activities which explore the cultural contributions of French speaking nations: France, Canada, West Africa, Belgium, Switzerland, etc. Film series, trips to the theatre, restaurants, museums, ballets and programs on holidays, highlight the year.

## **Hillel Club**

The purpose of the Hillel Club of Bergen Community College is to give members the opportunity to explore various dimensions of Jewish history, philosophy, and culture and to participate in Jewish cultural events. All members of Bergen Community College are invited to participate.

## **History/Political Science Club**

The History/Political Science Club is open to any students studying or interested in this academic arena.

## **Horticulture Club**

Students who want hands-on-activity in working with plants and cut flowers are invited to become members in the Ornamental Horticulture Club. The club plans and executes a variety of floral displays and garden designs. Members make visits to botanical gardens to explore the multitude of flora and fauna that exist in nature.

## **Hotel/Restaurant Club**

The Hotel/Restaurant Club sponsors the annual ice carving contest in December, caters the faculty/staff holiday party, and hosts lectures for the speakers from the culinary arts industry. In addition, members visit trade shows as well as hotels and restaurants in the metropolitan area to observe operating procedures and learn what makes them successful in the hospitality industry.

## **Intercollegiate Athletics**

The Athletic Department presently sponsors a variety of popular intercollegiate athletic programs for men and women. The men's intercollegiate teams include soccer, cross-country, basketball, baseball, golf, wrestling, track and field and tennis. The women's programs compete in cross-country, softball, volleyball, track and field, golf, and tennis. The intercollegiate programs include professional coaches and schedules, which compete on a national level. The athletic facilities are professionally maintained and regularly updated. They include a gymnasium which seats 1,200 persons for basketball, a 75 foot by 45 foot, 6 soccer field which seats 200, baseball and softball fields, a fitness center and a multi-purpose field.

The college is a member of the Garden State Athletic Conference as well as the National Junior College Athletic Association (NJCAA). The College also competes in Region XIX, which consists of colleges from New Jersey, Eastern Pennsylvania and Delaware. Individual teams may also schedule two-year colleges from other states and Canada.

The Bulldogs (colors - purple, white, orange) regularly place athletes on All-American, All Region, and All Conference athletic and scholastic teams.

## **Intercultural Communications Club**

Open to all students, the purpose of this club is to enhance the socialization of international students, provide an opportunity for international students to develop their American English skills in a non-academic environment, secure an atmosphere for effective intercultural exchange and to improve communication between international students and native speakers of American English.

## **International Students Association**

The International Students Association brings together foreign and American students to share their diverse cultural backgrounds and to discuss current international events. The club sponsors trips to cultural centers and film festivals, and provides international career guidance sessions.

## **Intramural Sports**

Intramural sports are available to those students who enjoy competition with a less rigorous schedule. The Athletic Department, which sponsors intramurals, provides activities such as three-man basketball, four on four soccer, tennis, chess, volleyball, ping pong, and others depending on student interest. The co-ed activities are scheduled during student activity hours and are available to all College students. Awards are presented to winners in each category. Students need to be in good physical condition and sign an intramural waiver form. If you are interested in getting involved in intramurals, please call (201) 447-7182.

## **Korean Student Association**

Students get together to share their culture and experiences.

## **Labyrinth**

Bergen Community College's literary and art magazine which is published annually, welcomes submissions from all.

## **Latin American Student Association**

The Latin American Student Association is a student organization interested in promoting the culture of Spanish speaking countries. The Latin American Student Association is very active and sponsors seminars, workshops, lectures, movies, and trips to theater performances. In addition to these cultural events, the Association also organizes parties and bake sales to fund some of its activities. All students are invited to join!

## **Media Club**

Students studying or interested in the field of Media are welcome to participate in this club. Producing a weekly video program to air in the Student Center is one of their new ventures.

## **Music Interactive Club**

Students interested in promoting music activities and participating in musical activities and/or performances are welcome to join the Music Interactive Club.

## **Muslim Student Association**

The purpose of the MSA is to provide the opportunity for the college community to explore the dimensions of Islamic thought, history, beliefs and customs and to provide a forum for discussion of these entities. The MSA invites all members of the college community to participate.

## **Native American Heritage Club**

The Native American Heritage Club recently formed to celebrate, study and explore those with direct Native American roots. A major fall festival and celebration is planned with music, dancers, food, powwows, lectures and movies.

## **Nursing Student Association**

The Nursing Student Association strives to contribute to nursing education in order to provide the highest quality health care. To this end, the association sponsors programs on current topics including stress, biomedical ethics, AIDS, teenage suicide, and others. The club also sponsors an orientation program for first semester nursing students. In addition, members attend the New Jersey Nursing Students Association Convention.

## **Pakistani Student Association**

The Pakistani Student Association brings students together to share their cultures.

## **Philosophy Club**

The Philosophy Club, also known as LOGOS, sponsors various speakers, programs, and philosophical discussions throughout the year.

## **Phi Theta Kappa**

Students who meet the academic criteria may be invited to join the Alpha Epsilon Phi Chapter of Phi Theta Kappa, the International Honor Society of the Two-Year College. The group's purpose is the recognition of academic excellence and the promotion of scholarship, fellowship, leadership, and service.

## **Photo Clique**

Bergen's recently formed photography club is open to anyone studying photography or interested in photography. Photo shoots, studio work, contests and displays are some of the things planned for the future.

## **Physical Therapist Assistant Club**

The Physical Therapist Assistant Club (PTAC) exists to increase the awareness of the physical therapist assistant program and physical therapy on the BCC campus and within the community. The PTAC coordinates varied educational and philanthropic activities as well as sponsors an orientation program for the first semester PTA students.

## **Polish Cultural Club**

The Polish Cultural Club brings students together to share in their culture.

## **Psychology Club**

The Psychology Club familiarizes students with the many different areas of psychology. The club also provides lectures, discussion groups and other activities that guide students' decision making about what topics and specializations of psychology they might wish to pursue. Students of all majors are welcome to join the Psychology Club.

## **Respiratory Club**

Students interested in the field of Respiratory Therapy are encouraged to join this organization. The club participates in the annual state Respiratory Bowl, distributes literature during the Great American Smoke Out day, and visits a New York hospital.

## **Sociology/Social Work Club**

Fostering exploration and understanding of human behavior and social problems, the Sociology/Social Work Club is committed to encouraging the objective study of contemporary social issues and promoting careers in the social and human services. All students are welcome.

## **Special Interest Club**

This organization's purpose is to educate our community about the needs and concerns of people with disabilities through various programs and speakers.

## **Speech Club**

The two major programs of the Speech Club are the fall and spring annual Speech Competition which is open to all students at Bergen Community College.

## **Staff and Student Club**

Bergen Community College employees who are taking classes at BCC are welcome to join this organization. Field trips, lectures, book swaps and functioning as a support group are the major activities of this club.

## **Student Activities Board**

The Student Activities Board (SAB) plans and provides programming for an active social environment for BCC students. Programs offered include musical events, lectures, dances, drive-in movies, field trips to Broadway plays, sporting events, weekend sightseeing and ski trips. In addition, SAB works with clubs and organizations to provide other diversified programs including World Week, Women's History Month and African American History Month. Students wishing to participate on the SAB should contact the Office of Student Life at (201) 447-7215.

## **Student Government Council**

The Student Government Council (SGC) is the voice and governing body for Bergen Community College students. The Council consists of an executive board, senators, and a representative from each student club and organization. The Student Government Council meets weekly and all meetings are open to BCC students.

## **Theatre Club**

Students interested in performing or participating in any area of theatrical productions are invited to join the BCC Theatre Club. During the fall and spring semesters, the Theatre Club present a variety of productions which include comedy, drama, musicals, and experimental pieces. Past productions have included "Dangerous Liaisons," "Chicago," and "Lysistrata."

## **The Torch**

As the BCC student newspaper, The Torch keeps the college community informed about the on-campus events, student activities, student and faculty achievements, and other news of interest to the student body. No journalism experience is necessary and all students are encouraged to join the staff of the newspaper.

## **Travel and Tourism Club**

The Travel and Tourism Club has sponsored trips to local trade shows, travel bureaus, and scenic points of interest. The club also organizes trips for the winter and spring breaks each year. In addition to these activities, the Travel and Tourism Club hosts a series of lectures on the travel industry and publishes a newsletter. Members can join the National Travel and Tourism Society and may participate in study groups to help prepare for the Institute of Certified Travel Agents certification.

## **Veterans Club**

Comprised primarily of veterans, reservists, and members of the National Guard, the Veterans Club is involved in a series of activities focusing on the observance of holidays which commemorate American veterans. Members have visited the Vietnam Memorial in Washington, D.C., and will return to the capital to participate in the national Veterans Day observance. The Veterans Club invites all students on campus to take part in the activities.



## RULES AND REGULATIONS

At the beginning of the academic year each student is expected to obtain a copy of the College Catalog, Student Handbook and the Academic Calendar. The catalog 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 catalog and the academic calendar.

### Alcohol and Drug Policy

The Bergen Community College Board of Trustees approved the following policy resolution regarding drugs and alcohol: "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.

Therefore, 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 activities. As a matter of policy, Bergen Community College further prohibits the possession or consumption of alcohol on the college campus. Intoxication and/or disorderly conduct resulting from consumption of alcoholic beverages violates college policy. Local, state and federal laws which 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 college alcohol policy prohibits possession or consumption of alcoholic beverages on the Bergen Community College campus. 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.

The possession or sale of drugs is a violation of the law. Bergen Community College will, therefore, make every effort to uphold the law and render assistance and support to law enforcement agencies legally and ethically pursuing their objectives, while at the same time render assistance to students when needed or necessary. In light of the foregoing statement, Bergen Community College's drug policy is as follows:

1. Faculty members, employees of the institution, and students are asked to report or submit to the Executive Vice President and Vice President 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-connected activity.

2. The Executive Vice President shall submit to the college President all information that she may come by regarding the possession, sale or use of drugs on the college campus or during any college-connected activity and will recommend the appropriate course of action to be followed.
3. Bergen Community College students convicted of a drug charge or who admit, in writing, to the possession or sale of drugs anywhere on the college campus or during any college-connected 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 judgement of the counselor, there exists a clear and imminent danger to life, limb or property.

Students should refer to the document "Bergen Community College Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol" available through the Office of the Executive Vice President, the Health Services, the Counseling Office, and the Department of Public Safety.

### 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, non-judgmental 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.

### Clubs and Student Organizations Policy

Students at Bergen Community College are encouraged to enrich their college experience through a variety of activities including student government, clubs, student publications and athletics. The personal development of students is enhanced through these out-of-class activities. Although clubs are open to all BCC students, 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, non-discriminatory allocations that are devoid of conflict-of-interest. The division of general fees allocated for student activities shall be on a percentage basis as per a schedule approved by the Board of Trustees.

1. All clubs and other student organizations must be chartered by the Student Senate.
2. The Student Senate 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 as well as those adopted by the Student Senate;
  - 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 written consent of the dean of student services;
  - 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 three copies of its constitution to the Student Center Office;
  - j. Each club or other student organization to be considered must register each semester by submitting a list bearing the names, home addresses and phone numbers of its officers to the Student Center Office.
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 Student Center Office.
4. Adisruption of the college's regularly planned programs and activities;
5. Academic dishonesty;
6. The unauthorized use and the abuse of alcohol and the illegal use and the abuse of drugs are specific violations of student conduct. These rules apply when attending college functions either on campus or off campus, or functions of college chartered organizations conducted either on campus or off campus.

The Board of Trustees authorizes the president of the college 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 reserves the right to suspend or dismiss any student for justifiable cause and regards this right as part of the college contract.

### **Delinquent Students**

Delinquent students are those who have outstanding financial obligations to the college or those who fail to return college materials on loan or assignment to them. Such students will have a "hold" placed on their records, 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 resulting from carelessness, the student is liable for the full retail price of a new replacement.

### **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. Speaking to other persons shall be conducted so as not to interfere with their easy passage by;

### **College Name or Seal Usage**

Individual 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 Office of Student Activities.

### **Code of Student Conduct**

All students are governed by college rules and regulations as well as those set by the Student Government Association. 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 especially accountable for behavior that contributes to, or results in:

1. Danger to the safety and well being of oneself and others;
2. Breach of college rules and regulations;
3. Disobedience to local, state or federal laws;

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 said demonstration, approximate number of participants, type of activity involved (i.e., picketing, distribution of leaflets, chanting) and names of three individuals responsible for maintaining reasonable order.

### **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, library, natatorium or passageways is forbidden. Eating and drinking are permitted in cafeteria and vending areas only.

### **Emergencies**

All emergencies, accidents or injuries which occur on college property are to be reported to the Public Safety Office or the college nurse 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: WABC/77, WCBS/88, WOR/710, and Cablevision/News 12 NJ. Please do not call the school.

### **Emergency Telephone Calls/Messages**

The college does not have a public address system or a paging service and cannot seek students out to deliver telephone calls or messages.

### **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 Research and Planning Office, Student Center, Library, Financial Aid, Admissions, Registration and Student Information Services or the Athletic Department.

### **Family Educational Rights and Privacy Act of 1974**

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

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College

official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.

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

Another important exception concerns the concept of "Directory Information." Information specified as "Directory Information" can be released without the consent of the student unless the student specifically requests that such information be withheld. This may be done by filling out a form available at the Office of Registration and Student Information Services (A-129).

Please note that Bergen Community College does not publish a student directory. This information is released only in connection with the federally mandated Graduation Rate Survey, and in publications such as the Commencement Program or Sports programs and news releases on graduates and student achievements.

Bergen Community College classifies the following information as “Directory Information”: name and address; date of birth, dates of attendance, enrollment status (full-time, part-time), degrees, honors and awards received, field of study, participation in officially recognized activities and sports.

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

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

Students who may want to familiarize themselves with the Act may do so by reviewing this federal act available at the Library Reference Desk and in the Office of Student Services.

Students with inquiries and/or concerns regarding the Act, policy and/or procedures of the college are directed to make an appointment to speak with a counselor in the Division of Student Services or the Manager of Training and Compliance.

When deemed appropriate, the counselor shall refer the student to the Vice President of Student Services or the Manager of Training and Compliance if further discussion is warranted.

### **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 in a close proximity to the college. Students are cautioned not to trespass on the neighboring golf courses, as offenders will be subjected to disciplinary action by the college.

### **Section 504/ADA - Grievance Procedures**

Bergen Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by federal regulations implementing section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). Section 504 and ADA state, in part, that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by an such entity.”

Complaints should be addressed to the Manager of Training and Compliance, Office of the Executive Vice President, Room A-330, telephone: 612-5331, who has been designated to coordinate section 504/ADA compliance efforts.

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the Manager of Training and Compliance. These rules contemplate thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Manager of Training and Compliance and a copy forwarded to the complainant no later than 25 working days after its filing.
5. The section 504/ADA coordinator shall maintain files relating to the complaints filed.
6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as filing of a section 504/ADA complaint with the responsible federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
7. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Bergen Community College complies with section 504/ADA and implementing regulations.

### **Guest Speaker Program Policy**

1. The Student Center Office is to be notified two weeks in advance of the purpose, time, place speaker(s), topic(s) and other preparations as necessary.
2. When such notification has been received, the Student Center Office will follow one of the following alternatives:
  - a. record the appropriate information thus enabling the organization to extend an invitation, or
  - b. after consultation with the organization sponsoring the program, refer the matter to the Vice President of Student Services.
3. When a student organization presents a speaker on a controversial topic, the organization is to make provisions for the expression of opposing viewpoints either at the same meeting or at a subsequent meeting within a four-week period.
4. No publicity may be given to a proposed program before the following conditions have been met:
  - a. The Vice President of Student Services has certified that the proposed program has been duly registered.
  - b. Each guest speaker has been invited and has accepted the invitation.
    - a. The Vice President of Student Services has certified that the proposed program has been duly registered.

- b. Each guest speaker has been invited and has accepted the invitation.
- 5. Literature may be posted on authorized bulletin boards only; nothing may be posted on the exterior of college buildings or elsewhere on the college campus.
- 6. The program sponsors are responsible for assuring proper compliance with all the rules and regulations.

## 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.

## Off-Campus Trips

An officially registered college club or organization that wishes to sponsor an off-campus trip must file written application and receive approval through the Office of Student Activities at least one week prior to the event. All trips must be appropriately chaperoned and are governed by college rules and regulations.

## Petitions

If a petition is circulated on campus, a copy must be filed with the Office of Student Activities. Each copy must bear the words "Bergen Community College," the name of the group or groups sponsoring the petition, and the petition itself.

## 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 the Vice President of Student Services. 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 Student Center Office.

## Public Safety

The Public Safety Office is located in Room L-154 and open for emergencies 24 hours a day, phone 447-7116. 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.

## 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. You are instructed to take your personal belongings with you and immediately leave the building by the nearest stairway. Do not use the elevators.

## Sexual 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. 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 caselaw 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. Harassment by vendors, including contractors, is prohibited. 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.

A. 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:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic achievement; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
3. 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:
  - 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 of reward;
  - d. Coercion of sexual activity by threat of punishment;
  - e. Gross sexual imposition such as touching, fondling, grabbing or assault.

- B. 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.
- C. Conduct under (A1-3) 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.
- D. 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. Students and employees with questions about this policy or reports of sexual harassment should be made, in writing, within thirty days of the incident to the Manager of Training and Compliance, Room A-330, telephone number 612-5331.
- E. 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, correct, and if necessary, discipline behavior that 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 being intellectually stimulating where the diversity of ideas is values. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university 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 are 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 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 to:
  - 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 reasonable 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.

**Smoking Policy**

As of January 1, 1992, Bergen Community College facilities are smoke free. Smoking is not allowed in any building on campus. We are required by statute to enforce this policy. The following enforcement procedures will be in effect:

1. An initial warning will be issued to an individual who violates the policy. The notice will advise the person that smoking is not permitted in any Bergen Community College building. The violator’s name, address, and social security number will be recorded on the warning notice. The person filing the complaint and witnesses will sign the form. Copies of the warning notice will be sent to the Public Safety Department for record keeping.
2. A second violation will result in a letter being sent to the violator warning of the consequences of another violation.
3. The accumulation of three violations within any one of the specified periods will result in charges being filed in municipal court. The specified periods are September 1 to December 31, January 1 to April 30, and May 1 to August 31.

Any person on campus may issue a warning notice for violation of the smoking policy. Warning notice forms are available from the Office of Public Safety, Room L-154.

**Social and Educational Functions Policy**

The following policies have been established to assist and guide organizations which desire to conduct social or educational functions on- or off-campus. 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 Vice President of Student Services.

**Election of Chairman:**

The sponsoring organization must appoint a general chairman who shall fill out the proper forms for social or educational functions at Bergen Community College in the Student Center Office at least three weeks prior to the function.

**Scheduling of date, time, and location:**

Any major function that an organization is sponsoring must appear on the activity calendar. Functions held on campus require an allocation of space cleared through the Student Center Office. Functions may be held off campus if approved by the advisor of the organization and the Vice President of Student Services.

**Entertainment Contracts:**

A contract must be signed by the Vice President of Student Services, or designee. A copy must be filed in the Student Center Office. Student Services, or designee. A copy must be filed in the Student Center Office.

**Refreshments:**

When a group wishes to have refreshments served by the Food Service, the appropriate form “Food Service Purchase Requisition” must be filled out in the Student Center Office.

**Special Equipment:**

- a. The public address system: To use any of the P.A. systems on campus, permission must be obtained from the Student Center Office.
- b. Other equipment: Requests for other type of equipment for students functions are generally directed toward the Student Center Office.

**Notifications:**

Supervisor of public safety should be notified of all on-campus social or academic functions.

**Chaperones:**

One chaperone is required at all activities, although it is recommended that two chaperones serve at social functions. One of the chaperones must be a member of the college faculty or administration. The duties of the chaperones shall be as follows:

- a. to supervise the activity and assure adherence to college policies and regulations.
- b. to cooperate with the committee chairperson in seeing that good taste and proper standards of conduct are maintained.
- c. to submit a brief summary report/evaluation to the Student Center Office after the function.

**Financial responsibilities:**

- a. The president of the organization and the chairman of the function are responsible for the financial obligations involved. If tickets are printed, they must be serially numbered and a careful count kept of the number of tickets sold and the number given out as complimentary tickets.
- b. All contracts must be signed by the Vice President of Student Services, or his designee. Copies of the contract must be filed in the Student Center Office.
- c. The college controller in the Office of the Vice President of Budget and Finance is to act in an advisory capacity to any organization in need of assistance in regard to Internal Revenue taxes or any other financial matter.
- d. A financial report must be completed and filed with the Student Center Office no later than two weeks after the function.
- e. A detailed and documented list of expenses must be retained as a permanent record by the organization.

**Solicitation/Fund Raising**

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 Activities two weeks prior to the date of the event. All solicitation or fund-raising activities must be directly related to and clearly supportive of the purposes and objectives of the club or organization.

**Traffic Regulations**

The 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 \$3.00 each. This sticker is obtained after proper registration of the vehicle has been completed at the Office of Public Safety, Room L-154. 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 Office 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.



# Academic & Student Facilities

THE SIDNEY SILVERMAN LIBRARY  
AND LEARNING RESOURCE CENTER  
(201-447-7970)

*The Sidney Silverman Library, an important resource for information, study, and intellectual enrichment, is an integral part of the college's educational programs.*

*To support the curriculum, the library acquires, organizes and provides access to a variety of print, media, and electronic resources for individual and classroom use.*

*The library is located on the first, second and third floors in the L area of the megastructure. It is open whenever classes are in session and on a reduced schedule when classes are not in session. The Library is open to all students, faculty and the general public.*



## Reference Information Services

Experienced librarians are available to assist library users to access information resources. The Reference Network provides access to electronic indexes, full text databases, and the internet. The databases include an ever growing list, e.g., Expanded Academic Index ASAP, Reader's Guide, Wilson Business Abstracts, Art Abstracts, ERIC, Medline, and full text resources such as *the New York Times*, Proquest Direct, Business Dateline, and Ethnic Newswatch. Laser printing and downloading capabilities are provided to facilitate research. The VALE (Virtual Academic Library Environment) initiative provides CINAHL, PSYCH LIT, and ABI INFORM. Electronic resources are now available anywhere or anytime through the Library Homepage on the BCC Website.

## Media Material Services

All media materials and hardware are available in L-125. Students are encouraged to use this collection for self-instruction, review, and enrichment. The collection includes more than 4000 videotapes, CD's, and slides on a wide variety of subjects to meet educational goals.

## Collections

The library houses over 130,000 volumes including books, magazines, newspapers, films, slides, audiotapes, videotapes, videodisks, transparencies, microfilm, and microfiche. Materials are selected with consideration for the varied interest and education needs of students and faculty. The resources of other libraries in the county, New Jersey and the nation are available to BCC students through inter-library loan services.

## Integrated Client Server Library Catalog

When The Library Catalog is used to find a Library item, the system accesses the library's bibliographic record. It shows our holding for books, periodicals, maps, web-based resources, CD's, videotapes, slides, software, and any other resource owned by the Sidney Silverman Library. The system also reveals the items exact location and if it is available or in circulation. New services include Electronic Reserves, greater access to full-text resources on the Web, and easy PIN-style access for each user to his or her library records.

## Other Services

Photocopiers and microfilm/fiche reader-printers are available in the library for student use. The Computer Training and Research Institute (201 447-7840) maintains an inventory of computer software for preview and self directed learning in microcomputer skills.

## **The Sidney Silverman Library**

The library maintains a Web Page on the BCC homepage at [www.bergen.cc.nj.us/library](http://www.bergen.cc.nj.us/library). Please check this information site for the most up to date information on resources and access. Comments and suggestions regarding library collections and services are easily submitted through the Library Catalog.

## **INSTRUCTIONAL FACILITIES AND SERVICES**

### **Academic Advising Center**

Academic advisement is critical to a successful college career. Faculty Advisors help students plan their educational goals, and provide academic/educational advice as well as early intervention with college issues, policies, and problems. Faculty Advisors are committed to the academic success of the student.

Faculty advisors are available during scheduled office hours, or on a drop in basis in the Academic Advising Center, A-101 in the Student Center.

### **Adaptive Technology Laboratory**

The Adaptive Technology Laboratory, located in the Office of Specialized Services (S-131), provides adaptive technology to aid students who are learning disabled, visually impaired, hard of hearing or deaf. The laboratory contains electronic readers, print enlargers and Braille printers, and special lap-top computers that can be used in the classroom. Scribes, notetakers, tutors, alternative testing arrangements, counseling, and support groups are available. To take advantage of these services, the student needs to indicate that he or she has a disability on the application to the college. Documentation needs to be provided to the Office of Specialized Services. The phone number is 201-612-5270 or 201-447-7845 (TTY).

### **Allied Health Facilities**

Each Allied Health curriculum is supported by extensive facilities including x-ray and ultra-sound units, hospital laboratory equipment, and a dental hygiene clinic.

### **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 Studio and Darkroom.)

### **Center for Collegiate Deaf Education**

The New Jersey Commission on Higher Education has designated Bergen Community College as one of two regional centers for students who are deaf or hard-of-hearing. Housed within the Office of Specialized Services, the Center provides access through the provision of notetakers, tutors, assistive devices, and sign language interpreters. Please call (201) 612-5270 or (201) 447-7845 TTY for more information or visit The Center in S-152.

### **Child Development Center**

Child Development Center in East Hall is a unique laboratory school, licensed by the Division of Youth and Family Services, to provide care for children 2 1/2 to 6 years of age. 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.

### **Computer Facilities**

Bergen Community College is committed to providing all students with appropriate access to modern technology. Industry-standard products are available, including Pentium II PCs running both Windows98 and WindowsNT, Macintosh G3 computers, and Microsoft Office (Word, Excel, PowerPoint, Access), plus other products too numerous to mention here.

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 and 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 20 networked computer labs and classrooms designed with a computer workstation for each student. There are additional specialized and smaller facilities for specific disciplines. Also, many traditional classrooms are equipped with a computer workstation and projection system at the presenter's podium. The library makes extensive use of computers, both to support patron services such as circulation of traditional print materials and to access electronic documents.

Many classes meet regularly in computer-equipped facilities. There are also free-time computing labs open up to 13 hours a day available to all currently enrolled Bergen students. Every Bergen student is eligible to obtain and use an electronic mail account. Plus the college hosts course-related web pages for students enrolled in certain web development courses.

Bergen's collection of computers, software, and their internet connections are constantly being expanded, renewed, and maintained in order to provide the best possible learning opportunities for BCC students.

### **Computer Graphics Lab**

The E-189 Computer Graphics Lab is equipped with 25 state-of-the-art Macintosh workstations for instruction in Photoshop, Illustrator, QuarkXpress, and Painter. Additional Macs are integrated into the S-254 graphic design studio.

## Cooperative Education and Career Development Center

Below is a list of programs and services offered by the Cooperative Education and Career Development Center. The mission of the office is to offer students programs and services that will promote success in their academic and professional careers. The office is located in Room C-100, (201) 447-7171.

**Cooperative Education** is an academic course in which eligible students apply what they have learned in the classroom to positions related to their major or career goals. By working in pre-professional positions in business, government or public service organizations, students gain hands on experience as they earn academic credit.

**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. Students participate in Service Learning by choosing this option, which is offered in a number of academic courses each semester.

**Career Counseling** is encouraged at any time during a student's college experience, but is especially effective when students explore career options early in their education. Students can request individual counseling by setting up an appointment with a counselor.

**Part-time Job Placement.** Part-time and temporary job listings are available for students and alumni.

**Full-time Job Placement.** Full-time professional positions are available for graduating and continuing students.

**Workshops.** Throughout the year, the center offers workshops on a wide variety of career topics, including: Career Planning, Resume Writing, Interviewing Skills, and Job Search Strategies. Watch bulletin boards in front of A-129 and C-100 for time and place.

**Special Events.** Learn about corporations and career paths through Co-Opportunity Day, on campus recruiting, and the Job Fair. Contact the center for the latest information on upcoming events.

**Computerized Career Guidance.** Students are encouraged to use SIGI throughout their academic career. This computer program helps students to assess their skills, values, and interests in order to develop a list of potential career choices.

**On Campus Recruitment.** Employers are available with job offerings throughout the year in front of the cafeteria.

**Resume Critique Service.** Students may obtain a copy of our *Resume Writing Guide* and drop off their resume drafts for critiquing by a counselor. Resumes can be picked up within 48 hours.

**Career Library.** Available to all students for research on careers. There are materials on resume writing, interviewing, and conducting a job search. Students can also research career fields, salaries, and employers.

## Educational Broadcast Center

The Educational Broadcast Center provides students with a learning laboratory which expands their talents in the media field. The center includes a student television studio, a full scale television production studio, a radio lab, and editing suites. The EBC is used by students in broadcasting and mass communications courses. The college television program, "On-Campus," is produced in the EBC.

## English Language Resource Center

The English Language Resource Center, located in East Hall Room E-126, provides help to students whose native language is not English. The Center assists students to become proficient in English through multimedia computer programs, cassettes, video tapes and books as well as individual tutoring. The English Language Resource Center also offers ESL conversation groups and specialized language skill workshops. The Center is open when classes are in session for day and evening hours.

## Fine Arts Studio

In addition to its computer graphics, computer animation, and photography labs, the Art Program utilizes the E181 Fine Arts Studio for teaching courses in drawing, life drawing, and painting.

## Greenhouse

The greenhouse, located in East Hall, serves as a laboratory for students in the college's horticulture programs. During the semester, students gain experience in growing plants, making cuttings, and doing other work associated with greenhouse management.

## Hotel/Restaurant Labs

Two fully-equipped kitchens (one newly renovated) and a cafeteria permit students in the Hotel/Restaurant/Hospitality Program to gain experience in the culinary arts and food preparation.

## ITV

The interactive classrooms electronically link BCC to classrooms in area high schools, colleges, and to satellite downlinks. Through these facilities the college participates in national teleconferences and offers classes to high school and college students.

## Laboratory Theatre

The Laboratory Theatre, located in East Hall, presents comedy, drama, dance, and original works by theatre groups and community dance companies of Bergen County. In addition, student productions are also presented throughout the fall and spring semesters.

## Math Center

The Math Lab offers tutorial services and computer-based assistance for students enrolled in mathematics courses at all levels. The hours when the lab is open are posted on a semester-by-semester basis. The lab is located in Room C-110.

## **Manufacturing Lab (CAD/CAM Lab)**

The Manufacturing Lab utilizes high tech hardware (CNC) lathe and milling machines, a vision inspection system, robotic arms, conveyers, and industrial software (SMARTCAM) in order to control, manage, operate, and monitor manufacturing processes.

## **Multimedia Lab**

The S-250 Multimedia Lab is the college's new state-of-the-art multimedia center for teaching computer animation and electronic music. First opened in January 2000, the Multimedia Lab provides art and music students with exciting opportunities for cutting edge experimentation in 2D and 3D computer animation, and in computer generated music composition and performance. All machines will be running Softimage, Premiere, Aftereffects, Photoshop, Illustrator, Soundforge, and Cakewalk (a digital MIDI composition program). The lab contains 15 synthesizers/samplers. Music students create their own compositions using the latest technology involving sequencing, editing, and mixing, to a final CD of their own music.

## **On-line Writing Lab (OWL)**

The BCC On-line Writing Lab (OWL) is an expansion of the Writing Center. Also called "Writer's In-Sites," the BCC OWL is a website designed to help students with all aspects of the writing process. It is full of links to sites about how to generate ideas for writing, organize written ideas, write resumes and cover letters, do research papers, write papers for various college subjects, and edit and proofread papers. This site also contains links to chat-rooms and discussion forums about writing and academic subjects in the college. It can be accessed by typing [www.bergen.cc.nj.us/owl](http://www.bergen.cc.nj.us/owl)

## **Photography Studio and Darkroom**

The Art Program maintains a fully functional traditional photography studio and black and white darkroom with 15 enlargers in S-258 and S-256. Photographic works are also manipulated digitally using Photoshop in the S-250 Multimedia Lab and the E-189 Computer Graphics Lab.

## **Piano Laboratories**

There are two class piano labs on campus. The first is in E-124 and contains 15 electronic pianos used principally for class piano instruction. The second is a new, state-of-the-art multimedia lab in S-250, which is equipped with 15 synthesizers/samplers along with the latest software for creating electronic music compositions.

## **Robotics Lab**

The Robotics Lab is utilized primarily by students in the industrial and design technologies programs. Students learn the role of a microprocessor in the development of robotics technology and perform a variety of programming activities.

## **Technology Assisted Learning Lab (TALL)**

The Technology Assisted Learning Lab (TALL), located in Room C-110, is equipped with several computers and the latest instructional software to provide students self-paced individualized instruction in a variety of content areas. Staffed by faculty, professional assistants, and students, the lab provides assistance in Mathematics and English and a variety of other subjects. Hours are posted on a semester-by-semester basis.

## **Testing and Assessment**

The Office of Testing and Assessment, located in rooms L-121 and L-123, adjacent to the Student Center, offers a variety of testing services. Among those tests administered are the English and mathematics basic skills tests; the Comprehensive English Language Test; challenge, proficiency, and credit-by examination tests in a number of subject areas; and classroom make-up tests.

## **Theatre**

The theatre accommodates an audience of 300 and serves a wide range of performing arts through its flexible stage configuration. Most importantly, the theatre serves as an environment where students develop their skills in a full range of theatre crafts.

The 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. The lobby can accommodate small gallery size art shows.

The theatre is equipped with a state-of-the-art computerized lighting system capable of controlling hundreds of lights at the push of a button. Students in the theatre and communication arts curricula learn to operate the lighting equipment as well as the sound and stage rigging systems. While the primary purpose of the theatre is to meet the educational needs of BCC students, the facility also serves as a showcase for the performing arts. Dance, theatre, and music groups perform regularly in the theatre. Tickets are discounted for students and senior citizens.

## **Tutoring Center**

The Tutoring Center is a tutorial and support service for students enrolled in any type of course at the college. The tutors are generally BCC students who have completed their coursework in areas in which they provide tutoring. Students may receive tutoring in a variety of areas including writing and basic math to calculus level courses. This service is available to students free of charge and may be arranged by visiting the **Tutoring Center in Room S-118** or calling (201) 447-7908.

## **Writing Center**

The Writing Center, located in the **Technology Assisted Learning Lab (TALL) in Room C-110**, is designed to help students improve their writing. Individualized tutorials in all facets of the writing process including development of ideas, organization, editing and proofreading are available to all students enrolled in college-level courses. The Center also offers computer-assisted instruction in grammar, study skills, and writing. Students receive assistance in written assignments, including research papers, in all content areas. Additionally, faculty can receive assistance in developing writing assignments for their classes or professional projects, such as grant proposals, dissertations, or publications. All Writing Center instruction is provided by full-time faculty and professional staff of Bergen Community College. See also, the On-line Writing Lab (OWL), which is an expansion of the Writing Center.

## X-Ray Unit

The on campus X-Ray facility offers a state-of-the-art fully functional X-Ray unit, dark room, and extensive accessories found in our local hospitals. Students perform “hands on” procedures and are evaluated by practicum exams to measure their level of competency prior to actual patient interaction.

## STUDENT FACILITIES AND SERVICES

### Athletic Facilities

The college athletic facilities include a gym, pool, six outdoor tennis courts, weight rooms, an eight-lane track, soccer, baseball and softball field, and access to the nine-hole county golf course adjacent to the campus. In addition, a fitness parcourse is located around the grounds of the campus, and a Fitness Center is in S-128.

### Auditorium

The Auditorium is located in the Student Center 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 college center. The bookstore will buy back all current 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 phone number is 447-9298.

The bookstore accepts personal checks, Visa, Master Card, American Express, and Discover for purchases if a current, validated student ID card and one other form of identification are presented. In addition, the student’s home address and phone number must be on the check. There is a \$20 charge for any check returned to the bookstore by the bank.

Textbooks may be returned under the following conditions: All returns must be accompanied by a sales receipt. No exceptions. If the course is dropped by the student, the student must present his or her withdrawal slip, as well as book receipt within two weeks of the beginning of the semester/session.

Return books within seven days of purchase. Books must be in original purchase condition (new and unmarked). All returns must be accompanied by the book receipt. There will be no refunds on study aids, such as Cliff Notes or dissection kits. Refunds on purchases by check will be given after ten business days allowing check to clear.

### Bookstore Hours (Subject to Change)

#### Fall and Spring

|                   |         |
|-------------------|---------|
| Monday - Thursday | 9am-8pm |
| Friday            | 9am-3pm |

#### Summer Hours

|   |         |
|---|---------|
| Monday-Thursday (Summer Sessions)       | 9am-7pm |
| Monday-Thursday (no classes in session) | 9am-5pm |
| Friday (if the building is open)        | 9am-3pm |
| Friday (if the building is closed)      | CLOSED  |

## Career Development

The Cooperative Education and Career Development Center (C-100) offers career counseling, part-time and full-time job placement, workshops on a variety of career topics, a resume critique services, job fairs and on-campus recruitment, computerized career guidance, and a career library.

## Child Development Center

The Child Development Center, in East Hall, is available to BCC students and employees as well as residents of Bergen County. The Center is designed for children 2 1/2 to 6 years of age and is open from 7:45 a.m. to 5:30 p.m. daily. It is licensed by the State of New Jersey and staffed by full-time teachers and interns from the College’s Early Childhood Education Program. Children may be enrolled on a full-time, part-time, or drop-in basis.

## Counseling Center

The Counseling Center, in Room A-118, is a place for a student to ask questions, take time to reflect upon the direction of his or her life, to seek help with: course selection, choice of curriculum, finding the right job or four year college, deciding whether or not to drop a course, developing better study skills. The phone number is 447-7211.

## Personal Counseling

The counselors educate, support, provide insight into and help students cope with problems. Students ask for assistance with an assortment of daily struggles and developmental issues which mirror the society in which they live. These can result in anxiety, depression, feelings of worthlessness, helplessness, guilt, frustration, or anger. Emphasis is placed on a variety of short term, practical cognitive, affective, and behavior techniques to encourage the processes of change. If more extensive counseling is required, counselors can help students find other resources. The phone number of the Counseling Center is 447-7211, Room A-118.

## Transfer Counseling

For assistance with the college selection process, students are encouraged to speak with a transfer counselor. Appointments may be made in the Counseling Center. Information and reference materials are provided in the Transfer Library and in the Sydney Silverman College Library. Transfer Information Sessions are held throughout the semester. Applications for most local colleges may be obtained in Room A-118. Representatives from New Jersey and out-of-State colleges visit the campus throughout the year. The phone number is 447-7211.

## International Students

Counselors are available to advise students from other countries on their special problems, and to assist them in partaking fully in student life. The phone number is 447-7212.

## Services for Students with Disabilities

Counseling for students with physical, visual, learning, hearing, and emotional disabilities is made available in the Counseling Center and also in the Office of Specialized Services (S-131). Continuous contact is maintained throughout a student’s college experience in order to assist the student in attaining his or her desired academic goals. A student with a disability who

plans to attend Bergen Community College should provide documentation of the disability and accommodations needed to the Office of Specialized Services as soon as possible. Otherwise, no services can be provided. The phone number is 612-5270.

### **Dental Hygiene Clinic**

The Dental Hygiene Clinic in Room S-327 is open to BCC 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 appointment or information call 447-7180.

### **Fitness Center**

The Fitness Center for student use is located in S-128 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**

The college cafeteria is open for breakfast, lunch, and dinner Monday through Friday and breakfast and lunch on Saturday during the fall and spring semesters. It is open with more limited hours during the summer sessions. Automated food vending machines are located throughout the campus. The Hotel/Restaurant/Hospitality Program operates a small cafeteria in East Hall during the fall semester and a restaurant called "The Bergen Room" in the main building during the spring semester.

### **Health Services**

The medical office, located in B-101, is staffed by registered nurses for the purpose of rendering first aid, emergency care, health information, and health counseling. In addition, neighboring hospitals provide emergency medical service for more critical needs. The phone number is 447-9257.

Students, at the time of admission, will be asked to supply pertinent health and immunization information. All students admitted to Allied Health, Nursing, and Dental Hygiene programs will be notified of specific health and immunization requirements.

Any illness or discomfort a student is experiencing should be reported to the college nurse. Injuries incurred on campus, or during a college-connected activity, must be reported immediately to the college nurse, Public Safety Office or switchboard operator. If it is not possible to make an immediate report, a report must be made before 48 hours have elapsed.

### **Housing**

The college has no housing available.

### **Specialized Services Office**

The Office of Specialized Services (S-131) serves students with physical, visual, learning, hearing, and emotional disabilities. The Adaptive Technology Lab is located in this office.

### **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 provides services, conveniences, and programs which all members of its family may need in their daily life on campus, and offers an informal setting for friendships to develop outside of the classroom.

The Student Center hosts various activities which the Student Activities Board (SAB), and the Student Government Association (SGA) sponsor throughout the year: daytime musicians, film festivals, entertainment, and other social activities. These activities give all members of the BCC community a chance to come together and interact.

### **Veterans Services**

Information and advice concerning veterans affairs and military service are available through the Office of Financial Aid, Room A-123; 447-7149.

### **Welcome Center**

The Welcome Center, located in the Student Center, offers weekly tours of the megastructure, and has a variety of brochures and pamphlets available about the college, as well as bus schedules, notices about activities, calendars, and other interesting information. The phone number is 447-7200.

### **Wellness Center**

The purpose of the Wellness Center is to promote total "wellness" which is defined as the physical, emotional, social, psychological, and spiritual state of one's health. The activities of the center include the Health Fair, the Great American Smokeout, meditation sessions, anti-violence events, Peer Support, workshops on body image and self-esteem, referrals on wellness issues and many more areas. The Center also offers programs and activities that educate regarding the use or abuse of tobacco, alcohol and other drugs. The center, which serves the college community, posts upcoming events on the door of the Wellness Center and at the Welcome Center in the Student Center. Peer Support is a student-based program, which utilizes student leadership to help peers make healthy choices. The Wellness Center is located in Room L-121B (201) 612-5365 and Peer Support is located in Room L-122A; 612-5320.

### **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 (447-7428) processes requests for community use of the facilities.

# Programs by Degree

Bergen Community College offers three types of degree programs:

**Associate in Arts (AA),  
Associate in Science (AS), and  
Associate in Applied Science (AAS).**

The academic programs at Bergen Community College are classified as transfer or career programs.

## TRANSFER (AA) and (AS) PROGRAMS

Transfer programs include a course of study which corresponds to the freshman and sophomore offerings at most colleges and universities and are designed primarily for students planning to transfer into a baccalaureate degree program. In recent years, BCC has worked to simplify the transfer process by signing articulation agreements with colleges and universities in New Jersey and throughout the United States.

### Associate in Arts (AA) Degree in Liberal Arts and Sciences Liberal Arts

Options:

- General Curriculum
- Communication Arts
- Economics
- History
- Literature
- Philosophy and Religion
- Political Science
- Psychology
- Social Sciences
- Sociology
- Women's Studies
- World Languages and Cultures

### Associate in Arts (AA) Degree in Liberal Arts and Sciences Fine and Performing Arts

Options:

- Art
- Music Arts
  - General
  - Computer-Based Recording
  - Electronic Music
  - Music Business
- Theatre Arts
  - General
  - Acting
  - Dance
  - Technical Production

### Associate in Science (AS) Degree in Liberal Arts and Sciences Natural Sciences or Mathematics

Options:

- General Curriculum
- Biology
- Chemistry
- Computer Science
- Mathematics
- Physics
- Pre-Chiropractic

### Associate in Science (AS) Option in Engineering Science

### Associate in Science (AS) Degree in Liberal Arts and Sciences Professional Studies

Options:

- General Curriculum
- Broadcasting
- Business Administration
- Business Administration—Accounting
- Business Administration—International Trade
- Business Administration—Management
- Business Administration—Marketing
- Education
- Exercise Science
- Journalism

## CAREER (AAS) PROGRAMS

Career programs emphasize training needed to enter a chosen field of employment. Designed for students planning to begin a career immediately after receiving their associate degree, career programs are available in various technologies, health sciences, human services, and business. Graduates of these programs work as computer technicians, accountants, secretaries, legal assistants, law enforcement officers, commercial artists, nurses, and professionals in local and nationwide organizations.

### Associate in Applied Science (AAS) Degree

#### ALLIED HEALTH

- Dental Hygiene
- Diagnostic Medical Sonography
- Health Science
- Medical Laboratory Technology
- Medical Office Assistant
- Physical Therapist Assistant
- Radiography
- Respiratory Therapy
- Veterinary Technology

## ART

Computer Animation  
Graphic Design/Computer Graphics

## BUSINESS ADMINISTRATION

Accounting  
Banking, Credit & Finance  
Legal Assistant

## BUSINESS TECHNOLOGIES

Hotel/Restaurant/Hospitality  
Catering/Banquet Management  
Food Service Management  
Hospitality Management  
Information Technology  
Networking Administration  
Office Systems Technology (Word Processing Option)  
Travel and Tourism  
Web Development and Management

## HUMAN SERVICES

Criminal Justice (full-time and part-time sequences)  
Early Childhood Education

## INDUSTRIAL AND DESIGN TECHNOLOGIES

Drafting & Design Technology  
Electronics Technology  
General Engineering Technology  
Manufacturing Engineering Technology  
(CIM Engineering Technology)

## NURSING

Day and Evening sequences

## SCIENCE TECHNOLOGY

Environmental Technology  
Horticulture  
Interdisciplinary Laboratory Science Technology

## ONE YEAR CERTIFICATE PROGRAMS

Computer Aided Drafting Technology (CAD)  
Computer Animation  
Computer Graphics  
Computer Science  
Computer Technical/Help Desk Support  
Culinary Arts  
Desktop Publishing  
Environmental Technology  
Exercise Science  
Floral Design  
Food Service Supervision  
Hospitality Management  
Landscaping  
Networking and Web Development  
Office Studies - Word Processing  
Small Business Management  
Surgical Technology  
Travel Service  
U.S. Studies

## CERTIFICATES OF ACHIEVEMENT

Environmental Technology  
Geographical Information System (GIS)  
Manufacturing Design  
Professional Cooking  
Special Imaging for Radiologic Technologists

## CURRICULUM REQUIREMENTS

*Students are advised to read the curriculum material carefully with attention to the following:*

- 1. General education requirements**  
The list of requirements that precedes each group of curricula is applicable to all programs of study within that section.
- 2. Semester-by-semester-sequence**  
For the purpose of this publication, programs are shown in a two-year, four -semester sequence. However, students may attend BCC on a part-time basis and complete a degree in more than two years. Bergen also offers two summer sessions which provide an opportunity to accelerate studies and complete a degree in less than two academic years.
- 3. General education courses**  
Most curriculums contain general education electives that must be selected from the list on page 58.
- 4. Course prerequisites**  
Some courses require prerequisites. Refer to the course description section to determine prerequisites.
- 5. Curricular guidelines**  
Guidelines may change from year to year. Students must follow the guidelines that are effective as of their matriculation date.

## DISTANCE LEARNING

Distance Learning is an integral part of Bergen Community College's program offerings. Students have the opportunity to take courses in three different delivery modes - telecourses, interactive television, and online via the Internet. All distance learning courses are the equivalent of their traditional on-campus counterparts. They cover the same subject matter, carry the same credit, and are taught by BCC faculty. Distance learning courses are available fall, spring, and summer semesters.

Distance Learning provides students with a more flexible way of attending BCC. When enrolled in an online course, a student does not attend classes at all but participates in an online learning community. When enrolled in a telecourse, students view professional quality videos on their own and attend four seminars during the semester. Interactive television courses require regular class attendance, but other students or the instructor may be at different locations. Each of these delivery modes offers its own distinct advantages. Each is designed to meet different student needs. Regardless of the delivery mode, students taking distance learning courses will have ready access to the faculty member by phone, email, and through scheduled office hours.

Please check the Spring, Fall, and Summer Registration Books for courses offered each semester in the Distance Learning mode.  
BCC is a member of the New Jersey Virtual Community College Consortium.



# Programs at a Glance

|               |                              |                  |                            |
|---------------|------------------------------|------------------|----------------------------|
| AA . . . . .  | Associate in Art             | CERT . . . . .   | Certificate                |
| AS . . . . .  | Associate in Science         | C of A . . . . . | Certificate of Achievement |
| AAS . . . . . | Associate in Applied Science |                  |                            |

| CODE                | DEGREE PROGRAM  | PAGE |
|---------------------|---|------|
| AAS.AH.DENTL        | AAS . . Allied Health, Dental Hygiene §   | 81   |
| AAS.AH.DMS          | AAS . . Allied Health, Diagnostic Medical Sonography §                          | 81   |
| AAS.H.HLTH.SCI      | AAS . . Allied Health, Health Science †   | 82   |
| AAS.AH.MLT          | AAS . . Allied Health, Medical Laboratory Technology §                          | 82   |
| AAS.AH.MOA          | AAS . . Allied Health, Medical Office Assistant §                               | 83   |
| AAS.AH.PTA          | AAS . . Allied Health, Physical Therapist Assistant §                           | 83   |
| AAS.AH.RAD          | AAS . . Allied Health, Radiography §  | 84   |
| AAS.AH.RESP         | AAS . . Allied Health, Respiratory Therapy §                                    | 84   |
| AAS.H.VET           | AAS . . Allied Health, Veterinary Technology                                    | 85   |
| AAS.IDT.ANIM        | AAS . . Art, Computer Animation   | 86   |
| AAS.IDT.GRPH        | AAS . . Art, Graphic Design/Computer Graphics                                   | 86   |
| AAS.BUS.ACCT        | AAS . . Business Administration, Accounting                                     | 87   |
| AAS.BUS.BANK        | AAS . . Business Administration, Banking, Credit and Finance                    | 87   |
| AAS.BUS.LEGAL       | AAS . . Business Administration, Legal Assistant                                | 88   |
| AAS.BT.HR.CATER     | AAS . . Business Technologies, Hotel/Restaurant - Catering & Banquet Management | 89   |
| AAS.BT.HR.FOOD      | AAS . . Business Technologies, Hotel/Restaurant - Food Service Management       | 89   |
| AAS.BT.HR.HOSP      | AAS . . Business Technologies, Hotel/Restaurant - Hospitality Management        | 90   |
| AAS.BT.INFO         | AAS . . Business Technologies, Information Technology                           | 91   |
| AAS.BT.NET.ADM      | AAS . . Business Technologies, Networking Administration                        | 92   |
| AAS.BT.OS.WORD      | AAS . . Business Technologies, Office Systems Technology- Word Processing       | 92   |
| AAS.BT.TRAVL        | AAS . . Business Technologies, Travel and Tourism                               | 93   |
| AAS.BT.WEB.MGMT     | AAS . . Business Technologies, Web Development and Management                   | 93   |
| CERT.CAD            | Cert . . Computer Aided Drafting ♦  | 101  |
| CERT.COMP.ANIM      | Cert . . Computer Animation ♦***  | 102  |
| CERT.COMP.GRAPH     | Cert . . Computer Graphics ♦***   | 102  |
| CERT.COMP.SCI       | Cert . . Computer Science ♦   | 101  |
| CERT.COMP.HELP.DESK | Cert . . Computer Technical/Help Desk Support                                   | 103  |
| CERT.CULN.ARTS      | Cert . . Culinary Arts ♦  | 103  |
| CERT.DESK.PUB       | Cert . . Desktop Publishing ♦   | 103  |
| AS.ENGIN.SCI        | AS . . Engineering Science  | 73   |
| CERT.ENV.TECH       | Cert . . Environmental Technology ♦   | 103  |
| COA.ENV             | C of A . Environmental Technology ♦†  | 107  |
| CERT.EXER.SCI       | Cert . . Exercise Science ♦   | 104  |
| AA.FPA.ART          | AA . . Fine and Performing Arts, Art  | 62   |
| AA.FPA.MUSC         | AA . . Fine and Performing Arts, Music Arts - General Music                     | 62   |
| AA.FPA.MUSC.COMP    | AA . . Fine and Performing Arts, Music Arts - Computer-Based Recording          | 63   |
| AA.FPA.MUSC.ELEC    | AA . . Fine and Performing Arts, Music Arts - Electronic Music                  | 63   |
| AA.FPA.MUSC.BUS     | AA . . Fine and Performing Arts, Music Arts - Music Business                    | 64   |
| AA.FPA.THTR         | AA . . Fine and Performing Arts, Theatre - General                              | 64   |
| AA.FPA.THTR.ACT     | AA . . Fine and Performing Arts, Theatre - Acting                               | 65   |
| AA.FPA.THTR.DAN     | AA . . Fine and Performing Arts, Theatre - Dance                                | 65   |
| AA.FPA.THTR.TECH    | AA . . Fine and Performing Arts, Theatre - Technical Production                 | 66   |
| CERT.FLORAL         | Cert . . Floral Design ♦  | 104  |
| CERT.FOOD.SERVICE   | Cert . . Food Service Supervision ♦   | 104  |
| COA.GIS             | C of A . Geographical Information Systems ♦                                     | 107  |
| CERT.HOSP.MGMT      | Cert . . Hospitality Management   | 104  |

§ In order to be considered for admission, you must submit the following documents. Allied Health and Nursing applicant checklist, and all official academic credentials such as high school record, GED scores, and any college transcripts. International students are not eligible to apply for these programs until they have completed their first semester.

♦ International students are not eligible for this program.

\*\*\* These certificate programs are designed for practicing professionals in these fields.

† These programs are for practicing professionals whose experience in the field has gained them the equivalent of the first year of study in a two-year program.

# Programs at a Glance

| <b>CODE</b>        | <b>DEGREE PROGRAM</b>   | <b>PAGE</b> |
|--------------------|---|-------------|
| AAS.HS.CRIMJ.FT    | AAS .Human Services, Criminal Justice - Full-time                             | 94          |
| AAS.HS.CRIMJ.PT    | AAS .Human Services, Criminal Justice - Part-time                             | 94          |
| AAS.HS.EARLY.CHILD | AAS .Human Services, Early Childhood Education                                | 95          |
| AAS.IDT.DRAFT      | AAS .Industrial & Design Technologies, Drafting and Design Technology.        | 96          |
| AAS.IDT.ELECT.TECH | AAS .Industrial & Design Technologies, Electronics Technology                 | 96          |
| AAS.IDT.ET.GEN     | AAS .Industrial & Design Technologies, Engineering Technology - General       | 97          |
| AAS.IDT.ET.MFTG    | AAS .Industrial & Design Technologies, Engineering Technology - Manufacturing | 97          |
| CERT.LAND          | Cert .Landscaping ♦   | 105         |
| AA.LA.GEN          | AA .Liberal Arts - General  | 60          |
| AA.LA.COMM         | AA .Liberal Arts - Communication Arts   | 60          |
| AA.LA.ECON         | AA .Liberal Arts - Economics  | 60          |
| AA.LA.HIST         | AA .Liberal Arts - History  | 60          |
| AA.LA.LIT          | AA .Liberal Arts - Literature   | 60          |
| AA.LA.PHIL         | AA .Liberal Arts - Philosophy and Religion                                    | 60          |
| AA.LA.POLI.SCI     | AA .Liberal Arts - Political Science  | 60          |
| AA.LA.PSY          | AA .Liberal Arts - Psychology   | 60          |
| AA.LA.SOC.SCI      | AA .Liberal Arts - Social Sciences  | 60          |
| AA.LA.SOC          | AA .Liberal Arts - Sociology  | 60          |
| AA.LA.WMST         | AA .Liberal Arts - Women's Studies  | 60          |
| AA.LA.FORGN.LANG   | AA .Liberal Arts - World Languages and Cultures                               | 60          |
| COA.MFTG.DESIGN    | C of A .Manufacturing Design ♦  | 107         |
| CERT.NET.WEB       | Cert .Networking and Web Development  | 105         |
| AS.NSM.GEN         | AS .Natural Sciences or Math - General  | 68          |
| AS.NSM.BIO         | AS .Natural Sciences or Math - Biology  | 68          |
| AS.NSM.CHEM        | AS .Natural Sciences or Math - Chemistry                                      | 69          |
| AS.NSM.COMP.SCI    | AS .Natural Sciences or Math - Computer Science                               | 69          |
| AS.NSM.MATH        | AS .Natural Sciences or Math - Mathematics                                    | 70          |
| AS.NSM.PHYSC       | AS .Natural Sciences or Math - Physics  | 70          |
| AS.NSM.CHIR        | AS .Natural Sciences or Math - Pre-Chiropractic                               | 71          |
| AAS.NURS.DAY       | AAS .Nursing - Day §*   | 98          |
| AAS.NURS.EVE       | AAS .Nursing - Evening §**  | 98          |
| CERT.OFFICE.WORD   | Cert .Office Studies - Word Processing ♦                                      | 105         |
| COA.PROF.COOK      | C of A .Professional Cooking †  | 107         |
| AS.PS.GEN          | AS .Professional Studies - General  | 75          |
| AS.PS.BRCAST       | AS .Professional Studies - Broadcasting                                       | 75          |
| AS.PS.BUS.ADM      | AS .Professional Studies - Business Administration                            | 76          |
| AS.PS.BUS.ACCT     | AS .Professional Studies - Business Administration - Accounting               | 76          |
| AS.PS.BUS.INTL     | AS .Professional Studies - Business Administration - International Trade      | 77          |
| AS.PS.BUS.MGMT     | AS .Professional Studies - Business Administration - Management               | 77          |
| AS.PS.BUS.MKTG     | AS .Professional Studies - Business Administration - Marketing                | 78          |
| AS.PS.EDUC         | AS .Professional Studies - Education  | 78          |
| AS.PS.EXER         | AS .Professional Studies - Exercise Science                                   | 79          |
| AS.PS.JOUR         | AS .Professional Studies - Journalism   | 79          |
| AAS.ST.ENV         | AAS .Science Technology - Environmental Technology                            | 99          |
| AAS.ST.HORT        | AAS .Science Technology - Horticulture  | 99          |
| AAS.ST.LST         | AAS .Science Technology - Interdisciplinary Laboratory Science Technology     | 100         |
| CERT. SM.BUS.MGMT  | Cert .Small Business Management ♦   | 105         |
| COA.SPEC.IMAG.RAD  | C of A .Special Imaging, Radiologic Technologist †                            | 107         |
| CERT.SURG          | Cert .Surgical Technology ♦§  | 106         |
| CERT.TRAVEL        | Cert .Travel Service ♦  | 106         |
| CERT.US            | Cert .United States Studies ♦   | 106         |

♦ International students are not eligible for this program.

§ In order to be considered for admission, you must submit the following documents: Allied Health and Nursing applicant checklist, and all official academic credentials such as high school record, GED scores, and any college transcripts. International students are not eligible to apply for these programs until they have completed their first semester.

\* The day Nursing program considers applications only for the Fall semester.

\*\* The evening Nursing program considers applications only for the Spring semester.

† These programs are for practicing professionals whose experience in the field has gained them the equivalent of the first year of study in a two year program.

# 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. Students who intend to transfer into bachelor's degree programs should consult with a transfer counselor at Bergen Community College to determine which of the following courses will meet general education requirements at the colleges or universities of their choice.

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. COMMUNICATION

|        |                             |
|--------|-----------------------------|
| COM101 | Mass Media of Communication |
| SPE111 | Speech Communication        |
| WRT101 | English Composition I       |
| WRT201 | English Composition II      |

## II. HUMANITIES

### FINE ARTS

|        |                                     |
|--------|-------------------------------------|
| ART101 | Art Appreciation                    |
| ART102 | Art History through the Renaissance |
| ART103 | Art History since the Renaissance   |
| MUS101 | Music Appreciation                  |
| MUS107 | Music History I                     |
| MUS108 | Music History II                    |
| MUS110 | Music, Art, and Drama               |
| THR101 | Introduction to Theatre             |
| THR140 | Introduction to Cinema              |

### HISTORY

|        |   |
|--------|---|
| HIS101 | History of Western Civilization to the Reformation    |
| HIS102 | History of Western Civilization since the Reformation |
| HIS105 | Women in History◆                                     |
| HIS106 | History of Modern Europe to the French Revolution     |
| HIS107 | History of Modern Europe since the French Revolution  |
| HIS111 | US History to Reconstruction                          |
| HIS112 | US History since Reconstruction                       |
| HIS113 | History of 20th Century US to World War II            |
| HIS114 | History of 20th Century US since World War II         |
| HIS116 | Women in American History◆                            |
| HIS121 | Modern Asian History◆                                 |
| HIS126 | Modern African History◆                               |
| HIS130 | Latin American History to Independence◆               |
| HIS131 | Latin American History since Independence◆            |
| HIS144 | Contemporary American Issues and Problems             |

### LITERATURE

|        |  |
|--------|--|
| LIT201 | American Literature to 1880              |
| LIT202 | American Literature, 1880 to the Present |
| LIT203 | World Literature to 1650◆                |
| LIT204 | World Literature, 1650 to the Present◆   |
| LIT205 | English Literature to 1800               |

### Literature (continued)

|        |  |
|--------|--|
| LIT206 | English Literature, 1800 to the Present  |
| LIT215 | The Black Literary Voice in America◆     |
| LIT216 | European Literature to 1650              |
| LIT217 | European Literature, 1650 to the Present |
| LIT218 | American Ethnic Literature◆              |
| LIT220 | Social Aspects of Literature             |
| LIT224 | Topics in International Literature◆      |
| LIT228 | Women in Literature◆                     |

### PHILOSOPHY and RELIGION

|        |                                  |
|--------|----------------------------------|
| PHR101 | Introduction to Philosophy       |
| PHR102 | Ethics                           |
| PHR103 | Basic Logic                      |
| PHR104 | Topics in Philosophy             |
| PHR105 | Ethics in Business and Society   |
| PHR106 | Eastern Philosophy◆              |
| PHR110 | Introduction to Moral Philosophy |
| PHR120 | Introduction to Religion         |
| PHR121 | Religions of the World◆          |
| PHR122 | Women and Religion◆              |
| PHR203 | Intermediate Logic               |

### WORLD LANGUAGES AND CULTURES

|        |                         |
|--------|-------------------------|
| LAN110 | French I                |
| LAN200 | French II               |
| LAN201 | Intermediate French I   |
| LAN202 | Intermediate French II  |
| LAN111 | German I                |
| LAN210 | German II               |
| LAN211 | Intermediate German I   |
| LAN212 | Intermediate German II  |
| LAN144 | Irish I                 |
| LAN244 | Irish II                |
| LAN245 | Intermediate Irish      |
| LAN112 | Italian I               |
| LAN220 | Italian II              |
| LAN221 | Intermediate Italian I  |
| LAN222 | Intermediate Italian II |
| LAN120 | Japanese I              |
| LAN260 | Japanese II             |
| LAN261 | Intermediate Japanese I |
| LAN165 | Korean I                |
| LAN265 | Korean II               |
| LAN114 | Russian I               |
| LAN240 | Russian II              |
| LAN241 | Intermediate Russian    |
| LAN113 | Spanish I               |
| LAN230 | Spanish II              |

### World Languages (continued)

|        |  |
|--------|--|
| LAN231 | Intermediate Spanish I                     |
| LAN232 | Intermediate Spanish II                    |
| LAN228 | Elementary Spanish for Heritage Speakers   |
| LAN229 | Intermediate Spanish for Heritage Speakers |

## III. NATURAL SCIENCES and MATHEMATICS

### BIOLOGY

|        |                                 |
|--------|---------------------------------|
| BIO101 | General Biology I*              |
| BIO103 | The Human Body*                 |
| BIO104 | Microbiology*                   |
| BIO107 | Intro to Human Biology*         |
| BIO108 | Intro to Environmental Biology* |
| BIO109 | Anatomy and Physiology I*†      |
| BIO209 | Anatomy and Physiology II*†     |
| BIO131 | General Botany*                 |
| BIO203 | General Biology II*             |

### CHEMISTRY

|        |                            |
|--------|----------------------------|
| CHM100 | Introduction to Chemistry* |
| CHM112 | College Chemistry*         |
| CHM140 | General Chemistry I*       |
| CHM141 | General Chemistry I-Lab*   |
| CHM240 | General Chemistry II*      |
| CHM241 | General Chemistry II-Lab*  |

### EARTHSCIENCE

|        |                      |
|--------|----------------------|
| ESC111 | Astronomy*           |
| ESC112 | Climatology*         |
| ESC113 | Geology*             |
| ESC114 | Meteorology Physics* |

### PHYSICS

|        |                          |
|--------|--------------------------|
| PHY185 | Introduction to Physics* |
| PHY186 | General Physics I*       |
| PHY190 | Physics I*               |
| PHY286 | General Physics II*      |
| PHY290 | Physics II*              |
| PHY291 | Physics III*             |

### MATHEMATICS and COMPUTER SCIENCE

|        |   |
|--------|---|
| MAT130 | Introduction to Mathematics                   |
| MAT150 | Elementary Statistics                         |
| MAT155 | Finite Mathematics                            |
| MAT163 | Computer Programming: QBASIC                  |
| MAT165 | C++ Programming I                             |
| MAT180 | Precalculus: College Algebra and Trigonometry |
| MAT223 | Calculus for Managerial and Social Sciences   |
| MAT250 | Statistical Analysis                          |

### Mathematics (continued)

|        |                                    |
|--------|------------------------------------|
| MAT266 | Computer Programming: Visual BASIC |
| MAT280 | Calculus I                         |
| MAT281 | Calculus II                        |
| MAT282 | Calculus III                       |

## IV. SOCIAL SCIENCES

### ANTHROPOLOGY

|        |                        |
|--------|------------------------|
| ANT101 | Cultural Anthropology◆ |
|--------|------------------------|

### ECONOMICS

|        |                 |
|--------|-----------------|
| ECO101 | Macro Economics |
| ECO201 | Micro Economics |

### GEOGRAPHY

|        |           |
|--------|-----------|
| GE0101 | Geography |
|--------|-----------|

### POLITICAL SCIENCE

|        |                             |
|--------|-----------------------------|
| POL101 | American Government         |
| POL102 | International Relations     |
| POL103 | Modern Political Ideologies |
| POL104 | State and Local Government  |
| POL107 | Introduction to Politics    |

### PSYCHOLOGY

|        |                          |
|--------|--------------------------|
| PSY101 | General Psychology       |
| PSY102 | Abnormal Psychology      |
| PSY106 | Developmental Psychology |
| PSY201 | Child Psychology         |
| PSY207 | Psychology of Women◆     |

### SOCIOLOGY

|        |                                      |
|--------|--------------------------------------|
| SOC101 | Sociology                            |
| SOC103 | Sociology of the Family              |
| SOC120 | Sociology of Gender Roles◆           |
| SOC121 | Changing Roles of Women◆             |
| SOC201 | Social Problems                      |
| SOC222 | Ethnic and Minority Group Relations◆ |

## V. WELLNESS and EXERCISE SCIENCE

|        |                                   |
|--------|-----------------------------------|
| WEX101 | Dynamics of Health and Fitness    |
| WEX201 | DHF-EXP-Aerobic Dance             |
| WEX202 | DHF-EXP-Body Conditioning         |
| WEX204 | DHF-EXP-Keep Young, Fit and Alive |
| WEX205 | DHF-EXP-Swimming for Conditioning |
| WEX206 | DHF-EXP-Weight Training           |
| WEX208 | DHF-EXP-40+Fitness                |

\*Lab Science Elective

†Some colleges may require both BIO109 and BIO209 before transfer credit is awarded.

◆These courses satisfy the BCC Diversity Requirement

## TRANSFER PROGRAMS

### ASSOCIATE IN ARTS (AA) DEGREE IN LIBERAL ARTS

To earn the AA degree in Liberal Arts, a student must meet the following curriculum requirements:

| Area of Study                 | Credits  | Courses   |
|-------------------------------|--|---|
| Communications                | 9  | WRT101 English Composition I (3 cr.)<br>WRT201 English Composition II (3 cr.)<br>SPE111 Speech Communication (3 cr.)  |
| Humanities                    | 24   | Two general education courses (6 cr.) in History (HIS)<br><br>Six general education courses (18 cr.) to be selected from the following fields, with no more than two courses (6 cr.) in any one field:<br><br>Fine Arts (Art [ART], Music [MUS], Theatre Arts [THR])<br>World Languages and Cultures (LAN)<br>Literature (LIT)<br>Philosophy and Religion (PHR) |
| Social Sciences               | 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:<br><br>Economics (ECO)<br>Geography (GEO)<br>Political Science (POL)<br>Psychology (PSY)<br>Sociology (SOC) and Anthropology (ANT)  |
| Mathematics                   | 6  | Two general education courses (6 cr.) in Mathematics/Computer Science (MAT)*  |
| Natural Sciences              | 8  | Two general education courses (8 cr.) to be selected from the following fields:<br><br>Biology (BIO)<br>Chemistry (CHM)<br>Physics (PHY) or Earth Science (ESC)   |
| Wellness and Exercise Science | 3  | WEX101 Dynamics of Health and Fitness (2 cr.)<br>WEX... Dynamics of Health and Fitness Experience (1 cr.) **  |
| Free Electives                | 6  |   |
| Diversity Requirement:        | In completing the BCC General Education Program, a student must take and pass at least one course in gender studies, non-western history or thought, and/or cultural diversity.*** |   |

\* Choose one of the following: MAT150, MAT180, MAT223, or MAT280; plus choose a second course from the general education electives in Mathematics and Computer Science on page 58.

\*\* Choose one of the following: WEX201, WEX202, WEX204, WEX205, WEX206, WEX208.

\*\*\* Choose at least one of the following: ANT101; HIS105; HIS116; HIS121; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

## ASSOCIATE IN ARTS (AA) DEGREE IN LIBERAL ARTS

*It is recommended that the student fulfill the preceding requirements in accordance with the following semester-by-semester sequence.*

### GENERAL CURRICULUM CODE AA.LA.GEN

#### First Semester

|        |                              |       |
|--------|------------------------------|-------|
| HIS... | History Elective*            | 3     |
| .....  | Humanities Elective**        | 3     |
| MAT... | Restricted Math Elective***  | 3     |
| SPE111 | Speech Communication         | 3     |
| WEX101 | Dynamics of Health & Fitness | 2     |
| WRT101 | English Composition I        | 3     |
|        |                              | <hr/> |
|        |                              | 17    |

#### Second Semester

|        |   |       |
|--------|---|-------|
| HIS... | History Elective*                       | 3     |
| .....  | Humanities Electives**                  | 3     |
| MAT... | Mathematics Elective†                   | 3     |
| .....  | Social Science Elective†                | 3     |
| WEX... | Dynamics of Health & Fitness Experience | 1     |
| WRT201 | English Composition II                  | 3     |
|        |   | <hr/> |
|        |   | 16    |

#### Third Semester

|       |                            |       |
|-------|----------------------------|-------|
| ..... | Free Electives             | 3     |
| ..... | Humanities Electives**     | 6     |
| ..... | Natural Sciences Elective† | 4     |
| ..... | Social Science Elective†   | 3     |
|       |                            | <hr/> |
|       |                            | 16    |

#### Fourth Semester

|       |                            |       |
|-------|----------------------------|-------|
| ..... | Free Electives             | 3     |
| ..... | Humanities Electives**     | 6     |
| ..... | Natural Sciences Elective† | 4     |
| ..... | Social Science Elective†   | 3     |
|       |                            | <hr/> |
|       |                            | 16    |

**Diversity Requirement:** In completing the BCC General Education Program, a student must take and pass at least one course in gender studies, non-western history or thought, and/or cultural diversity. Choose from the following Humanities and Social Sciences electives: ANT101; HIS105; HIS116; HIS121; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

\*General Education Elective in History - see page 58

\*\*General Education Elective in Fine Arts, World Languages, Literature, or Philosophy & Religion - see page 58

\*\*\*Students should select from MAT150, MAT180, MAT223, MAT280

†General Education Elective - see page 58.

If a student in the Liberal Arts wishes to "major" in a given area of study, he or she may do so by choosing a combination of general education courses and free electives in one of the following options: Communication Arts, Economics, History, Literature, Philosophy and Religion, Political Science, Psychology, Social Sciences, Sociology, Women's Studies, World Languages and Cultures

## OPTIONAL AREAS OF CONCENTRATION

### COMMUNICATION ARTS CODE AA.LA.COMM

In addition to the required general education courses in Communications (WRT101 English Composition I, WRT201 English Composition II, and SPE111 Speech Communication), the student should take one free elective in COM101 Mass Media of Communications (3 credits) and one free elective in another Mass Communications (COM) course (3 credits).

### ECONOMICS CODE AA.LA.ECON

The student should take two general education Social Science electives in Economics (6 credits) and two free electives in Economics (6 credits).

### HISTORY CODE AA.LA.HIST

The student should take two general education Humanities elective in History (6 credits) and two free electives in History (6 credits).

### LITERATURE CODE AA.LA.LIT

The student should take two general education Humanities electives in Literature (6 credits) and two free electives in Literature (6 credits).

### PHILOSOPHY AND RELIGION CODE AA.LA.PHIL

The student should take two general education Humanities electives in Philosophy and/or Religion (6 credits) and two free electives in Philosophy and/or Religion (6 credits).

### POLITICAL SCIENCE CODE AA.LA.POLI.SCI

The student should take two general education Social Science electives in Political Science (6 credits) and two free electives in Political Science (6 credits).

### PSYCHOLOGY CODE AA.LA.PSY

The student should take two general education Social Science electives in Psychology (6 credits) and two free electives in Psychology (6 credits).

### SOCIAL SCIENCES CODE AA.LA.SOC.SCI

The student should take three general education Social Science Electives in Anthropology, Economics, Political Science, Geography, Psychology, or Sociology (9 credits) and two free electives in Anthropology, Economics, Political Science, Geography, Psychology, or Sociology (6 credits).

### SOCIOLOGY CODE AA.LA.SOC

The student should take two general education Social Science electives in Sociology and/or Anthropology (6 credits) and two free electives in Sociology and/or Anthropology (6 credits).

### WOMEN'S STUDIES CODE AA.LA.WMST

The student should take two general education electives in Women's Studies (6 credits) and two free electives in Women's Studies (6 credits).

### WORLD LANGUAGES AND CULTURES

#### CODE AA.LA.FORGN.LANG

The student should take two general education Humanities electives in World Languages (6 credits) and two free electives in World Languages and Cultures (6 credits).

## TRANSFER PROGRAMS

### ASSOCIATE IN ARTS (AA) DEGREE IN FINE AND PERFORMING ARTS

To earn the AA degree in Fine and Performing Arts, a student must meet the following curriculum requirements:

| Area of Study                 | Credits   | Course  |
|-------------------------------|---|---|
| Communications                | 9   | WRT101 English Composition I (3 cr.)<br>WRT201 English Composition II (3 cr.)<br>SPE111 Speech Communication (3 cr.)  |
| Humanities                    | 21  | Two general education courses (6 cr.) in History (HIS)<br><br>Five general education courses (15 cr.) to be selected from the following fields, with no more than two courses (6 cr.) in any one field:<br><br>Fine Arts ( Art [ART], Music [MUS], Theatre Arts [THR])<br>World Languages and Cultures (LAN)<br>Literature (LIT)<br>Philosophy and Religion (PHR) |
| Social Sciences               | 6   | Two general education courses (6 cr.) to be selected from two of the following fields:<br><br>Economics (ECO)<br>Geography (GEO)<br>Political Science (POL)<br>Psychology (PSY)<br>Sociology (SOC) and Anthropology (ANT)   |
| Mathematics                   | 3   | One general education course (3 cr.) in Mathematics/Computer Science (MAT)  |
| Natural Sciences              | 4   | One general education course (4 cr.) to be selected from the following fields:<br><br>Biology (BIO)<br>Chemistry (CHM)<br>Physics (PHY) or Earth Science (ESC)  |
| Wellness and Exercise Science | 3   | WEX101 Dynamics of Health and Fitness (2 cr.)<br>WEX... Dynamics of Health and Fitness Experience (1 cr.) *   |
| Restricted Courses            | 18-20   |   |
| Diversity Requirement:        | In completing the BCC General Education Program, a student must take and pass at least one course in gender studies, non-western history or thought, and/or cultural diversity.** |   |

\* Choose one of the following: WEX201, WEX202, WEX204, WEX205, WEX206, WEX208.

\*\* Choose at least one of the following: ANT101; HIS105; HIS116; HIS121; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

# TRANSFER PROGRAMS

## ASSOCIATE IN ARTS (AA) DEGREE IN FINE AND PERFORMING ARTS

To fulfill the preceding requirements, a student in Fine and Performing Arts must major in Art, Music, or Theatre Arts and must follow one of the programs of study outlined below:

### ART OPTION CODE AA.FPA.ART

|                        |   |    |
|------------------------|---|----|
| <b>First Semester</b>  |   |    |
| ART123                 | Life Drawing I<br>or                          | 3  |
| ART124                 | Drawing Fundamentals                          |    |
| ART122                 | Two-Dimensional Design                        | 3  |
| ART126                 | Introduction to Computer<br>Graphics*         | 3  |
| SPE111                 | Speech Communication                          | 3  |
| WRT101                 | English Composition I                         | 3  |
| WEX101                 | Dynamics of Health & Fitness                  | 2  |
|                        |   | 17 |
| <b>Second Semester</b> |   |    |
| ART227                 | Painting I                                    | 3  |
| .....                  | Humanities Electives†**                       | 6  |
| MAT...                 | Mathematics Elective***                       | 3  |
| WRT201                 | English Composition II                        | 3  |
| WEX...                 | Dynamics of Health & Fitness<br>Experience*** | 1  |
|                        |   | 16 |
| <b>Third Semester</b>  |   |    |
| ART...                 | Studio Art Elective‡                          | 3  |
| HIS...                 | History Elective◆                             | 3  |
| .....                  | Humanities Elective**†                        | 3  |
| .....                  | Natural Sciences Elective***                  | 4  |
| .....                  | Social Science Elective***                    | 3  |
|                        |   | 16 |
| <b>Fourth Semester</b> |   |    |
| ART...                 | Studio Art Elective‡                          | 3  |
| HIS...                 | History Elective◆                             | 3  |
| .....                  | Humanities Electives**                        | 6  |
| .....                  | Social Science Elective***                    | 3  |
|                        |   | 15 |

### MUSIC ARTS - GENERAL MUSIC ARTS OPTION CODE AA.FPA.MUSC

|                        |   |    |
|------------------------|---|----|
| <b>First Semester</b>  |   |    |
| MUS131                 | Class Piano I                               | 2  |
| MUS...                 | Music Elective                              | 3  |
| .....                  | Social Science Elective*                    | 3  |
| SPE111                 | Speech Communication                        | 3  |
| WRT101                 | English Composition I                       | 3  |
| .....                  | Humanities Elective**†                      | 3  |
|                        |   | 17 |
| <b>Second Semester</b> |   |    |
| MUS231                 | Class Piano II                              | 2  |
| MUS...                 | Music Elective                              | 3  |
| WRT201                 | English Composition II                      | 3  |
| .....                  | Humanities Elective**†                      | 3  |
| MAT...                 | Mathematics Elective*                       | 3  |
| .....                  | Social Science Elective*                    | 3  |
|                        |   | 17 |
| <b>Third Semester</b>  |   |    |
| MUS132                 | Music Theory I                              | 2  |
| MUS107                 | Music History I                             | 3  |
| HIS...                 | History Elective***                         | 3  |
| .....                  | Humanities Elective**                       | 3  |
| .....                  | Natural Sciences Elective*                  | 4  |
| WEX101                 | Dynamics of Health & Fitness                | 2  |
|                        |   | 17 |
| <b>Fourth Semester</b> |   |    |
| MUS232                 | Music Theory II                             | 2  |
| MUS108                 | Music History II                            | 3  |
| HIS...                 | History Elective***                         | 3  |
| WEX...                 | Dynamics of Health &<br>Fitness Experience* | 1  |
| .....                  | Humanities Electives**                      | 6  |
|                        |   | 15 |

\* Course uses Macintosh computers  
 \*\*General Education Elective in Fine Arts, World Languages, Literature, or Philosophy & Religion - see page 58  
 \*\*\*General Education Elective - see page 58  
 †Recommended: ART101 Art Appreciation; ART102 Art History Through the Renaissance; ART103 Art History Since the Renaissance  
 ‡ "Studio Art" Electives do not include Art Appreciation or Art History. Recommended: ART181 Photo I, ART281 Photo II  
 ◆General Education Elective in History - see page 58

\* General Education Elective - see page 58  
 \*\*General Education Elective in Fine Arts, World Languages, Literature, or Philosophy & Religion - see page 58  
 \*\*\*General Education Elective in History - see page 58  
 † Recommended: MUS101 Music Appreciation; MUS110 Music, Art, and Drama; THR101 Introduction to Theatre

# ASSOCIATE IN ARTS (AA) DEGREE IN FINE & PERFORMING ARTS

## MUSIC ARTS - COMPUTER-BASED RECORDING OPTION CODE AA.FPA.MUSC.COMP

| <b>First Semester</b> |                            |    |
|-----------------------|----------------------------|----|
| MUS131                | Class Piano I              | 2  |
| MUS151                | Computer-Based Recording I | 3  |
| .....                 | Social Science Elective*   | 3  |
| SPE111                | Speech Communication       | 3  |
| WRT101                | English Composition I      | 3  |
| .....                 | Humanities Elective**†     | 3  |
|                       |                            | 17 |

| <b>Second Semester</b> |                             |    |
|------------------------|-----------------------------|----|
| MUS231                 | Class Piano II              | 2  |
| MUS251                 | Computer-Based Recording II | 3  |
| WRT201                 | English Composition II      | 3  |
| .....                  | Humanities Elective**†      | 3  |
| MAT...                 | Mathematics Elective*       | 3  |
| .....                  | Social Science Elective*    | 3  |
|                        |                             | 17 |

| <b>Third Semester</b> |                              |    |
|-----------------------|------------------------------|----|
| MUS132                | Music Theory I               | 2  |
| MUS107                | Music History I              | 3  |
| HIS...                | History Elective***          | 3  |
| .....                 | Humanities Elective**        | 3  |
| .....                 | Natural Sciences Elective*   | 4  |
| WEX101                | Dynamics of Health & Fitness | 2  |
|                       |                              | 17 |

| <b>Fourth Semester</b> |  |    |
|------------------------|--|----|
| MUS232                 | Music Theory II                          | 2  |
| MUS108                 | Music History II                         | 3  |
| HIS...                 | History Elective***                      | 3  |
| WEX...                 | Dynamics of Health & Fitness Experience* | 1  |
| .....                  | Humanities Electives**                   | 6  |
|                        |  | 15 |

\* General Education Elective - see page 58  
 \*\*General Education Elective in Fine Arts, World Languages, Literature, or Philosophy & Religion - see page 58  
 \*\*\*General Education Elective in History - see page 58  
 † Recommended: MUS101 Music Appreciation; MUS110 Music, Art, and Drama; THR101 Introduction to Theatre

## MUSIC ARTS - ELECTRONIC MUSIC OPTION CODE AA.FPA.MUSC.ELEC

| <b>First Semester</b> |                          |    |
|-----------------------|--------------------------|----|
| MUS131                | Class Piano I            | 2  |
| MUS150                | Electronic Music I       | 3  |
| .....                 | Social Science Elective* | 3  |
| SPE111                | Speech Communication     | 3  |
| WRT101                | English Composition I    | 3  |
| .....                 | Humanities Elective**†   | 3  |
|                       |                          | 17 |

| <b>Second Semester</b> |                          |    |
|------------------------|--------------------------|----|
| MUS231                 | Class Piano II           | 2  |
| MUS250                 | Electronic Music II      | 3  |
| WRT201                 | English Composition II   | 3  |
| .....                  | Humanities Elective**†   | 3  |
| MAT...                 | Mathematics Elective*    | 3  |
| .....                  | Social Science Elective* | 3  |
|                        |                          | 17 |

| <b>Third Semester</b> |                              |    |
|-----------------------|------------------------------|----|
| MUS132                | Music Theory I               | 2  |
| MUS107                | Music History I              | 3  |
| HIS...                | History Elective***          | 3  |
| .....                 | Humanities Elective**        | 3  |
| .....                 | Natural Sciences Elective*   | 4  |
| WEX101                | Dynamics of Health & Fitness | 2  |
|                       |                              | 17 |

| <b>Fourth Semester</b> |  |    |
|------------------------|--|----|
| MUS232                 | Music Theory II                          | 2  |
| MUS108                 | Music History II                         | 3  |
| HIS...                 | History Elective***                      | 3  |
| WEX...                 | Dynamics of Health & Fitness Experience* | 1  |
| .....                  | Humanities Electives**                   | 6  |
|                        |  | 15 |

\* General Education Elective - see page 58  
 \*\*General Education Elective in Fine Arts, Foreign Languages, Literature, or Philosophy & Religion - see page 58  
 \*\*\*General Education Elective in History - see page 58  
 † Recommended: MUS101 Music Appreciation; MUS110 Music, Art, and Drama; THR101 Introduction to Theatre



ASSOCIATE IN ARTS (AA) DEGREE IN FINE & PERFORMING ARTS

**MUSIC ARTS - MUSIC BUSINESS OPTION  
CODE AA.FPA.MUSC.BUS**

**First Semester**

|        |                          |   |
|--------|--------------------------|---|
| MUS131 | Class Piano I            | 2 |
| MUS152 | Music Business I         | 3 |
| .....  | Social Science Elective* | 3 |
| SPE111 | Speech Communication     | 3 |
| WRT101 | English Composition I    | 3 |
| .....  | Humanities Elective**†   | 3 |

17

**Second Semester**

|        |                          |   |
|--------|--------------------------|---|
| MUS231 | Class Piano II           | 2 |
| MUS252 | Music Business II        | 3 |
| WRT201 | English Composition II   | 3 |
| .....  | Humanities Elective**†   | 3 |
| MAT... | Mathematics Elective*    | 3 |
| .....  | Social Science Elective* | 3 |

17

**Third Semester**

|        |                              |   |
|--------|------------------------------|---|
| MUS132 | Music Theory I               | 2 |
| MUS107 | Music History I              | 3 |
| HIS... | History Elective***          | 3 |
| .....  | Humanities Elective**        | 3 |
| .....  | Natural Sciences Elective*   | 4 |
| WEX101 | Dynamics of Health & Fitness | 2 |

17

**Fourth Semester**

|        |  |   |
|--------|--|---|
| MUS232 | Music Theory II                          | 2 |
| MUS108 | Music History II                         | 3 |
| HIS... | History Elective***                      | 3 |
| WEX... | Dynamics of Health & Fitness Experience* | 1 |
| .....  | Humanities Electives**                   | 6 |

15

\*General Education Elective - see page 58

\*\*General Education Elective in Fine Arts, World Languages, Literature, or Philosophy & Religion - see page 58

\*\*\*General Education Elective in History - see page 58

† Recommended: MUS101 Music Appreciation; MUS110 Music, Art, and Drama; THR101 Introduction to Theatre

**THEATER ARTS - GENERAL THEATRE ARTS OPTION  
CODE AA.FPA.THTR**

**First Semester**

|        |                                       |   |
|--------|---------------------------------------|---|
| .....  | Humanities Elective*†                 | 3 |
| SPE111 | Speech Communication                  | 3 |
| THR110 | Basic Acting Techniques               | 3 |
| THR131 | Introduction to Stagecraft & Lighting | 3 |
| WRT101 | English Composition I                 | 3 |

15

**Second Semester**

|        |                                    |   |
|--------|------------------------------------|---|
| .....  | Humanities Elective*†              | 3 |
| MAT... | Mathematics Elective**             | 3 |
| .....  | Social Science Elective**          | 3 |
| THR120 | Stage Makeup                       | 1 |
| THR113 | Movement for the Performing Artist | 2 |
|        | or                                 |   |
| THR210 | Scene Study                        | 3 |
|        | or                                 |   |
| THR124 | Dance Experience                   | 3 |
|        | or                                 |   |
| COM106 | TV Production                      | 3 |
| WRT201 | English Composition II             | 3 |

15-16

**Third Semester**

|        |                                  |   |
|--------|----------------------------------|---|
| HIS... | History Elective***              | 3 |
| .....  | Humanities Electives*            | 6 |
| .....  | Natural Sciences Elective**      | 4 |
| THR117 | Theatre Performance & Production | 2 |
|        | or                               |   |
| COM105 | Radio Production                 | 3 |
|        | or                               |   |
| DAN... | Dance Technique Classes††        | 1 |
| WEX101 | Dynamics of Health & Fitness     | 2 |

16-18

**Fourth Semester**

|        |   |   |
|--------|---|---|
| HIS... | History Elective***                       | 3 |
| .....  | Humanities Elective*                      | 3 |
| .....  | Social Science Elective**                 | 3 |
| THR116 | Theatre Production Workshop               | 4 |
| THR114 | Audition Techniques                       | 2 |
|        | or  |   |
| THR136 | Stage Electrics                           | 3 |
|        | or  |   |
| DAN... | Dance Technique Classes††                 | 2 |
| WEX... | Dynamics of Health & Fitness Experience** | 1 |

17-18

\*General Education Elective in Fine Arts, World Languages, Literature, or Philosophy & Religion - see page 58

\*\*General Education Elective - see page 58

\*\*\*General Education Elective in History - see page 58

† Recommended: THR101 Introduction to Theatre; MUS110 Music, Art, and Drama; THR140 Intro to Cinema

†† Dance Technique classes should be selected from those DAN... classes offered each semester.

# ASSOCIATE IN ARTS (AA) DEGREE IN FINE & PERFORMING ARTS

## THEATRE ARTS - ACTING OPTION CODE AA.FPA.THTR.ACT

| <b>First Semester</b>  |   |    |
|------------------------|---|----|
| .....                  | Humanities Elective*†                     | 3  |
| SPE111                 | Speech Communication                      | 3  |
| THR110                 | Basic Acting Techniques                   | 3  |
| THR131                 | Introduction to Stagecraft & Lighting     | 3  |
| WRT101                 | English Composition I                     | 3  |
|                        |   | 15 |
| <b>Second Semester</b> |   |    |
| .....                  | Humanities Elective*†                     | 3  |
| MAT...                 | Mathematics Elective**                    | 3  |
| THR113                 | Movement for the Performing Artist        | 2  |
| THR120                 | Stage Makeup                              | 1  |
| THR210                 | Scene Study                               | 3  |
| WEX101                 | Dynamics of Health & Fitness              | 2  |
| WRT201                 | English Composition II                    | 3  |
|                        |   | 17 |
| <b>Third Semester</b>  |   |    |
| HIS...                 | History Elective***                       | 3  |
| .....                  | Humanities Electives*                     | 6  |
| .....                  | Natural Sciences Elective**               | 4  |
| THR117                 | Theatre Performance & Production          | 2  |
| WEX...                 | Dynamics of Health & Fitness Experience** | 1  |
|                        |   | 16 |
| <b>Fourth Semester</b> |   |    |
| HIS...                 | History Elective***                       | 3  |
| .....                  | Humanities Elective*                      | 3  |
| THR116                 | Theatre Production Workshop               | 4  |
| THR114                 | Audition Techniques                       | 2  |
| .....                  | Social Science Electives**                | 6  |
|                        |   | 18 |

## THEATER ARTS - DANCE OPTION CODE AA.FPA.THTR.DAN

| <b>First Semester</b>  |   |       |
|------------------------|---|-------|
| .....                  | Humanities Elective*†                     | 3     |
| SPE111                 | Speech Communication                      | 3     |
| THR110                 | Basic Acting Techniques                   | 3     |
| THR131                 | Introduction to Stagecraft & Lighting     | 3     |
| WRT101                 | English Composition I                     | 3     |
|                        |   | 15    |
| <b>Second Semester</b> |   |       |
| .....                  | Humanities Elective*†                     | 3     |
| MAT...                 | Mathematics Elective**                    | 3     |
| .....                  | Social Science Elective                   | 3     |
| THR113                 | Movement for the Performing Artist        | 2     |
| THR120                 | Stage Makeup                              | 1     |
| THR124                 | Dance Experience                          | 3     |
| WRT201                 | English Composition II                    | 3     |
|                        |   | 18    |
| <b>Third Semester</b>  |   |       |
| HIS...                 | History Elective***                       | 3     |
| .....                  | Humanities Electives*                     | 6     |
| .....                  | Natural Sciences Elective                 | 4     |
| THR117                 | Theatre Performance & Production          | 2     |
| WEX101                 | Dynamics of Health & Fitness              | 2     |
|                        |   | 17    |
| <b>Fourth Semester</b> |   |       |
| DAN...                 | Dance Technique Classes††                 | 1-2   |
| HIS...                 | History Elective***                       | 3     |
| .....                  | Humanities Elective*                      | 3     |
| THR116                 | Theatre Production Workshop               | 4     |
| .....                  | Social Science Elective**                 | 3     |
| WEX...                 | Dynamics of Health & Fitness Experience** | 1     |
|                        |   | 15-16 |

\* General Education Elective in Fine Arts, World Languages, Literature, or Philosophy & Religion - see page 58  
 \*\* General Education Elective - see page 58  
 \*\*\* General Education Elective in History - see page 58  
 † Recommended: THR101 Introduction to Theatre; MUS110 Music, Art, and Drama; THR140 Introduction to Cinema

\* General Education Elective in Fine Arts, World Languages, Literature, or Philosophy & Religion - see page 58  
 \*\* General Education Elective - see page 58  
 \*\*\* General Education Elective in History - see page 58  
 † Recommended: THR101 Introduction to Theatre; MUS110 Music, Art, and Drama; THR140 Introduction to Cinema.  
 †† Dance Technique classes should be selected from those DAN classes offered each semester.

# ASSOCIATE IN ARTS (AA) DEGREE IN FINE & PERFORMING ARTS

## THEATRE ARTS - TECHNICAL PRODUCTION OPTION CODE AA.FPA.THTR.TECH

### First Semester

|        |                                       |   |
|--------|---------------------------------------|---|
| .....  | Humanities Elective*†                 | 3 |
| SPE111 | Speech Communication                  | 3 |
| THR110 | Basic Acting Techniques               | 3 |
| THR131 | Introduction to Stagecraft & Lighting | 3 |
| WRT101 | English Composition I                 |   |

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15

### Second Semester

|        |                           |   |
|--------|---------------------------|---|
| COM106 | TV Production             |   |
| .....  | Humanities Elective*†     | 3 |
| MAT... | Mathematics Elective**    | 3 |
| .....  | Social Science Elective** | 3 |
| THR120 | Stage Makeup              | 1 |
| WET201 | English Composition II    | 3 |

---

16

### Third Semester

|        |                                  |   |
|--------|----------------------------------|---|
| HIS... | History Elective***              | 3 |
| .....  | Humanities Electives*            | 6 |
| .....  | Natural Sciences Elective**      | 4 |
| THR117 | Theatre Performance & Production | 2 |
| WEX101 | Dynamics of Health & Fitness     | 2 |

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17

### Fourth Semester

|        |  |   |
|--------|--|---|
| HIS... | History Elective***                          | 3 |
| .....  | Humanities Elective*                         | 3 |
| THR116 | Theatre Production Workshop                  | 4 |
| THR136 | Stage Electrics                              | 3 |
| .....  | Social Science Elective**                    | 3 |
| WEX... | Dynamics of Health & Fitness<br>Experience** | 1 |

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17

\* General Education Elective in Fine Arts, World Languages, Literature, or Philosophy & Religion - see page 58

\*\* General Education Elective - see page 58

\*\*\* General Education Elective in History - see page 58

† Recommended: THR101 Introduction to Theatre;

MUS110 Music, Art, and Drama; THR140 Introduction to Cinema.

# TRANSFER PROGRAMS

## ASSOCIATE IN SCIENCE (AS) DEGREES IN LIBERAL ARTS AND SCIENCES

Associate in Science (AS) degree programs are designed to prepare students for transfer into bachelor's degree programs in four-year colleges and universities. The minimum requirement for graduation in such programs is 64 degree credits and completion of all courses and specific requirements listed within the student's chosen curriculum.

Bergen Community College offers a three-track program to students seeking to earn the Associate in Science (AS) degree:

- (1) Students may pursue the AS degree with options in **Natural Sciences or Mathematics** by following a program of study in General Science, Biology, Chemistry, Computer Science, Mathematics, Physics, or Pre-Chiropractic.
- (2) Students may pursue the AS degree with an option in **Engineering Science**.
- (3) Students may pursue the AS degree with options in **Professional Studies** by following a program of study in General Professional Studies, Broadcasting, Business Administration, Education, Exercise Science, or Journalism.

## ASSOCIATE IN SCIENCE (AS) DEGREE OPTIONS IN NATURAL SCIENCES OR MATHEMATICS

To earn the AS degree in Natural Sciences or Mathematics, a student must meet the following curriculum requirements:

| Area of Study                 | Credits | Courses  |
|-------------------------------|---------|--|
| Communications                | 9       | WRT101 English Composition I (3 cr.)<br>WRT201 English Composition II (3 cr.)<br>SPE111 Speech Communication (3 cr.)   |
| Humanities                    | 12      | Four general education courses (12 cr.) to be selected from at least three of the following fields:<br><br>Fine Arts (Art [ART], Music [MUS], Theatre Arts [THR])<br>World Languages and Cultures(LAN)<br>History (HIS)<br>Literature (LIT)<br>Philosophy and Religion (PHR) |
| Social Sciences               | 6       | Two general education courses (6 cr.) to be selected from two of the following fields:<br><br>Economics (ECO)<br>Geography (GEO)<br>Political Science (POL)<br>Psychology (PSY)<br>Sociology (SOC) and Anthropology (ANT)  |
| Mathematics                   | 8       | Two general education courses (8 cr.) in Mathematics/Computer Science (MAT)*   |
| Natural Sciences              | 8       | Two general education courses (8 cr.) to be selected from the following fields:<br><br>Biology (BIO)<br>Chemistry (CHM)<br>Physics (PHY) or Earth Science (ESC)  |
| Wellness and Exercise Science | 3       | WEX101 Dynamics of Health and Fitness (2cr.)<br>WEX... Dynamics of Health and Fitness Experience (1 cr.)**   |
| Restricted Courses            | 18-20   |  |
| Diversity Requirement:        |         | In completing the BCCGeneral Education Program, a student must take and pass at least one course in gender studies, non-western history or thought, and/or cultural diversity.***  |

\* MAT280 Calculus I is required of all students in Natural Sciences and Mathematics programs.

\*\* Choose one of the following: WEX201, WEX202, WEX204, WEX205, WEX206, WEX208.

\*\*\* Choose at least one of the following: ANT101; HIS105; HIS116; HIS121; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

# ASSOCIATE IN SCIENCE (AS) DEGREE IN SCIENCES & MATHEMATICS

## GENERAL SCIENCE CURRICULUM CODE AS.NSM.GEN

| <b>First Semester</b> |   |    |
|-----------------------|---|----|
| WEX101                | Dynamics of Health and Fitness  | 2  |
| MAT...                | Mathematics Elective*   | 4  |
| .....                 | Natural Sciences Elective in<br>Biology, Chemistry, Earth Science,<br>or Physics* | 4  |
| SPE111                | Speech Communication  | 3  |
| WRT101                | English Composition I   | 3  |
|                       |   | 16 |

| <b>Second Semester</b> |   |    |
|------------------------|---|----|
| .....                  | Humanities Elective*  | 3  |
| MAT...                 | Mathematics Elective*†  | 4  |
| .....                  | Natural Sciences Elective in<br>Biology, Chemistry, Earth Science,<br>or Physics* | 4  |
| .....                  | Social Science Elective*  | 3  |
| WRT201                 | English Composition II  | 3  |
|                        |   | 17 |

| <b>Third Semester</b> |   |    |
|-----------------------|---|----|
| WEX...                | Dynamics of Health & Fitness<br>Experience* | 1  |
| .....                 | Humanities Electives*                       | 3  |
| .....                 | Natural Sciences<br>and/or                  | 8  |
| MAT...                | Mathematics Electives                       |    |
| .....                 | Social Science Elective*                    | 3  |
|                       |   | 15 |

| <b>Fourth Semester</b> |                            |       |
|------------------------|----------------------------|-------|
| .....                  | Humanities Electives*      | 6     |
| .....                  | Natural Sciences<br>and/or | 10-12 |
| MAT...                 | Mathematics Electives      |       |
|                        |                            | 16-18 |

\* General Education Elective - see page 58.  
† MAT280 Calculus I is required for all students in the AS Degree in Natural Sciences and Mathematics.

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

## BIOLOGY OPTION CODE AS.NSM.BIO

| <b>First Semester</b> |                                |    |
|-----------------------|--------------------------------|----|
| BIO101                | General Biology I              | 4  |
| WEX101                | Dynamics of Health and Fitness | 2  |
| MAT180                | Precalculus                    | 4  |
| SPE111                | Speech Communication           | 3  |
| WRT101                | English Composition I          | 3  |
|                       |                                | 16 |

| <b>Second Semester</b> |                          |    |
|------------------------|--------------------------|----|
| BIO203                 | General Biology II       | 4  |
| MAT280                 | Calculus I               | 4  |
| WRT201                 | English Composition II   | 3  |
| .....                  | Humanities Elective*     | 3  |
| .....                  | Social Science Elective* | 3  |
|                        |                          | 17 |

| <b>Third Semester</b> |   |     |
|-----------------------|---|-----|
| BIO202                | Embryology                                  | 4   |
| WEX...                | Dynamics of Health & Fitness<br>Experience* | 1   |
| .....                 | Humanities Electives*                       | 3   |
| .....                 | Natural Sciences Elective                   | 3-4 |
| .....                 | Social Science Elective*                    | 3   |
|                       |   | 15  |

| <b>Fourth Semester</b> |                            |       |
|------------------------|----------------------------|-------|
| BIO201                 | Comp Anatomy               | 4     |
| .....                  | Humanities Electives*      | 6     |
| .....                  | Natural Sciences Elective† | 4     |
| .....                  | Natural Sciences<br>or     | 3-4   |
| MAT...                 | Mathematics Elective       |       |
|                        |                            | 17-18 |

\* General Education Elective - see page 58.  
† CHM140/CHM141 General Chemistry I and CHM240/241 General Chemistry II are recommended.

# ASSOCIATE IN SCIENCE (AS) DEGREE IN SCIENCES & MATHEMATICS

## CHEMISTRY OPTION CODE AS.NSM.CHEM

| <b>First Semester</b> |                                |   |
|-----------------------|--------------------------------|---|
| CHM140                | General Chemistry I            | 3 |
| CHM141                | Gen Chemistry I Lab            | 1 |
| WEX101                | Dynamics of Health and Fitness | 2 |
| MAT280                | Calculus I                     | 4 |
| SPE111                | Speech Communication           | 3 |
| WRT101                | English Composition I          | 3 |

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16

| <b>Second Semester</b> |                          |   |
|------------------------|--------------------------|---|
| CHM240                 | General Chemistry II     | 3 |
| CHM241                 | Gen Chemistry II-Lab     | 1 |
| MAT281                 | Calculus II              | 4 |
| WRT201                 | English Composition II   | 3 |
| .....                  | Humanities Elective*     | 3 |
| .....                  | Social Science Elective* | 3 |

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17

| <b>Third Semester</b> |  |   |
|-----------------------|--|---|
| CHM260                | Organic Chemistry I                      | 4 |
| WEX...                | Dynamics of Health & Fitness Experience* | 1 |
| MAT282                | Calculus III                             | 4 |
| .....                 | Humanities Elective*                     | 3 |
| .....                 | Natural Sciences Elective†               | 4 |

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16

| <b>Fourth Semester</b> |                            |   |
|------------------------|----------------------------|---|
| CHM262                 | Organic Chemistry II       | 4 |
| .....                  | Humanities Electives*      | 6 |
| .....                  | Natural Sciences Elective† | 4 |
| .....                  | Social Science Elective*   | 3 |

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17

\* General Education Elective - see page 58.  
 † PHY186 General Physics I and PHY 286 General Physics II are highly recommended.

## COMPUTER SCIENCE OPTION CODE AS.NSM.COMP.SCI

| <b>First Semester</b> |                       |   |
|-----------------------|-----------------------|---|
| MAT165                | C++ Programming I*    | 3 |
| MAT280                | Calculus I            | 4 |
| SPE111                | Speech Communication  | 3 |
| WRT101                | English Composition I | 3 |
| .....                 | Humanities Elective** | 3 |

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16

| <b>Second Semester</b> |   |   |
|------------------------|---|---|
| MAT265                 | C++ Programming II                          | 3 |
| MAT271                 | Computer Organization & Assembly Language I | 3 |
| MAT281                 | Calculus II                                 | 4 |
| .....                  | or  | 4 |
| MAT288                 | Discrete Mathematics for Computer Science   | 4 |
| WRT201                 | English Composition II                      | 3 |
| WEX101                 | Dynamics of Health and Fitness              | 2 |
| .....                  | Humanities Elective**                       | 3 |

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18

| <b>Third Semester</b> |  |     |
|-----------------------|--|-----|
| MAT277                | Data Structures & Algorithms             | 3   |
| MAT...                | Computer Science/Mathematics Elective*** | 3-4 |
| .....                 | Natural Science Elective†                | 4   |
| .....                 | Humanities Elective**                    | 3   |
| .....                 | Social Science Elective**                | 3   |

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16-17

| <b>Fourth Semester</b> |   |     |
|------------------------|---|-----|
| MAT...                 | Computer Science/Mathematics Electives*** | 4-6 |
| .....                  | Natural Science Elective†                 | 4   |
| .....                  | Humanities Elective**                     | 3   |
| .....                  | Social Science Elective**                 | 3   |
| WEX...                 | Dynamics of Health & Fitness Experience** | 1   |

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16-17

\* By permission of the Divisional Dean, properly prepared students may instead register for MAT265 and/or MAT271. Such students will be required to complete an additional 3 or 4 credit elective to be selected from: MAT250, MAT266, MAT272, MAT275, MAT278, MAT281, MAT282, MAT286, MAT287, MAT288, MAT289.

\*\* General Education Elective - see page 58. PHR103 Basic Logic and PHR203 Intermediate Logic are recommended for the Humanities Electives.

\*\*\* This elective requirement in Computer Science and/or Mathematics must total at least 8 credits to be selected from the following courses: MAT250, MAT266, MAT272, MAT275, MAT278, MAT281, MAT282, MAT286, MAT287, MAT288, MAT289.

† PHY190 Physics I and PHY290 Physics II or CHM140 General Chemistry I and CHM141 General Chemistry Lab I and CHM240 General Chemistry II and CHM241 General Chemistry Lab II are recommended.

# ASSOCIATE IN SCIENCE (AS) DEGREE IN SCIENCES & MATHEMATICS

## MATHEMATICS OPTION CODE AS.NSM.MATH

### First Semester

|        |                                |       |  |
|--------|--------------------------------|-------|--|
| WEX101 | Dynamics of Health and Fitness | 2     |  |
| MAT280 | Calculus I                     | 4     |  |
| WRT101 | English Composition I          | 3     |  |
| .....  | Humanities Elective*           | 3     |  |
| MAT... | Mathematics Elective           |       |  |
|        | or                             |       |  |
| .....  | Computer Science               | 3-4   |  |
|        | or                             |       |  |
| .....  | Natural Sciences Elective**    |       |  |
|        |                                | 15-16 |  |

### Second Semester

|        |                              |       |  |
|--------|------------------------------|-------|--|
| MAT281 | Calculus II                  | 4     |  |
| WRT201 | English Composition II       | 3     |  |
| .....  | Humanities Elective*         | 3     |  |
| MAT... | Mathematics Elective         |       |  |
|        | or                           |       |  |
| .....  | Computer Sciences Elective** | 3-4   |  |
| .....  | Social Science Elective*     | 3     |  |
|        |                              | 16-17 |  |

### Third Semester

|        |  |       |  |
|--------|--|-------|--|
| WEX... | Dynamics of Health & Fitness Experience* | 1     |  |
| MAT282 | Calculus III                             | 4     |  |
| MAT286 | Linear Algebra                           | 4     |  |
| .....  | Humanities Elective*                     | 3     |  |
| MAT... | Mathematics                              |       |  |
|        | or                                       |       |  |
| .....  | Computer Science                         | 3-4   |  |
|        | or                                       |       |  |
| .....  | Natural Sciences Elective**              |       |  |
|        |  | 15-16 |  |

### Fourth Semester

|        |                             |       |  |
|--------|-----------------------------|-------|--|
| MAT283 | Differential Equations      | 4     |  |
| SPE111 | Speech Communication        | 3     |  |
| .....  | Humanities Elective*        | 3     |  |
| MAT... | Mathematics                 |       |  |
|        | or                          |       |  |
| .....  | Computer Science            | 3-4   |  |
|        | or                          |       |  |
| .....  | Natural Sciences Elective** |       |  |
| .....  | Social Science Elective*    | 3     |  |
|        |                             | 16-17 |  |

\* General Education Elective - see page 58.

\*\* The student must choose among the following courses:

Mathematics: MAT250

Computer Science: MAT165, MAT265, MAT272, MAT288

Natural Sciences: CHM140/141 and CHM240/241, or PHY186 and PHY286 or PHY190 and PHY290.

This elective requirement must total at least 16 credits, including at least one course in Computer Science and at least one 8-credit sequence in Laboratory Science.

## PHYSICS OPTION CODE AS.NSM.PHYSC

### First Semester

|        |                          |    |  |
|--------|--------------------------|----|--|
| MAT280 | Calculus I               | 4  |  |
| PHY190 | Physics I                | 4  |  |
| SPE111 | Speech Communication     | 3  |  |
| WRT101 | English Composition I    | 3  |  |
| .....  | Social Science Elective* | 3  |  |
|        |                          | 17 |  |

### Second Semester

|        |                        |    |  |
|--------|------------------------|----|--|
| MAT281 | Calculus II            | 4  |  |
| PHY290 | Physics II             | 4  |  |
| WRT201 | English Composition II | 3  |  |
| .....  | Humanities Electives*  | 6  |  |
|        |                        | 17 |  |

### Third Semester

|        |                              |    |  |
|--------|------------------------------|----|--|
| WEX101 | Dynamics of Health & Fitness | 2  |  |
| MAT282 | Calculus III                 | 4  |  |
| PHY291 | Physics III                  | 4  |  |
| .....  | Humanities Elective*         | 3  |  |
| .....  | Natural Sciences Elective**  | 4  |  |
|        |                              | 17 |  |

### Fourth Semester

|        |  |    |  |
|--------|--|----|--|
| WEX... | Dynamics of Health & Fitness Experience* | 1  |  |
| PHY294 | Engineering Mech                         | 4  |  |
| .....  | Humanities Elective*                     | 3  |  |
| .....  | Natural Sciences Elective**              | 4  |  |
| .....  | Social Science Elective*                 | 3  |  |
|        |  | 15 |  |

\* General Education Elective - see page 58.

\*\* CHM140/141 General Chemistry I and CHM240/241 General Chemistry II are recommended.

# ASSOCIATE IN SCIENCE (AS) DEGREE IN SCIENCES & MATHEMATICS

## PRE-CHIROPRACTIC OPTION CODE AS.NSM.CHIR

### First Semester

|        |                              |    |
|--------|------------------------------|----|
| WEX101 | Dynamics of Health & Fitness | 2  |
| MAT180 | Precalculus                  | 4  |
| BIO101 | General Biology I            | 4  |
| SPE111 | Speech Communication         | 3  |
| WRT101 | English Composition I        | 3  |
|        |                              | 16 |

### Second Semester

|        |                           |    |
|--------|---------------------------|----|
| MAT280 | Calculus I                | 4  |
| WRT201 | English Composition II    | 3  |
| BIO203 | General Biology II        | 4  |
| .....  | Humanities Elective*      | 3  |
| .....  | Social Science Elective*† | 3  |
|        |                           | 17 |

### Third Semester

|        |                              |    |
|--------|------------------------------|----|
| WEX... | Dynamics of Health & Fitness |    |
|        | Experience*                  | 1  |
| .....  | Humanities Elective*         | 3  |
| CHM140 | General Chemistry I          | 3  |
| CHM141 | General Chemistry I Lab      | 1  |
| PHY186 | General Physics I            | 4  |
| .....  | Social Science Elective*†    | 3  |
|        |                              | 15 |

### Fourth Semester

|        |                          |    |
|--------|--------------------------|----|
| .....  | Humanities Electives*    | 6  |
| CHM240 | General Chemistry II     | 3  |
| CHM241 | General Chemistry II Lab | 1  |
| PHY286 | General Physics II       | 4  |
| BIO103 | The Human Body           | 4  |
|        |                          | 18 |

\* General Education Elective - see page 58.

† Students must take PSY101 General Psychology to fulfill requirements of New York Chiropractic College

Additional requirements for admission to New York Chiropractic College: CHM260, CHM262, Science Elective (BIO104 Microbiology is recommended), and two free electives (Wellness & Exercise Science is recommended).



# TRANSFER PROGRAMS

## ASSOCIATE IN SCIENCE (AS) DEGREE OPTION IN ENGINEERING SCIENCE

To earn the AS degree with an option in Engineering Science, a student must meet the following curriculum requirements:

| Area of Study                 | Credits  | Courses  |
|-------------------------------|--|--|
| Communications                | 6  | WRT101 English Composition I (3 cr.)<br>WRT201 English Composition II (3 cr.)  |
| Humanities                    | 6  | Two general education courses (6 cr.) to be selected from the following fields:<br><br>Fine Arts (Art [ART], Music[MUS], Theatre Arts [THR])<br>World Languages and Cultures (LAN)<br>History (HIS)<br>Literature (LIT)<br>Philosophy and Religion (PHR) |
| Social Sciences               | 6  | Two general education courses (6 cr.) to be selected from the following fields:<br><br>Economics (ECO)<br>Geography (GEO)<br>Political Science (POL)<br>Psychology (PSY)<br>Sociology (SOC) and Anthropology (ANT)                                       |
| Mathematics                   | 8  | Two general education courses (8 cr.) in Mathematics/Computer Science (MAT)*   |
| Natural Sciences              | 8  | Two general education courses (8 cr.) in one of the following fields:<br><br>Biology (BIO)<br>Chemistry (CHM)<br>Physics (PHY)   |
| Wellness and Exercise Science | 3  | WEX101 Dynamics of Health and Fitness (2 cr.)<br>WEX... Dynamics of Health and Fitness Experience (1 cr.) **   |
| Restricted Courses            | 29   |  |
| Diversity Requirement:        | In completing the BCC General Education Program, a student must take and pass at least one course in gender studies, non-western history or thought, and/or cultural diversity.*** |  |

\* MAT280, MAT281, MAT282, and MAT283 are required of all students in the Engineering Science program.

\*\* Choose one of the following: WEX201, WEX202, WEX204, WEX205, WEX206, WEX208.

\*\*\* Choose at least one of the following: ANT101; HIS105; HIS116; HIS121; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

# ASSOCIATE IN SCIENCE (AS) DEGREE IN ENGINEERING SCIENCE

## ENGINEERING SCIENCE OPTION CODE AS.ENGIN.SCI

### First Semester

|        |                            |    |
|--------|----------------------------|----|
| CHM140 | General Chemistry I        | 3  |
| CHM141 | Gen Chemistry Laboratory I | 1  |
| DFT107 | Drafting I                 | 2  |
| MAT280 | Calculus I                 | 4  |
| PHY190 | Physics I                  | 4  |
| WRT101 | English Composition I      | 3  |
|        |                            | 17 |

### Second Semester

|        |                             |    |
|--------|-----------------------------|----|
| CHM240 | General Chemistry II        | 3  |
| CHM241 | Gen Chemistry Laboratory II | 1  |
| MAT272 | FORTTRAN Programming        | 3  |
| MAT281 | Calculus II                 | 4  |
| PHY290 | Physics II                  | 4  |
| WRT201 | English Composition II      | 3  |
|        |                             | 18 |

### Third Semester

|        |                                |    |
|--------|--------------------------------|----|
| MAT282 | Calculus III                   | 4  |
| PHY291 | Physics III                    | 4  |
| .....  | Humanities Elective*†          | 3  |
| .....  | Social Science Elective*‡      | 3  |
| WEX101 | Dynamics of Health and Fitness | 2  |
|        |                                | 16 |

### Fourth Semester

|        |   |    |
|--------|---|----|
| MAT283 | Differential Equations                      | 4  |
| PHY294 | Engineering Mechanics                       | 4  |
| .....  | Humanities Elective*†                       | 3  |
| .....  | Social Science Elective*‡                   | 3  |
| WEX... | Dynamics of Health & Fitness<br>Experience* | 1  |
|        |   | 15 |

\* General Education Elective-see page 58.

† HIS101 History of Western Civilization to the Reformation and HIS102 History of Western Civilization since the Reformation are recommended.

‡ ECO101 Macro Economics and ECO201 Micro Economics are recommended.

## TRANSFER PROGRAMS

### ASSOCIATE IN SCIENCE (AS) DEGREE OPTIONS IN PROFESSIONAL STUDIES

To earn the AS degree with an option in Professional Studies, a student must meet the following curriculum requirements:

| Area of Study                 | Credits  | Courses  |
|-------------------------------|--|--|
| Communications                | 9  | WRT101 English Composition I (3 cr.)<br>WRT201 English Composition II (3 cr.)<br>SPE111 Speech Communication (3 cr.)   |
| Humanities                    | 15   | Five general education courses (15cr.) to be selected from at least three of the following fields, with no more than two courses (6 cr.) in any one field:<br><br>Fine Arts (Art [ART], Music [MUS], Theatre Arts [THR])<br>World Languages and Cultures(LAN)<br>History (HIS)<br>Literature (LIT)<br>Philosophy or Religion (PHR) |
| Social Sciences               | 6  | Two general education courses (6 cr.) to be selected from two of the following fields:<br><br>Economics (ECO)<br>Geography (GEO)<br>Political Science (POL)<br>Psychology (PSY)<br>Sociology (SOC) and Anthropology (ANT)  |
| Mathematics                   | 6  | Two general education courses (6 cr.) in Mathematics/Computer Science (MAT)*   |
| Natural Sciences              | 8  | Two general education courses (8 cr.) to be selected from the following fields:<br><br>Biology (BIO)<br>Chemistry (CHM)<br>Physics (PHY) or Earth Science (ESC)  |
| Wellness and Exercise Science | 3  | WEX101 Dynamics of Health and Fitness (2 cr.)<br>WEX... Dynamics of Health and Fitness Experience (1 cr.)**  |
| Restricted Courses            | 17-19  |  |
| Diversity Requirement:        | In completing the BCC General Education Program, a student must take and pass at least one course in gender studies, non-western history or thought, and/or cultural diversity.*** |  |

\* Choose one of the following: MAT150, MAT180, MAT223, or MAT280; plus choose a second course from the general education electives in Mathematics and Computer Science on page 58.

\*\* Choose one of the following: WEX201, WEX202, WEX204, WEX205, WEX206, WEX208.

\*\*\* Choose at least one of the following: ANT101; HIS105; HIS116; HIS121; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

# ASSOCIATE IN SCIENCE (AS) DEGREE IN PROFESSIONAL STUDIES

## GENERAL CURRICULUM CODE AS.PS.GEN

*It is recommended that the student fulfill the preceding requirements in accordance with the following semester-by-semester sequence.*

### First Semester

|        |  |    |
|--------|--|----|
| WEX101 | Dynamics of Health and Fitness         | 2  |
| MAT... | Restricted Math Elective*              | 3  |
| SPE111 | Speech Communication                   | 3  |
| WRT101 | English Composition I                  | 3  |
| .....  | Social Science Elective**              | 3  |
| .....  | Elective in Professional Concentration | 3  |
|        |  | 17 |

### Second Semester

|        |   |    |
|--------|---|----|
| WRT201 | English Composition II                    | 3  |
| WEX... | Dynamics of Health & Fitness Experience** | 1  |
| MAT... | Mathematics Elective**                    | 3  |
| .....  | Humanities Electives**                    | 6  |
| .....  | Elective in Professional Concentration    | 3  |
|        |   | 16 |

### Third Semester

|       |   |    |
|-------|---|----|
| ..... | Natural Sciences Elective**             | 4  |
| ..... | Social Science Elective**               | 3  |
| ..... | Humanities Elective**                   | 3  |
| ..... | Electives in Professional Concentration | 6  |
|       |   | 16 |

### Fourth Semester

|       |   |       |
|-------|---|-------|
| ..... | Natural Sciences Elective**             | 4     |
| ..... | Humanities Electives**                  | 6     |
| ..... | Electives in Professional Concentration | 6-7   |
|       |   | 16-17 |

\* Students should select from MAT150, MAT180, MAT223, MAT280  
 \*\* General Education Elective - see page 58

## BROADCASTING OPTION CODE AS.PS.BRCST

### First Semester

|        |                                |    |
|--------|--------------------------------|----|
| WEX101 | Dynamics of Health and Fitness | 2  |
| MAT... | Restricted Math Elective*      | 3  |
| SPE111 | Speech Communication           | 3  |
| WRT101 | English Composition I          | 3  |
| COM101 | Mass Media Communication       | 3  |
| .....  | Social Science Elective**      | 3  |
|        |                                | 17 |

### Second Semester

|        |                        |    |
|--------|------------------------|----|
| WRT201 | English Composition II | 3  |
| MAT... | Mathematics Elective** | 3  |
| COM106 | TV Production I        | 3  |
| COM105 | Radio Production       | 3  |
| .....  | Humanities Electives** | 6  |
|        |                        | 18 |

### Third Semester

|        |   |    |
|--------|---|----|
| COM207 | TV Production II                          | 3  |
| COM205 | Advanced Radio Production<br>or           |    |
| COM208 | Directing for Television<br>or            | 3  |
| COM211 | Video Post Production                     |    |
| WEX... | Dynamics of Health & Fitness Experience** | 1  |
| .....  | Humanities Elective**                     | 3  |
| .....  | Natural Sciences Elective**               | 4  |
| .....  | Social Science Elective**                 | 3  |
|        |   | 17 |

### Fourth Semester

|        |                               |    |
|--------|-------------------------------|----|
| COM461 | Co-Op Work Experience (Media) | 1  |
| .....  | Humanities Electives**        | 6  |
| .....  | Natural Sciences Elective**   | 4  |
| .....  | Social Science Elective**     | 3  |
|        |                               | 14 |

\* Students should select from MAT150, MAT180, MAT223, MAT280  
 \*\* General Education Elective - see page 58

# ASSOCIATE IN SCIENCE (AS) DEGREE IN PROFESSIONAL STUDIES

## BUSINESS ADMINISTRATION OPTION CODE AS.PS.BUS.ADM

### First Semester

|        |                                |    |
|--------|--------------------------------|----|
| BUS101 | Introduction to Business       | 3  |
| WEX101 | Dynamics of Health and Fitness | 2  |
| MAT... | Restricted Math Elective*      | 3  |
| SPE111 | Speech Communication           | 3  |
| WRT101 | English Composition I          | 3  |
| ACC110 | Financial Accounting           | 3  |
|        |                                | 17 |

### Second Semester

|        |                                  |    |
|--------|----------------------------------|----|
| ACC210 | Managerial Accounting            | 3  |
| MAT... | Mathematics Elective**           | 3  |
| WRT201 | English Composition II           | 3  |
| .....  | Business Administration Elective | 3  |
| .....  | Humanities Electives**           | 6  |
|        |                                  | 18 |

### Third Semester

|        |   |    |
|--------|---|----|
| WEX... | Dynamics of Health & Fitness Experience** | 1  |
| .....  | Business Administration Elective          | 3  |
| .....  | Humanities Electives**                    | 6  |
| .....  | Natural Sciences Elective**               | 4  |
| .....  | Social Science Elective**                 | 3  |
|        |   | 17 |

### Fourth Semester

|       |                              |    |
|-------|------------------------------|----|
| ..... | Free Electives               | 3  |
| ..... | Humanities Elective**        | 3  |
| ..... | Natural Sciences Electives** | 4  |
| ..... | Social Science Elective**    | 3  |
|       |                              | 13 |

\* Students should select from MAT150, MAT180, MAT223, MAT280

\*\* General Education Elective - see page 58

## BUSINESS ADMINISTRATION-ACCOUNTING OPTION CODE AS.PS.BUS.ACCT

### First Semester

|        |                              |    |
|--------|------------------------------|----|
| WEX101 | Dynamics of Health & Fitness | 2  |
| SPE111 | Speech Communication         | 3  |
| MAT... | Restricted Math Elective*    | 3  |
| WRT101 | English Composition I        | 3  |
| BUS101 | Introduction to Business     | 3  |
| .....  | Humanities Elective**        | 3  |
|        |                              | 17 |

### Second Semester

|        |                            |    |
|--------|----------------------------|----|
| ACC110 | Financial Accounting       | 3  |
| WRT201 | English Composition II     | 3  |
| .....  | Natural Science Elective** | 4  |
| .....  | Humanities Elective**      | 3  |
| .....  | Social Science Elective**  | 3  |
|        |                            | 16 |

### Third Semester

|        |                            |    |
|--------|----------------------------|----|
| ACC210 | Managerial Accounting      | 3  |
| .....  | Natural Science Elective** | 4  |
| .....  | Humanities Elective**      | 3  |
| .....  | Social Science Elective**† | 3  |
| MAT... | Mathematics Elective**     | 3  |
|        |                            | 16 |

### Fourth Semester

|        |   |    |
|--------|---|----|
| ACC202 | Intermediate Accounting I                 | 3  |
| WEX... | Dynamics of Health & Fitness Experience** | 1  |
| .....  | Humanities Electives**                    | 6  |
| BUS... | Business Elective                         | 3  |
| .....  | Free Elective                             | 3  |
|        |   | 16 |

\* Students should select from MAT150, MAT180, MAT223, and MAT280

\*\* General Education Elective - see page 58

† ECO101 is recommended

# ASSOCIATE IN SCIENCE (AS) DEGREE IN PROFESSIONAL STUDIES

## BUSINESS ADMINISTRATION-INTERNATIONAL TRADE OPTION CODE AS.PS.BUS.INTL

### First Semester

|        |                              |    |
|--------|------------------------------|----|
| BUS101 | Introduction to Business     | 3  |
| WEX101 | Dynamics of Health & Fitness | 2  |
| MAT... | Restricted Math Elective*    | 3  |
| SPE111 | Speech Communication         | 3  |
| WRT101 | English Composition I        | 3  |
| ACC110 | Financial Accounting         | 3  |
|        |                              | 17 |

### Second Semester

|        |                         |    |
|--------|-------------------------|----|
| ACC210 | Managerial Accounting   | 3  |
| MAT... | Mathematics Elective**  | 3  |
| WRT201 | English Composition II  | 3  |
| BUS202 | International Marketing | 3  |
| .....  | Humanities Electives**  | 6  |
|        |                         | 18 |

### Third Semester

|        |   |    |
|--------|---|----|
| WEX... | Dynamics of Health & Fitness Experience** | 1  |
| .....  | Business Administration Elective***       | 3  |
| .....  | Humanities Electives**                    | 6  |
| .....  | Natural Sciences Elective**               | 4  |
| .....  | Social Science Elective**                 | 3  |
|        |   | 17 |

### Fourth Semester

|       |                             |    |
|-------|-----------------------------|----|
| ..... | Free Elective†              | 3  |
| ..... | Humanities Elective**       | 3  |
| ..... | Natural Sciences Elective** | 4  |
| ..... | Social Science Elective**   | 3  |
|       |                             | 13 |

\* Students should select from MAT150, MAT180, MAT223, MAT280  
 \*\*General Education Elective - see page 58  
 \*\*\*Students should select BUS262 or BUS263 or BUS264.  
 † Recommended - one of the following: BUS262, BUS263, BUS264.

## BUSINESS ADMINISTRATION-MANAGEMENT OPTION CODE AS.PS.BUS.MGMT

### First Semester

|        |                              |    |
|--------|------------------------------|----|
| BUS101 | Introduction to Business     | 3  |
| WEX101 | Dynamics of Health & Fitness | 2  |
| MAT... | Restricted Math Elective*    | 3  |
| SPE111 | Speech Communication         | 3  |
| WRT101 | English Composition I        | 3  |
| ACC110 | Financial Accounting         | 3  |
|        |                              | 17 |

### Second Semester

|        |                                   |    |
|--------|-----------------------------------|----|
| ACC210 | Managerial Accounting             | 3  |
| MAT... | Mathematics Elective**            | 3  |
| WRT201 | English Composition II            | 3  |
| BUS207 | Principles of Business Management | 3  |
| .....  | Humanities Electives**            | 6  |
|        |                                   | 18 |

### Third Semester

|        |   |    |
|--------|---|----|
| WEX... | Dynamics of Health & Fitness Experience** | 1  |
| .....  | Business Administration Elective***       | 3  |
| .....  | Humanities Electives**                    | 6  |
| .....  | Natural Sciences Elective**               | 4  |
| .....  | Social Science Elective**                 | 3  |
|        |   | 17 |

### Fourth Semester

|       |                             |    |
|-------|-----------------------------|----|
| ..... | Free Electives              | 3  |
| ..... | Humanities Elective**       | 3  |
| ..... | Natural Sciences Elective** | 4  |
| ..... | Social Science Elective**   | 3  |
|       |                             | 13 |

\* Students should select from MAT150, MAT180, MAT223, MAT280  
 \*\* General Education Elective - see page 58  
 \*\*\* It is recommended that students take one of the following: BUS208, BUS209, BUS233, BUS234, and BNF201 or a computer course (INF101 or MAT165).

# ASSOCIATE IN SCIENCE (AS) DEGREE IN PROFESSIONAL STUDIES

## BUSINESS ADMINISTRATION-MARKETING OPTION CODE AS.PS.BUS.MKTG

**First Semester**

|        |                                |    |
|--------|--------------------------------|----|
| BUS101 | Introduction to Business       | 3  |
| WEX101 | Dynamics of Health and Fitness | 2  |
| MAT... | Restricted Math Elective*      | 3  |
| SPE111 | Speech Communication           | 3  |
| WRT101 | English Composition I          | 3  |
| ACC110 | Financial Accounting           | 3  |
|        |                                | 17 |

**Second Semester**

|        |                        |    |
|--------|------------------------|----|
| ACC210 | Managerial Accounting  | 3  |
| MAT... | Mathematics Elective** | 3  |
| WRT201 | English Composition II | 3  |
| BUS201 | Marketing Principles   | 3  |
| .....  | Humanities Electives** | 6  |
|        |                        | 18 |

**Third Semester**

|        |   |    |
|--------|---|----|
| WEX... | Dynamics of Health & Fitness Experience** | 1  |
| .....  | Business Administration Elective***       | 3  |
| .....  | Humanities Electives**                    | 6  |
| .....  | Natural Sciences Elective**               | 4  |
| .....  | Social Science Elective**                 | 3  |
|        |   | 17 |

**Fourth Semester**

|       |                             |    |
|-------|-----------------------------|----|
| ..... | Free Electives              | 3  |
| ..... | Humanities Elective**       | 3  |
| ..... | Natural Sciences Elective** | 4  |
| ..... | Social Science Elective**   | 3  |
|       |                             | 13 |

\* Students should select from MAT150, MAT180, MAT223, MAT280  
 \*\* General Education Elective - see page 58  
 \*\*\* It is recommended that students take 3 credits from the following: BUS202, BUS233, BUS234, or a computer course (INF101 or MAT165).

## EDUCATION OPTION CODE AS.PS.EDUC

**First Semester**

|        |                              |    |
|--------|------------------------------|----|
| WEX101 | Dynamics of Health & Fitness | 2  |
| MAT... | Restricted Math Elective*    | 3  |
| SPE111 | Speech Communication         | 3  |
| WRT101 | English Composition I        | 3  |
| EDU101 | Introduction to Education    | 3  |
| .....  | Social Science Elective**†   | 3  |
|        |                              | 17 |

**Second Semester**

|        |                                |    |
|--------|--------------------------------|----|
| WRT201 | English Composition II         | 3  |
| SOC102 | Introduction to Human Services | 3  |
| MAT... | Mathematics Elective**         | 3  |
| .....  | Humanities Electives**         | 6  |
|        |                                | 15 |

**Third Semester**

|        |   |    |
|--------|---|----|
| EDU103 | Principles & Practices in Ed              | 3  |
| PSY103 | Educational Psych                         | 3  |
| WEX... | Dynamics of Health & Fitness Experience** | 1  |
| .....  | Humanities Elective**                     | 3  |
| .....  | Natural Sciences Elective**               | 4  |
| .....  | Social Science Elective**††               | 3  |
|        |   | 17 |

**Fourth Semester**

|        |                             |    |
|--------|-----------------------------|----|
| SOC103 | Sociology of Family         | 3  |
| .....  | Free Electives              | 3  |
| .....  | Humanities Electives**      | 6  |
| .....  | Natural Sciences Elective** | 4  |
|        |                             | 16 |

\* Students should select from MAT150, MAT180, MAT223, MAT280  
 \*\* General Education Elective - see page 58  
 † PSY101 General Psychology is recommended.  
 †† SOC101 Sociology is recommended.

ASSOCIATE IN SCIENCE (AS) DEGREE IN PROFESSIONAL STUDIES

**EXERCISE SCIENCE OPTION  
CODE AS.PS.EXER**

|                       |                              |       |
|-----------------------|------------------------------|-------|
| <b>First Semester</b> |                              |       |
| WRT101                | English Composition I        | 3     |
| SPE111                | Speech Communication         | 3     |
| MAT150                | Elementary Statistics        | 3     |
| WEX159                | CPR and First Aid            | 3     |
| WEX164                | Exercise Science             | 3     |
| WEX101                | Dynamics of Health & Fitness | 2     |
|                       |                              | <hr/> |
|                       |                              | 17    |

|                        |                        |       |
|------------------------|------------------------|-------|
| <b>Second Semester</b> |                        |       |
| MAT...                 | Mathematics Elective*  | 3     |
| WRT201                 | English Composition II | 3     |
| .....                  | Humanities Electives*  | 6     |
| WEX182                 | Fitness Measurement    | 3     |
| WEX184                 | Sports Medicine I      | 3     |
|                        |                        | <hr/> |
|                        |                        | 18    |

|                       |  |       |
|-----------------------|--|-------|
| <b>Third Semester</b> |  |       |
| .....                 | Social Science Elective*                 | 3     |
| .....                 | Natural Sciences Elective*               | 4     |
| .....                 | Humanities Electives*                    | 6     |
| WEX106                | Nutrition for Exercise                   | 3     |
| WEX...                | Dynamics of Health & Fitness Experience* | 1     |
|                       |  | <hr/> |
|                       |  | 17    |

|                        |   |       |
|------------------------|---|-------|
| <b>Fourth Semester</b> |   |       |
| .....                  | Social Science Elective*                | 3     |
| .....                  | Natural Sciences Elective*              | 4     |
| .....                  | Humanities Electives*                   | 3     |
| WEX183                 | Programs and Principles of Conditioning | 3     |
|                        |   | <hr/> |
|                        |   | 13    |

\* General Education Elective - see page 58

**JOURNALISM OPTION  
CODE AS.PS.JOUR**

|                       |                                |       |
|-----------------------|--------------------------------|-------|
| <b>First Semester</b> |                                |       |
| COM101                | Mass Media                     | 3     |
| WEX101                | Dynamics of Health and Fitness | 2     |
| MAT...                | Restricted Math Elective*      | 3     |
| SPE111                | Speech Communication           | 3     |
| WRT101                | English Composition            | 3     |
| .....                 | Social Science Elective**      | 3     |
|                       |                                | <hr/> |
|                       |                                | 17    |

|                        |   |       |
|------------------------|---|-------|
| <b>Second Semester</b> |   |       |
| COM206                 | Writing for the Mass Media                | 3     |
| WRT201                 | English Composition II                    | 3     |
| WEX...                 | Dynamics of Health & Fitness Experience** | 1     |
| MAT...                 | Mathematics Elective**                    | 3     |
| .....                  | Humanities Electives**                    | 6     |
|                        |   | <hr/> |
|                        |   | 16    |

|                       |                             |       |
|-----------------------|-----------------------------|-------|
| <b>Third Semester</b> |                             |       |
| COM201                | Intro to Journalism         | 3     |
| INF141                | Web Publishing with HTML    |       |
|                       | or                          |       |
| INF162                | Intro to Internet           | 1     |
| .....                 | Humanities Elective**†      | 3     |
| .....                 | Natural Sciences Elective** | 4     |
| .....                 | Social Science Elective***  | 3     |
|                       |                             | <hr/> |
|                       |                             | 14    |

|                        |                             |       |
|------------------------|-----------------------------|-------|
| <b>Fourth Semester</b> |                             |       |
| COM210                 | Public Relations            | 3     |
| COM461                 | Co-Op Work Exp (Media)      | 1     |
| .....                  | Humanities Electives**      | 6     |
| .....                  | Natural Sciences Elective** | 4     |
| .....                  | Free Elective**             | 3     |
|                        |                             | <hr/> |
|                        |                             | 17    |

\* Students should select from MAT150, MAT180, MAT223, MAT280  
 \*\* General Education Elective - see page 58  
 \*\*\* POL101 American Government or POL104 State and Local Government is recommended  
 † PHR102 Ethics is recommended



## CAREER PROGRAMS

### ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREES

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.

Career programs leading to the AAS degree are organized according to the following categories: Allied Health, Business Administration, Art, Business Technologies, Human Services, Industrial and Design Technologies, Networking Administration, Nursing, Science Technologies and Web Development and Management.

To receive the Associate in Applied Science (AAS) degree, a student must earn a minimum of 64 degree credits and complete all courses and specific requirements listed within the student's chosen curriculum. Each AAS curriculum must contain the following general education requirements:

| Area of Study                    | Credits   | Course   |
|----------------------------------|---|--|
| Communications                   | 6   | WRT101 English Composition I (3 cr.)<br>WRT201 English Composition II (3 cr.)  |
| Humanities                       | 6   | Two general education courses (6 cr.) to be selected from the following fields:<br><br>Fine Arts (Art [ART], Music [MUS], Theatre Arts [THR])<br>World Languages and Cultures (LAN)<br>History (HIS)<br>Literature (LIT)<br>Philosophy or Religion (PHR) |
| Social Sciences                  | 3   | One general education course (3 cr.) to be selected from the following fields:<br><br>Economics (ECO)<br>Geography (GEO)<br>Political Science (POL)<br>Psychology (PSY)<br>Sociology (SOC) and Anthropology (ANT)  |
| Natural Sciences or Mathematics  | 3-4   | One general education course (3-4 cr.) to be selected from the following fields:<br><br>Mathematics/Computer Science (MAT)<br>Biology (BIO)<br>Chemistry (CHM)<br>Physics (PHY) or Earth Science (ESC)   |
| Wellness and Exercise Science    | 3   | WEX101 Dynamics of Health and Fitness (2 cr.)<br>WEX... Dynamics of Health and Fitness Experience (1 cr.) *  |
| Restricted Courses               | Minimum of 42-43 cr.**  |  |
| Diversity Course Recommendation: | It is recommended that, in completing the BCC General Education Program, a student take and pass at least one course in gender studies, non-western history or thought, and/or cultural diversity.*** |  |

\* Choose one of the following: WEX201, WEX202, WEX204, WEX205, WEX206, WEX208.

\*\* To fulfill these requirements for the AAS degree, the student must follow one of the AAS degree programs listed on the following pages.

\*\*\* Choose at least one of the following: ANT101; HIS105; HIS116; HIS121; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

# CAREER PROGRAMS

## ASSOCIATE IN APPLIED SCIENCE (AAS) PROGRAMS IN ALLIED HEALTH

### DENTAL HYGIENE CODE AAS.AH.DENTL

#### First Semester

|        |                                    |   |
|--------|------------------------------------|---|
| BIO104 | Microbiology                       | 4 |
| BIO109 | Anatomy & Physiology I             | 4 |
| DHY101 | Oral Hygiene I                     | 3 |
| DHY108 | Dental & Oral Anatomy & Physiology | 2 |
| DHY109 | Oral Embryology & Histology        | 2 |
| WRT101 | English Composition I              | 3 |

18

#### Second Semester

|        |                              |   |
|--------|------------------------------|---|
| BIO209 | Anatomy & Physiology II      | 4 |
| WEX101 | Dynamics of Health & Fitness | 2 |
| DHY201 | Oral Hygiene II              | 3 |
| DHY205 | Dental Radiology             | 3 |
| DHY207 | General & Oral Pathology     | 3 |
| WRT201 | English Composition II       | 3 |

18

#### Summer Session I and II

|        |                    |   |
|--------|--------------------|---|
| CHM110 | Basic Biochemistry | 4 |
|--------|--------------------|---|

4

#### Summer Session II

|        |                                 |   |
|--------|---------------------------------|---|
| DHY200 | Pharmacology for Dental Hygiene | 2 |
|--------|---------------------------------|---|

2

#### Third Semester

|        |  |   |
|--------|--|---|
| DHY202 | Oral Hygiene III                         | 4 |
| DHY204 | Dental Materials                         | 3 |
| DHY206 | Public Health & Community Dentistry      | 3 |
| DHY209 | Periodontology I                         | 1 |
| WEX... | Dynamics of Health & Fitness Experience* | 1 |

12

#### Fourth Semester

|        |                            |   |
|--------|----------------------------|---|
| DHY219 | Periodontology II          | 1 |
| DHY203 | Oral Hygiene IV            | 4 |
| DHY214 | Nutrition in Dental Health | 2 |
| PSY101 | General Psychology         | 3 |
| SOC101 | Sociology                  | 3 |
| SPE111 | Speech Communication       | 3 |
| .....  | Humanities Elective*       | 3 |

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### DIAGNOSTIC MEDICAL SONOGRAPHY CODE AAS.AH.DMS

#### First Semester

|        |                                  |   |
|--------|----------------------------------|---|
| BIO109 | Anatomy & Physiology I           | 4 |
| WEX101 | Dynamics of Health and Fitness   | 2 |
| MOA140 | Medical Terminology              | 3 |
| DMS101 | Ultrasound Physics I             | 3 |
| DMS102 | Clinical Medicine & Patient Care | 2 |
| WRT101 | English Composition I            | 3 |

17

#### Second Semester

|        |                                   |   |
|--------|-----------------------------------|---|
| BIO209 | Anatomy & Physiology II           | 4 |
| WEX... | Dynamics of Health & Fitness Exp* | 1 |
| DMS201 | Ultrasound Physics II             | 3 |
| DMS202 | Cross Sectional Anatomy I         | 3 |
| DMS204 | Introduction to Medical Imaging   | 2 |
| WRT201 | English Composition II            | 3 |

16

#### Summer Session I

|        |   |   |
|--------|---|---|
| DMS208 | Clinical Practicum I<br>(40 hours per week for 6 weeks) | 1 |
|--------|---|---|

#### Summer Session II

|       |                      |   |
|-------|----------------------|---|
| ..... | Humanities Elective* | 3 |
|-------|----------------------|---|

4

#### Third Semester

|        |                               |   |
|--------|-------------------------------|---|
| DMS203 | Cross Sectional Anatomy II    | 3 |
| DMS205 | OB/GYN Sonography             | 3 |
| DMS206 | Sonographic Interp and Tech I | 2 |
| DMS209 | Clinical Practicum II         | 1 |
| DMS212 | Abdominal Sonography I        | 3 |
| .....  | Humanities Elective*          | 3 |

15

#### Fourth Semester

|        |                                |   |
|--------|--------------------------------|---|
| DMS207 | Sonographic Interp and Tech II | 2 |
| DMS210 | Clinical Practicum III         | 1 |
| DMS213 | Abdominal Sonography II        | 3 |
| DMS214 | Echocardiography               | 3 |
| DMS215 | Ultrasound Pathology           | 1 |
| .....  | Social Science Elective*       | 3 |

13

#### Summer Session

|        |   |   |
|--------|---|---|
| DMS216 | Clinical Practicum IV<br>(40 hours per week for 12 weeks) | 2 |
|--------|---|---|

2

\* General Education Elective - see page 58

\* General Education Elective - see page 58

# ASSOCIATE IN APPLIED SCIENCE (AAS) IN ALLIED HEALTH

## HEALTH SCIENCE CODE AAS.H.HLTH.SCI

This curriculum is designed for graduates of one-year, post-secondary programs who hold current certification or licensure in an Allied Health discipline, such as dental assisting, dietetics, diagnostic medical sonography, licensed practical nursing, medical office assisting, radiography, respiratory technology, and surgical technology. Thirty credits for certification/licensure will be granted after completion of the degree requirements resulting in 66 credits and an AAS degree in Health Science. It is important to note that this curriculum will not confer eligibility for advanced certification nor advanced licensure within the Allied Health disciplines.

### First Semester

|        |                             |    |
|--------|-----------------------------|----|
| WRT101 | English Composition I       | 3  |
| BIO109 | Anatomy & Physiology I      | 4  |
| .....  | Humanities Elective*        | 3  |
| MOA140 | Medical Terminology         | 3  |
| WEX101 | Dynamic of Health & Fitness | 2  |
| SOC101 | Sociology                   | 3  |
|        |                             | 18 |

### Second Semester

|        |  |    |
|--------|--|----|
| WRT201 | English Composition II                   | 3  |
| BIO209 | Anatomy & Physiology II                  | 4  |
| .....  | Humanities Elective*                     | 3  |
| CHM100 | Introduction to Chemistry**              | 4  |
| WEX... | Dynamics of Health & Fitness Experience* | 1  |
| PSY101 | General Psychology                       | 3  |
|        |  | 18 |

\* General Education Elective - see page 58

\*\* PHY186 General Physics I required of Diagnostic Medical Sonographers as a substitute for CHM100 Introduction to Chemistry

## MEDICAL LABORATORY TECHNOLOGY CODE AAS.AH.MLT

### First Semester

|        |                                 |       |
|--------|---------------------------------|-------|
| CHM100 | Introduction to Chemistry*      | 4     |
| WEX101 | Dynamics of Health & Fitness    | 2     |
| MAT... | Mathematics Elective **         | 3-4   |
| MLT160 | Medical Laboratory Techniques I | 5     |
| WRT101 | English Composition I           | 3     |
|        |                                 | 17-18 |

### Second Semester

|        |  |       |
|--------|--|-------|
| BIO103 | Human Structure & Function                 | 4     |
| CHM140 | General Chemistry I                        | 3     |
| CHM141 | General Chemistry I Laboratory             | 1     |
| WEX... | Dynamics of Health & Fitness Experience*** | 1     |
| MLT260 | Medical Laboratory Techniques II           | 5     |
| WRT201 | English Composition II                     | 3     |
|        |  | 17-18 |

### Summer Session I

|        |  |   |
|--------|--|---|
| MLT263 | Medical Laboratory Externship I<br>(6 weeks @ 40 hrs/wk = 240 hrs) | 1 |
|        |  | 1 |

### Summer Session II

|       |                            |   |
|-------|----------------------------|---|
| ..... | Humanities Elective***     | 3 |
| ..... | Social Science Elective*** | 3 |
|       |                            | 6 |

### Third Semester

|        |  |    |
|--------|--|----|
| CHM240 | General Chemistry II   | 3  |
| CHM241 | General Chemistry II Laboratory                                      | 1  |
| MLT201 | Clinical Microbiology I  | 4  |
| MLT261 | Medical Laboratory Techniques III                                    | 5  |
| MLT264 | Medical Laboratory Externship II<br>(15 weeks @ 16 hrs/wk = 240 hrs) | 1  |
|        |  | 14 |

### Fourth Semester

|        |   |    |
|--------|---|----|
| MLT202 | Clinical Microbiology II  | 4  |
| MLT262 | Medical Laboratory Techniques IV                                      | 5  |
| MLT266 | Medical Laboratory Externship III<br>(15 weeks @ 16 hrs/wk = 240 hrs) | 1  |
| .....  | Humanities Elective***  | 3  |
|        |   | 13 |

\* Or passing score on the CHM100 Challenge Examination.

\*\* Students should select from MAT130, MAT150, MAT155, or MAT180.

\*\*\* General Education Elective - see page 58

## ASSOCIATE IN APPLIED SCIENCE (AAS) IN ALLIED HEALTH

### MEDICAL OFFICE ASSISTANT CODE AAS.AH.MOA

#### First Semester

|        |                                   |    |
|--------|-----------------------------------|----|
| BIO109 | Anatomy & Physiology I            | 4  |
| WEX101 | Dynamics of Health & Fitness      | 2  |
| MOA140 | Medical Terminology               | 3  |
| MOA141 | Introduction to Medical Assisting | 3  |
| OFF101 | Keyboarding I                     | 3  |
| WRT101 | English Composition I             | 3  |
|        |                                   | 18 |

#### Second Semester

|        |  |    |
|--------|--|----|
| BIO209 | Anatomy & Physiology II                  | 4  |
| WEX... | Dynamics of Health & Fitness Experience* | 1  |
| MOA240 | Clinical Office Practice                 | 4  |
| OFF209 | WordPerfect-Comprehensive or             | 3  |
| OFF240 | Microsoft Word for Windows Comprehensive |    |
| WRT201 | English Composition II                   | 3  |
| .....  | Humanities Elective*                     | 3  |
|        |  | 18 |

#### Third Semester

|        |   |    |
|--------|---|----|
| WEX159 | Cardio-Pulm Res & Emer First Aid              | 3  |
| MOA218 | Medical Economics                             | 2  |
| MOA241 | Clinical Lab Technology                       | 4  |
| MOA243 | Clinical Externship I (8-12 hours per week)   | 1  |
| OFF211 | Medical Assistant Administrative Procedures I | 3  |
| .....  | Humanities Elective*                          | 3  |
|        |   | 16 |

#### Fourth Semester

|        |  |    |
|--------|--|----|
| MOA200 | Pharmacology for Medical Office Assistants     | 2  |
| ACC104 | Medical Accounting                             | 3  |
| MOA244 | Clinical Externship II (8-12 hours per week)   | 1  |
| MOA201 | Diagnostic and Procedural Coding               | 4  |
| OFF212 | Medical Assistant Administrative Procedures II | 3  |
| PSY101 | General Psychology                             | 3  |
|        |  | 16 |

\* General Education Elective - see page 58

### PHYSICAL THERAPIST ASSISTANT CODE AAS.AH.PTA

#### First Semester

|        |  |    |
|--------|--|----|
| BIO109 | Anatomy and Physiology I                     | 4  |
| PHY185 | Introduction to Physics                      | 4  |
| PTA101 | Introduction to Physical Therapist Assistant | 3  |
| PTA122 | Physical Therapist Assistant Procedures I    | 6  |
|        |  | 17 |

#### Second Semester

|        |  |    |
|--------|--|----|
| B10209 | Anatomy & Physiology II                    | 4  |
| WRT101 | English Composition I                      | 3  |
| WEX101 | Dynamics of Health & Fitness               | 2  |
| PTA201 | Kinesiology                                | 4  |
| PTA222 | Physical Therapist Assistant Procedures II | 5  |
|        |  | 18 |

#### Summer Session

|        |                        |   |
|--------|------------------------|---|
| PTA245 | Disease and Impairment | 3 |
|--------|------------------------|---|

#### Third Semester

|        |   |    |
|--------|---|----|
| .....  | Humanities Elective*                        | 3  |
| WEX... | Dynamics of Health & Fitness Experience*    | 1  |
| WRT201 | English Composition II                      | 3  |
| PTA223 | Physical Therapist Assistant Procedures III | 6  |
| PTA231 | Clinical Education I (16 lab x 14 wks)      | 2  |
| PTA241 | Clinical Seminar I                          | 1  |
|        |   | 16 |

#### Fourth Semester

|        |  |    |
|--------|--|----|
| .....  | Humanities Elective*                       | 3  |
| PSY101 | General Psychology                         | 3  |
| PTA224 | Physical Therapist Assistant Procedures IV | 5  |
| PTA232 | Clinical Education II (24 lab x 12 wks)    | 2  |
| PTA242 | Clinical Seminar II                        | 1  |
|        |  | 14 |

#### Summer Session

|        |  |   |
|--------|--|---|
| PTA233 | Clinical Education III (40 hrs/we x 6 wks) | 2 |
| PTA243 | Clinical Seminar III                       | 1 |
|        |  | 3 |

\*General Education Elective - see page 58

Students in the PTA Program are required to achieve a grade of "C" or better in Science courses and PTA courses.

# ASSOCIATE IN APPLIED SCIENCE (AAS) IN ALLIED HEALTH

## RADIOGRAPHY CODE AAS.AH.RAD

### First Semester

|        |                             |    |
|--------|-----------------------------|----|
| BIO109 | Anatomy & Physiology I      | 4  |
| RAD180 | Introduction to Radiography | 2  |
| RAD181 | Radiography I               | 5  |
| RAD182 | Radiography Clinical I      | 1  |
| WRT101 | English Composition I       | 3  |
|        |                             | 15 |

### Second Semester

|        |                                  |    |
|--------|----------------------------------|----|
| BIO209 | Anatomy & Physiology II          | 4  |
| RAD276 | Radiographic Health & Protection | 3  |
| RAD281 | Radiography II                   | 4  |
| RAD282 | Radiography Clinical II          | 1  |
| WRT201 | English Composition II           | 3  |
|        |                                  | 15 |

### Summer Session I

|        |   |    |
|--------|---|----|
| RAD283 | Intermediate Radiography Clinical, 12 weeks at 32 hours per week (384 hours) = 2 credits. | 19 |
|--------|---|----|

### Third Semester

|        |   |    |
|--------|---|----|
| WEX101 | Dynamics of Health & Fitness              | 2  |
| RAD183 | Radiographic Pathology                    | 2  |
| RAD184 | Special Procedures & Imaging Modularity I | 3  |
| RAD280 | Image Production & Evaluation             | 3  |
| RAD285 | Radiography III                           | 4  |
| RAD286 | Radiologic Clinical III                   | 1  |
| .....  | Humanities Elective*                      | 3  |
|        |   | 18 |

### Fourth Semester

|        |  |    |
|--------|--|----|
| WEX... | Dynamics of Health & Fitness Experience*   | 1  |
| RAD275 | Special Procedures & Imaging Modularity II | 2  |
| RAD288 | Radiography IV                             | 4  |
| RAD289 | Radiologic Clinical IV                     | 2  |
| .....  | Humanities Elective*                       | 3  |
| .....  | Social Science Elective*                   | 3  |
|        |  | 15 |

### Summer Session II

|        |  |    |
|--------|--|----|
| RAD290 | Senior Student Seminar, 15 weeks at 32 hours per week (480 hours) = 3 credits. | 15 |
|--------|--|----|

\* General Education Elective - see page 58

1,834 clinical hours are required for certification eligibility.

## RESPIRATORY THERAPY CODE AAS.AH.RESP

### First Semester

|        |                                     |     |
|--------|-------------------------------------|-----|
| BIO109 | Anatomy & Physiology I              | 4   |
| MAT... | Mathematics Elective*†              | 3-4 |
| RSP119 | Introduction to Respiratory Therapy | 4   |
| RSP121 | Clinical Externship I               | 2   |
| RSP200 | Pharm for Respiratory Therapists    | 2   |
| WRT101 | English Composition I               | 3   |

18-19

### Second Semester

|        |   |   |
|--------|---|---|
| BIO209 | Anatomy & Physiology II                       | 4 |
| CHM112 | College Chemistry                             | 4 |
| RSP222 | Cardiopulmonary Anatomy & Physiology          | 4 |
| RSP225 | Clinical Externship II<br>16 hrs/wk = 224 hrs | 2 |
| WEX101 | Dynamics of Health & Fitness                  | 2 |
| WRT201 | English Composition II                        | 3 |

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### SUMMER SESSION

(Based on 6 weeks)

|        |  |   |
|--------|--|---|
| RSP226 | Clinical Externship III<br>40 hrs/wk = 240 hrs | 2 |
|        |  | 2 |

### Third Semester

|        |   |   |
|--------|---|---|
| BIO104 | Microbiology                                  | 4 |
| RSP240 | Diagnostic Monitoring & Patient Assessment    | 4 |
| RSP229 | Mechanical Ventilation                        | 4 |
| RSP122 | Clinical Medicine                             | 3 |
| RSP231 | Clinical Externship IV<br>16 hrs/wk = 224 hrs | 2 |
| WEX... | Dynamics of Health & Fitness Experience*      | 1 |

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### Fourth Semester

|        |  |   |
|--------|--|---|
| RSP227 | Management in Health Care                    | 2 |
| RSP241 | Pediatric/Neonatal Respiratory Care          | 3 |
| RSP235 | Clinical Externship V<br>16 hrs/wk = 224 hrs | 2 |
| .....  | Humanities Electives*                        | 6 |
| .....  | Social Science Elective*                     | 3 |

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\* General Education Elective - see page 58

† Students should select from MAT130, MAT150, MAT155, MAT180.

# ASSOCIATE IN APPLIED SCIENCE (AAS) IN ALLIED HEALTH

## VETERINARY TECHNOLOGY CODE AAS.H.VET

### First Semester

|        |                                       |    |
|--------|---------------------------------------|----|
| WRT101 | English Composition I                 | 3  |
| VET102 | Introduction to Veterinary Technology | 1  |
| VET103 | Veterinary Medical Technology         | 1  |
| BIO115 | Vertebrate Anatomy & Physiology I     | 4  |
| CHM112 | College Chemistry                     | 4  |
| WEX101 | Dynamics of Health & Fitness          | 2  |
|        |                                       | 15 |

### Second Semester

|        |                                    |    |
|--------|------------------------------------|----|
| WRT201 | English Composition II             | 3  |
| VET110 | Nutrition & Principles of Feeding  | 2  |
| VET112 | Veterinary Pharmacology            | 3  |
| BIO215 | Vertebrate Anatomy & Physiology II | 4  |
| VET104 | Research Animal Technology         | 3  |
|        |                                    | 15 |

### Summer I and II

|        |                      |   |
|--------|----------------------|---|
| BIO104 | Microbiology         | 4 |
| .....  | Humanities Elective* | 3 |
|        |                      | 7 |

### Third Semester

|        |                                  |    |
|--------|----------------------------------|----|
| VET203 | Veterinary Nursing I             | 3  |
| VET207 | Diagnostic Imaging               | 3  |
| VET205 | Clinical Laboratory Procedures I | 3  |
| VET218 | Farm Animal Nursing              | 3  |
| .....  | Humanities Elective*             | 3  |
|        |                                  | 15 |

### Fourth Semester

|        |  |    |
|--------|--|----|
| VET214 | Veterinary Nursing II                    | 3  |
| VET219 | Surgical Assistance & Anesthesia         | 3  |
| VET216 | Veterinary Office Management             | 3  |
| VET217 | Clinical Laboratory Procedures II        | 3  |
| .....  | Social Science Elective*                 | 3  |
| WEX... | Dynamics of Health & Fitness Experience* | 1  |
|        |  | 16 |

### Summer I and II

|        |                                  |   |
|--------|----------------------------------|---|
| VET220 | Veterinary Technology Externship | 2 |
|        |                                  | 2 |

\*General Education Elective - see page 58

# CAREER PROGRAMS

## ASSOCIATE IN APPLIED SCIENCE (AAS) PROGRAMS IN ART

### COMPUTER ANIMATION CODE AAS.IDT.ANIM

#### First Semester

|        |                                    |       |
|--------|------------------------------------|-------|
| ART122 | Two-Dimensional Design             | 3     |
| ART126 | Introduction to Computer Graphics* | 3     |
| ART124 | Drawing Fundamentals               | 3     |
|        | or                                 |       |
| ART123 | Life Drawing I                     | 3     |
| ART105 | History of Animation               |       |
| WRT101 | English Composition I              | 3     |
| WEX101 | Dynamics of Health & Fitness       | 2     |
|        |                                    | <hr/> |
|        |                                    | 17    |

#### Second Semester

|        |  |       |
|--------|--|-------|
| ART226 | Letterform and Type                        | 3     |
| ART292 | Computer 3D Animation I**                  | 3     |
| ART289 | Computer 2D Illustration*                  | 3     |
| ART297 | Computer Imaging*                          | 3     |
| WRT201 | English Composition II                     | 3     |
| WEX... | Dynamics of Health & Fitness Experience*** | 1     |
|        |  | <hr/> |
|        |  | 16    |

#### Third Semester

|        |                            |       |
|--------|----------------------------|-------|
| ART290 | Computer 2D Animation I**  | 3     |
| ART293 | Computer 3D Animation II** | 3     |
| ART260 | Graphic Design I           | 3     |
| .....  | Humanities Elective***†    | 3     |
| .....  | Natural Sciences***        | 3-4   |
|        | or                         |       |
| MAT... | Mathematics Elective***    |       |
|        |                            | <hr/> |
|        |                            | 15-16 |

#### Fourth Semester

|            |                            |       |
|------------|----------------------------|-------|
| ART298     | Presentation Graphics*     | 3     |
| ART291     | Computer 2D Animation II** | 3     |
| ART271     | Portfolio Presentation     | 2     |
| ART...     | Studio Art Elective ‡      | 2-3   |
|            | or                         |       |
| ART462/463 | Co-Op Work Experience      | 3     |
| .....      | Social Science Elective*** |       |
| .....      | Humanities Elective***     | 3     |
|            |                            | <hr/> |
|            |                            | 16-17 |

### GRAPHIC DESIGN/COMPUTER GRAPHICS CODE AAS.IDT.GRPH

#### First Semester

|        |                                    |       |
|--------|------------------------------------|-------|
| ART122 | Two-Dimensional Design             | 3     |
| ART126 | Introduction to Computer Graphics* | 3     |
| ART124 | Drawing Fundamentals               | 3     |
|        | or                                 |       |
| ART123 | Life Drawing I                     | 3     |
| WRT101 | English Composition I              |       |
| .....  | Humanities Elective**              | 3     |
|        |                                    | <hr/> |
|        |                                    | 15    |

#### Second Semester

|        |                              |       |
|--------|------------------------------|-------|
| ART226 | Letterform and Type          | 3     |
| ART... | Studio Art Elective***       | 3     |
| ART289 | Computer 2D Illustration*    | 3     |
| ART297 | Computer Imaging*            | 3     |
| WRT201 | English Composition II       | 3     |
| WEX101 | Dynamics of Health & Fitness | 2     |
|        |                              | <hr/> |
|        |                              | 17    |

#### Third Semester

|        |   |       |
|--------|---|-------|
| ART287 | Computer Layout I*                        | 3     |
| ART260 | Graphic Design I                          | 3     |
| ART... | Studio Art Elective***                    | 3     |
| .....  | Humanities Elective***†                   | 3     |
| .....  | Natural Sciences**                        | 3-4   |
|        | or  |       |
| MAT... | Mathematics Elective**                    | 1     |
| WEX... | Dynamics of Health & Fitness Experience** |       |
|        |   | <hr/> |
|        |   | 15-16 |

#### Fourth Semester

|            |                           |       |
|------------|---------------------------|-------|
| ART261     | Graphic Design II         | 3     |
| ART271     | Portfolio Presentation    | 2     |
| ART288     | Computer Layout II*       | 3     |
| ART...     | Studio Art Elective***    | 3     |
| ART...     | Studio Art Elective***    | 2-3   |
|            | or                        |       |
| ART462/463 | Co-Op Work Experience     | 3     |
| .....      | Social Science Elective** |       |
|            |                           | <hr/> |
|            |                           | 16-17 |

\* Course uses Macintosh computers

\*\* Course uses Intergraph NT in S250 multimedia lab

\*\*\* General Education Elective - see page 58

† Recommended: ART101 Art Appreciation, ART102 Art History Through the Renaissance, ART103 Art History Since the Renaissance, or MUS110 Music, Art, and Drama

‡ "Studio Art" Electives do not include Art Appreciation and Art History

\* Course uses Macintosh computers

\*\* General Education Elective - see page 58

\*\*\* "Studio Art" Electives do not include Art Appreciation and Art History.

Recommended in 2nd semester: ART181 Photo I

Recommended in 3rd: ART259 Computer Graphics for the Web Developer

Recommended in 4th: ART290 and/or ART 292

† Recommended: ART101 Art Appreciation, ART102 Art History Through the Renaissance, ART103 Art History Since the Renaissance, or MUS110 Music, Art, and Drama

# CAREER PROGRAMS

## ASSOCIATE IN APPLIED SCIENCE (AAS) PROGRAMS IN BUSINESS ADMINISTRATION

### ACCOUNTING CODE AAS.BUS.ACCT

#### First Semester

|        |                                  |       |
|--------|----------------------------------|-------|
| ACC101 | Accounting I                     | 3     |
| BUS101 | Introduction to Business         | 3     |
| WRT101 | English Composition I            | 3     |
| ACC120 | Computerized Accounting          | 3     |
| WEX101 | Dynamics of Health & Fitness     | 2     |
| INF... | Information Technology Elective* | 3     |
|        |                                  | <hr/> |
|        |                                  | 17    |

#### Second Semester

|        |   |       |
|--------|---|-------|
| ACC201 | Accounting II                             | 3     |
| WEX... | Dynamics of Health & Fitness Experience** | 1     |
| WRT201 | English Composition II                    | 3     |
| .....  | Social Science Elective**†                | 3     |
| BUS233 | Business Law I                            | 3     |
| .....  | Humanities Elective**                     | 3     |
|        |   | <hr/> |
|        |   | 16    |

#### Third Semester

|        |                               |       |
|--------|-------------------------------|-------|
| ACC202 | Intermediate Accounting I     | 3     |
| INF124 | Microsoft Spreadsheet - Excel | 1     |
| BNF201 | Principles of Finance         | 3     |
| SPE111 | Speech Communication          | 3     |
| .....  | Natural Sciences **           |       |
|        | or                            | 3-4   |
| MAT... | Mathematics Elective**        |       |
| BUS... | Business Elective‡            | 3     |
|        |                               | <hr/> |
|        |                               | 16-17 |

#### Fourth Semester

|        |                             |       |
|--------|-----------------------------|-------|
| ACC203 | Intermediate Accounting II  |       |
|        | or                          | 3     |
| ACC107 | Federal Taxation            |       |
| ACC204 | Cost Accounting I           | 3     |
| .....  | Humanities Elective**       | 3     |
| BUS... | Business Elective‡          | 3     |
| ACC462 | Co-Op Work Exp (Accounting) | 2     |
| INF228 | Advanced Excel              | 1     |
|        |                             | <hr/> |
|        |                             | 15    |

### BANKING, CREDIT AND FINANCE CODE AAS.BUS.BANK

#### First Semester

|        |                                |       |
|--------|--------------------------------|-------|
| ACC101 | Accounting I                   | 3     |
| BUS101 | Introduction to Business       | 3     |
| BUS103 | Business Mathematics           | 3     |
| BNF101 | Principles of Bank Operations* | 3     |
| WEX101 | Dynamics of Health & Fitness   | 2     |
| WRT101 | English Composition I          | 3     |
|        |                                | <hr/> |
|        |                                | 17    |

#### Second Semester

|        |   |       |
|--------|---|-------|
| ACC201 | Accounting II                             | 3     |
| BNF204 | Trust Functions & Services*               | 3     |
| WEX... | Dynamics of Health & Fitness Experience** | 1     |
| SPE111 | Speech Communication                      | 3     |
| WRT201 | English Composition II                    | 3     |
| .....  | Humanities Elective**                     | 3     |
|        |   | <hr/> |
|        |   | 16    |

#### Third Semester

|        |                        |       |
|--------|------------------------|-------|
| BUS233 | Business Law I         | 3     |
| BNF201 | Principles of Finance  | 3     |
| BNF205 | Credit & Collection I* | 3     |
| ECO101 | Macro Economics        | 3     |
| .....  | Natural Sciences**     |       |
|        | or                     | 3-4   |
| MAT... | Mathematics Elective** |       |
|        |                        | <hr/> |
|        |                        | 15-16 |

#### Fourth Semester

|        |  |       |
|--------|--|-------|
| BUS234 | Business Law II                        | 3     |
| BNF206 | Credit & Collection II*                | 3     |
| INF101 | Introduction to Information Technology | 3     |
| .....  | Free Electives                         | 2-3   |
| .....  | Humanities Elective‡                   | 3     |
| .....  | Social Science Elective**†             | 3     |
|        |  | <hr/> |
|        |  | 17-18 |

\* Specialized course that may be offered only in the evening.

\*\* General Education Elective - see page 58

† ECO201 Micro Economics is recommended.

\* The student should choose from INF101 Introduction to Information Technology or INF114 Microsoft Office.

\*\* General Education Elective - see page 58

† ECO101 Macro Economics is recommended.

‡ Choose any BUS course.



# ASSOCIATE IN APPLIED SCIENCE (AAS) IN BUSINESS ADMINISTRATION

## LEGAL ASSISTANT CODE AAS.BUS.LEGAL

### First Semester

|        |                                       |    |
|--------|---------------------------------------|----|
| WEX101 | Dynamics of Health & Fitness          | 2  |
| LGL101 | Fundamentals of Law I                 | 3  |
| LGL103 | Legal Research & Writing              | 3  |
| OFF116 | Microsoft Word for Windows-Fund<br>or | 1  |
| OFF119 | Word Perfect-Fundamentals             |    |
| WRT101 | English Composition I                 | 3  |
| .....  | Humanities Elective*                  | 3  |
|        |                                       | 15 |

### Second Semester

|        |   |       |
|--------|---|-------|
| LGL203 | Introduction to Paralegalism<br>and Legal Procedure** | 3     |
| REA101 | Principles of Real Estate I                           | 3     |
| WRT201 | English Composition II                                | 3     |
| .....  | Natural Sciences*<br>or                               | 3-4   |
| MAT... | Mathematics Elective*                                 |       |
| INF162 | Intro to the Internet                                 | 1     |
| OFF123 | Business Communications<br>for Legal Assistants       | 3     |
|        |   | 16-17 |

### Third Semester

|        |                                      |    |
|--------|--------------------------------------|----|
| LGL202 | NJ & Federal Courts**                | 3  |
| LGL205 | Mechanics of Property Transactions** | 3  |
| LGL208 | Mechanics of Family Law**            | 3  |
| SPE111 | Speech Communication                 | 3  |
| .....  | Social Science Elective*             | 3  |
| .....  | Free Elective                        | 3  |
|        |                                      | 18 |

### Fourth Semester

|        |   |    |
|--------|---|----|
| ACC207 | Legal Accounting**                          | 3  |
| WEX... | Dynamics of Health &<br>Fitness Experience* | 1  |
| LGL206 | Mechanics of Commercial<br>Transactions**   | 3  |
| LGL207 | Wills & Administration**                    | 3  |
| LGL462 | Co-Op Work Experience<br>(Legal Assistant)  | 2  |
| .....  | Humanities Elective*                        | 3  |
| INF151 | Microcomputer Database: Access              | 1  |
|        |   | 16 |

\* General Education Elective - see page 58

\*\* Specialized course which may be offered only in the evening.

# CAREER PROGRAMS

## ASSOCIATE IN APPLIED SCIENCE (AAS) PROGRAMS IN BUSINESS TECHNOLOGIES

### HOTEL/RESTAURANT/HOSPITALITY CODE AAS.BT.HR.CATER

#### CATERING/BANQUET MANAGEMENT OPTION

##### First Semester

|        |                                 |    |
|--------|---------------------------------|----|
| BUS101 | Introduction to Business        | 3  |
| BUS103 | Business Mathematics            | 3  |
| HRM101 | Intro to Hospitality Management | 3  |
| HRM102 | Food Protection                 | 3  |
| HRM106 | Menu Planning & Nutrition       | 1  |
| WRT101 | English Composition I           | 3  |
|        |                                 | 16 |

##### Second Semester

|        |   |    |
|--------|---|----|
| ACC206 | Hospitality Accounting                                  | 3  |
| WEX101 | Dynamics of Health and Fitness                          | 2  |
| HRM103 | Professional Food Preparation Techniques                | 3  |
| HRM205 | Restaurant Service Management                           | 3  |
| WRT201 | English Composition II                                  | 3  |
| HRM462 | Co-Op Work Experience<br>(Hotel/Restaurant/Hospitality) | 2  |
|        |   | 16 |

##### Third Semester

|        |   |    |
|--------|---|----|
| WEX... | Dynamics of Health & Fitness<br>Experience* | 1  |
| HRM214 | Banquet/Catering Management                 | 2  |
| HRM202 | Quantity Food Production Service**          | 3  |
| HRM203 | Beverage Management                         | 2  |
| HRM204 | Food Purchasing                             | 2  |
| .....  | Humanities Elective*                        | 3  |
| .....  | Social Science Elective*                    | 3  |
|        |   | 16 |

##### Fourth Semester

|        |                                    |       |
|--------|------------------------------------|-------|
| HRM213 | Classical Garde-Manger<br>or       |       |
| HRM221 | Contemporary Garde-Manger          | 3     |
| HRM201 | Food & Beverage Cost Control       | 1     |
| HRM206 | Commercial Restaurant Operation*** | 3     |
| HRM207 | Hotel Sales & Convention Planning  | 1     |
| HRM110 | Introduction to Baking             | 3     |
| .....  | Natural Sciences Elective*         | 3-4   |
|        | or                                 |       |
| MAT... | Mathematics Elective*              |       |
| .....  | Humanities Elective*               | 3     |
|        |                                    | 17-18 |

### HOTEL/RESTAURANT/HOSPITALITY CODE AAS.BT.HR.FOOD

#### FOOD SERVICE MANAGEMENT OPTION

##### First Semester

|        |                                 |    |
|--------|---------------------------------|----|
| BUS101 | Introduction to Business        | 3  |
| BUS103 | Business Mathematics            | 3  |
| HRM101 | Intro to Hospitality Management | 3  |
| HRM102 | Food Protection                 | 3  |
| HRM106 | Menu Planning & Nutrition       | 1  |
| WRT101 | English Composition I           | 3  |
|        |                                 | 16 |

##### Second Semester

|        |   |    |
|--------|---|----|
| ACC206 | Hospitality Accounting                                  | 3  |
| WEX101 | Dynamics of Health and Fitness                          | 2  |
| HRM103 | Professional Food Preparation Techniques                | 3  |
| HRM205 | Restaurant Service Management                           | 3  |
| WRT201 | English Composition II                                  | 3  |
| HRM462 | Co-Op Work Experience<br>(Hotel/Restaurant/Hospitality) | 2  |
|        |   | 16 |

##### Third Semester

|        |   |    |
|--------|---|----|
| WEX... | Dynamics of Health &<br>Fitness Experience* | 1  |
| HRM215 | Food Service Management                     | 2  |
| HRM202 | Quantity Food Production Service**          | 3  |
| HRM203 | Beverage Management                         | 2  |
| HRM204 | Food Purchasing                             | 2  |
| .....  | Humanities Elective*                        | 3  |
| .....  | Social Science Elective*                    | 3  |
|        |   | 16 |

##### Fourth Semester

|        |                                       |       |
|--------|---------------------------------------|-------|
| BUS233 | Business Law I                        | 3     |
| HRM201 | Food & Beverage Cost Control          | 1     |
| HRM206 | Commercial Restaurant<br>Operation*** | 3     |
| HRM216 | Food Facilities Planning              | 2     |
| HRM217 | Issues in the Hospitality Industry    | 2     |
| .....  | Natural Sciences Elective*            |       |
|        | or                                    |       |
|        |                                       | 3-4   |
| MAT... | Mathematics Elective*                 |       |
| .....  | Humanities Elective*                  | 3     |
|        |                                       | 17-18 |

\* General Education Elective - see page 58  
 \*\* Class offered only during Fall semester.  
 \*\*\* Class offered only during Spring semester.

\* General Education Elective - see page 58  
 \*\* Class offered only during Fall semester.  
 \*\*\* Class offered only during Spring semester.

# ASSOCIATE IN APPLIED SCIENCE (AAS) IN BUSINESS TECHNOLOGIES

## HOTEL/RESTAURANT/HOSPITALITY CODE AAS.BT.HR.HOSP

### HOSPITALITY MANAGEMENT OPTION

#### First Semester

|        |  |    |
|--------|--|----|
| BUS101 | Introduction to Business               | 3  |
| BUS103 | Business Mathematics                   | 3  |
| HRM101 | Introduction to Hospitality Management | 3  |
| HRM102 | Food Protection                        | 3  |
| HRM106 | Menu Planning & Nutrition              | 1  |
| WRT101 | English Composition I                  | 3  |
|        |  | 16 |

#### Second Semester

|        |   |    |
|--------|---|----|
| ACC206 | Hospitality Accounting                      | 3  |
| WEX101 | Dynamics of Health and Fitness              | 2  |
| HRM103 | Professional Food Preparation<br>Techniques | 3  |
| HRM205 | Restaurant Service Management               | 3  |
| WRT201 | English Composition II                      | 3  |
| HRM462 | Co-Op Work Exp (H/R/H)                      | 2  |
|        |   | 16 |

#### Third Semester

|        |   |    |
|--------|---|----|
| WEX... | Dynamics of Health &<br>Fitness Experience* | 1  |
| HRM104 | Front Office Procedures                     | 2  |
| HRM202 | Quantity Food Production Service**          | 3  |
| HRM203 | Beverage Management                         | 2  |
| HRM204 | Food Purchasing                             | 2  |
| .....  | Humanities Elective*                        | 3  |
| .....  | Social Science Elective*                    | 3  |
|        |   | 16 |

#### Fourth Semester

|        |                                       |       |
|--------|---------------------------------------|-------|
| BUS233 | Business Law I                        | 3     |
| HRM201 | Food & Beverage Cost Control          | 1     |
| HRM206 | Commercial Restaurant<br>Operation*** | 3     |
| HRM207 | Hotel Sales & Convention Planning     | 1     |
| HRM... | Elective                              | 3     |
| .....  | Natural Sciences Elective*            |       |
|        | or                                    | 3-4   |
| MAT... | Mathematics Elective*                 |       |
| .....  | Humanities Elective*                  | 3     |
|        |                                       | 17-18 |

\* General Education Elective - see page 58

\*\* Class offered only during Fall semester.

\*\*\* Class offered only during Spring semester.

# ASSOCIATE IN APPLIED SCIENCE (AAS) IN BUSINESS TECHNOLOGIES

## INFORMATION TECHNOLOGY CODE AAS.BT.INFO

### First Semester

|        |  |    |
|--------|--|----|
| INF101 | Introduction to Information Technology | 3  |
| INF... | Programming Language Fundamentals      | 3  |
| INF150 | Business Programming Logic             | 3  |
| WEX101 | Dynamics of Health and Fitness         | 2  |
| BUS101 | Introduction to Business               | 3  |
| WRT101 | English Composition I                  | 3  |
|        |  | 17 |

### Second Semester

|        |   |    |
|--------|---|----|
| INF253 | Technical Communications                    | 3  |
| INF... | Advanced Programming Languages              | 3  |
| INF162 | Introduction to the Internet<br>or          | 1  |
| INF161 | Internet Research and Data Handling         |    |
| INF... | Restricted INF Elective                     | 3  |
| WEX... | Dynamics of Health & Fitness<br>Experience* | 1  |
| WRT201 | English Composition II                      | 3  |
| .....  | Social Science Elective*                    | 3  |
|        |   | 17 |

### Third Semester

|        |                           |    |
|--------|---------------------------|----|
| ACC101 | Accounting I              | 3  |
| INF208 | Systems Analysis & Design | 3  |
| INF160 | Networking Technologies   | 3  |
| INF... | Restricted INF Elective   | 3  |
| INF245 | Database: SQL<br>or       | 1  |
| INF151 | Database: Access          |    |
| .....  | Humanities Elective*      | 3  |
|        |                           | 16 |

### Fourth Semester

|        |                                  |       |
|--------|----------------------------------|-------|
| ACC201 | Accounting II<br>or              | 3     |
| BUS271 | Internet Commerce                |       |
| INF239 | Applications Development         | 3     |
| .....  | Humanities Elective*             | 3     |
| INF... | Restricted INF Elective          | 3     |
| .....  | Natural Sciences Elective*<br>or | 3-4   |
| MAT... | Mathematics Elective*            |       |
|        |                                  | 15-16 |

\*General Education Elective - see page 58

### Programming Language Elective: Fundamentals

|        |   |
|--------|---|
| INF145 | Introduction to Visual Basic for Business |
| INF152 | C/C++ Programming for Business            |
| INF242 | RPG/400 Programming                       |

### Programming Language Elective: Advanced

(Part 2 of a continuing sequence)

|        |   |
|--------|---|
| INF224 | Advanced C/C++ Programming for Business |
| INF243 | Advanced RPG/400 Programming            |
| INF246 | Advanced Visual Basic for Business      |

### Restricted INF Electives

Programming language courses cannot duplicate as Resitricated INF Electives when selected as Programming Language Electives

|        |   |
|--------|---|
| INF107 | Mini Computer Operations                                |
| INF108 | PC Upgrade, Maintenance and Diagnosis                   |
| INF140 | Introduction to Multimedia                              |
| INF146 | Web Development Using HTML                              |
| INF145 | Introduction to Visual Basic for Business               |
| INF152 | C/C++ Programming for Business                          |
| INF160 | Networking Technologies and Data Communications         |
| INF202 | COBOL Programming                                       |
| INF217 | Database for Business Applications                      |
| INF224 | Advanced C/C++ Programming for Business                 |
| INF232 | Windows NT  |
| INF235 | Advanced PC Upgrade, Maintenance and Diagnosis          |
| INF237 | Introduction to Business Applications of Expert Systems |
| INF241 | Java for Business Applications                          |
| INF242 | RPG/400 Programming                                     |
| INF246 | Advanced Visual Basic for Business                      |
| INF249 | Visual C++ for Windows with MFC                         |
| INF254 | Unix for the Network Administrator                      |
| INF260 | Technical Support Operations                            |

### Mathematics or Natural Science Elective

One of the following mathematics electives is strongly recommended.

|        |  |
|--------|--|
| MAT150 | Elementary Statistics                  |
| MAT180 | Precalculus: College Alg & Trig        |
| MAT223 | Calculus for Managerial & Soc Sciences |
| MAT280 | Calculus I                             |

# ASSOCIATE IN APPLIED SCIENCE (AAS) IN BUSINESS TECHNOLOGIES

## NETWORKING ADMINISTRATION CODE AAS.BT.NET.ADM

### First Semester

|         |   |    |
|---------|---|----|
| INF101  | Introduction to Information Technology        | 3  |
| BUS101  | Introduction to Business Administration       | 3  |
| INF163  | Internet Concepts & Applications              | 3  |
| INF1160 | Networking Technologies & Data Communications | 3  |
| WRT101  | English Composition I                         | 1  |
| INF144  | Windows NT Desktop Operations                 | 1  |
|         |   | 16 |

### Second Semester

|        |                                     |    |
|--------|-------------------------------------|----|
| INF232 | Windows NT                          | 3  |
| INF108 | PC Upgrade, Maintenance & Diagnosis | 3  |
| INF253 | Technical Communications            | 3  |
| .....  | Internet Restricted Elective*       | 3  |
| WRT201 | English Composition II              | 3  |
| WEX101 | Dynamics of Health & Fitness        | 2  |
|        |                                     | 17 |

### Third Semester

|        |   |    |
|--------|---|----|
| INF254 | UNIX for the Network Administrator        | 3  |
| INF255 | Network Planning & Design                 | 3  |
| INF252 | Windows NT Advanced Administration        | 3  |
| WEX... | Dynamics of Health & Fitness Experience** | 1  |
| .....  | Social Science Elective**                 | 3  |
| .....  | Humanities Elective**                     | 3  |
|        |   | 16 |

### Fourth Semester

|        |                             |       |
|--------|-----------------------------|-------|
| INF257 | Network Troubleshooting     | 3     |
| INF256 | Topics in Networking        | 3     |
| INF258 | TCP/IP                      | 3     |
| .....  | Humanities Elective**       | 3     |
| .....  | Natural Sciences Elective** | 3     |
|        | or                          | 3-4   |
| MAT... | Mathematics Elective**†     | 3     |
|        |                             | 15-16 |

\* Internet Restricted Elective:

- INF 263 Programming the Internet
- INF146 Web Development Using HTML
- BUS171 Internet Commerce

\*\*General Education Elective - see page 58

† One of the following mathematics electives is strongly recommended:

- MAT155 Finite Mathematics
- MAT150 Elementary Statistics
- MAT223 Calculus for Managerial & Social Sciences

## OFFICE SYSTEMS TECHNOLOGY - WORD PROCESSING CODE AAS.BT.OS.WORD

### First Semester

|        |                                |    |
|--------|--------------------------------|----|
| BUS101 | Introduction to Business       | 3  |
| WEX101 | Dynamics of Health and Fitness | 2  |
| OFF101 | Keyboarding I                  | 3  |
| OFF104 | Intro to Office Automation     | 3  |
| OFF105 | Speedwriting I*                | 3  |
| WRT101 | English Composition I          | 3  |
|        |                                | 17 |

### Second Semester

|        |   |       |
|--------|---|-------|
| WEX... | Dynamics of Health & Fitness Experience** | 1     |
| OFF201 | Keyboarding II                            | 3     |
| OFF209 | WordPerfect-Comprehensive                 | 3     |
| INF112 | Microsoft Windows                         | 1     |
| WRT201 | English Composition II                    | 3     |
| .....  | Humanities Elective**                     | 3     |
| .....  | Natural Sciences**                        | 3     |
|        | or  | 3-4   |
| MAT... | Mathematics Elective**                    | 3     |
|        |   | 17-18 |

### Third Semester

|        |                               |    |
|--------|-------------------------------|----|
| INF124 | Excel                         | 1  |
| BUS103 | Business Math                 | 3  |
| OFF103 | Business Communications       | 3  |
| OFF210 | Machine Transcription         | 2  |
| OFF150 | Powerpoint                    | 1  |
| OFF231 | Desktop Publishing PageMaker* | 3  |
| .....  | Social Science Elective**     | 3  |
|        |                               | 16 |

### Fourth Semester

|        |                                |    |
|--------|--------------------------------|----|
| ACC101 | Accounting I                   | 3  |
|        | or                             | 3  |
| BUS233 | Business Law I                 | 3  |
| OFF207 | Administrative Office Practice | 3  |
| OFF240 | Word for Windows Comprehensive | 3  |
| .....  | Humanities Elective**          | 3  |
| .....  | Free Elective***               | 3  |
|        |                                | 15 |

\* Class may be offered only in the evening.

\*\* General Education Elective - see page 58

\*\*\* OFF461-464 Cooperative Work Experience, or OFF205 Speedwriting II is recommended.

# ASSOCIATE IN APPLIED SCIENCE (AAS) IN BUSINESS TECHNOLOGIES

## TRAVEL AND TOURISM CODE AAS.BT.TRAVL

### First Semester

|        |                                    |   |    |
|--------|------------------------------------|---|----|
| WRT101 | English Composition I              | 3 |    |
| TRV101 | Introduction to Travel and Tourism | 3 |    |
| TRV103 | Travel Area Studies                | 3 |    |
| TRV104 | Travel-Electronic Ticketing-SABRE  | 3 |    |
| OFF101 | Keyboarding I                      | 3 |    |
| OFF103 | Business Communications            | 3 |    |
|        |                                    |   | 18 |

### Second Semester

|        |                                |   |    |
|--------|--------------------------------|---|----|
| BUS101 | Introduction to Business       | 3 |    |
| WRT201 | English Composition II         | 3 |    |
| WEX101 | Dynamics of Health & Fitness   | 2 |    |
| OFF209 | WordPerfect Comprehensive      | 3 |    |
|        |                                |   | or |
| OFF240 | Word for Windows Comprehensive | 3 |    |
| TRV204 | Travel Planning and Marketing  | 3 |    |
| TRV205 | Travel Documentation Lab       | 1 |    |
|        |                                |   | 15 |

### Third Semester

|        |                              |   |             |
|--------|------------------------------|---|-------------|
| BUS103 | Business Mathematics         | 3 |             |
| BUS233 | Business Law I               | 3 |             |
| TRV210 | Corporate Travel             | 3 |             |
| WEX... | Dynamics of Health & Fitness | 3 |             |
|        |                              |   | Experience* |
| .....  | Humanities Elective*         | 1 |             |
| .....  | Humanities Elective*         | 3 |             |
| .....  | Social Science Elective*     | 3 |             |
|        |                              |   | 16          |

### Fourth Semester

|        |                              |     |       |
|--------|------------------------------|-----|-------|
| ACC101 | Accounting I                 | 3   |       |
| TRV206 | Travel Management-Electronic | 3   |       |
| .....  | Natural Sciences*            | 3-4 |       |
|        |                              |     | or    |
| MAT... | Mathematics Elective*        | 3   |       |
| .....  | Humanities Elective*         | 3   |       |
| .....  | Restricted Elective**        | 1-3 |       |
| .....  | Free Elective                | 3   |       |
|        |                              |     | 16-19 |

\* General Education Elective - see page 58

\*\* Restricted Elective: 1-2 credits from TRV106, TRV461, TRV462, TRV463, INF112, INF124, INF151, INF162, or INF245.

## WEB DEVELOPMENT AND MANAGEMENT CODE AAS.BT.WEB.MGMT

### First Semester

|        |   |   |    |
|--------|---|---|----|
| INF101 | Introduction to Information Technology  | 3 |    |
| BUS101 | Introduction to Business Administration | 3 |    |
| ART122 | Two Dimensional Design                  | 3 |    |
| INF150 | Business Programming Logic              | 3 |    |
| WRT101 | English Composition I                   | 3 |    |
| INF144 | Windows NT Desktop Operations           | 1 |    |
|        |   |   | 16 |

### Second Semester

|        |   |   |    |
|--------|---|---|----|
| INF163 | Internet Concepts and Applications        | 3 |    |
| INF146 | Web Development Using HTML                | 3 |    |
| ART259 | Computer Graphics for the Web Developer   | 3 |    |
| INF145 | Introduction to Visual Basic for Business | 3 |    |
| WRT201 | English Composition II                    | 3 |    |
| WEX101 | Dynamics of Health and Fitness            | 2 |    |
|        |   |   | 17 |

### Third Semester

|        |   |   |             |
|--------|---|---|-------------|
| INF253 | Technical Communications                        | 3 |             |
| INF160 | Networking Technologies and Data Communications | 3 |             |
| INF246 | Advanced Visual Basic for Business              | 3 |             |
| WEX... | Dynamics of Health and Fitness                  | 3 |             |
|        |   |   | Experience* |
| .....  | Social Science Elective*                        | 1 |             |
| .....  | Social Science Elective*                        | 3 |             |
| .....  | Humanities Elective*                            | 3 |             |
|        |   |   | 16          |

### Fourth Semester

|        |   |   |        |
|--------|---|---|--------|
| INF263 | Programming the Internet                        | 3 |        |
| INF241 | Java for Business Applications                  | 3 |        |
|        |   |   | or     |
| INF232 | Windows NT                                      | 3 |        |
| BUS271 | Internet Commerce                               | 3 |        |
| .....  | Humanities Elective*                            | 3 |        |
| .....  | Natural Sciences Elective*                      | 3 |        |
|        |   |   | or 3-4 |
| .....  | Mathematics Elective*†                          | 3 |        |
| INF248 | Active X Control Development Using Visual Basic | 1 |        |
|        |   |   | 16-17  |

\* General Education Elective - see page 58

† One of the following mathematics electives is strongly recommended.

- MAT155     Finite Mathematics
- MAT150     Elementary Statistics
- MAT223     Calculus for Managerial & Social Sciences

# CAREER PROGRAMS

## ASSOCIATE IN APPLIED SCIENCE (AAS) PROGRAMS IN HUMAN SERVICES

### CRIMINAL JUSTICE (FULL-TIME SEQUENCE) CODE AAS.HS.CRIMJ.FT

#### First Semester

|        |                                  |       |
|--------|----------------------------------|-------|
| CRJ101 | Introduction to Criminal Justice | 3     |
| CRJ103 | Criminal Law                     | 3     |
| WEX101 | Dynamics of Health and Fitness   | 2     |
| WRT101 | English Composition I            | 3     |
| .....  | Humanities Elective*             | 3     |
| .....  | Social Science Elective*         | 3     |
|        |                                  | <hr/> |
|        |                                  | 17    |

#### Second Semester

|        |  |       |
|--------|--|-------|
| CRJ105 | Police Administration                    | 3     |
| WEX... | Dynamics of Health & Fitness Experience* | 1     |
| POL104 | State & Local Government                 | 3     |
| SOC101 | Sociology                                | 3     |
| WRT201 | English Composition II                   | 3     |
| .....  | Humanities Elective*                     | 3     |
|        |  | <hr/> |
|        |  | 16    |

#### Third Semester

|        |                                 |       |
|--------|---------------------------------|-------|
| CRJ107 | Criminology                     | 3     |
| CRJ109 | Contemporary Issues in Policing | 3     |
| LIT220 | Social Aspects of Literature    | 3     |
| SOC201 | Social Problems                 | 3     |
| .....  | Natural Sciences Elective*      |       |
|        | or                              | 3-4   |
| MAT... | Mathematics Elective*           |       |
|        |                                 | <hr/> |
|        |                                 | 15-16 |

#### Fourth Semester

|        |                               |       |
|--------|-------------------------------|-------|
| CRJ111 | Criminal Investigation        | 3     |
| CRJ113 | The Juvenile Justice Process  | 3     |
| PSY102 | Abnormal Psychology           |       |
|        | or                            | 3     |
| PSY104 | Psychology of Human Relations |       |
| SOC103 | Sociology of the Family       | 3     |
| SPE111 | Speech Communication          | 3     |
| .....  | Free Elective                 | 2     |
|        |                               | <hr/> |
|        |                               | 17    |

\* General Education Elective - see page 58

### CRIMINAL JUSTICE (PART-TIME SEQUENCE) CODE AAS.HS.CRIMJ.PT

#### FIRST YEAR

|                      |                                  |       |
|----------------------|----------------------------------|-------|
| <b>Fall Semester</b> |                                  |       |
| CRJ101               | Introduction to Criminal Justice | 3     |
| WEX101               | Dynamics of Health and Fitness   | 2     |
| WRT101               | English Composition I            | 3     |
|                      |                                  | <hr/> |
|                      |                                  | 8     |

#### Spring Semester

|        |  |       |
|--------|--|-------|
| CRJ103 | Criminal Law                             | 3     |
| WRT102 | English Composition II                   | 3     |
| WEX... | Dynamics of Health & Fitness Experience* | 1     |
|        |  | <hr/> |
|        |  | 7     |

#### Summer I

|       |                          |       |
|-------|--------------------------|-------|
| ..... | Social Science Elective* | 3     |
|       |                          | <hr/> |
|       |                          | 3     |

#### Summer II

|        |           |       |
|--------|-----------|-------|
| SOC101 | Sociology | 3     |
|        |           | <hr/> |
|        |           | 3     |

#### SECOND YEAR

##### Fall Semester

|        |                         |       |
|--------|-------------------------|-------|
| CRJ105 | Police Administration   | 3     |
| SOC103 | Sociology of the Family | 3     |
| .....  | Humanities Elective*    | 3     |
|        |                         | <hr/> |
|        |                         | 9     |

##### Spring Semester

|        |                          |       |
|--------|--------------------------|-------|
| POL104 | State & Local Government | 3     |
| .....  | Humanities Elective*     | 3     |
|        |                          | <hr/> |
|        |                          | 6     |

#### THIRD YEAR

##### Fall Semester

|        |                      |       |
|--------|----------------------|-------|
| CRJ107 | Criminology          | 3     |
| SPE111 | Speech Communication | 3     |
| .....  | Free Elective        | 2     |
|        |                      | <hr/> |
|        |                      | 8     |

##### Spring Semester

|        |                                 |       |
|--------|---------------------------------|-------|
| CRJ109 | Contemporary Issues in Policing | 3     |
| .....  | Natural Sciences Elective*      |       |
|        | or                              | 3-4   |
| MAT... | Mathematics Elective*           |       |
|        |                                 | <hr/> |
|        |                                 | 6-7   |

##### Summer

|        |                 |       |
|--------|-----------------|-------|
| SOC201 | Social Problems | 3     |
|        |                 | <hr/> |
|        |                 | 3     |

#### FOURTH YEAR

##### Fall Semester

|        |                               |       |
|--------|-------------------------------|-------|
| CRJ111 | Criminal Investigation        | 3     |
| PSY102 | Abnormal Psychology           |       |
|        | or                            | 3     |
| PSY104 | Psychology of Human Relations |       |
|        |                               | <hr/> |
|        |                               | 6     |

##### Spring Semester

|        |                              |       |
|--------|------------------------------|-------|
| CRJ113 | The Juvenile Justice Process | 3     |
| LIT220 | Social Aspects of Literature | 3     |
|        |                              | <hr/> |
|        |                              | 6     |

\* General Education Elective - see page 58

# ASSOCIATE IN APPLIED SCIENCE (AAS) IN HUMAN SERVICES

## EARLY CHILDHOOD EDUCATION CODE AAS.HS.EARLY.CHILD

### First Semester

|        |                                |       |
|--------|--------------------------------|-------|
| PSY101 | General Psychology             | 3     |
| SOC102 | Introduction to Human Services | 3     |
| WRT101 | English Composition I          | 3     |
| .....  | Humanities Elective*           | 3     |
| .....  | Natural Sciences               |       |
|        | or                             | 3-4   |
| MAT... | Mathematics Elective*          |       |
|        |                                | 15-16 |

### Second Semester

|        |                                |    |
|--------|--------------------------------|----|
| EDU101 | Introduction to Education      | 3  |
| EDU120 | Early Childhood Education I    | 3  |
| WEX101 | Dynamics of Health and Fitness | 2  |
| SPE111 | Speech Communication           | 3  |
| WRT201 | English Composition II         | 3  |
| .....  | Social Science Elective*       | 3  |
|        |                                | 17 |

### Third Semester

|        |   |    |
|--------|---|----|
| EDU124 | Curriculum Materials & Methods                    | 3  |
| EDU130 | Infants and Toddlers in Early Childhood Education | 3  |
| EDU220 | Early Childhood Education II                      | 3  |
| EDU222 | Supervised Field Work Experience I                | 2  |
| EDU223 | Field Work Seminar I                              | 2  |
| WEX... | Dynamics of Health & Fitness Experience*          | 1  |
| PSY201 | Child Psychology                                  | 3  |
|        |   | 17 |

### Fourth Semester

|        |                                      |    |
|--------|--------------------------------------|----|
| EDU126 | Developing & Implementing Curriculum | 3  |
| EDU132 | Parenting of Very Young Children     | 3  |
| EDU224 | Supervised Field Work Exp II         | 2  |
| EDU225 | Field Work Seminar II                | 2  |
| SOC103 | Sociology of the Family              |    |
|        | or                                   | 3  |
| SOC120 | Sociology of Gender Roles            |    |
| .....  | Humanities Elective*                 | 3  |
|        |                                      | 16 |

\* General Education Elective - see page 58



# CAREER PROGRAMS

## ASSOCIATE IN APPLIED SCIENCE (AAS) PROGRAMS IN INDUSTRIAL & DESIGN TECHNOLOGIES

### DRAFTING AND DESIGN TECHNOLOGY CODE AAS.IDT.DRAFT

|                        |  |             |
|------------------------|--|-------------|
| <b>First Semester</b>  |  |             |
| DFT107                 | Drafting I                               | 2           |
| MAT116                 | Technical Math I                         | 3-4         |
| MAT180                 | Precalculus                              |             |
| MAT163                 | Computer Prog BASIC                      | 3           |
| MAT165                 | C++ Programming I                        |             |
| WRT101                 | English Composition I                    | 3           |
| .....                  | Humanities Elective*                     | 3           |
| .....                  | Social Science Elective*                 | 3           |
|                        |  | <hr/> 17-18 |
| <b>Second Semester</b> |  |             |
| DFT207                 | Drafting II                              | 3           |
| DFT208                 | Engineering Graphics I                   | 3           |
| WEX101                 | Dynamics of Health and Fitness           | 2           |
| WRT201                 | English Composition II                   | 3           |
| .....                  | Humanities Elective*†                    | 3           |
| .....                  | Natural Sciences*‡                       | 3-4         |
| MAT...                 | Mathematics Elective*                    |             |
|                        |  | <hr/> 17-18 |
| <b>Third Semester</b>  |  |             |
| DFT209                 | Engineering Graphics II                  | 3           |
| DFT215                 | Mechanical Building Systems I            | 3           |
| DFT262                 | Architectural Drafting                   | 3           |
| DFT265                 | Architectural Practice & Planning        | 3           |
| HRT104                 | Landscape Plants & Materials I           | 2           |
| WEX...                 | Dynamics of Health & Fitness Experience* | 1           |
|                        |  | <hr/> 15    |
| <b>Fourth Semester</b> |  |             |
| DFT216                 | Mechanical Building Systems II           | 2-3         |
| DFT462                 | Co-Op Work Exp (Drafting)                |             |
| DFT220                 | Electrical Drafting & Design             | 3           |
| DFT263                 | Architectural Design                     | 3           |
| DFT266                 | Materials & Method of Construction       | 3           |
| TEC254                 | Robotics                                 |             |
| DFT282                 | Technical Illustration                   |             |
| HRT113                 | Principles of Landscaping                | 3           |
|                        |  | <hr/> 17-18 |

### ELECTRONICS TECHNOLOGY CODE AAS.IDT.ELECT.TECH

|                        |  |             |
|------------------------|--|-------------|
| <b>First Semester</b>  |  |             |
| ELC101                 | DC-Circuit Analysis                      | 4           |
| TEC180                 | Problem Solving Using Technology         | 4           |
| ELC100                 | Introduction to Electrical Technology    | 2           |
| WRT101                 | English Composition I                    | 3           |
| WEX101                 | Dynamics of Health and Fitness           | 2           |
|                        |  | <hr/> 15    |
| <b>Second Semester</b> |  |             |
| ELC201                 | AC-Circuit Analysis                      | 4           |
| ELC203                 | Electronics I                            | 4           |
| WRT201                 | English Composition II                   | 3           |
| WEX...                 | Dynamics of Health & Fitness Experience* | 1           |
| .....                  | Natural Sciences*                        | 3-4         |
| MAT...                 | Mathematics Elective*†                   |             |
|                        |  | <hr/> 15-16 |
| <b>Third Semester</b>  |  |             |
| ELC204                 | Electronics II                           | 4           |
| ELC214                 | Communication Systems I                  | 4           |
| PHY186                 | General Physics I                        | 4           |
| .....                  | Humanities Elective*                     | 3           |
| .....                  | Social Science Elective*                 | 3           |
|                        |  | <hr/> 18    |
| <b>Fourth Semester</b> |  |             |
| ELC215                 | Communication Systems II                 | 4           |
| PHY286                 | General Physics II                       | 4           |
| CHM100                 | Intro to Chemistry                       | 4           |
| .....                  | Humanities Elective*                     | 3           |
| WRT202                 | Technical Writing                        | 2-3         |
| ELC462                 | Co-Op Work Experience (Electronics)      |             |
|                        |  | <hr/> 17-18 |

\* General Education Elective - see page 58  
† MAT150 Elementary Statistics is recommended.

\* General Education Elective-see page 58  
† ART103 Art History since the Renaissance is recommended.  
‡ PHY185 Intro to Physics is recommended.

# ASSOCIATE IN APPLIED SCIENCE (AAS) IN INDUSTRIAL & DESIGN TECH

## GENERAL ENGINEERING TECHNOLOGY CODE AAS.IDT.ET.GEN

### First Semester

|        |                                |    |
|--------|--------------------------------|----|
| DFT107 | Drafting I                     | 2  |
| ELC101 | DC-Circuit Analysis            | 4  |
| WEX101 | Dynamics of Health and Fitness | 2  |
| MAT116 | Technical Mathematics I        | 3  |
| WRT101 | English Composition I          | 3  |
| .....  | Social Science Elective*       | 3  |
|        |                                | 17 |

### Second Semester

|        |   |    |
|--------|---|----|
| DFT207 | Drafting II                                 | 3  |
| ELC201 | AC-Circuit Analysis                         | 4  |
| MAT163 | Computer Programming: BASIC<br>or           | 3  |
| MAT165 | C++ Programming I                           |    |
| MAT222 | Technical Mathematics II**                  | 4  |
| WEX... | Dynamics of Health & Fitness<br>Experience* | 1  |
| WRT201 | English Composition II                      | 3  |
|        |   | 18 |

### Third Semester

|        |                            |    |
|--------|----------------------------|----|
| DFT210 | CAD I                      | 3  |
| ELC203 | Electronics I              | 4  |
| TEC254 | Robotics                   | 3  |
| PHY185 | Introduction to Physics*** | 4  |
| .....  | Humanities Elective*       | 3  |
|        |                            | 17 |

### Fourth Semester

|        |                                       |       |
|--------|---------------------------------------|-------|
| ELC204 | Electronics II                        | 4     |
| MAT150 | Elementary Statistics***              | 3     |
| TEC257 | Introduction to Manufacturing Systems | 3     |
| .....  | Humanities Elective*                  | 3     |
| .....  | Restricted Electives†                 | 2-5   |
|        |                                       | 15-18 |

\* General Education Elective - see page 58

\*\* It is recommended that students planning to transfer to a baccalaureate degree in technology substitute MAT180 for MAT222. The grade of C or better in MAT116 will substitute for the prerequisite of MAT045.

\*\*\* It is recommended that students planning to transfer to a baccalaureate degree in technology substitute PHY186 and PHY286 for PHY185 and MAT150. These students may also need to first take PHY185 if they have not had a high school physics course.

† Restricted Electives: DFT208, DFT211, DFT282, ELC126

## MANUFACTURING ENGINEERING TECHNOLOGY (CIM ENGINEERING TECHNOLOGY) CODE AAS.IDT.ET.MFTG

### First Semester

|        |                       |    |
|--------|-----------------------|----|
| DFT107 | Drafting I            | 2  |
| ELC101 | DC-Circuit Analysis   | 4  |
| MAT165 | C++ Programming I     | 3  |
| MAT280 | Calculus I            | 4  |
| WRT101 | English Composition I | 3  |
|        |                       | 16 |

### Second Semester

|        |  |    |
|--------|--|----|
| ELC201 | AC-Circuit Analysis                          | 4  |
| WEX101 | Dynamics of Health and Fitness               | 2  |
| MAT271 | Computer Organization<br>& Assembly Language | 3  |
| MAT265 | C++ Programming II                           | 3  |
| WRT201 | English Composition II                       | 3  |
| .....  | Humanities Elective*                         | 3  |
|        |  | 18 |

### Third Semester

|         |   |    |
|---------|---|----|
| DFT210  | CAD I                                       | 3  |
| WEX.... | Dynamics of Health & Fitness<br>Experience* | 1  |
| TEC254  | Robotics                                    | 3  |
| MAT281  | Calculus II                                 | 4  |
| PHY186  | General Physics I                           | 4  |
| .....   | Social Science Elective*                    | 3  |
|         |   | 18 |

### Fourth Semester

|        |                                       |    |
|--------|---------------------------------------|----|
| TEC257 | Introduction to Manufacturing Systems | 3  |
| PHY286 | General Physics II                    | 4  |
| IET318 | Manufact Process Design (NJIT) **     | 3  |
| IET... | CIM Project (NJIT)**                  | 2  |
| .....  | Humanities Elective*                  | 3  |
|        |                                       | 15 |

\* General Education Elective - see page 58

\*\*Courses will be offered only at the New Jersey Institute of Technology, Newark, N.J.

# CAREER PROGRAMS

## ASSOCIATE IN APPLIED SCIENCE (AAS) PROGRAMS IN NURSING

### NURSING CURRICULUM (DAY SESSION) CODE AAS.NURS.DAY

|                      |                                    |          |
|----------------------|------------------------------------|----------|
| <b>Fall Semester</b> |                                    |          |
| BIO109               | Anatomy & Physiology I             | 4        |
| PSY101               | General Psychology                 | 3        |
| WRT101               | English Composition I              | 3        |
| NUR181               | Physical Assessment                | 1        |
| NUR182               | Pharmacology for Nurses            | 1        |
| NUR183               | Basic Concepts & Skills of Nursing | 6        |
|                      |                                    | <hr/> 18 |

|                        |                          |          |
|------------------------|--------------------------|----------|
| <b>Spring Semester</b> |                          |          |
| BIO209                 | Anatomy & Physiology II  | 4        |
| PSY106                 | Developmental Psychology | 3        |
| WRT201                 | English Composition II   | 3        |
| NUR281                 | Adult Health Nursing A   | 4        |
| NUR282                 | Adult Health Nursing B   | 4        |
|                        |                          | <hr/> 18 |

|                      |                               |          |
|----------------------|-------------------------------|----------|
| <b>Fall Semester</b> |                               |          |
| BIO104               | Microbiology                  | 4        |
| SOC101               | Sociology                     | 3        |
| WEX101               | Dynamics of Health & Fitness  | 2        |
| NUR284               | Maternal-Child Health Nursing | 5        |
| NUR285               | Mental Health Nursing         | 4        |
|                      |                               | <hr/> 18 |

|                        |  |          |
|------------------------|--|----------|
| <b>Spring Semester</b> |  |          |
| .....                  | Humanities Electives*                    | 6        |
| WEX...                 | Dynamics of Health & Fitness Experience* | 1        |
| NUR290                 | Adult Health Nursing C                   | 4        |
| NUR291                 | Adult Health Nursing D                   | 4        |
|                        |  | <hr/> 15 |

\*General Education Elective - see page 58

The day nursing program accepts students for Fall only.

The total number of credits required for the AAS degree is 69; 33 nursing credits, 36 general credits.

### NURSING CURRICULUM (EVENING SESSION) CODE AAS.NURS.EVE

|                        |                         |          |
|------------------------|-------------------------|----------|
| <b>Spring Semester</b> |                         |          |
| BIO109                 | Anatomy & Physiology I* | 4        |
| PSY101                 | General Psychology*     | 3        |
| WRT101                 | English Composition I*  | 3        |
|                        |                         | <hr/> 10 |

|                        |                               |         |
|------------------------|-------------------------------|---------|
| <b>Summer Semester</b> |                               |         |
| WEX101                 | Dynamics of Health & Fitness* | 2       |
| SOC101                 | Sociology*                    | 3       |
|                        |                               | <hr/> 5 |

|                      |                           |          |
|----------------------|---------------------------|----------|
| <b>Fall Semester</b> |                           |          |
| BIO209               | Anatomy & Physiology II*  | 4        |
| PSY106               | Developmental Psychology* | 3        |
| WRT201               | English Composition II*   | 3        |
|                      |                           | <hr/> 10 |

|                        |                                    |         |
|------------------------|------------------------------------|---------|
| <b>Spring Semester</b> |                                    |         |
| NUR181                 | Physical Assessment                | 1       |
| NUR182                 | Pharmacology for Nurses            | 1       |
| NUR183                 | Basic Concepts & Skills of Nursing | 6       |
|                        |                                    | <hr/> 8 |

|                        |   |         |
|------------------------|---|---------|
| <b>Summer Semester</b> |   |         |
| WEX...                 | Dynamics of Health & Fitness Experience** | 1       |
| BIO104                 | Microbiology                              | 4       |
|                        |   | <hr/> 5 |

|                      |                        |         |
|----------------------|------------------------|---------|
| <b>Fall Semester</b> |                        |         |
| NUR281               | Adult Health Nursing A | 4       |
| NUR282               | Adult Health Nursing B | 4       |
|                      |                        | <hr/> 8 |

|                        |                               |         |
|------------------------|-------------------------------|---------|
| <b>Spring Semester</b> |                               |         |
| NUR284                 | Maternal-Child Health Nursing | 5       |
| NUR285                 | Mental Health Nursing         | 4       |
|                        |                               | <hr/> 9 |

|                        |                        |         |
|------------------------|------------------------|---------|
| <b>Summer Semester</b> |                        |         |
| .....                  | Humanities Electives** | 6       |
|                        |                        | <hr/> 6 |

|                      |                        |         |
|----------------------|------------------------|---------|
| <b>Fall Semester</b> |                        |         |
| NUR290               | Adult Health Nursing C | 4       |
| NUR291               | Adult Health Nursing D | 4       |
|                      |                        | <hr/> 8 |

\* Evening Nursing applicants cannot be accepted until general co-requisites (8 courses) have been completed. Evening nursing program accepts students for Spring only.

\*\* General Education Elective - see page 58

# CAREER PROGRAMS

## ASSOCIATE IN APPLIED SCIENCE (AAS) PROGRAMS IN SCIENCE TECHNOLOGIES

### ENVIRONMENTAL TECHNOLOGY CODE AAS.ST.ENV

#### First Semester

|        |                              |       |
|--------|------------------------------|-------|
| WRT101 | English Composition I        | 3     |
| CHM100 | Introduction to Chemistry    | 4     |
| BIO101 | General Biology              | 4     |
| ENV112 | Environmental Health         | 3     |
| WEX101 | Dynamics of Health & Fitness | 2     |
|        |                              | <hr/> |
|        |                              | 16    |

#### Second Semester

|        |                            |       |
|--------|----------------------------|-------|
| WRT201 | English Composition II     | 3     |
| MAT150 | Elementary Statistics      | 3     |
| ENV121 | Environmental Microbiology | 4     |
| .....  | Science Elective*          | 3-4   |
| .....  | Humanities Elective**      | 3     |
|        |                            | <hr/> |
|        |                            | 16-17 |

#### Third Semester

|        |  |       |
|--------|--|-------|
| TEC180 | Problem Solving Using Technology             | 4     |
| ENV109 | Environmental Policy Compliance & Regulation | 3     |
| BIO227 | Principles of Ecology                        | 4     |
| .....  | Humanities Elective**                        | 3     |
| .....  | Social Science Elective**                    | 3     |
|        |  | <hr/> |
|        |  | 17    |

#### Fourth Semester

|        |  |       |
|--------|--|-------|
| ENV122 | Environmental Chemistry                        | 4     |
| WEX201 | Dynamics of Health & Fitness Experience**      | 1     |
| TEC190 | Introduction to Geographic Information Systems | 4     |
| ENV113 | Human Environment                              | 3     |
| .....  | General Electives (see below)                  | 4     |
|        |  | <hr/> |
|        |  | 16    |

\* Recommended Science Electives:

|        |                               |   |
|--------|-------------------------------|---|
| BIO203 | General Biology II            | 4 |
| BIO107 | Introduction to Human Biology | 4 |
| GEO101 | Geography                     | 3 |
| ESC113 | Geology                       | 4 |
| PHY185 | Introduction to Physics       | 4 |
| ESC112 | Climatology                   | 4 |
| ESC114 | Meteorology                   | 4 |

\*\* General Education Elective - see page 58

#### General Electives:

|        |                                       |     |
|--------|---------------------------------------|-----|
| ENV461 | Co-op Work Experience                 | 1-4 |
| ENV114 | Field Lab Experience                  | 1   |
| ANT101 | Cultural Anthropology                 | 3   |
| BUS101 | Introduction to Business              | 3   |
| DFT107 | Drafting I                            | 2   |
| LGL101 | Fundamentals of Law                   | 3   |
| COM210 | Public Relations                      | 3   |
| OFF103 | Business Communications               | 3   |
| POL107 | Introduction to Politics              | 3   |
| PHR102 | Ethics                                | 3   |
| PSY104 | Psychology of Human Relations         | 3   |
| PSY122 | Ethology and Environmental Psychology | 3   |
| SOC105 | Urban Sociology                       | 3   |
| WEX125 | Introduction to Recreation            | 3   |
| WRT202 | Technical Writing                     | 3   |

### HORTICULTURE CODE AAS.ST.HORT

#### First Semester

|        |                                   |       |
|--------|-----------------------------------|-------|
| HRT101 | Fundamentals of Horticulture      | 3     |
| HRT102 | Plant and Soil Science            | 4     |
| HRT104 | Landscape Plants and Materials I  | 2     |
| WRT101 | English Composition I             | 3     |
| .....  | Natural Sciences Elective*†<br>or | 3-4   |
| MAT... | Mathematics Elective*             |       |
|        |                                   | <hr/> |
|        |                                   | 15-16 |

#### Second Semester

|        |                                     |       |
|--------|-------------------------------------|-------|
| HRT120 | Interior Plantscaping               | 3     |
| HRT232 | Greenhouse Management & Propagation | 4     |
| HRT233 | Landscape Plants & Materials II     | 4     |
| WRT201 | English Composition II              | 3     |
| .....  | Social Science Elective*            | 3     |
|        |                                     | <hr/> |
|        |                                     | 17    |

#### Third Semester

|        |                                |       |
|--------|--------------------------------|-------|
| WEX101 | Dynamics of Health and Fitness | 2     |
| HRT103 | Turf and Grounds Management    | 3     |
| HRT112 | Pests of Ornamental Plants     | 4     |
| HRT204 | Landscape Graphics & Design    | 2     |
| HRT236 | Horticulture Marketing & Sales | 3     |
| .....  | Humanities Elective*           | 3     |
|        |                                | <hr/> |
|        |                                | 17    |

#### Fourth Semester

|        |  |       |
|--------|--|-------|
| BUS101 | Introduction to Business Administration  | 3     |
| WEX... | Dynamics of Health & Fitness Experience* | 1     |
| HRT113 | Principles of Landscaping                | 3     |
| HRT... | Restricted HRT Elective                  | 3-4   |
| HRT462 | Co-Op Work Exp (Hort)                    | 2     |
| .....  | Humanities Elective*                     | 3     |
|        |  | <hr/> |
|        |  | 15-16 |

\* General Education Elective - see page 58

† Recommended Natural Sciences/Mathematics Elective:  
BIO108 Introduction to Environmental Biology

# ASSOCIATE IN APPLIED SCIENCE (AAS) OPTIONS IN SCIENCE TECHNOLOGY

## INTERDISCIPLINARY LABORATORY SCIENCE TECHNOLOGY CODE AAS.ST.LST

### First Semester

|        |                         |    |
|--------|-------------------------|----|
| BIO101 | General Biology         | 4  |
| CHM140 | General Chemistry I     | 3  |
| CHM141 | General Chemistry II    | 1  |
| DFT107 | Drafting I              | 2  |
| WRT101 | English Composition I   | 3  |
| MAT116 | Technical Mathematics I | 3  |
|        |                         | 16 |

### Second Semester

|        |                          |    |
|--------|--------------------------|----|
| BIO104 | Microbiology             | 3  |
| CHM212 | Organic and Biochemistry | 4  |
| .....  | Humanities Elective*     | 3  |
| WRT201 | English Composition II   | 3  |
| MAT222 | Technical Mathematics II | 4  |
|        |                          | 17 |

### Third Semester

|        |                                  |    |
|--------|----------------------------------|----|
| PHY286 | General Physics II               | 4  |
| TEC202 | Science Laboratory Technology II | 4  |
| ENV108 | Hazardous Waste Site Operations  | 3  |
| .....  | Social Science Elective*         | 3  |
| WEX101 | Dynamics of Health & Fitness     | 2  |
|        |                                  | 16 |

### Fourth Semester

|        |   |    |
|--------|---|----|
| PHY286 | General Physics II  | 4  |
| TEC202 | Science Laboratory Technology II                              | 4  |
| SPE119 | Effective Speaking for Business<br>and Professional Personnel | 3  |
| .....  | Humanities Elective*  | 3  |
| TEC203 | Work Based Learning in Science and<br>Technology              | 1  |
| WEX... | Dynamics of Health & Fitness<br>Experience*                   | 1  |
|        |   | 16 |

\*General Education Elective - see page 58

## CAREER PROGRAMS

### ONE YEAR CERTIFICATES

To receive a Certificate in one of the programs listed on the following pages, a student must complete all courses and specific requirements listed within the chosen program of study.

#### COMPUTER AIDED DRAFTING (CAD) CODE CERT.CAD

##### First Semester

|        |                             |       |
|--------|-----------------------------|-------|
| DFT107 | Drafting I                  | 2     |
| DFT210 | CAD I                       | 3     |
| MAT116 | Technical Math I            | 3     |
| MAT163 | Computer Programming: Basic | 3     |
| WRT101 | English Composition I       | 3     |
|        |                             | <hr/> |
|        |                             | 14    |

##### Second Semester

|        |                         |       |
|--------|-------------------------|-------|
| DFT207 | Drafting II             | 3     |
| DFT211 | CAD II                  | 5     |
| PHY185 | Introduction to Physics | 4     |
|        |                         | <hr/> |
|        |                         | 12    |

##### Third Semester

|        |                               |       |
|--------|-------------------------------|-------|
| DFT208 | Engineering Graphics I*       |       |
|        | or                            | 3     |
| TEC254 | Robotics**                    |       |
| DFT212 | CAD III                       | 3     |
| .....  | General Education Elective*** | 3     |
|        |                               | <hr/> |
|        |                               | 9     |

\* Students planning to continue toward the AAS Degree in Drafting and Design should elect DFT208.

\*\* Specialized course which may be offered only in the evening.

\*\*\* General Education Elective - see page 58

#### COMPUTER SCIENCE CODE CERT.COMP.SCI

##### First Semester

|        |                              |       |
|--------|------------------------------|-------|
| MAT165 | C++ Programming I*           | 3     |
| WRT101 | English Composition I        | 3     |
| .....  | General Education Elective** | 3     |
|        |                              | <hr/> |
|        |                              | 9     |

##### Second Semester

|        |   |       |
|--------|---|-------|
| MAT265 | C++ Programming II                          | 3     |
| MAT271 | Computer Organization & Assembly Language I | 3     |
| .....  | General Education Elective**                | 3     |
|        |   | <hr/> |
|        |   | 9     |

##### Third Semester

|        |   |       |
|--------|---|-------|
| MAT277 | Data Structures & Algorithms              | 3     |
| MAT... | Computer Science/Mathematics Electives*** | 9     |
|        |   | <hr/> |
|        |   | 12    |

\* By permission of the Department Head, properly prepared students may instead register for MAT265 and/or MAT271. Such students will be required to complete an additional 3 or 4 credit elective to be selected from: MAT250, MAT266, MAT272, MAT275, MAT278, MAT280, MAT281, MAT282, MAT286, MAT287, MAT288, MAT289.

\*\* General Education Elective - see page 58. PHR103 Basic Logic or PHR203 Intermediate Logic is recommended for the General Education Elective.

\*\*\* The elective requirement in Computer Science and/or Mathematics must total at least 9 credits to be selected from the following courses: MAT250, MAT266, MAT272, MAT275, MAT278, MAT280, MAT281, MAT282, MAT286, MAT287, MAT288, MAT289.

## ONE YEAR CERTIFICATES

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 Arts and Humanities at 447-7143. To avoid registration problems, please contact the department prior to registering for classes for which you have not taken the required prerequisites.

### COMPUTER ANIMATION CODE CERT.COMP.ANIM

|                       |                                 |   |
|-----------------------|---------------------------------|---|
| <b>First Semester</b> |                                 |   |
| ART290                | Computer 2D Animation I*        | 3 |
| ART292                | Computer 3D Animation I*        | 3 |
| ART...                | Restricted Elective (see below) | 3 |
| WRT101                | English Composition I           | 3 |
| .....                 | General Education Elective**    | 3 |

15

|                        |                                  |   |
|------------------------|----------------------------------|---|
| <b>Second Semester</b> |                                  |   |
| ART291                 | Computer 2D Animation II*        | 3 |
| ART293                 | Computer 3D Animation II*        | 3 |
| ART297                 | Computer Imaging ***             | 3 |
| ART...                 | Restricted Electives (see below) | 6 |
| .....                  | General Education Elective**     | 3 |

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**Restricted Electives:**

- ART126 Introduction to Computer Graphics\*\*\*
- ART181 Photography I
- ART226 Letterform and Type
- ART260 Graphic Design I
- ART261 Graphic Design II
- ART266 Illustration I  
(Not offered during 2000-2001)
- ART271 Portfolio Presentation
- ART275 Advertising Illustration  
(Not offered during 2000-2001)
- ART276 Edit/Book Illustration  
(Not offered during 2000-2001)
- ART277 Med/Sci/Tech Illustration  
(Not offered during 2000-2001)
- ART281 Photography II
- ART282 Color Photography  
(Not offered during 2000-2001)
- ART283 Studio Photography  
(Not offered during 2000-2001)
- ART285 Advanced Darkroom Technique  
(Not offered during 2000-2001)
- ART287 Computer Layout I\*\*\*
- ART288 Computer Layout II\*\*\*
- ART289 Computer 2D Illustration\*\*\*
- ART298 Presentation Graphics\*\*\*

\*Course uses Intergraph NT computers.

\*\*General Education Elective - see page 58

\*\*\*Course uses Macintosh computers.

### COMPUTER GRAPHICS CODE CERT.COMP.GRAPH

|                       |                                  |   |
|-----------------------|----------------------------------|---|
| <b>First Semester</b> |                                  |   |
| ART287                | Computer Layout I*               | 3 |
| ART289                | Computer 2D Illustration*        | 3 |
| ART...                | Restricted Electives (see below) | 6 |
| WRT101                | English Composition I            | 3 |

15

|                        |                                  |   |
|------------------------|----------------------------------|---|
| <b>Second Semester</b> |                                  |   |
| ART288                 | Computer Layout II*              | 3 |
| ART297                 | Computer Imaging*                | 3 |
| ART...                 | Restricted Electives (see below) | 6 |
| .....                  | General Education Elective**     | 3 |

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**Restricted Electives:**

- ART181 Photography I
- ART226 Letterform and Type
- ART260 Graphic Design I
- ART261 Graphic Design II  
(Not offered during 2000-2001)
- ART266 Illustration I  
(Not offered during 2000-2001)
- ART271 Portfolio Presentation
- ART275 Advertising Illustration  
(Not offered during 2000-2001)
- ART276 Edit/Book Illustration  
(Not offered during 2000-2001)
- ART277 Med/Sci/Tech Illustration  
(Not offered during 2000-2001)
- ART281 Photography II
- ART282 Color Photography  
(Not offered during 2000-2001)
- ART283 Studio Photography  
(Not offered during 2000-2001)
- ART285 Advanced Darkroom Technique
- ART290 Computer 2D Animation I\*\*\*
- ART291 Computer 2D Animation II\*\*\*
- ART292 Computer 3D Animation I\*\*\*
- ART293 Computer 3D Animation II\*\*\*
- ART298 Presentation Graphics\*

\*Course uses Macintosh computers.

\*\*General Education Elective - see page 58

\*\*\*Course uses Intergraph NT computers.

## ONE YEAR CERTIFICATES

### COMPUTER TECHNICAL/HELP DESK SUPPORT CODE CERT.COMP.HELP.DESK

#### First Semester

|        |   |    |
|--------|---|----|
| BUS101 | Introduction to Business                      | 3  |
| INF101 | Introduction to Information Technology        | 3  |
| INF144 | Windows NT Desktop Operations                 | 1  |
| INF114 | Microsoft Office                              | 3  |
| WRT101 | English Composition I                         | 3  |
| INF162 | Introduction to the Internet                  | 1  |
| INF160 | Networking Technologies & Data Communications | 3  |
|        |   | 17 |

#### Second Semester

|        |                                    |    |
|--------|------------------------------------|----|
| INF260 | Technical Support Operations       | 3  |
| INF253 | Technical Communications           | 3  |
| INF232 | Windows NT                         |    |
|        | or                                 | 3  |
| INF254 | Unix for the Network Administrator |    |
| INF143 | Web Publishing with Front Page     | 1  |
| INF108 | PC Upgrade, Maintenance & Repair   | 3  |
| .....  | General Education Elective*        | 3  |
|        |                                    | 16 |

### DESKTOP PUBLISHING CODE CERT.DESK.PUBL

#### First Semester-Summer Session

|        |                |   |
|--------|----------------|---|
| OFF101 | Keyboarding I* | 3 |
|        |                | 3 |

#### Second Semester

|        |                              |    |
|--------|------------------------------|----|
| INF112 | Microsoft Windows            | 1  |
| OFF201 | Keyboarding II*              | 3  |
| OFF209 | WordPerfect-Comprehensive    | 3  |
| OFF210 | Machine Transcription        | 2  |
| WRT101 | English Composition I        | 3  |
| .....  | General Education Elective** | 3  |
|        |                              | 15 |

#### Third Semester

|        |                                |    |
|--------|--------------------------------|----|
| OFF103 | Business Communications        | 3  |
| OFF231 | Desktop Publishing-PAGEMAKER   | 3  |
| OFF240 | Word for Windows-Comprehensive | 3  |
| INF124 | Excel                          | 1  |
| .....  | General Education Elective**   | 3  |
|        |                                | 13 |

### CULINARY ARTS CODE CERT.CULN.ARTS

#### First Semester

|        |                                   |    |
|--------|-----------------------------------|----|
| HRM102 | Food Protection                   | 3  |
| HRM103 | Professional Food Prep Techniques | 3  |
| HRM110 | Introduction to Baking            | 3  |
| HRM202 | Quantity Food Production Service  | 3  |
| WRT101 | English Composition I             | 3  |
| .....  | General Education Elective*       | 3  |
|        |                                   | 18 |

#### Second Semester

|        |  |    |
|--------|--|----|
| HRM106 | Menu Planning and Nutrition                    | 1  |
| HRM108 | Computer Applications for Hospitality Industry | 1  |
| HRM206 | Commercial Restaurant Operation                | 3  |
| HRM212 | International Cuisine                          | 3  |
| HRM213 | Classical Garde-Manger                         |    |
|        | or   | 3  |
| HRM221 | Contemporary Garde Manger                      |    |
| HRM220 | Advanced Baking Techniques                     | 3  |
| .....  | General Education Elective*                    | 3  |
|        |  | 17 |

### ENVIRONMENTAL TECHNOLOGY CODE CERT.ENV.TECH

#### First Semester

|        |  |       |
|--------|--|-------|
| ENV108 | Hazardous Waste Site Operations                | 3     |
| ENV109 | Environmental Policy Compliance and Regulation | 3     |
| ENV112 | Environmental Problem Solving                  | 3     |
| WRT101 | English Composition I                          | 3     |
| .....  | General Education Elective**†                  | 3-4   |
|        |  | 15-16 |

#### Second Semester

|        |                                  |       |
|--------|----------------------------------|-------|
| ENV121 | Environmental Microbiology       | 4     |
| ENV113 | Human Environment                | 3     |
| TEC180 | Problem Solving Using Technology | 4     |
| TEC190 | Introduction to GIS              | 3     |
| .....  | General Education Elective**‡    | 3-4   |
|        |                                  | 17-18 |

\* General Education Elective - see page 58

\* Credit-by-exam tests are available for Keyboarding I and Keyboarding II.

\*\* General Education Elective - see page 58

† BIO101 General Biology I is recommended

‡ CHM100 Introduction to Chemistry is recommended



# ONE YEAR CERTIFICATES

## EXERCISE SCIENCE CODE CERT EXER.SCI

### First Semester

|        |  |    |  |
|--------|--|----|--|
| BUS101 | Introduction to Business                             | 3  |  |
| BIO103 | The Human Body                                       | 4  |  |
| WEX159 | Cardio-Pulmonary Resuscitation & Emergency First Aid | 3  |  |
| WEX164 | Exercise Science                                     | 3  |  |
| WRT101 | English Composition I                                | 3  |  |
|        |  | 16 |  |

### Second Semester

|        |                                       |    |  |
|--------|---------------------------------------|----|--|
| PSY101 | General Psychology                    | 3  |  |
| WEX106 | Nutrition for Exercise and Fitness    | 3  |  |
| WEX182 | Fitness Measurement & Interpretation  | 3  |  |
| WEX183 | Programs & Principles of Conditioning | 3  |  |
| WEX184 | Sports Medicine I-Theory & Practice   | 3  |  |
|        |                                       | 15 |  |

## FOOD SERVICE SUPERVISION CODE CERT.FOOD.SERVICE

### First Semester

|        |  |    |  |
|--------|--|----|--|
| HRM101 | Introduction to Hospitality Management   | 3  |  |
| HRM102 | Food Protection                          | 3  |  |
| HRM103 | Professional Food Preparation Techniques | 3  |  |
| HRM202 | Quantity Food Production Service         | 3  |  |
| WRT101 | English Composition I                    | 3  |  |
| .....  | General Education Elective*              | 3  |  |
|        |  | 18 |  |

### Second Semester

|        |  |    |  |
|--------|--|----|--|
| HRM106 | Menu Planning & Nutrition                            | 1  |  |
| HRM108 | Computer Applications for Hospitality Industry       | 1  |  |
| HRM201 | Food and Beverage Cost Control                       | 1  |  |
| HRM204 | Food Purchasing                                      | 2  |  |
| HRM205 | Restaurant Service Management                        | 3  |  |
| HRM206 | Commercial Restaurant Operation                      | 3  |  |
| HRM214 | Banquet & Catering Management                        | 2  |  |
|        | or   |    |  |
| HRM215 | Food Service Management                              | 2  |  |
| HRM462 | Co-Op Work Experience (Hotel/Restuarant/Hospitality) | 2  |  |
| .....  | General Education Elective*                          | 3  |  |
|        |  | 18 |  |

## FLORAL DESIGN CODE CERT.FLORAL

### First Semester

|        |                                     |    |  |
|--------|-------------------------------------|----|--|
| HRT102 | Plant and Soil Science              | 4  |  |
| HRT115 | Floral Design                       | 3  |  |
| HRT232 | Greenhouse Management & Propagation | 4  |  |
| WRT101 | English Composition I               | 3  |  |
| .....  | General Education Elective*         | 3  |  |
|        |                                     | 17 |  |

### Second Semester

|        |                                       |    |  |
|--------|---------------------------------------|----|--|
| HRT119 | Floriculture                          | 3  |  |
| HRT120 | Interior Landscaping                  | 3  |  |
| HRT234 | Commercial Floral Design & Management | 4  |  |
| HRT462 | Co-Op Work Experience (Horticulture)  | 2  |  |
| .....  | Business Elective**                   | 3  |  |
| .....  | General Education Elective*           | 3  |  |
|        |                                       | 18 |  |

## HOSPITALITY MANAGEMENT CODE CERT.HOSP.MGMT

### First Semester

|        |  |    |  |
|--------|--|----|--|
| HRM101 | Introduction to Hospitality Management             | 3  |  |
| HRM102 | Food Protection                                    | 3  |  |
| HRM103 | Professional Food Preparation Techniques           | 3  |  |
| HRM104 | Front Office Procedures                            | 3  |  |
| HRM108 | Computer Applications for the Hospitality Industry | 1  |  |
| WRT101 | English Composition I                              | 3  |  |
| .....  | General Education Elective*                        | 3  |  |
|        |  | 18 |  |

### Second Semester

|        |  |    |  |
|--------|--|----|--|
| HRM201 | Food and Beverage Cost Control                       | 1  |  |
| HRM203 | Beverage Management                                  | 2  |  |
| HRM204 | Food Purchasing                                      | 2  |  |
| HRM205 | Restaurant Service Management                        | 3  |  |
| HRM207 | Hotel Sales and Convention Planning                  | 1  |  |
| HRM214 | Banquet & Catering Management                        | 2  |  |
| HRM217 | Issues in the Hospitality Industry                   | 2  |  |
| HRM462 | Co-Op Work Experience (Hotel/Restuarant/Hospitality) | 2  |  |
| .....  | General Education Elective*                          | 3  |  |
|        |  | 18 |  |

\* General Education Elective - see page 58

\*\* Three credits from any course(s) with ACC, BUS, or INF prefixes.

\* General Education Elective - see page 58

# ONE YEAR CERTIFICATES

## LANDSCAPING CODE CERT.LAND

### First Semester

|        |                                     |       |
|--------|-------------------------------------|-------|
| BUS101 | Introduction to Business            | 3     |
| DFT107 | Drafting I                          | 2     |
| HRT103 | Turf and Grounds Management         | 3     |
| HRT104 | Landscape Plants & Materials I      | 2     |
| HRT130 | Landscape Contracting               | 1     |
| HRT... | Restricted HRT Elective (see below) | 3-4   |
| WRT101 | English Composition I               | 3     |
|        |                                     | 17-18 |

### Second Semester

|        |  |    |
|--------|--|----|
| INF101 | Introduction to Information Technology | 3  |
| HRT113 | Principles of Landscaping              | 3  |
| HRT204 | Landscape Graphics & Design            | 2  |
| HRT233 | Landscape Plants & Materials II        | 4  |
| HRT235 | Landscape Site Analysis & Construct    | 3  |
| .....  | General Education Elective*            | 3  |
|        |  | 18 |

#### Restricted HRT Electives:

- HRT101 Fundamentals of Horticulture
- HRT102 Plant and Soil Science
- HRT112 Pests of Ornamental Plants
- HRT120 Interior Landscaping
- HRT236 Horticulture Marketing and Sales

## NETWORKING AND WEB DEVELOPMENT CODE CERT.NET.WEB

### First Semester

|        |  |    |
|--------|--|----|
| INF101 | Introduction to Information Technology | 3  |
| INF163 | Internet Concepts & Applications       | 3  |
| INF160 | Networking Technologies                | 3  |
| ART122 | Two-Dimensional Design                 | 3  |
| WRT101 | English Composition I                  | 3  |
| INF144 | Windows NT Desktop Operations          | 1  |
|        |  | 16 |

### Second Semester

|        |                                    |    |
|--------|------------------------------------|----|
| INF232 | Windows NT<br>or                   | 3  |
| INF254 | Unix for the Network Administrator | 3  |
| BUS271 | Internet Commerce                  | 3  |
| INF146 | Web Development Using HTML         | 3  |
| .....  | Restricted Elective (see below)    | 3  |
| INF263 | Programming the Internet           | 3  |
| .....  | General Education Elective*        | 3  |
|        |                                    | 18 |

#### Restricted Electives:

- INF255 Network Planning and Design
- ART259 Computer Graphics for the Web Developer
- INF258 TCP/IP
- INF108 PC Upgrade, Maintenance and Diagnosis
- INF241 Java for Business Applications  
(For the student who has completed INF150)

## OFFICE STUDIES-WORD PROCESSING CODE CERT.OFFICE.WORD

### First Semester-Summer Session

|                        |                                   |    |
|------------------------|-----------------------------------|----|
| OFF101                 | Keyboarding I*                    | 3  |
| <b>Second Semester</b> |                                   |    |
| BUS103                 | Business Math                     | 3  |
| OFF201                 | Keyboarding II*                   | 3  |
| OFF104                 | Introduction to Office Automation | 3  |
| OFF240                 | MicroSoft Word for Windows        | 3  |
| WRT101                 | English Composition I             | 3  |
| .....                  | General Education Elective**      | 3  |
|                        |                                   | 18 |

### Third Semester

|        |                                |    |
|--------|--------------------------------|----|
| OFF103 | Business Communication         | 3  |
| OFF207 | Administrative Office Practice | 3  |
| OFF209 | WordPerfect-Comprehensive      | 3  |
| OFF210 | Machine Transcription          | 2  |
| .....  | General Education Elective**   | 3  |
|        |                                | 14 |

## SMALL BUSINESS MANAGEMENT CODE CERT.SM.BUS.MGMT

### First Semester

|        |  |    |
|--------|--|----|
| BUS101 | Introduction to Business               | 3  |
| BUS103 | Business Mathematics                   | 3  |
| BUS170 | Small Business Management I***         | 3  |
| BUS233 | Business Law I                         | 3  |
| INF101 | Introduction to Information Technology | 3  |
| WRT101 | English Composition I                  | 3  |
|        |  | 18 |

### Second Semester

|        |                              |    |
|--------|------------------------------|----|
| ACC120 | Computerized Accounting      | 3  |
| BUS201 | Marketing Principles         | 3  |
| BUS234 | Business Law II              | 3  |
| BUS205 | Entrepreneurship             | 3  |
| BUS204 | Principles of Salesmanship   | 3  |
| .....  | General Education Elective** | 3  |
|        |                              | 18 |

\* General Education Elective - see page 58

\*Credit-by-exam tests are available for Keyboarding I and II.

\*\*General Education Elective - see page 58

\*\*\*Specialized course that may be offered only in the evening.

## ONE YEAR CERTIFICATES

### SURGICAL TECHNOLOGY CODE CERT.SURG

#### First Semester

|        |  |    |  |
|--------|--|----|--|
| BIO109 | Anatomy & Physiology I   | 4  |  |
| SUR101 | Surgical Technology I  | 6  |  |
| SUR102 | Surgical Technology Externship I<br>2 days or 16 hrs/wk x 15 wks | 2  |  |
| WRT101 | English Composition I  | 3  |  |
| SUR103 | Surgical Terminology   | 1  |  |
| SUR104 | Microbiological Application in Surgery                           | 2  |  |
|        |  | 18 |  |

#### Second Semester

|        |   |    |  |
|--------|---|----|--|
| BIO209 | Anatomy & Physiology II   | 4  |  |
| SUR201 | Surgical Technology II  | 5  |  |
| SUR202 | Surgical Technology Externship II<br>3 days or 24 hrs/wk x 15 wks | 2  |  |
| .....  | General Education Elective*                                       | 3  |  |
|        |   | 14 |  |

#### Summer Session

|        |  |  |  |
|--------|--|--|--|
| SUR203 | Surgical Technology Externship III, 4 weeks<br>at 40 hours per week for a total of 160 hours.<br>One credit. |  |  |
|--------|--|--|--|

### TRAVEL SERVICE CODE CERT.TRAVEL

|        |                                   |    |  |
|--------|-----------------------------------|----|--|
| OFF101 | Keyboarding I                     | 3  |  |
| TRV101 | Intro to Travel and Tourism       | 3  |  |
| TRV103 | Travel Area Studies               | 3  |  |
| TRV104 | Travel-Electronic Ticketing-SABRE | 3  |  |
| WRT101 | English Composition I             | 3  |  |
|        |                                   | 18 |  |

#### Second Semester

|        |                                 |    |  |
|--------|---------------------------------|----|--|
| BUS103 | Business Math                   | 3  |  |
| BUS233 | Business Law I                  | 3  |  |
| SPE111 | Speech Communication            | 3  |  |
| TRV204 | Travel Planning and Marketing   | 3  |  |
| TRV205 | Travel Agency Documentation Lab | 1  |  |
| .....  | General Education Elective*†    | 3  |  |
| .....  | Elective**                      | 2  |  |
|        |                                 | 18 |  |

\*General Education Elective - see page 58

\*\*Foreign Language for Tourists is recommended.

†GEO101 Geography is recommended.

### UNITED STATES STUDIES CODE CERT.US

#### First Semester

|        |                                 |    |  |
|--------|---------------------------------|----|--|
| WRT101 | English Composition I           | 3  |  |
| SPE111 | Speech Communication            | 3  |  |
| HIS111 | U.S. History to Reconstruction  | 3  |  |
| POL101 | American Government             | 3  |  |
| .....  | Restricted Elective (see below) | 3  |  |
|        |                                 | 15 |  |

#### Second Semester

|        |                                   |    |  |
|--------|-----------------------------------|----|--|
| WRT201 | English Composition II            | 3  |  |
| LIT201 | American Literature I             | 3  |  |
| LIT202 | American Literature II            | 3  |  |
| HIS112 | U.S. History Since Reconstruction | 3  |  |
| .....  | Restricted Elective (see below)   | 3  |  |
|        |                                   | 15 |  |

#### Restricted Electives:

|        |   |  |  |
|--------|---|--|--|
| BUS101 | Introduction to Business                                |  |  |
| CRJ101 | Introduction to Criminal Justice                        |  |  |
| ECO101 | Macro Economics   |  |  |
| ECO201 | Micro Economics   |  |  |
| EDU101 | Introduction to Education                               |  |  |
| WEX101 | Dynamics of Health and Fitness                          |  |  |
| WEX201 | Aerobic Dance (Dynamics of Health & Fitness Experience) |  |  |
| HIS113 | History of 20th Century U.S. to W.W.II                  |  |  |
| HIS114 | History of 20th Century U.S. Since W.W.II               |  |  |
| HIS116 | Themes in U.S. History (Women in American History)      |  |  |
| HIS117 | Themes in U.S. History (N.J. & Bergen County)           |  |  |
| HIS144 | Contemporary American Issues & Problems                 |  |  |
| LIT215 | Black Literary Voice in America                         |  |  |
| COM101 | Mass Media of Communications                            |  |  |
| MUS105 | A History of Jazz in America                            |  |  |
| MUS110 | Music, Art and Drama                                    |  |  |
| POL104 | State & Local Government                                |  |  |
| POL106 | Themes in U.S. History (Modern American Presidency)     |  |  |
| PHR102 | Ethics  |  |  |
| PHR105 | Ethics in Business and Society                          |  |  |
| PSY101 | General Psychology                                      |  |  |
| PSY121 | Comparative Psychology                                  |  |  |
| PSY201 | Child Psychology  |  |  |
| SOC105 | Urban Sociology   |  |  |
| SOC120 | Sociology of Gender Roles                               |  |  |
| SOC121 | The Changing Roles of Women                             |  |  |
| SOC222 | Ethnic & Minority Group Relations                       |  |  |
| THR101 | Introduction to Theatre                                 |  |  |

## CERTIFICATES OF ACHIEVEMENT

### ENVIRONMENTAL TECHNOLOGY CODE COA.ENV

#### First Semester

|        |  |          |
|--------|--|----------|
| ENV108 | Hazardous Waste Site Operations                | 3        |
| ENV109 | Environmental Policy Compliance and Regulation | 3        |
|        |  | <u>6</u> |

#### Second Semester

|        |                            |          |
|--------|----------------------------|----------|
| ENV122 | Environmental Chemistry    | 4        |
| ENV121 | Environmental Microbiology | 4        |
|        |                            | <u>8</u> |

### PROFESSIONAL COOKING CODE COA.PROF.COOK

#### First Semester

|        |  |          |
|--------|--|----------|
| HRM102 | Food Protection                          | 3        |
| HRM103 | Professional Food Preparation Techniques | 3        |
| HRM110 | Introduction to Baking                   | 3        |
|        |  | <u>9</u> |

#### Second Semester

|        |                            |          |
|--------|----------------------------|----------|
| HRM220 | Advanced Baking Techniques | 3        |
| HRM213 | Classical Garde Manger     | 3        |
| or     |                            |          |
| HRM221 | Contemporary Garde-Manger  | 3        |
| HRM212 | International Cuisine      | 3        |
|        |                            | <u>9</u> |

### GEOGRAPHICAL INFORMATION SYSTEMS (GIS) CODE COA.GIS

#### First Semester

|        |  |          |
|--------|--|----------|
| TEC190 | Introduction to Geographic Information Systems | 3        |
| TEC191 | Introduction to Mapping and Cartography        | 3        |
|        |  | <u>6</u> |

#### Second Semester

|        |   |          |
|--------|---|----------|
| TEC293 | Advanced Geographic Information Systems | 3        |
| TEC292 | Introduction to Remote Sensing          | 3        |
|        |   | <u>6</u> |

### SPECIAL IMAGING FOR RADIOLOGIC TECHNOLOGISTS CODE COA.SPEC.IMAG.RAD

#### First Semester

|        |                            |           |
|--------|----------------------------|-----------|
| RAD250 | Cross Sectional Anatomy    | 4         |
| RAD251 | Computerized Tomography    | 3         |
| RAD252 | Magnetic Resonance Imaging | 3         |
|        |                            | <u>10</u> |

#### Second Semester

|        |   |          |
|--------|---|----------|
| RAD253 | Magnetic Resonance Imaging Clinical Practicum | 1        |
| RAD254 | Computerized Tomograph Clinical Practicum     | 1        |
|        |   | <u>2</u> |

All students must be registered/licensed radiographers [RT(R)/LXT] in good standing to enroll in this program.

### MANUFACTURING DESIGN CODE COA.MFTG.DESIGN

#### First Semester

|        |                        |   |
|--------|------------------------|---|
| MFG119 | Manufacturing Design I | 3 |
|--------|------------------------|---|

#### Second Semester

|        |                         |   |
|--------|-------------------------|---|
| MFG219 | Manufacturing Design II | 3 |
|--------|-------------------------|---|

#### Third Semester

|        |                          |   |
|--------|--------------------------|---|
| MFG220 | Manufacturing Design III | 3 |
|--------|--------------------------|---|

#### Fourth Semester

|        |                         |   |
|--------|-------------------------|---|
| MFG221 | Manufacturing Design IV | 3 |
|--------|-------------------------|---|

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This section contains an alphabetical listing by course letter code of all courses offered at the college.

|            |  |            |                                |
|------------|--|------------|--------------------------------|
| <b>ACC</b> | ACCOUNTING   | <b>LAN</b> | WORLD LANGUAGES & CULTURES     |
| <b>ALH</b> | ALLIED HEALTH  | <b>LGL</b> | LEGAL ASSISTANT                |
| <b>ALP</b> | AMERICAN LANGUAGE PROGRAM                            | <b>LIT</b> | LITERATURE                     |
| <b>ANT</b> | ANTHROPOLOGY   | <b>MAT</b> | MATHEMATICS & COMPUTER SCIENCE |
| <b>ART</b> | ART  | <b>MFG</b> | MANUFACTURING TECHNOLOGY       |
| <b>BIO</b> | BIOLOGICAL SCIENCES                                  | <b>MLT</b> | MEDICAL LABORATORY TECHNOLOGY  |
| <b>BNF</b> | BANKING, CREDIT & FINANCE                            | <b>MOA</b> | MEDICAL OFFICE ASSISTANT       |
| <b>BUS</b> | BUSINESS ADMINISTRATION                              | <b>MUA</b> | APPLIED MUSIC                  |
| <b>CHM</b> | CHEMISTRY  | <b>MUS</b> | MUSIC                          |
| <b>COM</b> | MASS COMMUNICATION                                   | <b>NUR</b> | NURSING                        |
| <b>CRJ</b> | CRIMINAL JUSTICE                                     | <b>OFF</b> | OFFICE SYSTEMS TECHNOLOGY      |
| <b>DAN</b> | DANCE  | <b>PHR</b> | PHILOSOPHY & RELIGION          |
| <b>DHY</b> | DENTAL HYGIENE                                       | <b>PHY</b> | PHYSICAL SCIENCE               |
| <b>DFT</b> | DRAFTING & DESIGN                                    | <b>POL</b> | POLITICAL SCIENCE              |
| <b>DMS</b> | ULTRASOUND/DIAGNOSTIC<br>MEDICAL SONOGRAPHY          | <b>PSY</b> | PSYCHOLOGY                     |
| <b>EBS</b> | ENGLISH BASIC SKILLS                                 | <b>PTA</b> | PHYSICAL THERAPIST ASSISTANT   |
| <b>ECO</b> | ECONOMICS  | <b>RAD</b> | RADIOGRAPHY                    |
| <b>EDU</b> | EDUCATION  | <b>REA</b> | REAL ESTATE                    |
| <b>ELC</b> | ELECTRICAL TECHNOLOGY                                | <b>RSP</b> | RESPIRATORY THERAPY            |
| <b>ENV</b> | ENVIRONMENTAL TECHNOLOGY                             | <b>SOC</b> | SOCIOLOGY                      |
| <b>ESC</b> | EARTH SCIENCE  | <b>SPE</b> | SPEECH COMMUNICATION           |
| <b>GEO</b> | GEOGRAPHY  | <b>SUR</b> | SURGICAL TECHNOLOGY            |
| <b>HIS</b> | HISTORY  | <b>TEC</b> | TECHNOLOGICAL SCIENCES         |
| <b>HRM</b> | HOTEL/RESTAURANT/HOSPITALITY                         | <b>THR</b> | THEATRE                        |
| <b>HRT</b> | HORTICULTURE   | <b>TRV</b> | TRAVEL & TOURISM               |
| <b>INF</b> | INFORMATION TECHNOLOGY<br>(formerly Data Processing) | <b>VET</b> | VETERINARY TECHNOLOGY          |
| <b>IST</b> | INTERDISCIPLINARY STUDIES                            | <b>WEX</b> | WELLNESS & EXERCISE SCIENCE    |
|            |  | <b>WRT</b> | WRITING                        |

**ACC – ACCOUNTING**

**ACC-100 Introduction to Accounting** 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' perspective of accounting and also to provide them with the necessary communication and analytical skills needed to succeed in future accounting courses.  
2 lec., 2 lab., 3 credits

**ACC-101 Accounting I** introduces the student to the accounting principles and accounting cycle of proprietorships. Topics considered include financial statement preparation, inventories, receivables, payables, plant assets, accruals, deferrals, accounting systems, and cash control.  
2 lec., 2 lab., 3 credits

**ACC-104 Medical Accounting** is an introduction to basic accounting procedures as they apply to a medical practice. Topics considered include cash and payroll records, patient billing and collections, and the preparation of financial statements.  
2 lec., 2 lab., 3 credits

**ACC-107 Federal Taxation** 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.  
2 lec., 2 lab., 3 credits

**ACC-110 Financial Accounting** 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.  
2 lec., 2 lab., 3 credits

**ACC-120 Computerized Accounting** 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 taken concurrently with *ACC-101 Accounting I*.  
2 lec., 2 lab, 3 credits

**ACC-140 Federal Income Tax Return Preparation** will enable average taxpayers to complete their federal income tax returns using tax software. Topics include filing status, gross income, itemized deductions and tax credits. 2 lab., 1 credit

**ACC-201 Accounting II** extends the accounting principles learned in Accounting I to financial and managerial areas of corporations. Areas discussed are liabilities, statement of cash flows, financial statement analysis and interpretation, manufacturing operations, and budgeting.  
2 lec., 2 lab., 3 credits  
Prerequisite: ACC-101

**ACC-202 Intermediate Accounting I** 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 a statement of cash flows is also taught. 2 lec., 2 lab., 3 credits  
Prerequisite: ACC-201 or ACC-210 with a grade of C or better.

**ACC-203 Intermediate Accounting II** 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. 2 lec., 2 lab., 3 credits  
Prerequisite: ACC-202

**ACC-204 Cost Accounting I** will introduce the student to the process of cost analysis and will show how it can be an aid to management in decision-making. The development of standard costs and the variances of actual from standard are taught, in addition to job order and process cost systems. The cost behavior of material, labor, and manufacturing overhead is also covered.  
2 lec., 2 lab., 3 credits  
Prerequisite: ACC-201 or ACC-210 with a grade of C or better.

**ACC-205 Cost Accounting II** will continue the study of the process of cost development with an analysis of lost units and FIFO costing. The student is introduced to joint product, break-even, and gross profit analysis. Differential analysis, budgeting, inventory planning, and other cost areas are also covered in this course. 2 lec., 2 lab., 3 credits  
Prerequisite: ACC-204

**ACC-206 Hospitality Accounting** is an introduction to basic accounting principles and procedures, which includes the preparation of financial statements, specifically designed for the hospitality industry.  
2 lec., 2 lab., 3 credits  
Prerequisite: HRM-101

**ACC-207 Legal Accounting** is a study of accounting concepts for the legal assistant. 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.  
2 lec., 2 lab., 3 credits  
Prerequisites: LGL-101, LGL-103, and LGL-203

**ACC-209 Integrated Accounting on Microcomputers** is a hands-on experience. The student will use basic general ledger software with spreadsheet applications, to develop the skills necessary to solve financial and managerial accounting problems in today's business environment.  
2 lec., 2 lab., 3 credits  
Prerequisites: ACC-201 and INF-101

**ACC-210 Managerial Accounting** 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.  
2 lec., 2 lab., 3 credits  
Prerequisite: ACC-110

**ACC-462 Co-Op Work Experience (Accounting)** 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 lec., plus 179 minimum hours work experience distributed over the semester, 2 credits  
Prerequisite: ACC-201

**ALH – ALLIED HEALTH**

**ALH-100 Introduction to Health Careers** explores the health care delivery system and provides an overview of health careers. The course is designed to give the student accurate insight into the roles that the various practitioners contribute to the health care delivery system. Opportunity for on campus observational experiences will be provided. 1 lec., 1 credit

**ALH-463 Co-Op Work Experience (Allied Health)** is an elective for students pursuing careers in health related occupations. These work experiences may be available in health care settings such as hospitals, extended care facilities, clinics, medical or dental offices. The student will have the opportunity to utilize and broaden skills in the health care delivery system as they interact with health care professionals in a college approved work environment supervised by a faculty member. Student appointments must be approved by the Co-Op Coordinator. 1 lec., plus 180 minimum hours work experience distributed over the semester, 3 credits  
Prerequisite: Satisfactory completion of one semester of an allied health certificate program or one year of an allied health degree program or by permission of the Department Head

**ALP – AMERICAN LANGUAGE PROGRAM**

**ALP-004 American Language Foundation: Grammar (Part A)** 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.  
3 lec., 3 non-degree credits  
Co-requisite: ALP-005

**ALP-005 American Language Foundation: Grammar (Part B)** provides students with continued work on the most basic structures of English.  
3 lec., 3 non-degree credits  
Co-requisite: ALP-004

**ALP-006 American Language Foundations: Reading** 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.  
3 lec., 3 non-degree credits  
Prerequisite or Co-requisite: ALP-005

# ALP-ART

**ALP-007 American Language Foundations: Writing** 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 Foundation: Grammar and Reading*. 3 lec., 3 non-degree credits  
Prerequisite or Co-requisite: ALP-005

**ALP-041 American Language I: Grammar (Part A)** introduces students to the basic grammar of the English simple sentence, with emphasis on verb tenses. 3 lec., 3 non-degree credits  
Prerequisite: ALP-005  
Pre- or Co-requisites: ALP-042, ALP-006, ALP-007

**ALP-042 American Language I: Grammar (Part B)** provides students with continued work on the basic grammar of the English simple sentence, with emphasis on nouns, adjectives, and adverbs. 3 lec., 3 non-degree credits  
Prerequisite: ALP-005  
Pre- or Co-requisites: ALP-041, ALP-006, ALP-007

**ALP-043 American Language I: Writing** provides students with carefully guided exercises in the writing of English sentences and, occasionally, paragraphs. 3 lec., 3 non-degree credits  
Prerequisites: ALP-007  
Pre- or Co-requisites: ALP-042

**ALP-044 American Language I: Reading** helps students with their vocabulary development and gives them practice in reading for comprehension with material up to the 1,000 word vocabulary level. 3 lec., 3 non-degree credits  
Prerequisites: ALP-006  
Pre- or Co-requisites: ALP-042

**ALP-045 Directed Studies in American Language I** is a course 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. 1 lec., 1 non-degree credit  
Prerequisite: Permission of the Department Head

**ALP-051 American Language II: Grammar (Part A)** continues the study of the English simple sentence begun in American Language I and introduces the compound sentence. The emphasis is on infinitives, model verbs, and adverbs, and students are introduced to dependent clauses. 3 lec., 3 non-degree credits  
Pre- or Co-requisites: ALP-052, ALP-043, ALP-044

**ALP-052 American Language II: Grammar (Part B)** 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. 3 lec., 3 non-degree credits  
Pre- or Co-requisites: ALP-051, ALP-043, ALP-044

**ALP-053 American Language II: Writing** gives students work on guided and free writing exercises at the paragraph level. 3 lec., 3 non-degree credits  
Prerequisite: ALP-043  
Pre- or Co-requisite: ALP-052

**ALP-054 American Language II: Reading** emphasizes reading for content and helps students develop their inferential skills on reading material up to the 3,000 word vocabulary level. 3 lec., 3 non-degree credits  
Prerequisite: ALP-044  
Pre- or Co-requisite: ALP-052

**ALP-055 Directed Studies in American Language II** is a course 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. 1 lec., 1 non-degree credit  
Prerequisite: Permission of the Department Head

**ALP-061 American Language III: Grammar (Part A)** completes the study of the passive voice, of model verbs, and of compound sentences and begins a complete survey of dependent clauses in the English sentence. 3 lec., 3 non-degree credits  
Pre- or Co-requisites: ALP-062, ALP-053, ALP-054

**ALP-062 American Language III: Grammar (Part B)** completes the study of all the phrasal and clausal structures normally used in English sentences. 3 lec., 3 non-degree credits  
Pre- or Co-requisites: ALP-061, ALP-053, ALP-054

**ALP-063 American Language III: Writing** provides students with intensive practice in the writing of paragraphs and connecting prose beyond the paragraph. 3 lec., 3 non-degree credits  
Prerequisites: ALP-053  
Pre- or Co-requisite: ALP-062

**ALP-064 American Language III: Reading** 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. 3 lec., 3 non-degree credits  
Prerequisites: ALP-054  
Pre- or Co-requisite: ALP-062

**ALP-065 Directed Studies in American Language III** is a course 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. 1 lec., 1 non-degree credit  
Prerequisite: Permission of the Department Head

## ANT – ANTHROPOLOGY

**ANT-101 Cultural Anthropology** 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. 3 lec., 3 credits  
General Education Course  
Diversity Course

## ART – ART

**ART-101 Art Appreciation** is an introduction to the visual arts. The meaning of form and imagery in architecture, sculpture, painting, and other media are examined. The course offers opportunities for creative activities. 3 lec., 3 credits  
General Education Course

**ART-102 Art History through the Renaissance** is a study of major works of art from prehistoric times through the Renaissance. Students analyze artistic styles and examine the relationships between art, history, and culture. 3 lec., 3 credits  
General Education Course

**ART-103 Art History since the Renaissance** is a study of major works of art produced during the modern era. Students analyze post-Renaissance artistic styles and examine the relationships between art, history, and culture. 3 lec., 3 credits  
General Education Course

**ART-104 20th Century Art** is a class recommended for both fine and commercial artists as well as the general public interested in how art evolved into the contemporary, experimental forms of expression. Topics to be covered include: The Fauves and Expressionism, Cubism and Abstract Art, Constructivism, Dada and Surrealism, Abstract Expressionism, Op and Pop Art, Earth Art and Site Art, Conceptual and Performance Art. 3 lec., 3 credits

**ART-105 History of Animation** 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. 3 lec., 3 credits

**ART-122 Two-Dimensional Design** is an introduction to the studio skills, concepts, and language applicable to the problems of two-dimensional design as related to the visual arts. 2 lec., 2 lab., 3 credits

**ART-123 Life Drawing I** 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. 2 lec., 2 lab., 3 credits

**ART-124 Drawing Fundamentals** teaches free and schematic drawing skills necessary for advanced studio applications in the visual arts. 2 lec., 2 lab., 3 credits

**\*ART-126 Introduction to Computer Graphics** for the Visual Arts, 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. 2 lec., 2 lab., 3 credits

**ART-130 Color: Theory and Design** is an intensive study of the nature of color, color harmony, and the psychological effects of color. The applications of color theory in the fine and commercial arts is explored. 2 lec., 2 lab., 3 credits

**†ART-140 Materials and Methods** introduces the basic processes and products common to visual arts studio work. Course work emphasizes a broad range hands-on study, as well as historical survey, of materials, methods, tools, techniques, and imaging. Student projects include explorations in selected techniques in a variety of media, with related class discussion aimed at introducing various professional art career opportunities and options. 1 lec., 2 lab., 2 credits  
(Not offered during 2000-2001)

**ART-181 Photography I** introduces camera handling and basic b & w darkroom techniques. Studies 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. 2 lec., 2 lab., 3 credits

**†ART-222 Three-Dimensional Design** builds upon the skills and concepts learned in Two-Dimensional Design and provides students with the opportunity for work on the problems of three-dimensional design. 2 lec., 2 lab., 3 credits  
Prerequisite: ART-122  
(Not offered during 2000-2001)

**ART-223 Life Drawing II** further advances the study of the human figure by refining the studio skills and ideas explored in Life Drawing I. 2 lec., 2 lab., 3 credits  
Prerequisite: ART-123

**ART-226 Letterform and Type** is the study of typographic design, history, and function. 2 lec., 2 lab., 3 credits  
Prerequisites: ART-122, ART-126

**ART-227 Painting I** is an introduction to oil, acrylic, watercolor, and mixed media painting techniques. Students work with plastic form and color to develop the artistic image. 2 lec., 2 lab., 3 credits  
Prerequisites: ART-122, and either ART-123 or ART-124

**ART-228 Painting II** engages the student in the solving of painting problems. The course includes analysis of traditional and contemporary styles of painting. 2 lec., 2 lab., 3 credits  
Prerequisite: ART-227

**†ART-236 Introduction to Printmaking** explores a variety of printmaking techniques, using stencil, linocuts, silkscreen, etching, and woodcuts. 2 lec., 2 lab., 3 credits  
Prerequisites: ART-122; and either ART-123 or ART-124  
(Not offered during 2000-2001)

**†ART-255 Basic Sculpture I** introduces the student to the concepts of sculpture through projects using traditional materials and techniques. 2 lec., 2 lab., 3 credits  
Prerequisites: ART-122; and either ART-123 or ART-124  
(Not offered during 2000-2001)

**†ART-256 Basic Sculpture II** extends the study of sculpture to the use of media such as plaster, wood, metal, and synthetics. 2 lec., 2 lab., 3 credits  
Prerequisite: ART-255  
(Not offered during 2000-2001)

**ART-259 Computer Graphics for the Web Developer** 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 using basic bitmap editing and vector based illustration; optimizing graphics in JPEG and GIF formats; using fonts; working with animations and video for the Web utilizing GIF, Quicktime and Flash animations; and trouble shooting technical problems. 2 lec., 2 lab., 3 credits  
Prerequisite: ART122  
Co-requisite: INF146 and basic understanding of Windows

**ART-260 Graphic Design I** 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. 2 lec., 2 lab., 3 credits  
Prerequisites: ART-226, and either ART-289 or ART-297

**ART-261 Graphic Design II** is a continuation of the problem solving approach to design previously explored in Graphic Design I. 2 lec., 2 lab., 3 credits  
Prerequisites: ART-260, ART-287

**†ART-262 Graphic Design III** engages students in studio work involving the design of printed advertising literature and other materials. Emphasis is placed upon the development of aesthetically pleasing design, copy, mechanical, and overlay materials. 2 lec., 2 lab., 3 credits  
Prerequisites: ART-261  
(Not offered during 2000-2001)

**†ART-266 Illustration I** as an applied art, functions to inform, educate, and communicate ideas using appropriate techniques/media that best reflects the client's needs. Students are introduced to and do projects in the major categories of illustration: advertising, editorial (newspapers/magazines) and book decorative/interpretive/informative; and medical/scientific/technical. Topics include b/w and color, rendering styles, printing and production methods, formats, terminology for print media advertising, and career specialization areas. 2 lec., 2 lab., 3 credits  
Prerequisites: ART-122, ART-123 or ART-124, and ART-130  
Co-requisite: ART-140  
(Not offered during 2000-2001)

**†ART-267 Illustration II** continues the study of the principles of design and composition that was begun in AR-266. Special uses of color and pictorial elements are considered. Students experiment with a variety of media and analyze types of contemporary illustration. 2 lec., 2 lab., 3 credits  
Prerequisites: ART-140 and ART-266  
(Not offered during 2000-2001)

**ART-271 Portfolio Presentation** 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 free-lancers and transfer/graduate aspirants alike. Includes: 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 free-lance prices. 1 lec., 2 lab., 2 credits  
Prerequisite: Minimum of 18 credits selected from ART 181 and all 200-level ART courses

**†ART-275 Advertising Illustration** integrates illustration into a layout with headings, copy, and the client's name and is primarily designed to arouse consumer interest in the market place (direct/indirect/institutional). A variety of prescribed formats and techniques are used to create visually stimulating ads for products/services/information. Projects include products (catalogue covers, brochures, albums, TV events), fashion (reporting and advertising), and travel (spot, figurative, landscape, architectural). 2 lec., 2 lab., 3 credits  
Prerequisite: ART-266  
(Not offered during 2000-2001)

**†ART-276 Editorial and Book Illustration** is used in magazines, newspapers, and stories/articles which are targeted to particular audiences. It combines the content and structure of the article/story/book with the appropriate illustration technique that best reflects the text and essential meaning of the piece. Projects include book educational/technical/fictional /non-fictional/poetry/children interests) and magazine (fashion/fiction/food/feature); newspaper (news/business/sports/family) and editorial caricature and cartoons. 2 lec., 2 lab., 3 credits  
Prerequisite: ART-266  
(Not offered during 2000-2001)

\* Macintosh computers are used in these courses.

† (Not offered during 2000-2001)



# ART-BIO

†**ART-277 Medical, Scientific & Technical Illustration** is the graphic representation of subject matter to specifically communicate knowledge. It primarily clarifies, simplifies, and edits information targeted for a consumer/biomedical/technical audience and requires a high degree of realism, accuracy and neatness. Projects include medical (pharmaceutical, product, spot), scientific (textbooks and journals), and technical (architectural, industrial and product).  
2 lec., 2 lab., 3 credits  
Prerequisite: ART-266  
(Not offered during 2000-2001)

**ART-281 Photography II** 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.  
2 lec., 2 lab., 3 credits  
Prerequisite: ART-181

†**ART-282 Color Photography** explores the fundamentals of color theory and color technique applications, including the expressive possibilities of color. Students utilize both studio and natural light to demonstrate the full color spectrum of light. Course work includes shooting color negatives and producing color prints with state-of-the-art enlargers, analyzers, and processors. A 35mm SLR camera with manual override is required. 2 lec., 2 lab., 3 credits  
Prerequisite: ART-281  
(Not offered during 2000-2001)

†**ART-283 Studio Photography** explores studio lighting and shooting utilizing tungsten lights, strobes, umbrellas, reflectors, and other accessories. Color theory, balance, and correction are emphasized. Large format view cameras are introduced. Course work includes pre and post-production skills of propping, hiring talent, meeting deadlines, retouching, computer manipulation, and final presentation, as well as business practices for operating a successful commercial photography studio.  
3 lec., 3 credits  
Prerequisite: ART-281  
(Not offered during 2000-2001)

†**ART-285 Advanced Darkroom Techniques** investigates the interrelationships of subject matter, concept and technical decisions. Students experiment with various technical and aesthetic approaches, including printing format and style, scale sequencing and final presentation options. Basic color principles and printing are included in both studio and outdoor situations. Course work includes a self-directed project. A 35mm SLR camera with manual override is required.  
2 lec., 2 lab., 3 credits  
Prerequisite: ART-281  
(Not offered during 2000-2001)

\***ART-287 Computer Layout I** is a course 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.  
2 lec., 2 lab., 3 credits  
Prerequisite: ART-226

\***ART-288 Computer Layout II** is a course which trains persons familiar with traditional layout procedures in the computer and its applications. This advanced class stresses the combining of computer-set type with visuals for brochures, magazines, newspapers and other media.  
2 lec., 2 lab., 3 credits  
Prerequisite: ART-287, ART-289, ART-297

\***ART-289 Computer 2D Illustration** 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.  
2 lec., 2 lab., 3 credits  
Prerequisite: ART-122, ART-126

\*\***ART-290 Computer 2D Animation I** 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.  
2 lec., 2 lab., 3 credits  
Prerequisites: ART-289, ART-297

\*\***ART-291 Computer 2D Animation II** follows ART 290 as 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 animation techniques explored in ART-292 and/or ART 293, the possibilities for incorporating 3D animations into their projects also exist.  
2 lec., 2 lab., 3 credits  
Prerequisite: ART-290, ART-289, ART-297

\*\***ART-292 Computer 3D Animation I** 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 set-up, 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 working environment.  
2 lec., 2 lab., 3 credits  
Prerequisite: ART-122, ART-126

\*\***ART-293 Computer 3D Animation II** 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 work and discussion.  
2 lec., 2 lab., 3 credits  
Prerequisite: ART-292

\***ART-297 Computer Imaging** 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.  
2 lec., 2 lab., 3 credits  
Prerequisite: ART-122, ART-126

\***ART-298 Presentation Graphics** teaches the principles of building illustrations into time-based computer visuals with sound.  
2 lec., 2 lab., 3 credits  
Prerequisite: ART-297

**ART-462-463 Co-Op Work Experience (Commercial Art)** 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 BCC. Student's work experiences are supervised by BCC faculty members. Co-Op job-placement assistance is available through the Co-Op office.  
**ART-462** 1 lec., plus 120 minimum hours work experience distributed over the semester, 2 credits  
Prerequisite: ART-260  
**ART-463** 1 lec., plus 180 minimum hours work experience distributed over the semester, 3 credits  
Prerequisite: ART-260

## BIO – BIOLOGICAL SCIENCES

**BIO-101 General Biology I** 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 develop proficiency in the use of laboratory equipment and guide students in investigations of cell biology, genetics, and microbiology.  
3 lec., 3 lab., 4 credits  
General Education Course

**BIO-103 The Human Body** 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.  
3 lec., 3 lab., 4 credits  
General Education Course

† (Not offered during 2000-2001)  
\* Macintosh computers are used in these courses.  
\*\* Intergraph NT computers are used in these courses.

**BIO-104 Microbiology** 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 exercises include staining procedures, media preparation, pure culture techniques, culture identification, and serology. 3 lec., 3 lab., 4 credits  
 📌General Education Course

**BIO-106 Field Studies in Biology** is designed to introduce students, in an outdoor setting, to the diversity of living organisms and to the environments in which they exist. Field trips include the New Jersey Pine Barrens, Catskills, swamps, marshes and bogs, Harriman State Park, Waywayanda State Park, Norvin Green State Forest and numerous short trips. Emphasis is on basic taxonomic principles for identifying the local flora and fauna. 2 lec., 3 lab., 3 credits.  
 (Offered only in Summer Session II)

**BIO-107 Introduction to Human Biology** is a one-semester course on basic human anatomy and physiology focusing on present-day biological issues including cancer, heart disease, AIDS, nutrition and emerging infectious diseases. Laboratory exercises include various experiments that deal with the human body and case studies, which will foster a fundamental understanding of wellness and disease states. 3 lec., 3 lab., 4 credits  
 📌General Education Course

**BIO-108 Introduction to Environmental Biology** 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, analyses of environmental parameters and descriptive and practical reinforcement of lecture material. 3 lec., 3 lab., 4 credits  
 📌General Education Course

**BIO-109 Anatomy and Physiology I** 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 are 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. 3 lec., 3 lab., 4 credits  
 📌General Education Course

**BIO-115 Vertebrate Anatomy and Physiology I** 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 is included. Normal homeostatic mechanisms and pathophysiological conditions are emphasized, as well as the interrelationships of organs and organ systems. Dissection is required. 3 lec., 3 lab., 4 credits

**BIO-119 Intensive Wolf Study** 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. 45 hours, 3 credits

**BIO-131 General Botany** 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 peoples ecological and economic dependence upon plants. The content will be presented through lectures, demonstrations, and laboratory exercises. 3 lec., 3 lab., 4 credits  
 📌General Education Course

**BIO-137 Ecology of the North Woods** is taught during Summer Session I at the International Wolf Center in Ely, Minnesota. It is designed to expose the student to the unique environment of the North Woods, where the boreal forest intergrades with the temperate deciduous forest. Both the abiotic and biotic components of this ecosystem will be taught during five intensive days in the North Woods. Emphasis will be on the flora and fauna of the ecosystem, both in formal lecture and in extensive field work. 45 hours, 3 credits

**BIO-201 Comparative Anatomy** 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, the mudpuppy, the cat, and other animals. 3 lec., 3 lab., 4 credits  
 Prerequisite: Any college-level Biology course.

**BIO-202 Embryology** 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 medaka fish, frogs, and chick embryos, as well as microscopic examination of the various sections of the embryos. 3 lec., 3 lab., 4 credits  
 Prerequisite: Any college-level Biology course.

**BIO-203 General Biology II** is the second course of a two-semester sequence of general biology. This course explores the diversity of the plant and animal kingdoms and provides an understanding of their evolution. Major aspects of the structure, function, and life cycles of representative organisms are explained. The students will examine the complexity of roots, stems, and leaves, analyze reproduction in flowering plants, and investigate the biology of invertebrate and vertebrate animals. Laboratory exercises are provided to complement the lectures. 3 lec., 3 lab., 4 credits  
 Prerequisite: BIO-101  
 📌General Education Course

**BIO-209 Anatomy and Physiology II** 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. 3 lec., 3 lab., 4 credits  
 Prerequisite: BIO-109  
 📌General Education Course

**BIO-215 Vertebrate Anatomy and Physiology II** 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. 3 lec., 3 lab., 4 credits  
 Prerequisite: BIO-115

**BIO-227 Principles of Ecology** 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 in which ecological data will be collected during field experiences. This data will be analyzed during the second half of the semester in the laboratory. Statistical analyses and report writing will also be stressed. 3 lec., 3 lab., 4 credits  
 Prerequisites: BIO-101, BIO-203

**BIO-228 Introduction to Marine Biology** 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. 3 lec., 3 lab., 4 credits  
 Prerequisites: BIO-101, BIO-203

# BIO-BUS

**BIO-229 Tropical Marine Ecology** deals with characteristics of populations, communities, and ecosystems found in tropical regions. Taught at the Keys Marine Laboratory in Long Key, Florida, during the spring semester break, students study coral reef structure and ecology, the intertidal zone, mangrove and terrestrial communities, interstitial organisms, and trophic relationships. Lab sessions include field experiences, group projects and report writing. 45 hours, 3 credits  
Prerequisites: BIO-101, BIO-201

**BIO-240 Bio-Medical Technologies: Issues & Impacts** examines the effect of the new technologies in Biology and Medicine upon society. Issues such as genetic engineering, abortion, in-vitro fertilization and euthanasia will be analyzed from the biological, technical, moral and political perspectives. Through class discussions and the use of case studies, students will confront the questions raised by the new technologies and assess their impact upon individuals and upon society. 3 lec., 3 credits  
Prerequisite: WRT-101

## BNF – BANKING, CREDIT & FINANCE

**BNF-101 Principles of Bank Operations** presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. 3 lec., 3 credits

**BNF-102 Personal Finance and Money Management** is a 30 half-hour cable TV course that provides the student with the practical know-how of an investment counselor. Topics discussed include basics of budgeting and buying; the intricacies of home ownership, income tax, and investment; and the wise use of insurance, wills, and trusts. 3 credits

**BNF-201 Principles of Finance** provides the beginning student with an 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. 3 lec., 3 credits  
Prerequisite: ACC-101, BUS-101, or by permission of the Department Head

**BNF-204 Trust Functions and Services** presents a complete picture of the services rendered by institutions engaged in the trust business. It provides an introduction to the services and duties involved in trust operations, with an emphasis on the business and legal aspects of the trust function. 3 lec., 3 credits  
Prerequisite: BNF-101

**BNF-205 Credit and Collection Principles I** is an introduction to the importance of credit in business and presents the basic principles of credit. Emphasis is placed on the general uses made of credit and the critical need of the business world for credit. 3 lec., 3 credits  
Prerequisite: BUS-101

**BNF-206 Credit and Collection Principles II** considers the use of financial statements, financial ratios, and the balance sheet relationships related to the making of credit decisions. Policies and procedures for handling collections are studied. Other topics such as bankruptcy, factors, finance companies, and banks are studied. 3 lec., 3 credits  
Prerequisite: BNF-205

**BNF-207 Principles of Investment and Portfolio Management** 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. 3 lec., 3 credits  
Prerequisite: BUS-101 and ACC-101, or by permission of the Department Head

**BNF-462 Co-Op Work Experience (Banking, Credit and Finance)** 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 such courses. Job placement assistance is available through the Co-Op Office. 1 lec; plus 120 minimum hours work experience distributed over the semester, 2 credits.  
Prerequisites: BNF-101 or by permission of the Department Head

## BUS – BUSINESS ADMINISTRATION

**BUS-101 Introduction to Business** 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. 3 lec., 3 credits

**BUS-103 Business Mathematics** 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. 3 lec., 3 credits  
Prerequisite: MAT-011, or equivalent by an appropriate placement as a result of the New Jersey College Basic Skills Placement Test (computational sections only), or by permission of the Department Head

**BUS-170 Small Business Management** 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. 3 lec., 3 credits

**BUS-201 Marketing Principles** is a study of all the decision variables facing marketing managers of all goods or services. Product, pricing, promotion, and distribution problems are studied in the context of the commodity, functional, institutional, and environmental aspects of the marketplace. This course takes a managerial approach to the study of marketing. 3 lec., 3 credits  
Prerequisite: BUS-101

**BUS-202 International Marketing** 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. 3 lec., 3 credits  
Prerequisite: BUS-101 or by permission of the Department Head

**BUS-204 Principles of Salesmanship** is a study of current theories and practices for salespersons of both consumer and industrial goods. Topics covered include evaluation of customer needs, importance of product data, buying motives, and the development of sales presentations. Personal qualifications of the salesperson and career opportunities are also examined. 3 lec., 3 credits  
Prerequisite: BUS-101

**BUS-205 Entrepreneurship** 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 a management of a small business or new venture. 3 lec., 3 credits  
Prerequisite: BUS-101 or at least one-year business experience.

**BUS-207 Principles of Business Management** is an introduction to the process through which a cooperative business group coordinates the activities of people to reach a common objective. These activities include planning, organizing, staffing, leading, and controlling, and involve the effective utilization of the economic resources of land, labor, capital, and entrepreneurship. 3 lec., 3 credits  
Prerequisite: BUS-101

**BUS-208 Human Resources Management** 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 aides, and personal projects. 3 lec., 3 credits  
Prerequisite: BUS-101 or by permission of the Department Head

**BUS-209 Purchasing and Materials Management** provides an overview of the functions and fundamentals of purchasing and materials management. Among the topics to be covered are specifications and standardization, sources of supply, negotiations, quality control, inventory management, traffic, receiving, storage, and other requirements of the Certified Purchasing Management Association. 3 lec., 3 credits  
Prerequisite: BUS-101 or by permission of the Department Head

**BUS-233 Business Law I** 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. 3 lec., 3 credits  
Prerequisite: BUS-101

**BUS-234 Business Law II** continues the survey of business law and covers sales, consumers rights, bailments, insurance, partnerships, and corporations. 3 lec., 3 credits  
Prerequisite: BUS-233

**BUS-250 Advertising** is designed to give the student a broad view of advertising principles and their relationship to product 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. 3 lec., 3 credits  
Prerequisite: BUS-201

**BUS-262 Fundamentals of International Business** is designed to familiarize the student with the institutional and practical aspects of international business. Principal topics include global business environments, strategies for international management, marketing, finance, and relevant legal and political considerations. 3 lec., 3 credits  
Prerequisite: BUS-101 or by permission of the Department Head

**BUS-263 International Trade Documentation and Transportation** 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. 3 lec., 3 credits  
Prerequisite: BUS-101 or by permission of the Department Head

**BUS-264 International Finance and Insurance** provides students with an understanding of international financial transactions. Topics covered include 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. 3 lec., 3 credits  
Prerequisite: BUS-101 or by permission of the Department Head

**BUS-265 Food Marketing and Merchandising** provides an introduction of the food industry. Topics include the structure of the food industry, product and service categories, and regulations affecting food merchandising. Students will be introduced to store layout, buying and price management, advertising and promotion, profitability, and potential career options. 3 lec., 3 credits  
Prerequisite: BUS-201

**BUS-266 Sanitation and Regulatory Issues and Problems In Food Industry Management** provides techniques and procedures for employing hygienic practice in the foodservice industry. Topics include food sanitation and microbiology, food spoilage and foodborne illnesses, and education and sanitation for foodservice personnel. Government regulations as they pertain to the food industry are discussed throughout the course. 3 lec., 3 credits  
Prerequisite: BUS-265

**BUS-267 Food Distribution, Sales and Production** focuses on the structure and formulation of the channels of distribution, sales strategies, and marketing logistics in the food industry. Customer service, logistical costs, system planning and management are all analyzed. Topics also include transportation, warehouse operations, sales management and the application of information systems. 3 lec., 3 credits  
Prerequisite: BUS-265

**BUS-268 Strategic Issues and Problems in Food Industry Management** discusses the strategic basic aspects of food marketing and management. As the capstone course draws upon a variety of business administration fields to include management and marketing. 3 lec., 3 credits  
Prerequisites: BUS-265, BUS-266, and BUS-267

**BUS-271 Internet Commerce** will explore how small and large business use the Internet to increase or create their market presence. Students will design and develop a prototype of an electronic enterprise suitable for the World Wide Web. 3 lec., 3 credits  
Prerequisite: INF-162 or by permission of the Department Head

**BUS-463 Co-Op Work Experience (Business Administration)** 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 lec., plus 225 minimum hours work experience distributed over the semester, 3 credits  
Prerequisite: BUS-201 or BUS-202 or BUS-207 or BUS-208

**BUS-473 Co-Op Work Experience (Food Marketing)** 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 lec., plus 180 minimum hours work experience, 3 credits  
Prerequisite or Co-requisite: BUS-268

**BUS-474 Co-Op Work Experience (Food Marketing)** 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 a weekly seminar. 1 lec., plus 240 minimum hours work experience, 4 credits  
Prerequisite or Co-requisite: BUS-268

**CHM-100 Introduction to Chemistry** is designed to give non-science majors an 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. 3 lec., 3 lab., 4 credits  
Prerequisite: MAT-011 or a passing score on the New Jersey Basic Skills Placement Test (Computational Sections Only).

General Education Course

**CHM-110 Basic Biochemistry** 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 included. This course does not substitute for CHM-112. 3 lec., 3 lab., 4 credits  
Prerequisite: MAT-011 or equivalent by appropriate placement as a result of the N J Basic Skills Placement Test (Computational sections only)  
Recommended Prerequisite: CHM-100 or a recent college-prep high school chemistry course.

**CHM-112 College Chemistry** is a survey of the fundamentals of inorganic chemistry, organic chemistry, and biochemistry. Topics in inorganic 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 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. 3 lec., 3 lab., 4 credits  
Prerequisites: MAT-011 or equivalent by appropriate placement as a result of the N J Basic Skills Placement Test (Computational sections only).  
Recommended Prerequisite: CHM-100 or a recent college-prep high school chemistry course.

General Education Course

# CHM-COM

**CHM-140 General Chemistry I** 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. 3 lec., 3 credits

Prerequisite: MAT-032 or MAT-035 or equivalent by an appropriate placement as a result of the New Jersey Basic Skills Placement Test and CHM-100, or a passing score on the CHM-100 challenge exam.

Recommended Co-requisite: CHM-141 and MAT-045

General Education Course

## CHM-141 General Chemistry

**Laboratory I** is a course 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. 3 lab., 1 credit

Prerequisite or Co-requisite: CHM-140

General Education Course

## CHM-212 Organic and

**Biochemistry** 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 in Biochemistry will include carbohydrates, proteins, lipids, nucleic acids, bioenergetics, enzymes, and biosynthetic pathways. Acid-base chemistry will also be studied. 3 lec., 3 lab., 4 credits

Prerequisites: MAT-011, CHM-112 or CHM-140 or by permission of the Department Head

**CHM-240 General Chemistry II** 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. 3 lec., 3 credits

Prerequisite: CHM-140

Recommended Prerequisite: CHM-141

Recommended Co-requisite: CHM-241

General Education Course

## CHM-241 General Chemistry

**Laboratory II** 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. 3 lab., 1 credit

Prerequisite: CHM-140 and CHM-141. Prerequisite or Co-requisite: CHM-240

General Education Course

**CHM-260 Organic Chemistry I** 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. Practical applications, including syntheses, are studied and carried out in the laboratory. 3 lec., 3 lab., 4 credits

Prerequisites: CHM-240 and CHM-241

**CHM-262 Organic Chemistry II** is a continuation of CHM-260 and includes aromatic and organometallic chemistry, spectroscopy, and the chemistry of carbonyl compounds. The laboratory emphasizes more sophisticated experimental techniques and synthetic sequences, and includes a unit on the use of the chemical literature. 3 lec., 3 lab., 4 credits

Prerequisite: CHM-260

## COM – MASS COMMUNICATION

**COM-101 Mass Media of Communication** 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. 3 lec., 3 credits

General Education Course

**COM-105 Radio Production** is a hands-on course 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. 2 lec., 2 lab., 3 credits

**COM-106 TV Production** 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 video-tape techniques through camera usage, control room operations, and video-tape editing. 2 lec., 2 lab., 3 credits

**COM-140 Introduction to Multimedia** 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. 2 lec., 2 lab., 3 credits (Not offered during 2000-2001)

**COM-201 Introduction to Journalism** 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 is considered. 3 lec., 3 credits

Prerequisite: WRT-101

**COM-203 Print Journalism Production** is a hands-on course in which students apply principles and skills necessary for the production of newspapers and magazines. This course covers such topics as formatting, layout design and printing techniques. 2 lec., 2 lab., 3 credits

Prerequisite: COM-201

**COM-205 Advanced Radio Production** is a hands-on course designed to produce broadcast quality programs. Directing, writing, technical, editing and voice utilization skills will be emphasized. 3 lec., 3 credits

Prerequisite: COM-105 or by permission of the Department Head

**COM-206 Writing for the Mass Media** 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 World Wide Web. Public relations writing and preparing advertising copy are also covered. 3 lec., 3 credits

Prerequisite: WRT-101

Co-requisite: COM-101

**COM-207 TV Production II** is a course that provides the student with an opportunity to refine existing skills through the production of a regularly scheduled Cable TV public affairs program. A functional awareness of all factors involved in the production of a series on a regular basis is developed. 3 lec., 3 credits

Prerequisite: COM-106 or by permission of the Department Head

**COM-208 Directing for Television** 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. 3 lec., 3 credits

Prerequisite: COM-106 or by permission of the Department Head

**COM-210 Public Relations** 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, advisements for coverage, and press kits for target audiences. 3 lec., 3 credits

Prerequisite: WRT-101

**COM-211 Video Post-Production** is a hands-on course designed to train students in advanced post-production techniques utilizing interformat, time code and A/B Roll editing. Audio sweetening, computer graphics, and animation will be discussed. 3 lec., 3 credits

Prerequisite: COM-106 or by permission of the Department Head

**COM-461-464 Co-Op Work Experience (Media)** 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 cable TV operations. Available for 1 to 4 credits. Job placement assistance is available through the Co-Op office.

**COM-461** 1 lec., plus 60 minimum hours work experience distributed over the semester, 1 credit

**COM-462** 1 lec., plus 120 minimum hours work experience distributed over the semester, 2 credits

**COM-463** 1 lec., plus 180 minimum hours work experience distributed over the semester, 3 credits

**COM-464** 1 lec., plus 240 minimum hours work experience distributed over the semester, 3 credits

Prerequisites: COM-105 or COM-106 or by permission of the Department Head

**COM-471-473 Co-Op Work Experience (Journalism)** gives students work experience in a news-paper office and thereby gives them the opportunity to acquire and apply skills in news writing, photo journalism, layout and/or newspaper production. Worksites must be approved by the faculty coordinator. Co-Op job placement assistance is available through the Co-Op office. **COM-471** 1 lec., plus 60 minimum hours work experience distributed over the semester, 1 credit  
**COM-472** 1 lec., plus 120 minimum hours work experience distributed over the semester, 2 credits  
**COM-473** 1 lec., plus 180 minimum hours work experience distributed over the semester, 3 credits  
 Prerequisite: COM-201 or by permission of the Department Head

## CRJ – CRIMINAL JUSTICE

**CRJ-101 Introduction to Criminal Justice** 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. 3 lec., 3 credits

**CRJ-103 Criminal Law** is a study of the philosophy and development of the 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. 3 lec., 3 credits

**CRJ-105 Police Administration** provides a review, analysis, and synthesis of the proactive, traditional scientific, and human relations approaches to police management. The basic 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. 3 lec., 3 credits

**CRJ-107 Criminology** explores 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. 3 lec., 3 credits

**CRJ-109 Contemporary Issues in Policing** 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. 3 lec., 3 credits

**CRJ-110 Basic Supervision (Criminal Justice)** 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. 3 lec., 3 credits

**CRJ-111 Criminal Investigation** 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. 3 lec., 3 credits

**CRJ-112 Crime Prevention** 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. 3 lec., 3 credits

**CRJ-113 The Juvenile Justice Process** examines the history, philosophy, and structure of the juvenile justice system with emphasis on changes fostered by U.S. 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 of the police in developing community resources to serve as alternatives to formal court referral. 3 lec., 3 credits

**CRJ-125 Introduction to Security** 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. 3 lec., 3 credits

**CRJ-127 Principles of Loss Prevention** 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. Basic loss-control technology, electronic security systems, disaster planning, and fire protection and safety are also reviewed. 3 lec., 3 credits

**CRJ-461-463 Co-Op Work Experience (Criminal Justice)** 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.

**CRJ-461** 1 lec; plus 60 minimum hours work experience distributed over the semester, 1 credit  
**CRJ-462** 1 lec; plus 120 minimum hours work experience distributed over the semester, 2 credits  
**CRJ-463** 1 lec; plus 180 minimum hours work experience distributed over the semester, 3 credits  
 Prerequisite: CRJ-101

**CRJ-473 Co-Op Work Experience (Security and Loss Prevention)** 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 lec; plus 180 minimum hours work experience distributed over the semester, 3 credits.  
 Prerequisite: CRJ-125

## DAN – DANCE

**DAN-102 Ballet** is a study of the language of ballet as an art form with emphasis on traditional, academic, and technical steps and vocabulary. 3 lab., 1 credit

**DAN-103 Modern Dance** is a study of the technical and choreographic skills of modern dance. Students are assisted in being individually creative through movement. 2 lab., 1 credit

**DAN-104 Tap Dance** is an introduction to elementary tap skills, terminology and rotation, and beginning combinations and simple routines. Purchase of tap shoes is required. 2 lab., 1 credit

**DAN-105 Jazz Dance** is a study of various styles, techniques, and vocabulary in the idiom of jazz dance. 2 lab., 1 credit

# DAN-DFT

**DAN-108 Dance Improvisation** 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. 2 lab., 1 credit

## DATA PROCESSING

(See Information Technology)

## DHY – DENTAL HYGIENE

**DHY-101 Oral Hygiene I** is a study of the services a dental hygienist renders to patients. Scaling and polishing techniques on typodonts and classmates are utilized. Medical and dental history taking, patient education methods, and office procedures are introduced. 1 lec., 6 lab., 3 credits  
Co-requisite: BIO-104

**DHY-108 Dental and Oral Anatomy and Physiology** is a study of the oral cavity, with emphasis on the functions of the teeth and related structures, including muscles, nerves, and blood vessels. Laboratory sessions include tooth carving, anatomy of the skull, and the study of occlusion. 1 lec., 4 lab., 2 credits

**DHY-109 Oral Embryology and Histology** is a study of the structure of body cells, tissues, and organs as they relate to the oral cavity. The embryology of the oral apparatus will be studied, and the relationship between structure and function will be stressed. 2 lec., 2 credits

**DHY-200 Pharmacology for Dental Hygiene** introduces medications that are routinely prescribed for medical and dental conditions. Chemical and physical properties of drugs will be examined as well as indications for use, dosage, and adverse reactions. Local and general anesthetic agents used in dentistry will be emphasized. 2 lec., 2 credits  
Prerequisites: DHY-101, DHY-201, and DHY-207

**DHY-201 Oral Hygiene II** is a study of the procedures a dental hygienist uses with patients in a clinical setting. These procedures are scaling and polishing of the teeth, patient education, general medical and dental history taking, sterilization procedures, and appointment desk duties and procedures. 1 lec., 8 lab., 3 credits  
Prerequisites: BIO-104, BIO-109, DHY-101, DHY-108, and DHY-109

**DHY-202 Oral Hygiene III** is a study of the clinical procedures introduced in Oral Hygiene II. It is a continuation and refinement of the clinical procedures a dental hygienist uses with patients, with emphasis on radiological procedures. 1 lec., 12 lab., 4 credits  
Prerequisites: BIO-104, BIO-209, DHY-201, DHY-205, and DHY-207

**DHY-203 Oral Hygiene IV** is an advanced study of the clinical services the dental hygienist renders to the patient. The course is conducted in cooperation with national, state, county, and city agencies. 1 lec., 12 lab., 4 credits  
Prerequisites: DHY-200, DHY-202, DHY-204, and DHY-209

**DHY-204 Dental Materials** is a comprehensive study of the science, technology, and application of dental materials. Various dental materials and their specific uses, along with related fundamental and specialty clinical dental hygiene skills, are presented through didactic, laboratory, and clinical components. 2 lec., 4 lab., 3 credits  
Prerequisites: BIO-209, DHY-108, DHY-109, DHY-201, DHY-207 and CHM-110

**DHY-205 Dental Radiology** is a study of the basic principles of general and dental radiology. Radiography equipment, techniques, the hazards of radiation and dental landmarks are studied. 2 lec., 3 lab., 3 credits  
Prerequisites: BIO104, BIO-109, DHY-101, DHY-108, and DHY-109

**DHY-206 Public Health and Community Dentistry** is a study of the history, development and present practice of public health procedures as they relate to dentistry, including epidemiological study. Opportunity will be provided for practice teaching in alternating health care settings. 3 lec., 3 credits  
Prerequisites: BIO-209, DHY-108, and DHY-109

**DHY-207 General and Oral Pathology** is a study of diseases affecting the oral cavity and the responsibilities of the dental hygienist in the detection of abnormal conditions. 3 lec., 3 credits  
Prerequisites: BIO-109, DHY-108, and DHY-109

**DHY-209 Periodontology I** is a detailed study of the principles and concepts of periodontal disease, including the tissues surrounding the teeth in both healthy and disease states. Preventive therapies will be introduced. 1 lec., 1 credit  
Prerequisites: BIO-209, DHY-108, and DHY-205

**DHY-210 Oral Hygiene - Special Clinic** is designed to provide clinical experience for either the student who returns after an absence from the dental hygiene program or for the student in need of further development of clinical skills. 3 hours, 1 credit  
Prerequisites: DHY-108, DHY-109, DHY-201, and BIO-109

**DHY-214 Nutrition in Dental Health** explores basic nutrition as it applies to general and oral health. Nutritional concepts are applied to the science of preventive dentistry. 2 lec., 2 credits  
Prerequisites: CHM-110 and DHY-202

**DHY-219 Periodontology II** is an advanced study of the disease process and treatment modalities for periodontal disease. Emphasis will be placed on the dental hygienist's role in initial therapy and in the maintenance of oral health. 1 lec., 1 credit  
Prerequisite: DHY-209

## DFT – DRAFTING & DESIGN



AIA Provider, Bergen Community College is registered as a Premier provider with the American Institute of Architects, Continuing Education System (AIA/CES). We are committed to offering quality education in accordance with the AIA/CES criteria. (Provider #F162). These programs meet the AIA/CES criteria for Quality Level III. AIA members will receive the appropriate Learning Units, which will be reported directly to the AIA/CES.

**DFT-107 Drafting I** offers the student a theoretical basis for the development of drafting skills necessary to work in drafting, design, engineering, and technical professions. Emphasis is placed on terminology and procedures used in multiview projection, auxiliary and sectional views, intersections and developments, dimensioning, and pictorial drawing. Students are encouraged to develop an awareness of proper drafting techniques, the geometry of technical drawing, and new technological advancements in the field of drafting. Computer Aided Drafting (CAD) is introduced. 1 lec., 3 lab., 2 credits

**DFT-207 Drafting II** introduces the student to basic theory and design techniques used in industrial drafting with emphasis on the development of the drafting skills necessary for producing drawings used by industry for the design, production, and promotion of various products. Computer Aided Drafting (CAD) is included. A semester project is undertaken in which the student produces all necessary drawings for the manufacture of a product. Topics covered include gears, threads, tolerancing, inking, perspectives, and advanced isometrics. 2 lec., 2 lab., 3 credits  
Prerequisite: DFT-107

**DFT-208 Engineering Graphics I** is designed to acquaint the student with various types of graphic solutions to engineering and drafting problems. Special attention is given to orthographic projection as it relates to solving graphical space problems. Extensive problem-solving involving points, lines, and planes, and aids to students' visualization process for advanced drafting, engineering design, and computer graphics applications are covered. 2 lec., 2 lab., 3 credits  
Prerequisite: DFT-107

**DFT-209 Engineering Graphics II** offers the student the opportunity to apply the techniques introduced in *Engineering Graphics I*. Topics include revolution, developments, mining and civil engineering, and contour maps. CAD is used extensively in the solution of many engineering and design problems. On-site visits to local industry are designed to show practical applications of the topics discussed. Special attention is given to advanced drafting, design, and engineering problems. 2 lec., 2 lab., 3 credits  
Prerequisite: DFT-207, DFT-208



**DFT-210 Computer Aided Drafting I** introduces the use of computer aided drafting (CAD) on a PC computer using AutoCad software. This course is intended to familiarize the user with the skills necessary to use CAD as an effective drafting and design tool for mechanical, architectural, electrical, and other drafting and design professionals. Topics covered including drawing set-up, line drawing, editing, layer creation, display features, and dimensioning.  
2 lec., 2 lab., 3 credits  
Prerequisite or Co-requisite: DFT-107



**DFT-211 Computer Aided Drafting II** continues the work of CAD I and covers intermediate and advanced level CAD skills. Included in this course will be file management, blocks, attributes, isometric drawings, 3D with AutoShade, menu customization, LISP programming and architectural drawings using AEC software. At the conclusion of this course the individual should have the general skills necessary to adapt to most CAD software.  
3 lec., 5 lab., 5 credits  
Prerequisite: DFT-210



**DFT-212 Computer Aided Drafting III** provides continued study of advanced CAD technologies, giving students a complete hands-on experience with three dimensional photorealistic and presentation graphics.  
2 lec., 2 lab., 3 credits  
Prerequisite: DFT-211



**DFT-215 Mechanical Building Systems I** is an introduction to plumbing and HVAC equipment and systems. Nomenclature, specifications, layout drawings, plans, details, sections, elevations, and isometric drawings are developed.  
2 lec., 2 lab., 3 credits  
Prerequisites: DFT-207 and DFT-208



**DFT-216 Mechanical Building Systems II** continues the work of Mechanical Building Systems I from the design point of view, with a study of the design procedures for a wide range of plumbing and HVAC systems.  
2 lec., 2 lab., 3 credits  
Prerequisite: DFT-215

**DFT-220 Electrical Drafting and Design** is intended for the student interested in the specialized field of electrical drafting. The course introduces, from the design side, those considerations necessary to prepare drawings for the construction of electrical systems over a broad range of applications.  
2 lec., 2 lab., 3 credits  
Prerequisite: DFT-262



**DFT-262 Architectural Drafting** is an introductory course that develops drafting procedures and detailing techniques using a residential project. Students will complete a set of architectural residential working drawings, which will include floor plans, elevations and detail drawings. Topics will include basic house framing, dimensions and specifications used in architectural drawing, cost estimating, building materials, and detailing structural aspects of a building. The use of architectural, engineering, and construction CAD packages will be covered.  
2 lec., 2 lab., 3 credits  
Prerequisites: DFT-207 and DFT-208  
Co-requisite: DFT-265



**DFT-263 Architectural Design** discusses design theory and principles. Commercial building and site design, analysis and development are stressed and explored through case studies and building design projects.  
2 lec., 2 lab., 3 credits  
Prerequisites: DFT-262 and DFT-265



**DFT-265 Architectural Practice and Planning** is designed to provide the student with basic practical and technical guidelines for working in a professional architectural and construction environment. Topics covered include design process, design development, site analysis and planning, zoning and building codes, and contracts and construction practices.  
2 lec., 2 lab., 3 credits  
Prerequisites: DFT-207 and DFT-208  
Co-requisite: DFT-262



**DFT-266 Materials and Methods of Construction** introduces and discusses the construction process and its role in Architecture and Design. Major building component systems and methods and structural design theory are explored.  
2 lec., 2 lab., 3 credits  
Prerequisite: DFT-262

**DFT-282 Technical Illustration** details the techniques used in the preparation of pictorial technical material for illustration and publication. Advanced drawing techniques in axonometric, oblique, and perspective are covered, as well as basic shading methods used in illustration, including line shading, stipple shading, airbrush, and cast shadows.  
2 lec., 2 lab., 3 credits  
Prerequisite: DFT-207

**DFT-461-463 Co-Op Work Experience (Drafting and Design)** are 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.  
**DFT-461** 1 lec., plus 60 minimum hours work experience distributed over the semester, 1 credit  
**DFT-462** 1 lec., plus 120 minimum hours work experience distributed over the semester, 2 credits  
**DFT-463** 1 lec., plus 180 minimum hours work experience distributed over the semester, 3 credits  
Prerequisite: DFT-207 or by permission of the Department Head

### DMS – ULTRASOUND/DIAGNOSTIC MEDICAL SONOGRAPHY

**DMS-101 Ultrasound Physics I** is a course that reviews relevant fundamental physics and mathematics as a prelude to the discussion of acoustical physics and physical principles of ultrasound. Modes of operation, imaging and display techniques that relate to high frequency sound production will be stressed. Instruction in operational standards and quality control will be presented.  
2 lec., 3 lab., 3 credits

**DMS-102 Clinical Medicine & Patient Care** is a course that will enable the student to provide quality patient care while demonstrating the application of technical skills needed to perform ultrasound procedures. An understanding of pertinent emergency care will be presented.  
2 lec., 2 credits

## DFT-DMS

**DMS-201 Ultrasound Physics II** is a course that reviews basic principles from the previous semester in order to explain Doppler ultrasound, image artifacts, ultrasound bioeffects, safety, and quality assurance.  
2 lec., 3 lab., 3 credits  
Prerequisite: DMS-101

**DMS-202 Cross Sectional Anatomy I** is a course that involves the study of the structure and function of human anatomy in all body planes with particular emphasis on the cross sectional mode. The organs and system relationships are examined, particularly the abdomen, kidney, pelvis, liver, biliary, pancreas and female reproductive system. Fetal growth and development is also discussed.  
2 lec., 3 lab., 3 credits  
Prerequisites: BIO-109 and MOA-140

**DMS-203 Cross Sectional Anatomy II** continues to explore human anatomy and the physiology of organs and body systems, both normal and abnormal states. Particular emphasis is placed on circulatory anatomy and physiology including gross and cross sectional cardiac anatomy, circulatory anatomy and physiology including gross and cross sectional cardiac anatomy, circulatory histology, and hemodynamics.  
2 lec., 3 lab., 3 credits  
Prerequisites: BIO-209 and DMS-202

**DMS-204 Introduction to Medical Imaging** provides an overview of the field of diagnostic medical imaging, including ultrasound. The topics addressed are imaging, laboratory, and testing procedures as they contribute to the clinical evaluation of disease and pathology.  
2 lec., 2 credits  
Prerequisites: BIO-109 and DMS-102

**DMS-205 Obstetric & Gynecological Sonography** is a course designed to familiarize students with the pathophysiology of the female reproductive system, abdominal masses, gynecological anomalies and normal and abnormal obstetric patterns. Fetal stages of development and a discussion of amniocentesis is included. Obtaining quality examinations which demonstrate anatomical, pathological and/or physiological data for interpreting by physicians is stressed. The sonographic criteria for evaluation of the gravid uterus and fetus will be demonstrated.  
2 lec., 3 lab., 3 credits  
Prerequisites: DMS-202 and DMS-204



# DMS-EBS

**DMS-206 Sonographic Interpretation & Technique I** is a course that is designed to guide the student into an investigation of new and specialty techniques using ultrasound. Students are given independent learning assignments in specialty areas of ultrasound imaging. Topics include amniocentesis, endoscopy, and neonatal neurosonography. Professional topics are also discussed. 1 lec., 3 lab., 2 credits  
Prerequisite: BIO-209

**DMS-207 Sonographic Interpretation & Technique II** continues to explore specialty areas of ultrasound. Students are given guided learning assignments in vascular scanning, professional topics, and other areas. 1 lec., 3 lab., 2 credits  
Prerequisite: DMS-206

**DMS-208 Clinical Practicum I** is an introduction to the Radiology and Ultrasound Departments of the hospital. The student is expected to observe ultrasound procedures, develop films, learn and participate in record-keeping, and assist with patient care. 1 credit, 40 hours per wk for 6 wks = 240 hours.  
Prerequisites: DMS-201, DMS 202, and DMS-204

**DMS-209 Clinical Practicum II** requires the student to spend 2 days a week in an approved hospital Ultrasound Department. Students perform routine 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. 1 credit, 240 hours, 2 days per wk for 15 wks = 240 hours  
Prerequisite: DMS-208  
Co-requisite: DMS-205 and DMS-212

**DMS-210 Clinical Practicum III** requires the student to spend 2 days a week in an approved hospital Ultrasound Department. Students perform routine 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. 1 credit, 240 hours (2 days per wk for 15 wks = 240 hours)  
Prerequisite: DMS-209  
Co-requisite: DMS-213 and DMS-214

**DMS-212 Abdominal Sonography I** is a comprehensive study of abdominal structures with an emphasis on specialty organ examinations. A knowledge of the diagnosis, history and physical finds, as they pertain to the pathophysiology of abdominal organs and systems is presented. Normal and abnormal tissue patterns are included within the discussions. 2 lec., 3 lab., 3 credits  
Prerequisites: DMS-202 and DMS-204

**DMS-213 Abdominal Sonography II** is a course that continues the comprehensive study of the abdominal structures with a stronger emphasis on abdominal medicine. Surgical implications are also presented. Interpretation of abdominal sonograms and scanning techniques specific to abdominal structures is also discussed. 2 lec., 3 lab., 3 credits  
Prerequisite: DMS-212

**DMS-214 Echocardiography** is a course that will review cardiac anatomy and physiology. A descriptive and functional study of cardiac ultrasound using 2 dimensional and M-mode techniques will be discussed. The basic echocardiogram routine examination and practical scanning techniques are included in the lecture. Interpretation of normal studies and basic pathologies will be discussed. 2 lec., 3 lab., 3 credits  
Prerequisites: DMS-203 and DMS-204

**DMS-215 Ultrasound Pathology** is an in-depth study of normal and abnormal physiology and pathophysiology demonstrated by ultrasonic modalities. Abnormal vascular patterns and their sonographic appearances are presented. The student must demonstrate a knowledge of the changes in sonographic appearance caused by various disease processes using Doppler, Real Time and Gray Scale Ultrasound. 1 lec., 1 credit  
Prerequisite: DMS-205 and DMS-212

**DMS-216 Clinical Practicum IV** requires the student to spend 5 days a week in an approved hospital Ultrasound Department. Students perform routine 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. 2 credits, 480 hours, 5 days per wk for 12 wks = 480 hours  
Prerequisite: DMS-207, DMS-210, and DMS-215

## EBS – ENGLISH BASIC SKILLS

**EBS-014 Developmental Skills I** is the first course of a two course basic skills sequence designed to improve fundamental academic skills in the areas of reading and writing. Class instruction emphasizes the development of literal comprehension, sentence structure, grammar and punctuation, and vocabulary. This course requires concurrent enrollment in *EBS-015 Skills Practicum*. 3 lec., 3 credits (non-degree credit)  
Co-requisite: EBS-015

**EBS-015 Skills Practicum I** is the co-requisite of Developmental Skills I. The objective of this course is to provide an opportunity for the student to apply the skills learned in *Developmental Skills I*. Instruction is individualized and lessons are drawn from the class activities of *Developmental Skills I*. This course requires concurrent enrollment in *EBS-014 Developmental Skills*. 2 lec., 2 non-degree credits  
Co-requisite: EBS-014

**EBS-016 Developmental Skills II** is the final course of a two course basic skills sequence designed to improve fundamental academic skills in the areas of reading and writing. Class instruction emphasizes inferential and critical reading, paragraph organization and development, and vocabulary development through reading activities. Successful completion of this course permits enrollment in *English Composition I*. This course requires concurrent enrollment in *EBS-017 Skills Practicum II*. 3 lec., 3 non-degree credits  
Co-requisite: EBS-017

**EBS-017 Skills Practicum II** is the co-requisite of *Developmental Skills II*. The objective of this course is to provide an opportunity for the student to apply the skills learned in *Developmental Skills II*. Instruction is individualized and lessons are drawn from the class activities of *Developmental Skills II*. This course requires concurrent enrollment in *D EBS-016 Developmental Skills II*. 2 lec., 2 non-degree credits  
Co-requisite: EBS-016

**EBS-023 English Skills** is a one semester developmental skills course designed to improve fundamental academic skills in the areas of reading, writing, and study skills. Class instruction emphasizes inferential and critical reading, paragraph organization and development, and vocabulary development through reading activities. Opportunities for word processing and individualized instruction in the Directed Studies Center in grammar, mechanics, and punctuation are provided. Successful completion of this course permits enrollment in *English Composition I*. This course requires concurrent enrollment in *EBS-024 English Skills Practicum*. 3 lec., 3 non-degree credits  
Co-requisite: EBS-024

**EBS-024 English Skills Practicum** is the co-requisite of *English Skills*. The objective of this course is to provide an opportunity for the student to apply the skills learned in *English Skills*. Instruction is individualized and lessons are drawn from the class activities of *English Skills*. This course requires concurrent enrollment in *EBS-023 English Skills*. 2 lec., 2 non-degree credits  
Co-requisite: EBS-023

**EBS-031 Directed Studies in Writing** is a required course for students whose scores on the New Jersey 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. 1 lec., 1 non-degree credit  
Co-requisite: WLT-101

**EBS-032 Directed Studies in Academic Skills** reinforces reading, writing and study skills. Skills addressed in this course are: how to use the library and do research, how to take notes, how to write essay exams and take tests, how to approach college reading assignments, and how to use a variety of study aids. Instruction will occur through classroom lecture, discussion, and computer-assisted instruction. 3 lec., 3 credits non-degree credits

**ECO – ECONOMICS**

**ECO-101 Macro Economics** is the study of resources, scarcity, income, employment, banking, government involvement, international trade and international payments in the economy of the United States. This course explores the different macro economic theories that seek to explain economic behavior and the economic tools available to the government in its efforts to achieve full employment, stable prices, and economic growth, and the equitable distribution of income. 3 lec., 3 credits  
 \*General Education Course

**ECO-103 Consumer Economics** is the study of the consumers role in the market, their relationship with suppliers, and consumer sovereignty. Emphasis is placed on analytic thinking and rational decision making in a market economy. 3 lec., 3 credits

**ECO-105 Labor Economics** is an analysis of the United States labor market. The course examines labor market theory; the imperfections, structures, institutions, and programs that are part of the labor market today; and trends and innovations related to market performance and its matching of people with jobs. Topics discussed include employment, unemployment, government policy, labor and management interaction, and the relationship of the labor market to the performance of the larger economy. 3 lec., 3 credits

**ECO-201 Micro Economics** is the study of price theory, elasticity, factor markets, market power, competition, pollution, and international trade. 3 lec., 3 credits  
 Prerequisite: ECO-101  
 \*General Education Course

**ECO-461-463 Co-Op Work Experience (Economics)** 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. Prerequisite: ECO-101  
**ECO-461** 1 lec; plus 60 minimum hours work experience distributed over the semester, 1 credit  
**ECO-462** 1 lec; plus 120 minimum hours work experience distributed over the semester, 2 credits  
**ECO-463** 1 lecture; plus 180 minimum hours work experience distributed over the semester, 3 credits

**EDU – EDUCATION**

**EDU-101 Introduction to Education** is a study of the social, historical, and philosophical principles and foundations of American education. 3 lec., 3 credits

**EDU-103 Principles and Practices in Education** is an application of educational theory and research to classroom teaching situations. Group dynamics techniques, learning theories, methods of measurement and evaluation, and problem solving strategies are studied. 3 lec., 3 credits

**EDU-120 Early Childhood Education I** provides an overview of the basic principles and concepts of early childhood education. The needs and abilities of young children are analyzed, and directed observations are made in early childhood education programs. 3 lec., 3 credits

**EDU-124 Curriculum Materials and Methods** is designed to assist the student in the creation, evaluation, and organization of curriculum materials appropriate for young children. Students plan and develop curricula in the languages and creative arts. 3 lec., 3 credits

**EDU-126 Developing and Implementing Curriculum** is designed to provide students with the experience of planning a total curriculum in early childhood education. Students plan and develop curricula in mathematics, science, and social studies. 3 lec., 3 credits

**EDU-130 Infants and Toddlers in Early Childhood Education Settings** surveys the psychological and educational development of infants and toddlers. Program development in the child care setting is explored. Existing program models in infant-toddler education are studied. 3 lec., 3 credits

**EDU-132 The Parenting of Very Young Children (Birth to 6 Years Old)** is a study of parental involvement with children, the amount and quality of parent-child interaction, the psychosocial development of young children, personnel placement in early childhood programs, and school-home communication. 3 lec., 3 credits

**EDU-220 Early Childhood Education II** examines current and critical issues in the field of early childhood education. These issues are explored via current readings and specialized projects. 3 lec., 3 credits  
 Prerequisite: EDU-120

**EDU-222 Supervised Field Work Experience I** is a weekly three-hour placement intern at an assigned school site. Training and supervision occur in basic curricular areas. The student intern assists the teacher with daily routines and assumes responsibility for planning curricular activities. This course must be taken in conjunction with Field Work Seminar I. 3 lec., 2 credits  
 Co-requisite: EDU-124 and EDU-223

**EDU-223 Field Work Seminar I** serves as a forum for the discussion of student's field experience. Field experiences are critically evaluated by both students and supervising teachers. Attention is given to the necessary components of classroom management. 2 lec., 2 credits  
 Co-requisite: EDU-124 and EDU-222

**EDU-224 Supervised Field Work Experience II** is a continuation of Supervised Field Work Experience I. The field placement is at a different site with a different age group than that assigned in Supervised Field Work I. This course must be taken in conjunction with Field Work Seminar II. 3 hours, 2 credits  
 Prerequisite: EDU-222  
 Co-requisite: EDU-225

**EDU-225 Field Work Seminar II** is a continuation of Field Work Seminar I. Additional areas considered are certification, job placement, and educational options beyond the A.A.S. degree. 2 lec., 2 credits  
 Prerequisite: ED-223  
 Co-requisite: ED-224

**ELC – ELECTRICAL TECHNOLOGY**

**ELC-100 Introduction to Electrical Technology** presents an orientation to the various sub-specialties within the field, their inter-relationships, and their range of applications. The course also covers introductory topics in electrical and electronics drafting, computer-aided circuit analysis, and electronic fabrication. 1 lec., 2 lab., 2 credits

**ELC-101 DC-Circuit Analysis** 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. 3 lec., 3 lab., 4 credits

**ELC-124 Media Maintenance and Repair** is a practical classroom course designed to acquaint students with the operation, maintenance and repair of TV monitors and receivers. VCRs, 16 mm projectors, overhead projectors, audio tape recorders, film strip projectors, slide projectors and computers. The proper use of various testing instruments is also discussed. 2 lec., 2 lab., 3 credits

**ELC-125 Audio/Video Servicing** is a practical course designed to acquaint students with video/audio hardware, its operation, maintenance and repair. 2 lec., 2 lab., 3 credits

**ELC-126 Practical Electronics Troubleshooting** is a course designed to acquaint students with essential troubleshooting techniques in audio and video systems. Reading schematics, D.C. troubleshooting and signal tracing for efficient repair and service of electronic equipment and devices, as well as maximum utilization of VOMs, oscilloscopes, generators, and other test equipment will be covered. 2 lec., 2 lab., 3 credits

**ELC-201 AC-Circuit Analysis** 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. 3 lec., 3 lab., 4 credits  
 Prerequisite: ELC-101

**ELC-203 Electronics I** is an introduction to the fundamental concepts and applications of solid-state devices. 3 lec., 3 lab., 4 credits  
 Co-requisite: ELC-201

**ELC-204 Electronics II** 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. 3 lec., 3 lab., 4 credits  
 Prerequisite: ELC-203

# ELC-ESC

## **ELC-214 Communication Systems I**

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.

3 lec., 3 lab., 4 credits

Co-requisite: ELC-204

## **ELC-215 Communication Systems II**

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.

3 lec., 3 lab., 4 credits

Prerequisite: ELC-214

## **ELC-462 Co-Op Work Experience**

**(Electronics)** 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.

1 lec., plus 120 minimum hours work experience distributed over the semester, 2 credits

Prerequisite: ELC-214 or by permission of the Department Head

## **ENV – ENVIRONMENTAL TECHNOLOGY**

### **ENV-108 Hazardous Waste Site Operations**

is a course that combines classroom and hands-on field work to teach the student how to operate safely and within the OSHA 1910.120 (HAZWOPER) regulations. The course examines occupational health and safety issues, medical surveillance programs, site health and safety plans, emergency response plans, adequate illumination and sanitation, hazard communication, and rights and responsibilities of employers and employees under OSHA and EPA laws. 3 lec., 3 credits

### **ENV-109 Environmental Policy**

**Compliance and Regulation** deals with environmental policy compliance, environmental studies, and public policy. This course provides insight into the workings of government that are necessary for the formation of public policy. The course examines environmental policy in the United States in air, water, land use, agriculture, industry, energy, waste disposal, and other areas and provides an introduction to the policy and decision making process. 3 lec., 3 credits

### **ENV-112 Environmental Health**

addresses a wide range of environmental issues, including prediction and management of environmental impacts, management of renewable resources, protection or restoration of species and ecosystems and use of generic ecological studies to promote understanding of classes of environmental problems. Case studies will exemplify how laws, regulations and treaties impact with decisions made concerning environmental quality. 3 lec., 3 credits

### **ENV-113 Human Environment**

enables students to understand human interaction and impact on their environment. Students apply their skills and knowledge to understand more practical information about their environment. The context and interdisciplinary content of this hands-on course will be powerful and can be used in a variety of ways. Students are able to apply practical knowledge of the environment to everyday personal, business and government related decisions. 3 lec., 3 credits

### **ENV-114 Field Laboratory**

**Experience** is a planned educational experience held at a regional Environmental Education Field Center. This course supports and supplements the theoretical and scientific foundations communicated in the Environmental Technology Program. Specific environmental issues or problems are addressed, experienced and analyzed on site. The course contributes to the development of more positive attitudes and values towards the environment. 1 credit, 15 hours

### **ENV-121 Environmental**

**Microbiology** is a course concerning bacteria and other microorganisms and their role in the environment. Topics include an introduction to microorganisms and their physiology, soil microbiology, cycles of the elements, aquatic microbiology, sewage treatment, bioremediation, and applied microbiology encompassing food microbiology, industrial microbiology and biotechnology. 3 lec., 3 lab., 4 credits

### **ENV-122 Environmental Chemistry**

introduces students to the fundamental principles in air pollution technology, water and waste water technology, and solid/hazardous waste technology. Each area of study will be presented with an emphasis on the following operations: EPA/NJDEP protocol in data collection and analysis, and the application of modern instrumentation to environmental systems. Current trends in environmental technology, such as natural attenuation, waste reduction and environmental engineering are discussed. 3 lec., 3 lab., 4 credits

Prerequisites: CHM-100 or by permission of instructor

### **ENV-461-464 Co-Op Work Experience (Environmental**

**Technology)** provides the student with practical, supervised work experience in the various fields of environmental 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.

Prerequisites: WRT-101, BIO-101, CHM-100, TEC-180, or by permission of the Department Head

**ENV-461** 1 lec.; plus 60 minimum hours work experience distributed over the semester, 1 credit

**ENV-462** 1 lec.; plus 120 minimum hours work experience distributed over the semester, 2 credits

**ENV-463** 1 lec.; plus 180 minimum hours work experience distributed over the semester, 3 credits

**ENV-464** 1 lec.; plus 240 minimum hours work experience distributed over the semester, 4 credits

## **ESC – EARTH SCIENCE**

**ESC-111 Astronomy** is a survey of the universe. Light, astronomical instruments and the historical development of Astronomy are topics studied to initiate a tour of the heavens, which includes 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 discovered throughout. Labs supplement the course material and include a visit to a local observatory. (Not open to students who have taken PHY-107 or the equivalent.) 3 lec., 3 lab., 4 credits

General Education Course

**ESC-112 Climatology** 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 Nino, 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. 3 lec., 3 lab., 4 credits

General Education Course

**ESC-113 Geology** 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. (Not open to students who have taken PHY-106 or the equivalent.) 3 lec., 3 lab., 4 credits

General Education Course

**ESC-114 Meteorology** is a study of weather. It begins with the origin, evolution, present composition, and vertical structure of the atmosphere. This leads to a comprehensive analysis of the weather elements - temperature, humidity, fogs, clouds, pressure rain, snow and the development of air masses, fronts, anticyclones, cyclones, and severe storms. Special topics include pollution, the ozone layer, the urban heat island effect, lighting, and weather modification. Labs emphasize sun-weather relationships, weather maps, and forecasting techniques. (Not open to students who have taken PHY-106 or the equivalent.)

3 lec., 3 lab., 4 credits

General Education Course

## GEO – GEOGRAPHY

**GEO-101 Geography** is a detailed study of topography, land usage, and natural resources as they directly and indirectly affect human, economic, historical and political interaction. 3 lec., 3 credits

General Education Course

## HIS – HISTORY

**HIS-101 History of Western Civilization to the Reformation** 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. 3 lec., 3 credits

General Education Course

**HIS-102 History of Western Civilization since the Reformation** 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. 3 lec., 3 credits

General Education Course

**HIS-105 Women in History** 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. 3 lec., 3 credits

General Education Course

Diversity Course

**HIS-106 History of Modern Europe to the French Revolution** 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. 3 lec., 3 credits

General Education Course

**HIS-107 History of Modern Europe Since the French Revolution** 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 post-war Europe and America. 3 lec., 3 credits

General Education Course

**HIS-111 United States History to Reconstruction** 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. 3 lec., 3 credits

General Education Course

**HIS-112 United States History since Reconstruction** 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. 3 lec., 3 credits

General Education Course

**HIS-113 History of 20th Century United States to World War II** is a study of the United States from the beginning of the 20th Century through the New Deal Era of the 1930s. 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. 3 lec., 3 credits

General Education Course

**HIS-114 History of 20th Century United States since World War II** 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, detente, domestic reforms including Civil Rights, and the Great Society, Watergate, and other political, social, economic, and cultural developments in the United States from the 1940s to the present. 3 lec., 3 credits

General Education Course

**HIS-115 Themes in U.S. History (Recent American Foreign Policy)** 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. 3 lec., 3 credits

**HIS-116 Themes in U.S. History (Women in American History)** 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. 3 lec., 3 credits

General Education Course

Diversity Course

**HIS-117 Themes in U.S. History (New Jersey and Bergen County)** 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. 3 lec., 3 credits

**HIS-121 Modern Asian History** 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. 3 lec., 3 credits

General Education Course

Diversity Course

**HIS-126 Modern African History** 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. 3 lec., 3 credits

General Education Course

Diversity Course

**HIS-130 Latin American History to Independence** 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. 3 lec., 3 credits

General Education Course

Diversity Course

**HIS-131 Latin American History since Independence** 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 peculiar to these countries are considered. 3 lec., 3 credits

General Education Course

Diversity Course

**HIS-135 History of the Middle East** 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 mid-east conflicts and to the role of the United Nations in the region. International confrontation and collaboration in the region are examined. 3 lec., 3 credits

**HIS-140 History of the Labor Movement** 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. 3 lec., 3 credits

# HIS-HRM

**HIS-144 Contemporary American Issues and Problems** is a study in an historical context of selected political, social, economic, and diplomatic issues and problems facing the United States in the contemporary world. 3 lec., 3 credits  
General Education Course

**HIS-145 Anatomy of Peace** is a study in an historical context of peace and war, particularly in the 20th century. Topics considered include diplomacy and peacemaking, arms control, world organizations, non-violence, conflict, and conflict resolution. Relevant ethical, economic, biological, social, political, and psychological issues are examined. 3 lec., 3 credits

**HIS-195 Vietnam** 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 U.S. news and government archives. 3 credits

**HIS-461-463 Co-Op Work Experience (History)** offers students an opportunity for supervised work in the field of history. Job assistance is available through the Co-Op office.

**HIS-461** 1 lec., plus 60 minimum hours work experience distributed over the semester, 1 credit

**HIS-462** 1 lec., plus 120 minimum hours work experience distributed over the semester, 2 credits

**HIS-463** 1 lec., plus 180 minimum hours work experience distributed over the semester, 3 credits

Prerequisite: Any History course

## HRM – HOTEL/RESTAURANT/HOSPITALITY

**HRM-101 Introduction to Hospitality Management** 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. 3 lec., 3 credits

**HRM-102 Food Protection** 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. 2 lec., 2 lab., 3 credits

**HRM-103 Professional Food Preparation Techniques** 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 sauteing, as well as demonstrations, lectures, and laboratory work on meat cuts and their utilization are included in the course. 1 lec., 4 lab., 3 credits

**HRM-104 Front Office Procedures** 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. 1 lec., 2 lab., 2 credits

**HRM-106 Menu Planning and Nutrition** 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. 1 lec., 1 lab., 1 credit

**HRM-108 Computer Applications for the Hospitality Industry** introduces students to computerized recording, forecasting and other analytical procedures used by management to control food and beverage costs. 2 lab., 1 credit

**HRM-110 Introduction to Baking** 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. 2 lec., 2 lab., 3 credits

**HRM-201 Food and Beverage Cost Control** 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. 1 lec., 1 lab., 1 credit  
Prerequisite: HRM-101

**HRM-202 Quantity Food Production and Service** is a course concentrating 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. 1 lec., 4 lab., 3 credits  
Prerequisite or Co-requisite: HRM-103

**HRM-203 Beverage Management** 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. 1 lec., 2 lab., 2 credits  
Prerequisite: HRM-101

**HRM-204 Food Purchasing** 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 is presented. 1 lec., 2 lab., 2 credits  
Prerequisite: HRM-101

**HRM-205 Restaurant Service Management** introduces the principles and techniques of waiting tables and doing table set-ups, and the course includes an analysis of the service management responsibilities associated with the operation of restaurants. 2 lec., 2 lab., 3 credits  
Prerequisite: HRM-101

**HRM-206 Commercial Restaurant Operation** is a course concentrating 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. 1 lec., 4 lab., 3 credits  
Prerequisite or Co-requisite: HRM-103 or HRM-202

**HRM-207 Hotel Sales & Convention Planning** 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. 1 lec., 1 lab., 1 credit  
Prerequisite: HRM-101

**HRM-212 International Cuisine** 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. 2 lec., 2 lab., 3 credits  
Prerequisite: HRM-103

**HRM-213 Classical Garde-Manger** 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'oeuvres, and gelatins. 2 lec., 2 lab., 3 credits  
Prerequisite: HRM-103

**HRM-214 Banquet & Catering Management** introduces students to the skills necessary to be qualified, competent and creative foodservice specialists. 2 lec., 2 credits  
Prerequisites: HRM-101

**HRM-215 Food Service Management** familiarizes students with the responsibilities of a food service manager by allowing the student to select and to research an operating food service. By concentrating research efforts upon the selected site, students will learn of the interdependence among personnel and of the personal and professional relationships between personnel at each level of production and supervision. 2 lec., 2 credits  
Prerequisite: HRM-101

**HRM-216 Food Service Facilities Planning** includes blueprint interpretation, principles of design, and layout rendering to redesign an existing food service facility. This course also focuses on the development of work analysis and flow charts for selection and placement of equipment in production, storage, and dining areas. 1 lec., 2 lab., 2 credits  
Prerequisite: HRM-101

**HRM-217 Issues in the Hospitality Industry** 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. 2 lec., 2 credits  
Prerequisite: HRM-101

**HRM-220 Advanced Baking Techniques** 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. 2 lec., 2 lab., 3 credits  
Prerequisite: HRM-110

**HRM-221 Contemporary Garde-Manger** is a continuation of the techniques of decorating, displaying and garnishing food, emphasizing contemporary foods for contemporary tastes. Laboratory work not only includes contemporary foods reduced in calories and fats but also planning and presentation of food for buffets and other functions in a wide variety of business and social settings, food modeling, and food photography. 2 lec., 2 lab., 3 credits  
Prerequisite: HRM-103

**HRM-462 Co-Op Work Experience (Hotel/Restaurant/Hospitality)** 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 assistance is available through the Co-Op office. 1 lec., plus 179 minimum hours work experience distributed over the semester, 2 credits.  
Prerequisite: HRM-101

## HRT – HORTICULTURE

**HRT-101 Fundamentals of Horticulture** is designed to acquaint the student with the multi-faceted field of ornamental horticulture. Topics for examination include the historical role of horticulture from both 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 be emphasized. Noted guest lecturers from all fields of horticulture will share their views and experiences. 2 lec., 3 lab., 3 credits

**HRT-102 Plant and Soil Science** 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 will be covered. 3 lec., 3 lab., 4 credits

**HRT-103 Turf and Grounds Management** is the study of turf and plant practices on the residential and commercial sites. Emphasis is placed on the structure and growth habit 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. 2 lec., 3 lab., 3 credits

**HRT-104 Landscape Plants and Materials I** 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. 1 lec., 2 lab., 2 credits

**HRT-112 Pests of Ornamental Plants** introduces the student to the insects, diseases, and environmental disorders that affect plants. Identification of pests and methods of controlling them are emphasized. 3 lec., 3 lab., 4 credits

**HRT-113 Principles of Landscaping** 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. 2 lec., 3 lab., 3 credits  
Prerequisite: HRT-104

**HRT-115 Floral Design** 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. 2 lec., 3 lab., 3 credits

**HRT-119 Floriculture** 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. 2 lec., 3 lab., 3 credits

**HRT-120 Interior Plantscaping** 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. 2 lec., 2 lab., 3 credits

**HRT-123 Introduction to Horticultural Therapy** acquaints students with the use of plants, greenhouses, gardens and other natural environments in the treatment and rehabilitation of special populations, including the elderly, physically, psychiatrically and emotionally challenged and developmentally disabled. Experiences include visits to community gardens and facilities utilizing horticulture therapy techniques. 2 lec., 3 lab., 3 credits

**HRT-130 Landscaping Contracting** 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 presented and simulated in the lab. 1 lec., 1 lab., 1 credit

## HRM-HRT

**HRT-204 Landscape Graphics and Design** emphasizes the techniques for formulating, presenting, and drafting landscape designs. In addition, the basic design elements of planting, including form, texture, color, and sequence of bloom, and ecological associations will be studied. 1 lec., 2 lab., 2 credits  
Prerequisite: HRT-104

**HRT-230 People/Plant Relationships** enables the student to design therapeutic horticulture programs for a wide range of settings and people populations. Specific disabilities are explored and students learn to set realistic client goals with the appropriate horticultural activities to meet them. Careers and professional registration is covered. 3 hours, 3 credits  
Prerequisite: HRT-123

**HRT-231 Nature Crafts** teaches students methods for incorporating craft projects, using natural materials, into a horticulture therapy program. Demonstrations into the use of dried flowers, foliage and herbs in specialized craft projects, structured to meet the needs and capabilities of special populations, are stressed. Projects include instruction in necessary materials and methods for creating holiday items, soft sculpture, natural cosmetics, living wreaths and potpourri. 1 lec., 2 lab., 2 credits  
Prerequisite: HRT-123

**HRT-232 Greenhouse Management and Propagation** 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 will be covered. 3 lec., 3 lab., 4 credits  
Prerequisite: HRT-102

**HRT-233 Landscape Plants and Materials II** 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. 3 lec., 3 lab., 4 credits  
Prerequisite: HRT-104 or by permission of Department Head

# HRT-INF

**HRT-234 Commercial Floral Design and Management** 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. 3 lec., 3 lab., 4 credits  
Prerequisite: HRT-115 or by permission of Department Head

**HRT-235 Landscape Site Analysis and Construction** 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. 2 lec., 3 lab., 3 credits  
Prerequisite: HRT-104

**HRT-236 Horticulture Marketing and Sales** 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. 3 lec., 3 credits  
Prerequisite: HRT-101

**HRT-462 Co-Op Work Experience (Horticulture)** 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 students backgrounds and interests. Job assistance is available through the Co-Op office. 1 lec., plus 168 minimum hours work experience distributed over the semester, 2 credits  
Prerequisite: any HRT course

## INF – INFORMATION TECHNOLOGY

(Formerly Data Processing)

**INF-101 Introduction to Information Technology** is an overview of the principles and procedures of processing data using computers. Topics include principles of computer operations, input/output devices, storage facilities, computer systems, programming concepts, computerized business applications and the Internet. In the lab, students work with Microsoft Windows-based business software packages. 2 lec., 2 lab., 3 credits  
(Students in Liberal Arts and Sciences should consider MAT-158 and MAT165)

**INF-107 Mini-Computer Operations** prepares the student to use the IBM AS/400 System. Topics include database concepts, display files control language commands, and source entry utility. 2 lec., 2 lab., 3 credits

**INF-108 PC Upgrade, Maintenance and Diagnosis** is for the microcomputer user with no technical background. Students assemble and upgrade a PC by adding memory, floppy/hard drives, tape backups, modems, monitors and controller cards. Students format disks, perform procedures to speed-up processing, make system configuration changes and communicate using modems. Student also perform maintenance, diagnostic, and troubleshooting procedures, and, are advised when and where to go for major repairs. 2 lec., 2 lab., 3 credits

**INF-112 Microsoft Windows** is designed to show students how to use this popular graphical users interface (GUI). Topics include: using the Windows interface, navigating the Windows environment, customizing Windows, organizing applications, managing files, directories, and disks. Additional topics covered are: writing with Windows-supplied word processor and using Windows Accessories. Some advanced Windows features may also be included. 2 lab., 1 credit

**INF-114 Microsoft Office** uses project-based exercises to teach the fundamentals of the Microsoft Office suite - specifically, Word (word processing), Excel (spreadsheets), Access (database), and PowerPoint (presentation). For more comprehensive instruction or Microsoft certification, students should consider taking the individual courses OFF-116 or OFF-240 (Word), INF-124 (Excel), INF-151 (Access), or OFF-150 (PowerPoint) instead. 2 lec., 2 lab., 3 credits

**INF-124 Microcomputer Spreadsheet: EXCEL** 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. 2 lab., 1 credit

**INF-140 Introduction to Multimedia** 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. 2 lec., 2 lab., 3 credits

**INF-141 Web Publishing with HTML** introduces the basic concepts and techniques for developing world wide web (WWW) pages using Hypertext Markup Language. Students learn the principles of the WWW including presentation, site, web page, and homepage as well as developing a storyboard. HTML instruction will include generating web pages, creating links, using images, animation, sound and video files. More advanced HTML concepts, such as frames, tables, and linked windows may also be discussed. 2 lab., 1 credit  
Co-requisite: INF-162 or by permission of the Department Head

**INF-142 Windows NT** provides an overview of the Windows NT processing environment. This includes the principles of the task bar, controlling window, and using the explorer. Students also learn customizing the system, managing disks, files, and printers as well as using the command window. Advanced NT concepts such as understanding the registry, controlling communications, effective networking and security will also be covered. 1 lec., 2 lab., 2 credits  
(Students processing on a Microsoft Windows platform other than Windows NT need consider INF-112)

**INF-143 Web Publishing with Front Page** introduces the student to the principles involved in creating WWW home pages and web sites. Students learn how to use the various tools to make exciting and informative Web pages applying this popular Microsoft Package. Exercises are given that allow students to design, develop and upload their Web pages onto the Internet without web-based programming. Web site management strategy are also discussed. 2 lab., 1 credit  
Co-requisite: INF-162 or by permission of the Department Head

**INF-144 Windows NT Desktop Operations** introduces the student to the basics of the Microsoft Windows NT Workstation desktop. Topics include desktop composition and configuration within a multitasking environment; computer and disk management; file organization; interfacing with other Microsoft products; mastery of various Windows accessories; embedding and linking objects; printers and fonts; and commanding end-user networking issues. 2 lab., 1 credit  
(Students processing on a Microsoft Windows 95 or 98 platform need consider INF-112.)

**INF-145 Introduction to Visual Basic for Business** 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. All lab work is done on a Microsoft Windows processing platform. 2 lec., 2 lab., 3 credits  
Co-requisite: INF-101, INF-150 or by permission of the Department Head

**INF-146 Web Development Using HTML** uses Hypertext Mark-Up language in the development and composition of Web pages. Students author pages that ultimately include tables, forms, graphic elements, frames, and client side image maps. Style sheets and embedding pre-coded applets into pages will also be covered. The student will develop and upload a completed Web site applying all concepts learned. This course assists in preparation for Level 1 CIW certification. 2 lec., 2 lab., 3 credits  
Co-requisites: INF-161 or INF-162 or INF-163 or permission of the Department Head

**INF-150 Business Programming Logic** develops and reinforces the student's logical thought processes using proper design techniques and tools, especially flowcharting. Topics 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, hyper-linking, stacks, queues, trees, and traditional file structures. 2 lec., 2 lab., 3 credits  
Prerequisite: MAT-035 or by Mathematics testing  
Co-requisite: INF-101 or by permission of the Department Head

**INF-151 Microcomputer Database: Access** 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 be done on a Microsoft Windows processing platform. 2 lab., 1 credit

**INF-152 C/C++ Programming for Business** provides the foundations of both the procedural C language and its C++ subset. Students code business application programs applying C/C++ operators, constructs, and functions. Topics covered include language version differences, definition of variables; math, relational, and logical operators; while and for loops; pointers; scope and passing values; as well as the language's various functions. 2 lec., 2 lab., 3 credits  
Co-requisite: INF-150 or by permission of the Department Head

**INF-160 Networking Technologies and Data Communications** offers a comprehensive coverage of networking and data transmission key terms, concepts, and development strategies. Topics 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; network remote access; wide area networks; and network troubleshooting. The course prepares the student for the network theory MCSE test offered by Microsoft and assists in preparation for Level 1 CIW certification. 3 lec., 3 credits

**INF-161 Internet Research and Data Handling** provides an in-depth view of the Internet and is designed to meet both professional and research needs. Topics include advanced searching strategies and techniques; data mining; information integrity and intellectual property; FTP sites; downloads; file types and their integration into applications; and Telnet and connectivity issues. 2 labs., 1 credit

**INF-162 Introduction to the Internet** introduces the necessary skills to access the Internet using leading Internet browsers. Topics covered include the World Wide Web, its components and organization; URLs; browsing Web pages; Web management techniques; saving and printing; fundamental techniques for searching using various search engines; sending and receiving electronic mail; mail management techniques; reading and posting newsgroup articles, conversing and chatting; and popular Web sites. 2 lab., 1 credit

**INF-163 Internet Concepts and Applications** provides comprehensive coverage of the Internet. Topics include the Internet's history; its composition and technologies; protocols; electronic mail systems; browser and World Wide Web concepts; source integrity; searching the Web for research and gaining market intelligence; commanding FTP, newsgroups, gopher, and Telnet; and objects, plugins and viewers. This course assists in preparation for Level 1 CIW certification. 2 lec., 2 lab., 3 credits

**INF-202 COBOL Programming** provides effective hands on business application programming instruction using the COBOL language. Topics include defining, describing, and editing data, implementing selection and iteration structures, sorting and searching, table handling, as well as file access methods. Depending on availability, lab work will be done using either IBM-mainframe emulation or Microfocus COBOL Workbench. 2 lec., 2 lab., 3 credits  
Co-requisite or Prerequisite: INF-150 or permission of the Department Head (Computer Science, Math, and Science students take MAT-275)

**INF-208 Systems Analysis and Design** treats 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 tread the design of an optimal information system. 3 lec., 3 credits  
Prerequisites: ACC-101, BUS-101, (INF-161 or INF-162), and (INF-145 or INF-202 or INF-152 or INF-242) or permission of the Department Head  
Computer Science students should take MAT-289

**INF-217 Database for Business Applications** focuses on database design, implementation, and administration. Topics of discussion include database development, database design, fundamentals of input/output, processing, file organization, as well as interfacing between application programming languages and a database management system (DBMS). 3 lec., 3 credits  
Prerequisites: INF-208 or by permission of the Department Head

**INF-224 Advanced C++ Programming for Business** is a continuation of C/C++ Programming for Business. Students code business 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 objects, and attributes. 2 lec., 2 lab., 3 credits  
Prerequisite: INF-152 or permission of the Department Head

**INF-225 UNIX Operating System** presents a complete overview of the UNIX system. Students learn the concepts of UNIX-processes, multi-programming, and interactive computing. By using a standard UNIX text editor with hands on practice, students learn major UNIX commands and how to interact with the UNIX command processor. 2 lab., 1 credit  
Prerequisites: INF-101 or MAT-158 or by permission of the Department Head

**INF-226 Advanced UNIX** will present an in-depth view of UNIX. Topics include advanced shell programming, filters, advanced commands, communications, networking concepts, with discussions on the internal aspects of the UNIX operating system. 2 lab., 1 credit  
Prerequisite: INF-225

**INF-228 Advanced EXCEL** is a continuation of Microcomputer Spreadsheet: EXCEL. It focuses on creating and using macros, linking files, databases, graphics and other advanced spreadsheet topics. All lab work is done on a Microsoft Windows processing platform. 2 lab., 1 credit  
Prerequisite: INF-124 or by permission of the Department Head

**INF-232 Windows NT** provides the skills necessary to install, configure, customize, and troubleshoot Microsoft Windows NT in a single-domain Windows NT-based network. Students will learn how to integrate Windows NT and Novell NetWare Networks. This course prepares the student to meet certification requirements to become a Microsoft Windows NT Certified Professional. It is intended for those who support or administer the NT server and Workstation 4.0 or who are on the MCSE Windows NT 4.0 Track. Issues relating to Windows 2000 will also be explored. The course will also assist in preparing to sit for MCP exams 70-073 and 70-067. 2 lec., 2 lab, 3 credits.  
Prerequisite: INF-144 and INF-160 or by permission of the Department Head



# INF

**INF-235 Advanced PC Upgrade, Maintenance and Diagnosis** focuses on upgrading Pentium computers. Students install, configure and use a mouse, scanner, answer machine/FAX card, make cables, install video, configure pin connections, utilize printer caching and buffering techniques, and perform printer maintenance. Students apply advanced connectivity techniques by installing, configuring and using a local area network.  
2 lec., 2 lab., 3 credits  
Prerequisite: INF-108 or by permission of the Department Head

**INF-237 Introduction to Business Applications of Expert Systems** is an overview of the concepts and business applications of expert systems. Topics 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 will be demonstrated and use by students to create an expert system prototype(s) in the lab.  
2 lec., 2 lab., 3 credits  
Prerequisite: INF-208 or by permission of the Department Head

**INF-239 Applications Development** is a capstone course using the case study approach to the design and implementation of an automated business system. Students work in groups to develop a logical and physical design for a contemporary application, from which the solution can be coded, programmed, and tested. The final project contains the full scope of systems and programming documentation.  
2 lec., 2 lab., 3 credits  
Prerequisites: INF-208, (INF-151 or INF-245), and (INF-243 or INF-246) or permission of the Department Head

**INF-241 Java for Business Applications** provides effective hands-on instruction in this powerful and versatile object-oriented language. Students develop stand-alone business applications as well as applets that run in Java enabled environments such as Netscape Navigator. Topics include fundamental syntax and Java programming tools, working with objects, arrays, conditionals and loops, creating classes, threads, graphics, fonts, and color. Some advanced concepts such as animation, images, and sound may also be included.  
2 lec., 2 lab., 3 credits  
Prerequisite: INF-162 or permission by the Department Head  
Co-requisite: INF-150  
(Knowledge of another object-oriented programming language is helpful, not required)

**INF-242 RPG/400 Programming** acquaints the student with the fundamental skills of a beginning RPG programmer. Students write programs using screen processing and structured programs using DO, DOU, DOW, and IF/ELSE. 2 lec., 2 lab., 3 credits  
Prerequisite: INF-107 or by permission of the Department Head  
Co-requisite: INF-150

**INF-243 Advanced RPG/400 Programming** is a continuation of RPG/400. Topics include data validation, disk file maintenance, direct and add files, AS/400 files, and interactive processing.  
2 lec., 2 lab., 3 credits  
Prerequisite: INF-242 or by permission of the Department Head

**INF-245 Database: SQL, Structured Query Language**, is a hands-on experience of IBMs state-of-the-art database management system. The course entails designing a data management project using techniques including entering and updating data; data retrieval; queries and subqueries; joining files; sorting; and using built-in database functions.  
2 lab., 1 credit  
Prerequisite: INF-101 or INF-124 or INF-151

**INF-246 Advanced Visual Basic for Business** 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.  
2 lec., 2 lab., 3 credits  
Prerequisite: INF-145 or by permission of the Department Head

**INF-248 ActiveX Control Development Using Visual Basic** provides the Visual Basic programmer with effective hands-on instruction in developing ActiveX controls and programming them for Web page applications and active documents. Topics include creating ActiveX clients, ActiveX code components and controls. 2 lab, 1 credit  
Prerequisites: INF-162 or INF-262, INF-246

**INF-249 Visual C++ for Windows with MFC** 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 will cover the use of Visual C++ for developing stand-alone interactive applications. 2 lec., 2 lab, 3 credits  
Prerequisite: INF-224 or by permission of the Department Head

**INF-251 Advanced Access** will focus on using the more powerful features of Microsoft Access including the organization of multiple data bases, advanced methods of query, programming, and data manipulation. All work will be done on a Microsoft Windows processing platform. 2 lab., 1 credit  
Prerequisite: INF-151 or by permission of the Department Head

**INF-252 Windows NT Advanced Administration** provides the student with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in Microsoft Windows NT single-domain and multiple-domain networks. Detailed technical support of Windows NT 4.0 workstations and servers is the major emphasis of this hands-on operating system course. The course assists in preparing the student to take the "implementing and supporting network server and workstation" Microsoft MCSE tests.  
2 lec., 2 lab., 3 credits  
Prerequisite: INF-232 or permission of the Department Head

**INF-253 Technical Communications** 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 will include preparation of end-user documentation; presenting technical information to non-technical individuals; reporting, extracting, charting, and summarizing data.  
2 lec., 2 lab., 3 credits  
Prerequisite: INF-101 or by permission of the Department Head  
Co-requisite: INF-161 or INF-162 or INF-163

**INF-254 UNIX for the Network Administrator** provides comprehensive coverage of the UNIX operating system. Following an introduction to this operating system and its file system, focus is placed on providing a network administrator's perspective to develop and manipulate operating system file pathways. Topics include the UNIX shell: its variables, command line interpretation, and creating Shell procedures; UNIX utilities; process control: Regular Expression (RE) pattern matching; and the X Windowing system. An introduction to shell programming may also be included.  
2 lec., 2 lab., 3 credits  
Prerequisite: INF-160 or permission of the Department Head

**INF-255 Network Planning and Design** provides students with a vendor-neutral approach to designing and implementing local and wide area networks. Topics include developing a network plan for the organization; LAN/WAN interconnectivity issues; physical transmission equipment and options; bandwidth considerations; TCP/IP and its relationship to the network design; and the advantages and disadvantages of network protocol architecture implementation. 3 lec., 3 credits  
Prerequisites: INF-160 and INF-163 or permission of Department Head

**INF-256 Topics In Networking** 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 and market share; and future technologies. Students are expected to use the Internet as a key fact-finding resource. 3 lec., 3 credits  
Prerequisites: INF-160 and (INF-161 or INF-162 or INF-163) or by permission of the Department Head

**INF-257 Network Trouble Shooting** 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. 2 lec., 2 lab., 3 credits  
Prerequisite: INF-232 or by permission of the Department Head

**INF-258 TCP/IP** examines Transmission Control 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 manage TCP/IP networks using a packet sniffer, TCP/IP utilities, and protocols such as Internet Control Message Protocol (ICMP). 2 lec., 2 lab., 3 credits.  
Prerequisite: INF-160 or permission of the Department Head

**INF-260 Technical Support Operations** introduces students to both the methodological and hands-on customer-service related world of end user support. Course topics 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 include application installation; software and virus troubleshooting; call tracking; remote support; and support documentation. Students will complete an individual support project with documentation. 2 lec., 2 lab., 3 credits.  
Prerequisite: INF-108, (INF-112 or INF-144), INF 161 or (INF-162 or INF-163) or by permission of the Department Head

**INF-263 Programming the Internet** develops Internet Computer Gateway Interface (CGI) applications used to process online transactions, provide animation and other dynamic elements using Perl programming language. Students will study the underlying concepts of CGI in addition to Perl basics, data structures, I/O, functions and reporting. 2 lec., 2 lab, 3 credits  
Prerequisites: INF-161 or INF-162 or INF-163 or by permission of the Department Head

**INF-461-464 Co-Op Work Experience (Information Technology)** are 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.  
Prerequisite: INF-101 or by permission of the Department Head  
**INF-461** 1 lec; plus 60 minimum hours work experience distributed over the semester, 1 credit  
**INF-462** 1 lec; plus 120 minimum hours work experience distributed over the semester, 2 credits  
**INF-463** 1 lec; plus 180 minimum hours work experience distributed over the semester, 3 credits  
**INF-464** 1 lec; plus 240 minimum hours work experience distributed over the semester, 4 credits

**IST – INTERDISCIPLINARY STUDIES**

**IST-121 College Freshman Seminar** is a freshman year experience 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 new 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. 3 lec., 2 credits

**IST-201 Patterns of Leadership** 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 include the concepts of leadership, historical perspectives, personal skill development, leadership in organizations, and contemporary leadership. 3 lec., 3 credits  
Prerequisites: SPE-111 and WRT-101

**IST-463 Internship-Disney College Training Program (CTP)** is a work experience at Walt Disney World in Orlando, Florida. Students reside on the Disney property, attend weekly seminars, and are employed at Walt Disney World, Epcot, or MGM studios. Students will be assigned positions at various facilities, attractions, hotels, or restaurants. Students pursue learning objectives and assignments as required by BCC faculty coordinator. 180 minimum hours work experience distributed over the semester, 3 credits  
Prerequisite: Acceptance by the Disney Corporation

**LAN – WORLD LANGUAGES & CULTURES**

**Placement Policy for Students of World Languages and Cultures**  
Students interested in studying a world language at Bergen Community College, may choose to either begin a new one or continue the language studied previously. Students who have studied a world language in high school and have received a grade of B or better, should enroll in the appropriate BCC course as follows:

| Years of study | Register In   |
|----------------|---|
| Up to one year | Level I courses (i.e., <b>French I</b> )                |
| Two years      | Level II courses (i.e., <b>French II</b> )              |
| Three or more  | Level III courses (i.e., <b>Intermediate French I</b> ) |

Check the BCC registration booklet for current course offerings

Native or near native speakers of Spanish must enroll in special courses designed for their needs: **Elementary Spanish for Heritage Speakers** and/or **Intermediate Spanish for Heritage Speakers**. Admission is by permission of the Academic Coordinator or the Dean of Arts and Humanities.

**LAN-011 Directed Studies** in French is a program of computer-assisted individualized instruction allowing the student to concentrate on grammatical structures, vocabulary, syntax, orthography, and sentence structure. The course is designed for students who wish to supplement regular classroom instruction in French and may be taken prior to, concurrently with, or after basic courses. 1 hour, 1 non-degree credit

# LAN

**LAN-104 French for Tourists** is designed to equip the tourist with the basic vocabulary and idiomatic expressions essential to travel in France and French-speaking countries. Conversations develop audio-lingual skills and do not concentrate on formal grammatical problems. The course offers insight into the culture of French-speaking countries in an effort to familiarize the tourist with the customs of these countries. 2 lec., 2 credits

**LAN-106 Spanish for Tourists** is designed to equip the tourist with the basic vocabulary and idiomatic expressions essential to travel in Spanish speaking countries. Conversations develop audio-lingual skills and do not concentrate on formal grammatical problems. The course offers insight into the culture of Spanish-speaking countries in an effort to familiarize the tourist with the customs of these countries. 2 lec., 2 credits

**LAN-107 Italian for Tourists** is designed to equip the tourist with the basic vocabulary and idiomatic expressions essential to travel in Italy. Conversations develop audio-lingual skills and do not concentrate on formal grammatical problems. The course offers insight into the culture of Italy in an effort to familiarize the tourist with the customs of the country. 2 lec., 2 credits

**LAN-109 Culinary French** provides initiation into authentic French pronunciation, practical vocabulary, and the technical terminology of the fine art of French cuisine. Students explore the cultural and theoretical foundations of the French way of preparing and serving food. The course offers guidance in reading cookbooks and menus to the aspiring French or continental cook. 2 lec., 2 credits

**LAN-110 French I** 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 Coordinator of the Foreign Language Discipline for course placement guidance. 3 lec., 1 lab., 3 credits  
■General Education Course

**LAN-111 German I** 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 Coordinator of the Foreign Language Discipline for course placement guidance. 3 lec., 1 lab., 3 credits  
■General Education Course

**LAN-112 Italian I** 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 Coordinator of the Foreign Language Discipline for course placement guidance. 3 lec., 1 lab., 3 credits  
■General Education Course

**LAN-113 Spanish I** 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 Coordinator of the Foreign Language Discipline for course placement guidance. 3 lec., 1 lab., 3 credits  
■General Education Course

**LAN-114 Russian I** 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 Coordinator of the Foreign Language Discipline for course placement guidance. 3 lec., 1 lab., 3 credits  
■General Education Course

**LAN-117 French for Business and Industry** is designed for students, secretaries, and other personnel in the fields of international business and industry. It emphasizes practical vocabulary, technical terminology, and oral and written communication in the world of commerce and industry. Students learn professional translating techniques and the proper use of specialized dictionaries and other reference materials in English and French. 3 lec., 3 credits

**LAN-118 German for Business and Industry** is designed for students, secretaries, and other personnel in the fields of international business and industry. It emphasizes practical vocabulary, technical terminology, and oral and written communication in the world of commerce and industry. Students learn professional translating techniques and the proper use of specialized dictionaries and other reference materials in English and German. 3 lec., 3 credits

**LAN-120 Japanese I** 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 Coordinator of the Foreign Language Discipline for course placement guidance. 3 lec., 1 lab., 3 credits  
■General Education Course

**LAN-144 Irish I** 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 Coordinator of the Foreign Language Department for course placement guidance. 3 lec., 1 lab., 3 credits  
■General Education Course

**LAN-150 Spanish for the Health Professions** is designed to enable those people in health career programs/professions and members of the public to communicate in Spanish with health-care personnel, patients, and clients. 3 lec., 3 credits

**LAN-151 Spanish for Public Service Personnel** is a study of the fundamentals of Spanish and of practical Spanish vocabulary and technical terminology. The course is intended for students in criminal justice, social work, and civil service programs. 3 lec., 3 credits

**LAN-152 Spanish for Commerce and Business** 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. 3 lec., 3 credits

**LAN-165 Korean I** 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 Academic Coordinator of the Foreign Language Discipline for course placement guidance. 3 lec., 1 lab., 3 credits  
■General Education Course

**LAN-200 French II** 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. 3 lec., 1 lab., 3 credits  
Prerequisite: LAN-110 or equivalent placement  
■General Education Course

**LAN-201 Intermediate French I** 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. 3 lec., 3 credits  
Prerequisite: LAN-200 or equivalent placement  
■General Education Course

**LAN-202 Intermediate French II** is conducted entirely in French and develops students French communication skills through a study of the cultural history of France. 3 lec., 3 credits  
Prerequisite: LAN-201  
■General Education Course

**LAN-203 Advanced French**

**Conversation** promotes authenticity of accent and fluency in oral communication French via a multimedia approach that encourages in-depth discussion and study of current cultural and literary events in French-speaking countries. Students receive individualized instruction in advanced syntax and vocabulary. 3 lec., 3 credits  
Prerequisite: LAN-201 or equivalent placement

**LAN-206 French Literature of the 19th Century**

is a study of the literary and theatrical works of the French symbolists, the pre-romantics, Baudelaire, and other 19th century French writers. 3 lec., 3 credits  
Prerequisite: LAN-201 or equivalent placement

**LAN-207 French Culture and Civilization**

surveys the unique geography, pertinent history, significant literary, and artistic movements, and the current socio-political 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. 3 lec., 3 credits  
Prerequisite: LAN-200 or equivalent placement

**LAN-210 German II** 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. 3 lec., 1 lab., 3 credits  
Prerequisite: LAN-111 or equivalent placement

■General Education Course

**LAN-211 Intermediate German I**

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. 3 lec., 3 credits  
Prerequisite: LAN-210 or equivalent placement  
■General Education Course

**LAN-212 Intermediate German II** is conducted entirely in German and develops students' German communication skills through a study of the cultural history of Germany. 3 lec., 3 credits  
Prerequisite: LAN-211

■General Education Course

**LAN-213 Advanced German**

**Conversation** promotes authenticity of accent and fluency in oral communication in German via a multimedia approach that encourages in-depth discussion and study of current cultural and literary events in German-speaking countries. Students receive individualized instruction in advanced syntax and vocabulary. 3 lec., 3 credits  
Prerequisite: LAN-211 or equivalent placement

**LAN-217 German Culture and Civilization**

surveys the unique geography, pertinent history, significant literary and artistic movements, and the current socio-political 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. 3 lec., 3 credits  
Prerequisite: LAN-210

**LAN-220 Italian II** 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. 3 lec., 1 lab., 3 credits  
Prerequisite: LAN-112 or equivalent placement

■General Education Course

**LAN-221 Intermediate Italian I**

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. 3 lec., 3 credits  
Prerequisite: LAN-220 or equivalent placement

■General Education Course

**LAN-222 Intermediate Italian II**

is conducted entirely in Italian and develops students Italian communication skills through a study of the cultural history of Italy. 3 lec., 3 credits  
Prerequisite: LAN-221  
■General Education Course

**LAN-223 Advanced Italian**

**Conversation** promotes authenticity of accent and fluency in oral communication in Italian via a multimedia approach that encourages in-depth discussion and study of current cultural and literary events in Italy. Students receive individualized instruction in advanced syntax and vocabulary. 3 lec., 3 credits  
Prerequisite: LAN-221 or equivalent placement

**LAN-224 Advanced Italian**

**Composition** 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. 3 lec., 3 credits  
Prerequisite: LAN-221 or equivalent placement

**LAN-227 Survey of Italian**

**Literature** is a study of the development of Italian literature from the Middle Ages through the 20th Century. 3 lec., 3 credits  
Prerequisite: LAN-221

**LAN-228 Elementary Spanish for Heritage Speakers**

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 who speak Spanish but have had no formal Spanish language instruction. 4 lec., 3 credits  
Pre-requisite: Permission of Academic Coordinator

■General Education Course

**LAN-229 Intermediate Spanish for Heritage Speakers**

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. 3 lec., 3 credits  
Prerequisite: LAN-228, equivalent placement, or by permission of the Academic Coordinator.  
■General Education Course

**LAN-230 Spanish II**

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. 3 lec., 1 lab., 3 credits  
Prerequisite: LAN-113 or equivalent placement  
■General Education Course

**LAN-231 Intermediate Spanish I**

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. 3 lec., 3 credits  
Prerequisite: LAN-230 or equivalent placement  
■General Education Course

**LAN-232 Intermediate Spanish II**

is conducted entirely in Spanish and develops students Spanish communication skills through a study of the cultural history of Spain and Latin America. 3 lec., 3 credits  
Prerequisite: LAN-231  
■General Education Course

**LAN-233 Advanced Spanish**

**Conversation** promotes authenticity of accent and fluency in oral communication in Spanish via a multimedia approach that encourages in-depth discussion and study of current cultural and literary events in Spanish-speaking countries. Students receive individualized instruction in advanced syntax and vocabulary. 3 lec., 3 credits  
Prerequisite: LAN-231 or equivalent placement

**LAN-234 Advanced Spanish**

**Composition** 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. 3 lec., 3 credits  
Prerequisite: LAN-231 or equivalent placement

**LAN-235 Survey of Spanish**

**Peninsular Literature** is a study of Spanish literature from the 12th century to the present. 3 lec., 3 credits  
Prerequisite: LAN-231 or equivalent placement

**LAN-236 Survey of Spanish-**

**American Literature** is a study of Spanish American literature from 1492 to the present. 3 lec., 3 credits  
Prerequisite: LAN-231 or equivalent placement

# LAN-LGL

**LAN-237 Mexican Culture and Civilization** surveys the unique geography, pertinent history, significant literary and artistic movements, and the current socio-political 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. 3 lec., 3 credits  
Prerequisite: LAN-231

**LAN-238 Spanish Culture and Civilization** surveys the unique geography, pertinent history, significant literary and artistic movements, and the current socio-political 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. 3 lec., 3 credits  
Prerequisite: LAN-231

**LAN-239 Italian Culture and Civilization** surveys the unique geography, pertinent history, significant literary and artistic movements, and the current socio-political 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. 3 lec., 3 credits  
Prerequisite: LAN-221

**LAN-240 Russian II** 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. 3 lec., 1 lab., 3 credits  
Prerequisite: LAN-114 or equivalent placement  
General Education Course

**LAN-241 Intermediate Russian** 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. 3 lec., 3 credits  
Prerequisite: LAN-240 or equivalent placement  
General Education Course

**LAN-244 Irish II** 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. 3 lec., 1 lab., 3 credits  
Prerequisite: LAN-144 or equivalent placement  
General Education Course

**LAN-245 Intermediate Irish I** 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. 3 lec., 3 credits  
Prerequisite: LAN-244 or equivalent placement  
General Education Course

**LAN-250 Hispanic Society** is a study of the social, economic, political, and cultural histories of a variety of Spanish-speaking nations in Europe, America, and Africa. 3 lec., 3 credits  
Prerequisite: Fluency in Spanish as determined by the World Languages faculty.

**LAN-260 Japanese II** 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. 3 lec., 1 lab., 3 credits  
Prerequisite: LAN-120  
General Education Course

**LAN-261 Intermediate Japanese I** expands students Japanese vocabulary and enhances their conversational ability. The course is conducted entirely in Japanese and features extensive discussions of contemporary Japan and some grammar review. 3 lec., 3 credits  
Prerequisite: LAN-260  
General Education Course

**LAN-265 Korean II** 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. 4 lec., 3 credits  
Prerequisite: LAN-165  
General Education Course

## LGL – LEGAL ASSISTANT

**LGL-101 Fundamentals of Law** is an introduction to the principles of substantive law in the fields of contracts, sales, torts, and secured transactions. 3 lec., 3 credits

**LGL-103 Legal Research and Writing** is an introduction to legal practice. Topics covered include law office systems, legal research, legal forms, and briefs. Computerized, on-line legal research techniques are taught. Research problems and case memo term papers are assigned. 2 lec., 2 lab., 3 credits  
Prerequisite: WRT-101

**LGL-150 School Law** 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. 3 lec., 3 credits

**LGL-165 Elder Law** is a survey of the emerging 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 home from creditors and family members, health benefits, social security, and special estate planning for the remarried elderly. 1 lec., 1 credit

**LGL-202 New Jersey and Federal Courts** is a study of the Rules of Court for the New Jersey Court System as they relate to pleadings, depositions, interrogatories, summary judgment, appellate practice, and rules of evidence. 3 lec., 3 credits  
Prerequisites: LGL-101, LGL-103, and LGL-203

**LGL-203 Paralegalism and Legal Procedure** is a study of the role of a legal assistant in the public sector. Topics of discussion include methods of investigating cases and of preparing legal memoranda and other legal documents. 2 lec., 2 lab, 3 credits  
Prerequisites: LGL-101 and LGL-103  
Co-requisite: WRT-201

**LGL-205 Mechanics of Property Transactions** is a study of New Jersey real estate legal practice and procedures concentrating on such topics as conveyancing, forms, and the theory and practice of real estate transactions. Sample cases are used to illustrate the legal assistants role in a real property conveyance. Students examine case studies and prepare a sample problem from contract to closing. 3 lec., 3 credits  
Prerequisites: LGL-101, LGL-103, and REA-101

**LGL-206 Mechanics of Commercial Transactions** 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. 3 lec., 3 credits  
Prerequisites: LGL-101 and LGL-103

**LGL-207 Wills and Administration** 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. 3 lec., 3 credits  
Prerequisites: LGL-101 and LGL-103

**LGL-208 Mechanics of Family Law** 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 pre-trial memoranda. 3 lec., 3 credits  
Prerequisites: LGL-101 and LGL-103

**LGL-230 Bankruptcy Law** teaches paralegals the procedures, forms, and schedules used in bankruptcy cases. 1 lec., 1 credit  
Prerequisites: LGL-202 and LGL-203 or permission of the Department Head

**LGL-231 Environmental Claims** teaches paralegals the practice and procedures in the specialized field of environmental claims-tort liability. 1 lec., 1 credit  
Prerequisites: LGL-203 and LGL-205 or permission of the Department Head

**LGL-232 Immigration Law** teaches paralegals the practices and procedures in the emerging specialty of immigration law. 1 lec., 1 credit  
Prerequisite: LGL-203 or by permission of the Department Head

**LGL-233 Intellectual Property**

teaches paralegals the practices and procedures used in the emerging specialty of filing and protecting intellectual property such as tradenames, patents and copyrights.

1 lec., 1 credit

Prerequisites: LGL-203 and LGL-206 or permission of the Department Head

**LGL-234 Personal Injury and Product Liability**

teaches paralegals the practice and procedures used in the developing specializations of personal injury and product liability torts.

1 lec., 1 credit

Prerequisite: LGL-203 or by permission of the Department Head

**LGL-235 Tax Law** teaches paralegals the tax implications of common problems faced in law offices. Topics include business acquisitions and IRS employment regulations.

1 lec., 1 credit

Prerequisites: LGL-203 and ACC-103 or permission of Department Head

**LGL-236 Employment Law** is a course 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. 2 lec., 2 credits

Prerequisite: LGL-101 or by permission of the Department Head

**LGL-237 Rules of Evidence** is a review of the rules of evidence in court which include competency to testify, best evidence, hearsay, relevancy, impeachment of a witness, and other evidence rules. 1 lec., 1 credit

Prerequisite: LGL-101 or by permission of the Department Head

**LGL-462 Co-Op Work Experience (Legal Assistant)** 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 legal assistants. Job assistance is available through the Co-Op office.

1 lec.; plus 179 minimum hours work experience distributed over the semester, 2 credits

Prerequisites: LGL-101 and LGL-202 and LGL-205 and LGL-208. Student must attain a C or better grade in English Composition I and II and all paralegal specialty courses.

**LIT – LITERATURE**

**\*Literature courses need not be taken in sequential order.**

**\*LIT-201 American Literature to 1880**

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.

3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

**\*LIT-202 American Literature 1880 to the Present**

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. 3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

**\*LIT-203 World Literature to 1650**

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.

3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

►Diversity Course

**\*LIT-204 World Literature 1650 to the Present**

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.

3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

►Diversity Course

**\*LIT-205 English Literature to 1800**

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.

3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

**\*LIT-206 English Literature 1800 to the Present** 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.

3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

**LIT-215 The Black Literary Voice in America**

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.

3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

►Diversity Course

**\*LIT-216 European Literature to 1650**

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. 3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

**\*LIT-217 European Literature 1650 to the Present**

is a study of European literature from the Neo-Classical 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.

3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

**LIT-218 American Ethnic Literature**

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. 3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

►Diversity Course

**LIT-220 Social Aspects of Literature** 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. 3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

**LIT-224 Topics in International Literature** 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. 3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

►Diversity Course

**LIT-225 Modern Irish Literature** is a study of the Irish literary revival of the nineteenth and twentieth centuries. The works of such major Irish authors as Synge, Yeats, O'Casey and Joyce are discussed, with special emphasis upon their adaptation of Celtic mythological material and their reactions to the political, cultural, and social conditions of modern Irish society. 3 lec., 3 credits

Prerequisite: WRT-101

**LIT-228 Women in Literature** 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. 3 lec., 3 credits

Prerequisite: WRT-101

►General Education Course

►Diversity Course

**MAT – MATHEMATICS & COMPUTER SCIENCE****MAT-010 Basic Mathematics Support**

is a recitation class designed to provide additional instructional time for students enrolled in designated sections of MAT-011.

1 lec., 1 credit (non-degree)

Co-requisite: MAT-011

# MAT

**MAT-011 Basic Mathematics** is a study of the fundamental operations of arithmetic, intended for students whose placement examination indicates a need for review of arithmetic skills.

3 lec., 3 credits (non-degree)

**MAT-030 Algebra Review** is designed for students who want a brief review of algebra. Students take practice tests. Review topics include: first and second degree equations, rational expressions, polynomials, factoring, graphing, systems of equations, and radicals. This course is intended for students with previous experience in high school level Algebra. While MAT 030 may help prepare students for placement testing, it does not replace the remedial Algebra required of students once they fall below the cut-off scores on the placement exam.

1 lec., 1 credit (non-degree)

## **MAT-031 Algebra A; MAT-032**

**Algebra B** is a two semester basic algebra course equivalent in content to and satisfying the requirements of MAT 035. These courses are designed for the student who has not studied algebra previously, or for the student who has found algebra to be a difficult subject. Students who are placed in MAT-035 may elect to enroll in the MAT-031 and MAT-032 sequence.

MAT-031: 3 lec., 3 credits (non-degree) Prerequisite: MAT-011 or equivalent by testing

MAT-032: 3 lec., 3 credits (non-degree) Prerequisite: MAT-031

**MAT-033 Algebra A Support** is a recitation class designed to provide additional instructional time for students enrolled in designated sections of MAT-031.

1 lec., 1 credit (non-degree)

Co-requisite: MAT-031

**MAT-034 Algebra B Support** is a recitation class designed to provide additional instructional time for students enrolled in designated sections of MAT-032.

1 lec., 1 credit (non-degree)

Co-requisite: MAT-032

**MAT-035 Algebra** is a basic algebra course for students whose placement examination indicates a need for review in algebra. Topics include signed numbers, variables, literal equations and formulas, square roots, integral exponents, polynomials, linear and quadratic equations, and rational expressions.

4 lec., 4 credits (non-degree)

Prerequisite: MAT-011 or equivalent by testing

**MAT-045 Intermediate Algebra** is the study of polynomial and rational expressions, integral and fractional exponents, roots and radicals, linear and quadratic equations, functions, elementary curve sketching, inequalities. 4 lec., 4 credits (non-degree) Prerequisite: MAT-032 or MAT-035 with a grade of C or better or by proficiency examination.

## **MAT-116 Technical**

**Mathematics I** is designed to increase students mathematical knowledge and skills with an emphasis on applications in technological occupations. The course covers measurement analysis, algebraic and geometric topics, graphics, problem solving, logarithms, and an introduction to trigonometry and to computer techniques. MAT-116 is intended for students in Electrical Technology, and Drafting and Design Technology. 3 lec., 3 credits Prerequisite: MAT-032 or MAT-035 or equivalent by testing.

**MAT-130 Introduction to the Mathematical Sciences** is a study of some of the fundamental concepts in mathematics and computers. Topics considered include number systems, symbolic logic, set theory, principles of counting, probability, and an introduction to computers and computer programming.

Applications of these concepts in various fields of study are included in the course. 3 lec., 3 credits

Prerequisite: MAT-032 or MAT-035 or equivalent by testing.

General Education Course

**MAT-150 Elementary Statistics** 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.

3 lec., 3 credits

Prerequisite: MAT-032 or MAT-035 or equivalent by testing.

General Education Course

**MAT-155 Finite Mathematics** is an introduction to the solution of problems in the management, natural behavioral, and social sciences. Topics covered include mathematical models, matrices and linear systems, and linear programming.

3 lec., 3 credits

Prerequisite: MAT-032 or MAT-035 or equivalent by testing.

General Education Course

## **MAT-158 Introduction to**

**Computer Science** is intended for students who are interested in computers and their applications. Topics include terminology used in the computer field, introduction to computer systems and their applications.

Students will work with various software packages on a microcomputer. Students who plan to major in Computer Science should instead register for MAT-165 C++

Programming I. 3 hours, 3 credits

Prerequisite: MAT-011 or equivalent by testing. (Business students should take INF-101)

## **MAT-163 Computer**

**Programming: QBASIC** 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 MAT-266 Computer Programming: Visual BASIC.

2 lec., 2 lab., 3 credits

Prerequisite: MAT-032 or MAT-035 or MAT-045 or equivalent by testing.

General Education Course

**MAT-165 C++ Programming I** 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.

2 lec., 2 lab., 3 credits

Prerequisite: MAT-032 or MAT-035 or MAT-045

General Education Course

See also MAT-265 and MAT-271

**MAT-180 Precalculus: College Algebra and Trigonometry** is a study of coordinate geometry; functions and graphing; polynomial and rational functions; exponential, logarithmic, trigonometric, and inverse trigonometric functions; analytic geometry, and applications.

4 lec., 4 credits

Prerequisite: MAT-045 with a grade of C or better or by proficiency examination.

General Education Course

## **MAT-222 Technical Mathematics**

**II** is an applied calculus course with emphasis in the technical areas.

Topics include inequalities, limits, derivatives, differentials, antiderivatives, definite integrals, and derivative and integral properties of transcendental functions. 4 lec., 4 credits Prerequisite: MAT-116 or MAT-180.

## **MAT-223 Calculus for the**

**Managerial and Social Sciences** 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. 3 lec., 3 credits

Prerequisite: MAT-045 or by proficiency examination.

General Education Course

**MAT-250 Statistical Analysis** 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 non-parametric statistics. Laboratory assignments using a statistical software package are included in the course. 2 lec., 2 lab., 3 credits

Prerequisite: MAT-150 or by permission of the Department Head

General Education Course

**MAT-265 C++ Programming II** is a continuation of MA-165 C++

Programming I. Topics considered include functions; structured programming principles; pointer arithmetic; multi-dimensional arrays; fundamental sorting and searching algorithms; structures; unions; sequential and random access file processing algorithms; and the run-time behavior of programs. 3 lec.; 1 lab., 3 credits

Prerequisite: MAT-165 or by permission of the Department Head

**MAT-266 Computer Programming: Visual BASIC** 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.

3 lec., 1 lab., 3 credits

Prerequisite: MAT-163 or MAT-165

General Education Course

**MAT-271 Computer Organization and Assembly Language I** 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, addressing modes, and the fundamentals of assembly language programming.

2 lec., 2 lab., 3 credits

Prerequisites: MAT-165 or MAT-266 or MAT-272 or by permission of the Department Head

**MAT-272 FORTRAN Programming** is an introduction to structured programming techniques using the FORTRAN language, with emphasis on mathematical, scientific, and engineering applications. Topics considered include data types and specifications, fixed and floating point arithmetic, input and output techniques, fundamental control structures, multi-dimensional arrays, external functions and subroutines. 2 lec., 2 lab., 3 credits

Prerequisites: MAT-180 or by permission of the Department Head

**MAT-274 Computer Organization and Assembly Language II** is a continuation of MAT-271. Topics considered include the assembly process; input and output instructions; branches and jumps; program segmentation; and linkage. 2 lec., 2 lab., 3 credits

Prerequisite: MAT-271 or by permission of the Department Head

**MAT-275 COBOL** for Computer Science is intended for computer science students who have prior programming experience and who want to become familiar with the COBOL programming language. Topics considered include structured techniques of algorithm design; COBOL program structure and design; conditional statements; sorting, searching, and merging techniques; table handling; the organization, design and processing of files; and modular programming techniques. Programming assignments are included in the course.

2 lec., 2 lab., 3 credits

Prerequisite: MAT-265 or MAT-266

(Information Technology students should take INF-202).

**MAT-277 Data Structures and Algorithms** 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. 3 lec., 1 lab., 3 credits

Prerequisite: MAT-265

**MAT-278 Database Systems** 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.

3 lec., 1 lab., 3 credits

Prerequisite: MAT-265 or MAT-266

**MAT-280 Calculus I** is a study of limits, continuity, the derivative of a function, differentiation of algebraic functions, sine and cosine functions, applications of a derivative, antidifferentiation, area under a curve, the definite integral, the fundamental theorem of calculus, and applications.

4 lec., 4 credits

Prerequisite: MAT-180 with a grade of C or better or by permission of the Department Head

General Education Course

**MAT-281 Calculus II** is a study of differentiation and integration of transcendental functions, methods of integration, applications of the integral, indeterminate forms, improper integrals, infinite series, and applications. 4 lec., 4 credits

Prerequisite: MAT-280 with a grade of C or better or by permission of the Department Head

General Education Course

**MAT-282 Calculus III** is a study of vectors, parametric equations, polar coordinates, partial differentiation, directional derivatives, gradients, line integrals, multiple integrals and applications. 4 lec., 4 credits

Prerequisite: MAT-281 with a grade of C or better or by permission of the Department Head

General Education Course

**MAT-283 Differential Equations** 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.

4 lec., 4 credits

Prerequisite: MAT-282 with a grade of C or better or by permission of the Department Head

**MAT-286 Linear Algebra** 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. 4 lec., 4 credits

Prerequisite: MAT-280 or by permission of the Department Head

**MAT-287 Object-Oriented Programming in C++** is an introduction to the object-oriented approach to program development and how it differs from the procedural approach.

Topics considered include classes and objects, methods and message passing, function and operator overloading, access regions, friend functions, inheritance, polymorphism and virtual functions. 3 lec., 1 lab., 3 credits

Prerequisite: MAT-265

**MAT-288 Discrete Mathematics for Computer Science** 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. 4 lec., 4 credits

Prerequisite or Co-requisite: MAT-265 or by permission of Department Head

**MAT-289 Systems Analysis and Design for Computer Science** 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, and packaging. 3 lec., 3 credits

Prerequisite or Co-requisite: MAT-277

(Business students take INF-208)

## MFG – MANUFACTURING TECHNOLOGY

**MFG-119 Manufacturing Design I** is a study of the basic functionality and use of Parametric Technology Corporation's Pro/ENGINEER 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. 2 lec., 2 lab., 3 credits

**MFG-219 Manufacturing Design II** 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. 2 lec., 2 lab., 3 credits

Prerequisite: MFG-119



# MFG-MOA

## **MFG-220 Manufacturing Design III**

is a study of the design and analysis techniques using Parametric Technology Corporation's Pro/ENGINEER 3D solid modeling software and pro/MECHANICA. Emphasis will be placed on the technology as well as the techniques available in relation to this advanced tool. Lecture and lab will be used to teach how to use specific features of the software in relation to product design. 2 lec., 2 lab., 3 credits  
Prerequisite: MFG-219

## **MFG-221 Manufacturing Design IV**

is a study of the basic functionality and use of the manufacturing module of Parametric Technology Corporation's Pro/ENGINEER 3D solid modeling software. Emphasis will be placed on the technology as well as the terminology in relation to this advanced tool to manufacture products. 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. 2 lec., 2 lab., 3 credits  
Prerequisite: MFG-220

**MFG-254 Robotics** is an introduction to the principals and capabilities of modern robot technology. Topics considered include the evolution and future of computerized robots; robot intelligence; geometric sensors; computer controllers; and the design, assembly, adaptation, programming maintenance, operation and applications of robots in industry. Laboratory assignments on robotic activities are included in the course. 2 lec., 2 lab., 3 credits  
Prerequisite: MAT-163 or by permission of the Department Head  
General Education Course

**MFG-257 Introduction to Manufacturing Systems** utilizing high tech hardware (CNC lathe & milling machines, vision inspection system, robotic arms, conveyors, etc.) and industrial software (CAM) in order to control, manage, operate and monitor manufacturing processes. 2 lec., 2 lab., 3 credits  
Prerequisite: By permission of the Department Head

## **MLT – MEDICAL LABORATORY TECHNOLOGY**

### **MLT-160 Medical Laboratory Technology I**

is an in-depth study of the sciences of hematology and urinalysis. It deals with the morphology of blood and blood-forming tissues, the composition of urine, and the functions of the urinary system. The physiology and pathology of both subjects are also studied. The laboratory component of the course is utilized to develop the skills and competencies required to perform laboratory analysis with instruction in the proper use of the various instrumentations involved in these studies. 3 lec., 6 lab., 5 credits  
Co-requisite: CHM-100, MAT-130 or MAT-150 or MAT-155 or MAT-180

### **MLT-201 Clinical Microbiology I**

is a study of microorganisms and their relationship to diseases. Discussion is centered on laboratory cultivation, methods of identification, antimicrobial susceptibility tests and serological diagnosis of microorganisms. Clinically significant aerobic bacteria are emphasized. The laboratory component of the courses develops the skills and competencies required to perform the diagnostic procedures. 3 lec., 3 lab., 4 credits  
Prerequisites: CHM-140, CHM-141, and MLT-263  
Co-requisites: CHM-240, CHM-241, MLT-261, and MLT-264

### **MLT-202 Clinical Microbiology II**

is a continuation of study of microorganisms and their relationship to disease. The emphasis of this course is on anaerobic bacteria, mycobacteria, viruses, human parasites and fungi. The laboratory component is designed to develop the skills and competencies to isolate, identify and test for antimicrobial susceptibility of the microorganisms. 3 lec., 3 lab., 4 credits  
Prerequisites: CHM-240, CHM-241, MT-201, MLT-261, and MLT-264  
Co-requisites: MLT-262 and MLT-266

### **MLT-260 Medical Laboratory Technology II**

is designed to provide the student with a concise and thorough guide to transfusion practices and immunohematology. A problem-oriented approach to the subject matter is incorporated to provide the student with a working knowledge of modern, routine blood banking. The laboratory component of the course is utilized to develop the skills and competencies required to perform blood banking procedures and to maintain records for the efficient operation of a blood bank. 3 lec., 6 lab., 5 credits  
Prerequisites: CHM-100, MAT-130 or MAT-150 or MAT-155 or MAT-180, MLT-160  
Co-requisites: CHM-140 & CHM-141

### **MLT-261 Medical Laboratory Technology III**

is an in-depth study of analytical techniques utilized to measure the biochemical entities of blood and various body fluids. The correlation of test results to the body's physiology and pathology is also stressed. The laboratory segment of the course is used to develop the skills and competencies required to operate, standardize, and understand the instruments utilized in performing the analysis. The use of quality control procedures is emphasized. 3 lec., 6 lab., 5 credits  
Prerequisites: CHM-140, CHM-141, and MLT-263  
Co-requisites: CHM-240, CHM-241, MLT-201, and MLT-264

### **MLT-262 Medical Laboratory Technology IV**

is a continuation of the in-depth study of clinical chemistry started in MLT-261. More advanced and sophisticated procedures utilizing automated sequential multiple analysis instruments are studied. 3 lec., 6 lab., 5 credits  
Prerequisites: CHM-240, CHM-241, MLT-261, and MLT-264  
Co-requisites: MLT-202 and MLT-266

### **MLT-263 Medical Laboratory Externship I**

is designed to introduce students to the medical laboratory in hospital setting. This externship takes place at the end of the freshman year, during Summer Session I. The experience provides students with an orientation to each department of the laboratory and with an opportunity to demonstrate and develop their skills and competencies. Each student rotates through each department of the laboratory and functions under the direct supervision and instruction of the laboratory staff instructors. 40 hours per week, 1 credit  
Prerequisite: MLT-260

### **MLT-264 Medical Laboratory Externship II**

is practiced at an affiliated hospital laboratory. This is the first half of the MLT-264/MLT-266 two semester sequence. This experience enables students to practice the skills they have learned and to learn new skills and competencies under the direction and supervision of the laboratory staff instructors. The student rotates through the blood bank, clinical chemistry, hematology, immunology/serology; microbiology and body fluid departments of the laboratory. 16 hours per week, 1 credit  
Prerequisites: CHM-140, CHM-141, and MLT-263  
Co-requisites: CHM-240, CHM-241, MLT-201, and MLT-261

### **MLT-266 Medical Laboratory Externship III**

is the second half of the MLT 264/MLT-266 two-semester sequence. Emphasis is placed on the development in students of confidence in their competencies so they can function with minimal supervision of the laboratory staff instructors. Students rotate through the laboratory departments which were not covered in the first semester. 16 hours per week, 1 credit  
Prerequisites: CHM-240, CHM-241, MLT-261, and MLT-264  
Co-requisites: MLT-202 and MLT-262

## **MOA – MEDICAL OFFICE ASSISTANT**

### **MOA-140 Medical Terminology**

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. 3 lec., 3 credits

### **MOA-141 Introduction to Medical Assisting**

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. 3 lec., 3 credits

**MOA-145 Medical Office Assisting: An Overview** 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. 3 lec., 3 credits

**MOA-200 Pharmacology for Medical Office Assistants** 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. 2 lec., 2 credits  
Prerequisite: MOA-140

**MOA-201 Diagnostic and Procedural Coding** 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 and computer-based methods. 3 lec., 3 lab., 4 credits  
Prerequisite: MOA-140

**MOA-218 Medical Economics** 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. 2 lec., 2 credits  
Prerequisite: MOA-141

**MOA-240 Clinical Office Practice** 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. 2 lec., 4 lab., 4 credits  
Prerequisites: MOA-140 & MOA-141

**MOA-241 Clinical Laboratory Technology** 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. 3 lec., 3 lab., 4 credits  
Prerequisite: MOA-240

**MOA-243 Medical Office Assistant Externship I** provides the student with 120 hours of direct experience in a physician's office or other relevant medical facility. Attendance is required at scheduled seminars. 1 credit  
Prerequisite: MOA-141  
Co-Requisites: MOA-241 & OFF-211

**MOA-244 Medical Office Assistant Externship II** 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. 1 credit  
Prerequisite: MOA-243

## MOA – APPLIED MUSIC

**MUA-111 Piano I (Non-Majors)** 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. 1 lec., 1 lab., 1 credit

**MUA-115 Applied Music Piano I (Majors)** 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. 1 lec., 1 lab., 1 credit

**MUA-116 Voice I (Non-Majors)** 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. 1 lab., 1 credit

**MUA-117 Voice I (Majors)** 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. 1 lab., 1 credit

**MUA-118 Guitar I (Non-Majors)** 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. 1 lab., 1 credit

**MUA-119 Guitar I (Majors)** 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. 1 lab., 1 credit

**MUA-212 Piano II (Non-Majors)** 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. 1 lec., 1 lab., 1 credit  
Prerequisite: MUA-111

**MUA-213 Piano III (Non-Majors)** 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. 1 lec., 1 lab., 1 credit  
Prerequisite: MUA-212

**MUA-214 Piano IV (Non-Majors)** 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. 1 lec., 1 lab., 1 credit  
Prerequisite: MUA-213

**MUA-216 Applied Music Piano II (Majors)** 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. 1 lec., 1 lab., 1 credit  
Prerequisite: MUA-115

**MUA-217 Applied Music Piano III (Majors)** 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. 1 lec., 1 lab., 1 credit  
Prerequisite: MUA-216

**MUA-218 Applied Music Piano IV (Majors)** 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. 1 lec., 1 lab., 1 credit  
Prerequisite: MUA-217

**MUA-219 Voice II (Non-Majors)** 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. 1 lab., 1 credit  
Prerequisite: MUA-116

**MUA-220 Voice III (Non-Majors)** 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. 1 lab., 1 credit  
Prerequisite: MUA-219

**MUA-221 Voice IV (Non-Majors)** 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. 1 lab., 1 credit  
Prerequisite: MUA-220

**MUA-222 Voice II (Majors)** 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. 1 lab., 1 credit  
Prerequisite: MUA-117

**MUA-223 Voice III (Majors)** 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. 1 lab., 1 credit  
Prerequisite: MUA-222

**MUA-224 Voice IV (Majors)** 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. 1 lab., 1 credit  
Prerequisite: MUA-223

**MUA-225 Guitar II (Non-Majors)** 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. 1 lab., 1 credit  
Prerequisite: MUA-118

# MUA-MUS

**MUA-226 Guitar III (Non-Majors)** 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. 1 lab., 1 credit  
Prerequisite: MUA-225

**MUA-227 Guitar IV (Non-Majors)** 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. 1 lab., 1 credit  
Prerequisite: MUA-226

**MUA-228 Guitar II (Majors)** 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. 1 lab., 1 credit  
Prerequisite: MUA-119

**MUA-229 Guitar III (Majors)** 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. 1 lab., 1 credit  
Prerequisite: MUA-228

**MUA-230 Guitar IV (Majors)** 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. 1 lab., 1 credit  
Prerequisite: MUA-229

## MUS – MUSIC

**MUS-101 Music Appreciation** is a study of the materials and basic components of music, primary musical forms and major musical styles, and of the development of music from the pre-Baroque period to the present. 3 lec., 3 credits  
General Education Course

**MUS-103 Fundamentals of Music** is a study of such rudiments of music as notation, the structure of scales, intervals, keys, triads, and simple harmonic progressions. 3 lec., 3 credits

**MUS-105 A History of Jazz in America** 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. 3 lec., 3 credits

**MUS-107 Music History I** is a study of the historical and stylistic development of music from the Gothic period through the Baroque period. 3 lec., 3 credits  
General Education Course

**MUS-108 Music History II** is a study of the historical and stylistic development of music from the Classical period to the present. 3 lec., 3 credits  
General Education Course

**MUS-110 Music, Art and Drama** 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. 3 lec., 3 credits  
General Education Course

**MUS-118 Vocal Workshop** 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. 3 lab., 2 credits

**MUS-121 Chorus I** 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. 2 lec., 1 credit

**MUS-122 Chorus II** 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. 2 lec., 1 credit

**MUS-123 Chorus III** 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. 2 lec., 1 credit

**MUS-124 Chorus IV** 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. 2 lec., 1 credit

**MUS-125 Orchestra I** requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. 2 lec., 1 credit

**MUS-126 Orchestra II** requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. 2 lec., 1 credit

**MUS-127 Orchestra III** requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. 2 lec., 1 credit

**MUS-128 Orchestra IV** requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. 2 lec., 1 credit

**MUS-131 Class Piano I** is an introductory course designed to provide fundamental piano instruction. 1 lec., 2 lab., 2 credits

**MUS-132 Music Theory I** 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 harmonizations. 3 lec., 2 credits

**MUS-133 Music Dictation and Sight Reading** is an introduction to score reading, the rudiments of conducting, musical dictation, and other areas essential to an understanding of music. 3 lec., 2 credits

**MUS-134 Ear Training and Musicianship** is a basic course designed to develop a comprehension of musical structure and styles through sight singing and musical dictation. 3 lec., 2 credits

**MUS-137 Guitar in the Classroom** is a systematic approach to basic guitar technique and an introduction to contemporary music. 2 lec., 2 credits

**MUS-140 Jazz Orchestra I** requires students to study and to perform jazz, rock, and popular music. Special attention will be given to the technical problems of these musical styles. 2 lec., 1 credit

**MUS-141 Jazz Orchestra II** requires students to study and to perform jazz, rock, and popular music. Special attention will be given to the technical problems of these musical styles. 2 lec., 1 credit

**MUS-142 Jazz Orchestra III** requires students to study and to perform jazz, rock, and popular music. Special attention will be given to the technical problems of these musical styles. 2 lec., 1 credit

**MUS-143 Jazz Orchestra IV** requires students to study and to perform jazz, rock, and popular music. Special attention will be given to the technical problems of these musical styles. 2 lec., 1 credit  
Prerequisite: MUS-159

**MUS-150 Electronic Music I** introduces students to the concepts of computer utilization in the manipulation of music. These concepts include composing, arranging, editing and gaining understanding of and developing skills in electronic music from theoretical, aesthetic and practical perspectives. Essential topics to be included when exploring the use of computers and music will be music sequencing and MIDI (Musical Instrument Digital Interface); creating sounds and music with digital audio; computer music and the internet; and desktop music notation. 3 lec., 3 credits

**MUS-151 Computer-Based Recording I** is a systematic approach to sound, music, and multimedia production. The student will be involved with all phases of hard disk-based recording, editing, synchronization technologies, hardware and software systems, digital signal processing techniques, and in creating digital audio and MIDI-based music. Whether the projects will be on DAT, a CD-ROM, DVD, or any desktop audio, this class will develop the ability to record and playback multiple tracks of digital audio. 3 lec., 3 credits

**MUS-152 Music Business I** 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. 3 lec., 3 credits

**MUS-231 Class Piano II** provides continuing piano instruction for any student who fulfills the prerequisite 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. 1 lec., 2 lab., 2 credits  
Prerequisite: MUS-131 or by permission of the Department Head

**MUS-232 Music Theory II** is a study of harmonizations and harmonic progressions. The course includes the study of six-four chords, non-harmonic tones, modulation, and the dominant seventh chord. 3 lec., 2 credits  
Prerequisite: MUS-132

**MUS-241 Class Piano III** 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. 1 lec., 2 lab., 2 credits  
Prerequisite: MUS-231

**MUS-242 Class Piano IV** 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. 1 lec., 2 lab., 2 credits  
Prerequisite: MUS-241

**MUS-250 Electronic Music II** is a further study and application of synthesizers, computers, and sequencing. It includes MIDI (Musical Instrument Digital Interface) devices used for notation, arrangement, composition, and performance of music. The topics covered are selected to give a student the background and technical skill necessary to create compositions and sound works. This course is a continuation of Electronic Music I with a focus upon the further development of musical projects utilizing advanced digital techniques. 3 lec., 3 credits  
Prerequisite: MUS-150

**MUS-251 Computer-Based Recording II** is a further study and application of both theoretical and applied concepts in studio automation, digital recording, and advanced audio skills in the all digital studio. Students will be provided with hands-on experience and training in digital music technology, synthesizers, samplers, automated mixing, SMPTE time code and MIDI. 3 lec., 3 credits  
Prerequisite: MUS-151

**MUS-252 Music Business II** 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 and television music production, music merchandising, and other contractual obligations. 3 lec., 3 credits  
Prerequisite: MUS-152

## NUR – NURSING

**NUR-181 Physical Assessment** focuses on taking a nursing history including a psycho-social 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. 2 lab., 1 credit  
Prerequisite: Admission to the Department  
Co-requisites: NUR-182, NUR-183, BIO-109, and PSY-101

**NUR-182 Pharmacology for Nurses** 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. 1 lec., 1 credit  
Prerequisite: Admission to the Department  
Co-requisites: NUR-181, NUR-183, BIO-109, and PSY-101

**NUR-183 Basic Concepts and Skills of Nursing** is a foundation course in the nursing program. 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. 2 lec., 12 lab., 6 credits  
Prerequisite: Admission to the Department  
Co-requisites: NUR-181, NUR-182, BIO-109, and PSY-101

**NUR-281 Adult Health Nursing A** 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 semester concurrently with NUR-282. 4 lec., 12 lab., 7.5 weeks, 4 credits  
Prerequisites: NUR-181, NUR-182, NUR-183, BIO-109, and PSY-101  
Co-requisites: BIO-209, PSY-106, and NUR-282

**NUR-282 Adult Health Nursing B** 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. 4 lec., 12 lab., 7.5 weeks, 4 credits  
Prerequisites: NUR-181, NUR-182, NUR-183, BIO-109, and PSY-101  
Co-requisites: BIO-209, PSY-106, and NUR-281

**NUR-284 Maternal-Child Health Nursing** is a third level course in the nursing sequence which focuses on family units, reproduction, child-bearing, 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. 6 lec., 12 lab., 7.5 weeks, 5 credits  
Prerequisites: NUR-281 & NUR-282  
Co-requisites: BIO-104, SOC-101, and NUR-285

**NUR-285 Mental Health Nursing** is a third-level course in the nursing sequence which focuses on adaptive and maladaptive psycho-social behaviors. Concentration is on the inter- 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. 4 lec., 12 lab., 7.5 weeks, 4 credits  
Prerequisites: NUR-281 & NUR-282  
Co-requisites: BIO-104, SOC-101, and NUR-284

**NUR-290 Adult Health Nursing C** 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 neuro-sensory 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. 4 lec., 12 lab. x 7.5 wks., 4 credits  
Prerequisites: NUR-284 & NUR-285  
Co-requisite: NUR-291

# NUR-OFF

## **NUR-291 Adult Health Nursing D**

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 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 exercise, patient care scenarios, role play and discussion will be utilized. 4 lec., 12 lab. x 7.5 wks., 4 credits  
Prerequisites: NU-284 and NU-285  
Co-requisite: NUR-290

## **OFF – OFFICE SYSTEMS TECHNOLOGY**

**OFF-101 Keyboarding I** provides introductory instruction on the computer keyboard. Speed and accuracy is developed through use of the touch method. The course content introduces memos, e-mail, letters, reports, and manuscripts; the timed writing component requires at least 25 words a minute with three or less errors in order to pass the course. This course can be waived for students who demonstrate proficiency in a credit-by-examination test. 4 lec., 3 credits

## **OFF-103 Business**

**Communications** is a course in 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. 3 lec., 3 credits

## **OFF-104 Introduction to Office**

**Automation** is a study of the general concepts of word/information processing in organizations and their relationship to developing job opportunities in the word/information processing industry. 3 lec., 3 credits

**OFF-105 Speedwriting I** presents the principles of the alphabet-based Speedwriting shorthand system. As students learn and apply the Speedwriting principles to words commonly used in business, they build dictation speed and develop their transcription skills. Related transcription skills of vocabulary, spelling, and punctuation are also included. 2 lec., 2 lab., 3 credits

**OFF-116 Microsoft Word for Windows-Fundamentals** provides basic-level hands-on instruction in this popular word processing program. The course entails preparation of documents such as letters, reports, and tables. This course is not intended to train one for a position in word processing; students who desire a more comprehensive course and who have a keyboarding skill should take OFF-240 instead. 2 lab., 1 credit

**OFF-119 WordPerfect-Fundamentals** provides basic level "hands-on" instruction in this popular word processing program. The course entails preparation of documents such as letters, reports, and tables. The course is not intended to train one for a position in word processing; students who desire a more comprehensive course and who have a keyboarding skill should take OFF- 209 instead. 2 lab., 1 credit

**OFF-123 Business Communications for Legal Assistants** is a course in 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. 3 lec., 3 credits

**OFF-135 Desktop Publishing - Microsoft PUBLISHER** is a hands-on experience in the integration of text and graphics using the Microsoft PUBLISHER software and a laser printer to design, edit, and produce a variety of business documents. Knowledge of word processing is helpful. 2 lab, 1 credit

**OFF-140 WordPerfect Presentations for Windows** is a hands-on experience using a presentations graphics program. The course provides instruction in preparing clear, colorful graphics and charts that can be presented as printed pages, overheads, or an interactive slide show displayed directly from a desktop or laptop computer. A knowledge of WINDOWS is not essential but is helpful. 2 lab., 1 credit

**OFF-150 PowerPoint for MS Windows** is an introduction to the graphics program of Microsoft Office. Users of PowerPoint will have the ability to create professional-looking, computer-generated presentations. Topics include using a design template and style check to create a presentation; using outline view and clip art to create an electronic slide show; using embedded visuals to enhance a slide show; and creating a presentation containing interactive OLE documents. 2 lab., 1 credit

**OFF-201 Keyboarding II** offers continued development of previously acquired computer keyboarding skills. Students apply their keyboarding skills to the preparation of business letters, memos, e-mail, tables, reports, manuscripts, and preparing mailable copy from rough draft; the timed writing component requires at least 40 words a minute with three or less errors in order to pass the course. This course can be waived for students who demonstrate proficiency in a credit-by-examination test. 4 hours, 3 credits  
Prerequisite: OFF-101

**OFF-205 Speedwriting II** focuses on increasing vocabulary and speed to enable the student to use Speedwriting for taking dictation in addition to using it for note-taking purposes. Proficiency in allied skills of spelling, grammar and punctuation is emphasized. 2 lec., 2 lab., 3 credits  
Prerequisite: OFF-105

**OFF-207 Administrative Office Practice** is a study of the operational functions required of the secretary and the administrative assistant. Topics covered include information transmittal services, records management, travel and conferences, research and organization of business data, and financial and legal office procedures. 2 lec., 2 lab., 3 credits  
Prerequisite: OFF-201

**OFF-209 WordPerfect-Comprehensive** provides basic level "hands-on" instruction in this popular word processing program and progresses to more advanced applications such as macros, mail merge, and the spreadsheet/table feature. Primarily for students intending to work in word processing positions, it is also applicable for those who desire a more thorough understanding of the program for personal use. Students who do not have the prerequisite keyboarding skill should consider OFF-119 instead. 2 lec., 2 lab., 3 credits  
Prerequisite: OFF-101

**OFF-210 Machine Transcription** is designed to help students become proficient transcribers by providing them with realistic experience in transcribing a variety of business documents from prerecorded tapes. Students are also provided with a review of basic language skills necessary to the production of correct transcripts. 1 lec., 2 lab., 2 credits  
Prerequisite: OFF-101 (or equivalent) or by permission of Department Head

**OFF-211 Medical Assistant Administrative Procedures I** provides a comprehensive medical office simulation. Students are trained in machine transcription and are given basic instruction in word processing operations. 2 lec., 2 lab., 3 credits  
Prerequisite: MOA-140 and OFF-209 (Restricted to Medical Office Assistant curriculum students).

**OFF-212 Medical Assistant Administrative Procedures II** provides advanced training in medical office procedures and management. special emphasis placed on medical transcription and medical written communications. 2 lec., 2 lab., 3 credits  
Prerequisite: OFF-211 (Restricted to Medical Office Assistant curriculum students).

**OFF-220 Business Communications - Multimedia** is a course which will allow students to learn the component skills of developing a multimedia presentation. A discussion of available software as well as the development and completion of a multimedia business presentation will be included. 1 lec., 2 lab., 2 credits  
Prerequisite: OFF-103 (or equivalent)

**OFF-231 Desktop Publishing - Pagemaker** is a "hands-on" experience in the integration of text and graphics using the desktop publishing dedicated software of PAGEMAKER and a laser printer to design, edit, and produce a variety of business publications electronically and with color. Knowledge of word processing is needed. 2 lec., 2 lab., 3 credits  
Prerequisite: OFF-116, OFF-119, OFF-209 or OFF-240 or by permission of the Department Head

**OFF-240 Microsoft Word for Windows-Comprehensive** provides basic level "hands-on" instruction in this popular word processing program and progresses to more advanced applications such as advanced tables, mail merge, and Autotext. Primarily for students intending to work in word processing positions, it is also applicable for those who desire a more thorough understanding of the program for personal use. Students who do not have the prerequisite keyboarding skill should consider OFF-116 instead. 2 lec., 2 lab., 3 credits  
Prerequisite: OFF-101

**OFF-461-464 Co-Op Work Experience (Office Systems Technology)** are recommended electives designed to provide the Office Systems Technology student with work experience in an office of his/her specialty. Opportunity for student to learn and practice secretarial 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.  
**OFF-461** 1 lec., plus 60 minimum hours work experience distributed over the semester, 1 credit  
**OFF--462** 1 lec., plus 120 minimum hours work experience distributed over the semester, 2 credits  
**OFF--463** 1 lec., plus 180 minimum hours work experience distributed over the semester, 3 credits  
**OFF--464** 1 lec., plus 240 minimum hours work experience distributed over the semester, 4 credits  
Prerequisite: OFF-201

## PHR – PHILOSOPHY & RELIGION

**PHR-101 Introduction to Philosophy** 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, the nature of the good life, and the meaning and value of human existence. 3 lec., 3 credits  
►General Education Course

**PHR-102 Ethics** is an introduction to the basic problems of moral philosophy and to the major moral controversies of the contemporary world. Topics of discussion include ethical theory and its application to contemporary moral issues; abortion and euthanasia; the death penalty; violence, terrorism, and warfare; sexual morality; pornography and censorship; and racial and sexual discrimination. 3 lec., 3 credits  
►General Education Course

**PHR-103 Basic Logic** 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. 3 lec., 3 credits  
►General Education Course

**PHR-104 Topics in Philosophy** 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. 3 lec., 3 credits  
►General Education Course

**PHR-105 Ethics in Business and Society** is an introductory study of major philosophical and moral issues arising within modern business and social systems. Topics of discussion include the nature of economic and social justice; private property and the profit motive; the social and moral responsibilities of business organizations; the ethics of investment, production, and advertising; and governmental regulation of business. 3 lec., 3 credits  
►General Education Course

**PHR-106 Eastern Philosophy** 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. 3 lec., 3 credits  
►General Education Course  
►Diversity Course

**PHR-110 Introduction to Moral Philosophy** is a study of the basic problems and methods of western moral philosophy, concentrating on the work of such major thinkers as Plato, Aristotle, Aquinas, Hobbes, Kant, Mill, and Rawls. Topics of discussion include such moral theories as utilitarianism, Kantianism, contractarianism, and natural law theory; the nature of moral reasoning; the nature of the good life; free will, determinism, and moral responsibility. 3 lec., 3 credits  
►General Education Course

**PHR-120 Introduction to Religion** 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. 3 lec., 3 credits  
►General Education Course

**PHR-121 Religions of the World** 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. 3 lec., 3 credits  
►General Education Course  
►Diversity Course

**PHR-122 Women and Religion** 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. 3 lec., 3 credits  
►General Education Course  
►Diversity Course

**PHR-124 The Bible and Christianity** is a study of traditional (Roman Catholic, Eastern Orthodox, and Protestant) and modern (evangelical, fundamentalist, and liberal) Christian perspectives on the theological content of the Old and New Testaments. 3 lec., 3 credits

**PHR-125 The Bible and Judaism** is a study of traditional and modern Jewish interpretations of the Hebrew Bible. The relationship between the Bible and the Talmud is also discussed. 3 lec., 3 credits

**PHR-203 Intermediate Logic** 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. 3 lec., 3 credits  
Prerequisite: PHR-103 or MAT-130  
►General Education Course

# PHY-PSY

## PHY – PHYSICAL SCIENCE

### PHY-185 Introduction to Physics

covers a series of topics: Newtons 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. Although no math is required, some principles are developed and used. Application of principles to environmental and health problems included. 3 lec., 3 lab., 4 credits

General Education Course

### PHY-186 General Physics I

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. 3 lec., 3 lab., 4 credits

Prerequisite: MAT-045 with a grade of C or better. Recommended prerequisite: High School Trigonometry and one year of High School Physics or PHY-185

General Education Course

### PHY-190 Physics I

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. 3 lec., 3 lab., 4 credits

Prerequisite: MAT-180 with a grade of C or better.

Co-requisite: MAT-280

Recommended prerequisite: PHY-185 or one year of High School Physics

General Education Course

### PHY-286 General Physics II

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. 3 lec., 3 lab., 4 credits

Prerequisite: PHY-186 with a grade of C or better.

General Education Course

**PHY-290 Physics II** is the continuation of PHY-190 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. 3 lec., 3 lab., 4 credits

Prerequisites: MAT-280, PHY-190

with grades of C or better.

Co-requisite: MAT-281

General Education Course

**PHY-291 Physics III** is the continuation of PH-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. 3 lec., 3 lab., 4 credits

Prerequisites: MAT-281, PHY-29,

with grades of C or better.

Co-requisite: MAT-282

General Education Course

### PHY-294 Engineering Mechanics

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. 4 lec., 4 credits

Prerequisites: MAT-282 and

PHY-291 with grades of C or better.

## POL – POLITICAL SCIENCE

### POL-101 American Government

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, and civil rights. Current political problems are analyzed and discussed. 3 lec., 3 credits

General Education Course

### POL-102 International Relations

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. 3 lec., 3 credits

General Education Course

### POL-103 Modern Political

**Ideologies** focuses on the ideologies that have dominated contemporary world politics. Such theories as Socialism, Communism, Fascism, and Democracy are studied. 3 lec., 3 credits

General Education Course

### POL-104 State and Local

**Government** 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. 3 lec., 3 credits

General Education Course

### POL-106 Themes in U.S. History (Modern American Presidency)

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. 3 lec., 3 credits

### POL-107 Introduction to Politics

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. 3 lec., 3 credits

General Education Course

### POL-116 Labor Law

is a study of the laws that govern labor unions and of labor-management relations, union organizing, collective bargaining, contract enforcement, job security and opportunities, working conditions, union members' rights, and labor-management disputes. Emphasis is placed on understanding the National Labor Relations Act and its amendments, the National Labor Relations Board, and Supreme Court decisions relevant to labor law. Extensive use of case-studies is made. 3 lec., 3 credits

### POL-122 Collective Bargaining

is an introduction to the theory and practice of collective bargaining, including the legal basis, the goals, the structure, and the content of labor management contracts, grievance and arbitration, the responsibilities and obligations of the parties to collective bargaining, and the costs, strategies, and other considerations involved in reaching collective bargaining agreement. The emphasis in the course is on the private sector, and it introduces the student to actual contract negotiations and enforcement. 3 lec., 3 credits

### POL-461-463 Co-Op Work

**Experience (Political Science)** 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.

**POL-461**, 1 lec., plus 60 minimum hours work experience distributed over the semester, 1 credit

**POL-462**, 1 lec., plus 120 minimum hours work experience distributed over the semester, 2 credits

**POL-463**, 1 lec., plus 180 minimum hours work experience distributed over the semester, 3 credits

Prerequisite: Any Political Science course

## PSY – PSYCHOLOGY

### PSY-101 General Psychology

is an analysis of human behavior with special reference to thinking, learning, memory, perception, emotion, individual differences in intelligence, psychotherapy, and personality. The scientific nature and practical relevance of psychological investigations and research findings are discussed. 3 lec., 3 credits

General Education Course

### PSY-102 Abnormal Psychology

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. 3 lec., 3 credits

General Education Course

**PSY-103 Educational Psychology** 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. 3 lec., 3 credits

**PSY-104 Psychology of Human Relations** 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. 3 lec., 3 credits

**PSY-106 Developmental Psychology** 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 studied via theories applied to the whole human lifecycle. Theories about psychosocial, moral, and language development as well as the effect of work, gender, intelligence, personality, health, and other factors on human development are examined. 3 lec., 3 credits  
 ►General Education Course

**PSY-108 The Psychology of Aging** reflects the interdisciplinary character of contemporary gerontology. The focus of the course is on psychological issues associated with the last third of the human life cycle. Topics of discussion include theories of aging, the psycho-social characteristics of an aging population, how to deal with psychobiological changes, changes in mental functions, mental disorders and their treatment, pre-retirement counseling, parent-child relations, sex differences in the aging process, cross-cultural perspectives on aging, and life review through oral history and autobiography. 3 lec., 3 credits

**PSY-109 Industrial Psychology** is a study of organizational behavior focusing on psychological theories, techniques, and procedures relevant to the work place. Topics discussed include the characteristics of job related behavior, personnel selection, personnel training, job satisfaction, work motivation, job enlargement, and leadership on the job. 3 lec., 3 credits

**PSY-110 Psychology of Sexuality** 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. 3 credits, 3 hours

**PSY-115 Behavior Modification** focuses on changing problem behavior by using techniques derived from learning theory. Topics of discussion include assertiveness training, biofeedback, hypnosis, controlling reinforcement contingencies, aversive conditioning, modeling, and systematic desensitization. The use of behavior modification in industry, hospitals, schools, and prisons is considered. 3 lec., 3 credits

**PSY-121 Comparative Psychology (The Relationship Between Birds, People and the Natural Environment)** 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. 3 lec., 3 credits

**PSY-122 Ethology and Environmental Psychology** emphasizes the interaction of the fields of ethology and environmental psychology. Ethology is the study of natural behavior in natural environments, and environmental psychology is the study of the effects of environmental change of human behavior. Topics considered include territoriality, mobbing activity, sexual rituals, habitat destruction, and internal physical and environmental structures. This course is offered at off-campus sites (e.g., The Florida Everglades). See instructor before registering. 3 lec., 3 credits

**PSY-123 Cross-Cultural Psychology** 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. 3 lec., 3 credits

**PSY-127 Stress Management** 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. 3 lec., 3 credits

**PSY-201 Child Psychology** 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. 3 lec., 3 credits  
 Prerequisite: PSY-101  
 ►General Education Course

**PSY-202 Psychology of Adolescence** 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. 3 lec., 3 credits  
 Prerequisite: PSY-101

**PSY-203 Psychology of Personality** is an introduction to the most influential theories of personality. The focus of the course is on the contemporary relevance of various theoretical approaches. Students have the opportunity to apply personality theory to the understanding of case history material. 3 lec., 3 credits  
 Prerequisite: PSY-101

**PSY-206 Adult Development** is the study of human behavior from adolescence through early, middle, and late adulthood. Developmental tasks, psychological crises and coping processes appropriate to each state are examined. Several theoretical perspectives on aging, current research on adult development, and the foundation of a flexible approach to the understanding of the whole person are discussed. 3 lec., 3 credits  
 Prerequisite: PSY-101

**PSY-207 Psychology of Women** 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. "Typical" 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. 3 lec., 3 credits  
 Prerequisite: PSY-101  
 ►General Education Course  
 ►Diversity Course

**PSY-461-463 Co-Op Work Experience (Psychology)** 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 Cooperative Education Office.  
**PSY-461** 1 lec., plus 60 minimum hours work experience distributed over the semester, 1 credit  
**PSY-462** 1 lec., plus 120 minimum hours work experience distributed over the semester, 2 credits  
**PSY-463** 1 lec., plus 180 minimum hours work experience distributed over the semester, 3 credits  
 Prerequisite: PSY-101 or by permission of the Department Head



# PTA-RAD

## PTA – PHYSICAL THERAPIST ASSISTANT

**PTA-101 Introduction to Physical Therapist Assistant** introduces the student to the role of the PTA in the health care delivery system and in the field of rehabilitation. The team approach to care and service delivery and the complimentary functions of team members will be emphasized. Issues such as licensure, professional organization and legal and ethical parameters of practice will be considered. Content will include medical terminology, documentation, reimbursement, and psycho-social aspects of disability. Students will volunteer and observe physical therapy treatments and practice in participating clinics. 2 lec., 3 lab., 3 credits  
Co-requisite: BIO-109, PHY-185, PTA-122

**PTA-122 Physical Therapist Assistant Procedures I** teaches fundamentals of patient care including body mechanics, positioning, bed mobility and exercise, wound healing and infection control, range of motion, measurement for assistive devices and gait training. Patient assessment modalities such as vital signs and goniometry are also included as well as introduction to therapeutic exercise. 4 lec., 6 lab., 6 credits  
Co-requisites: PTA-101, BIO-109, PHY-185

**PTA-201 Kinesiology** is the study of human movement and the neuro-musculoskeletal structures and their function in relation to activity. Topics include biomechanics, muscle physiology, physical laws and principles of leverage, posture, and gait. Students will be taught manual muscle testing and challenged to problem solve and analyze basic exercises and movements. 3 lec., 3 lab., 4 credits  
Prerequisites: BIO-109, PHY-185, PTA-101, PTA-122  
Co-requisite: PTA-222, BIO-209

**PTA-222 Physical Therapist Assistant Procedures II** teaches the basic theory of the physiology and application of heat, cold, light, electricity, sound, compression, and traction. Modalities used in physical therapy treatments such as hot/cold packs, ultrasound, electrotherapy, hydrotherapy, and mechanical traction are practiced in the laboratory. 3 lec., 6 lab., 5 credits  
Prerequisites: BIO-109, PHY-185, PTA-101, PTA-122  
Co-requisites: BIO-209, PTA-201

**PTA-223 Physical Therapist Assistant Procedures III** teaches the fundamentals of therapeutic exercise and treatment guidelines that are most commonly used in treating musculoskeletal injuries and disorders. Exposure to exercise equipment, treatment protocols, exercise modifications, and teaching home exercise programs are offered in the laboratory. 4 lec., 6 lab., 6 credits  
Prerequisite: BIO-209, PTA-201, PTA-222, PTA-245  
Co-requisites: PTA-231, PTA-241

**PTA-224 Physical Therapist Assistant Procedures IV** covers the impairments, functional limitations, and physical therapy treatments of patients with neurological disorders, amputations, and burns. The course also covers the considerations for treating geriatric, pediatric, and cardiopulmonary patients. 4 lec., 3 lab., 5 credits  
Prerequisites: PTA-223, PTA-231, PTA-241  
Co-requisites: PTA-232, PTA-242

**PTA-231 Clinical Education I** is assignment to physical therapy clinic sites where the student practices techniques previously or currently learned in the academic setting under the supervision of a licensed physical therapist or physical therapist assistant. 16 clinical hours, 2 credits.  
Prerequisites: BIO-209, PTA-201, PTA-222, PTA-245  
Co-requisites: PTA-223, PTA-241

**PTA-232 Clinical Education II** the student continues to be supervised by a licensed physical therapist or physical therapist assistant in assigned clinical sites. Emphasis is on continued development of proficiency in patient treatments and documentation. 24 clinical hours, 2 credits  
Prerequisites: PTA-223, PTA-231, PTA-241  
Co-requisites: PTA-224, PTA-242

**PTA-233 Clinical Education III** allows the student under the supervision of a licensed physical therapist or physical therapist assistant to continue developing proficiency of entry-level physical therapy and patient care skills in assigned clinical sites. 40 clinical hours, 2 credits  
Prerequisites: PTA-224, PTA-232, PTA-242  
Co-requisites: PTA-243

**PTA-241 Clinical Seminar I** addresses the student's experience in the clinic including the role of various health care practitioners, physical therapy documentation, and reimbursement issues. Special topics will be discussed including current practice issues. Didactic and clinical experiences are incorporated in case study presentations by students. 1 lec., 1 credit  
Prerequisites: BIO-209, PTA-201, PTA-222, PTA-245  
Co-requisite: PTA-223, PTA-231

**PTA-242 Clinical Seminar II** addresses the student's experience in the clinic and begins to prepare the student for licensure and employment. Special topics will be discussed including employment preparation skills and current licensure issues. Didactic and clinical experiences are incorporated in case study presentations by students. 1 lec., 1 credit  
Prerequisites: PTA-223, PTA-231, PTA-241  
Co-requisites: PTA-224, PTA-232

**PTA-243 Clinical Seminar III** prepares the student for licensure examination and entry-level practice as a physical therapist assistant by discussion, presentations by students, and speakers on physical therapy topics of interest. Comprehensive examination will be given to help the student assess his/her readiness for taking the PTA licensing exam. 1 lec., 1 credit  
Prerequisite: PTA-224, PTA-232, PTA-242  
Co-requisite: PTA-233

**PTA-245 Disease and Impairment** introduces the student to disease and injury of the various systems of the human body. Disease etiology, pathophysiology, clinical symptoms, impairment, and treatment considerations will be studied. Emphasis is placed on the diseases and injuries most commonly treated in physical therapy. 3 lec., 3 credits  
Prerequisites: BIO-209, PTA-201, PTA-222

## RAD – RADIOGRAPHY

**RAD-180 Introduction to Radiography** is a study of the basic aspects of the health care system, the profession of Radiography and patient care. Topics will include moral, legal, and professional responsibilities of a radiographer, communication techniques, medical & surgical asepsis, vital signs, communicable diseases, and medical emergencies. 2 lec., 2 credits

**RAD-181 Radiography I** introduces the study of radiography and the ethical considerations of this medical field. The theory and application of positioning, dark room chemistry, radiation protection techniques, and radiographic exposure with associated film critiques and laboratory experiments are covered in the course. 3 lec., 6 lab., 5 credits

**RAD-182 Radiography Clinical I** 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. 8 lab., 1 credit

**RAD-183 Radiographic Pathology** is a survey of medical and surgical diseases designed to acquaint the student with changes caused by disease which have a relation to Radiography. Emphasis is placed on pathogenesis, signs, symptoms, diagnosis and treatment. Student projects, associated film presentations, and critiques are also included. 2 lec., 2 credits  
Prerequisite: RAD 281

**RAD-184 Special Procedures and Imaging Modalities I** introduces the student to advanced radiographic examinations of the brain, spinal column, vascular system, lungs, reproductive organs, skeleton, and other body systems. In addition, specialized imaging modalities and advances in imaging systems and equipment are discussed. 3 lec., 3 credits

**RAD-250 Cross Sectional Anatomy for Specialty Imaging** is a course that 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.  
3 lec., 3 lab., 4 credits  
Prerequisite: Registered Radiologic Technologist and NJ License

**RAD-251 Computer Tomography** presents the concepts, content and technology of CT imaging. Topics to be presented include patient care, principles of operation; image processing and display, system components; image procedures and image quality. Clinical application related to neurological, cardiac, abdominal and musculoskeletal imaging will be discussed. This course meets eligibility requirements for the specialty certification examination in Computerized Tomography. 3 lec., 3 credits  
Prerequisite: Registered Radiologic Technologist and NJ License

**RAD-252 Magnetic Resonance Imaging** begins with the very basic including the physical principles, artifacts, image contrast; image quality, clinical application and safety issues. The student will then move into the more intricate physical principles of MR, including rapid imaging, fast spin echo, K-space, contrast agents as well as the principles and clinical applications of MRA and spectroscopy. In addition, imaging concerns such as positioning tips, compensation for artifacts, dynamic and functional imaging and interventional procedures will be discussed. This course meets eligibility requirements for the specialty certification in Magnetic Resonance Imaging. 3 lec., 3 credits  
Prerequisite: Registered Radiologic Technologist and NJ License

**RAD-253 Magnetic Resonance Imaging Clinical Practicum** is a 75 hour clinical experience in a neighboring hospital or specialty imaging center. The student will perform routine (MRI) examinations on patients under direct supervision of a specialty technologist. Clinical records will be maintained and monitored by faculty.  
75 lab., 1 credit  
Prerequisite: RAD-252

**RAD-254 Computerized Tomography Clinical Practicum** is a 75 hour clinical experience in a neighboring hospital or specialty imaging center. The student will perform routine (CT) examinations on patients under direct supervision of a specialty technologist. Clinical records will be maintained and monitored by faculty.  
75 lab., 1 credit  
Prerequisite: RAD-251

**RAD-275 Special Procedures and Imaging Modalities II** presents the advanced imaging techniques required for nuclear medicine, mammography, tomography, and CT scanning. In addition, the basic concepts and principles of radiation therapy are discussed. 2 lec., 2 credits  
Prerequisite: RAD-184, RAD-276

**RAD-276 Radiographic Health and Protection** describes the various types of ionizing radiations, their origins, and their effect on biological materials. Methods of practice that afford greater protection from ionizing radiation for both patient and practitioner are also covered in detail.  
3 lec., 3 credits  
Prerequisites: BIO-109, RAD-181

**RAD-280 Image Production and Evaluation** is a study of the theoretical and practical aspects of radiographic equipment and image recording systems. The photographic and geometric characteristics of a diagnostic radiographic image are presented. Evaluation of changes caused in the radiographic image through the use of different types of imaging equipment and recording systems are demonstrated and discussed. Also included in the course are the basic concepts of the origin and effects of ionizing radiations on a patient and a radiographic image. These topics are supported through the performance of laboratory experiments and radiography based computer software. 3 hours, 3 credits  
Prerequisites: RAD-276, RAD-281, RAD-283

**RAD-281 Radiography II** reinforces basic concepts presented in Radiography I. The major topics covered include the upper extremities, technique conversions, film quality, the skull, spinal procedures, sterile technique, basic first aid with associated terminology, and various laboratory experiments.  
3 lec., 3 lab., 4 credits  
Prerequisite: RAD-180, RAD-181, and RAD-182

**RAD-282 Radiography Clinical II** 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.  
16 lab., 1 credit  
Prerequisite: RAD-182

**RAD-283 Intermediate Radiography Clinical** provides extensive training in the operation of a department of radiology as well as practical experience in patient handling and routine examinations under the direct supervision of a registered radiographer and a college clinical instructor. Students spend 12 thirty-two hour weeks meeting established requirements for competency based clinical education. 384 lab., 2 credits  
Prerequisites: RAD-281 and RAD-282

**RAD-285 Radiography III** is a study of the anatomy, positioning, and radiography of the bones of the cranium and face; pediatric, portable and trauma radiography; basic medical techniques and patient care; and medical terminology. Included in the course is structured practice in evaluation and improvement of radiographs of all parts of the body.  
3 lec., 3 lab., 4 credits  
Prerequisites: RAD-281 and RAD-283

**RAD-286 Radiography Clinical III** 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. 16 lab., 1 credit  
Prerequisite: RAD-282 and RAD-283

**RAD-288 Radiography IV** incorporates two major areas of study. The first portion of the course is a comprehensive presentation of radiation detection and protection principles and quality control with appropriate laboratory experiments. The second half is devoted to hands-on experience with computers and computer software. A continuation of the study of medical terminology is also included. 3 lec., 3 lab., 4 credits  
Prerequisite: RAD-276, RAD-285, and RAD-286

**RAD-289 Radiography Clinical IV** 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 are also begun.  
24 lab., 2 credits  
Prerequisite: RAD-276, RAD-285, and RAD-286

**RAD-290 Senior Student Seminar** 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 radiography department. Students spend 32 hours per week for 15 weeks meeting the established requirements for competency based clinical education. Specialty clinical elective rotations continue. The student will also attend a series of 12 four-hour lectures. The lectures are designed to amplify the students entry level skills as a radiographer. Upon completion of the required 1834 clinical hours and all course work, the student becomes ARRT eligible.  
480 lab., 3 credits  
Prerequisites: RAD-182, RAD-276, RAD-282, RAD-283, RAD-286, and RAD-289

## REA – REAL ESTATE

**REA-101 Principles of Real Estate I** 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 to qualify for the New Jersey Real Estate Salesperson's Examination.  
3 lec., 3 credits

**REA-201 Principles of Real Estate II** is a structured review of real estate law with emphasis on leases, landlord-tenant relations, business opportunity sales, 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 to qualify as a candidate for the New Jersey Real Estate Salesperson's Examination.  
3 lec., 3 credits

# RSP-SOC

## RSP – RESPIRATORY THERAPY

**RSP-119 Introduction to Respiratory Therapy** provides the student with an in-depth understanding of medical gas administration, humidity and aerosol therapy, safety systems, and infection control. Students will learn the application of mechanical devices utilized to maintain patent airways and emergency cardiopulmonary resuscitation. The gas laws, physiology, and medical equipment terminology is taught. The laboratory exercises provide students with an opportunity to develop their skills in oxygen administration, CPR, and airway management. 3 lec., 3 lab., 4 credits

**RSP-121 Respiratory Therapy Clinical Externship I** 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, and medical ethics during this rotation. 16 hours per week, 2 credits

**RSP-122 Clinical Medicine** 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 covered in this course. 3 lec., 3 credits

**RSP-200 Pharmacology for Respiratory Therapists** introduces the student to the medications utilized in the treatment of patients with acute and chronic cardiopulmonary disorders. 2 lec., 2 credits  
Co-requisites: RSP-119 and RSP-121

**RSP-222 Cardiopulmonary Anatomy and Physiology** places special emphasis on the structure and function of the respiratory and circulatory systems. The laboratory segment of the course consists of demonstrations of these two systems and the application of medical physiological techniques. 3 lec., 3 lab., 4 credits  
Prerequisite: BIO-109  
Co-requisite: BIO-209

**RSP-225 Respiratory Therapy Clinical Externship II** provides the students with an opportunity to administer aerosol therapy treatments, perform cardiopulmonary resuscitation, and evaluate infection control. 16 hours/week (224 hours) 2 credits Prerequisites: RSP-119, RSP-121, and RSP-200

**RSP-226 Respiratory Therapy Clinical Externship III** gives the student a further opportunity to develop clinical skills of airway management, cardiopulmonary resuscitation, aerosol therapy, and patient evaluation rounds. 40 hours/week (6 weeks, 240 hours), 2 credits  
Prerequisite: RSP-222 and RSP-225

**RSP-227 Management in Health Care** provides the student with an opportunity to learn the skills necessary to supervise a respiratory therapy department. Emphasis is placed on interpersonal relationships, scheduling employees, budgeting, purchasing equipment, cost effective management, and computer technology development. Computer skills are required and students will be given opportunities to work on computer programs in the allied health computer lab. 2 lec., 2 credits  
Prerequisite: RSP-231

**RSP-229 Mechanical Ventilation** provides the student with the skills necessary to evaluate patients in need of ventilatory support, to select mechanical ventilatory parameters, and to monitor the patient laboratory exercises, provide the student with an opportunity to operate ventilators, to change ventilator modalities, and to repair ventilators. 3 lec., 3 lab., 4 credits

**RSP-231 Respiratory Therapy Clinical Externship IV** provides the students with clinical experiences in the complete cardiopulmonary assessment of the patient. Emphasis of clinical training is in the critical care areas. 2 lab., 2 credit  
Prerequisite: RSP-226  
Co-requisite: RSP-229 and RSP-240

**RSP-235 Respiratory Therapy Clinical Externship V** enables the student to continue training in the critical care areas, pulmonary function laboratory and pulmonary clinical. Emphasis is placed on patient evaluation and decision making skills. 16 hours/week (224 hours), 2 credits Prerequisite: RSP-231

**RSP-240 Diagnostic Monitoring and Patient Assessment** 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. 3 lec., 3 lab., 4 credits  
Prerequisites: RSP-222 & CHM-112

**RSP-241 Neonatal and Pediatric Respiratory Care** 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. 2 lec., 2 lab., 3 credits  
Prerequisite: RSP-229

## SOC – SOCIOLOGY

**SOC-101 Sociology** 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 include the family, education, deviance, race and ethnicity, gender roles, social change, and social inequalities. 3 lec., 3 credits  
General Education Course

**SOC-102 Introduction to Human Services** 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. 3 lec., 3 credits

**SOC-103 Sociology of the Family** 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. 3 lec., 3 credits  
General Education Course

**SOC-105 Urban Sociology** is an analysis of the modern urban community. Topics of discussion include the history of the city, urban institutions, urban behavior patterns, urban problems and social dislocation within metropolitan areas, community planning, and urban renewal. Field trips to major urban centers are an integral part of the course. 3 lec., 3 credits

**SOC-107 Death and Dying** is a study of the sociological, psychological, and biological information that relates to dying, death, and the adjustment to death. Topics of discussion include euthanasia, abortion, bereavement, and attitudes toward death in our society and around the world. The intention of the course is to help students come to an understanding of a reality that we must all confront. 3 lec., 3 credits

**SOC-120 Sociology of Gender Roles** is a study of the changing roles of men and women in contemporary society. Topics of discussion 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. 3 lec., 3 credits  
General Education Course  
Diversity Course

**SOC-121 The Changing Roles of Women** 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, women as portrayed in literature, the impact of religious beliefs on women, women's changing family roles, and traditional and present-day feminism. 3 lec., 3 credits  
**】**General Education Course  
**】**Diversity Course

**SOC-201 Social Problems** is a 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, but are not limited to, crime and delinquency, poverty, family violence, overpopulation, war, AIDS, sexual assault, mental illness, racism, sexism, and classism (social inequality). 3 lec., 3 credits  
 Prerequisite: SOC-101  
**】**General Education Course

**SOC-222 Ethnic and Minority Group Relations** 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 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. 3 lec., 3 credits  
 Prerequisite: SOC-101  
**】**General Education Course  
**】**Diversity Course

**SOC-461-463 Co-Op Work Experience (Sociology)** are courses that provide 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.

**SOC-461** 1 lec., plus 60 minimum hours work experience distributed over the semester, 1 credit  
**SOC-462** 1 lec., plus 120 minimum hours work experience distributed over the semester, 2 credits  
**SOC-463** 1 lec., plus 180 minimum hours work experience distributed over the semester, 3 credits  
 Prerequisite: SO-101 or by permission of the Department Head

**SPE – SPEECH COMMUNICATION**

**SPE-001 Speaking/Listening I 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*. 3 lec., 3 credits (non-degree credits)  
 Prerequisites: ALP-005, ALP-006, ALP-007, ALP-009 or CELT placement  
 Co-requisites: ALP-041, ALP-042, ALP-043, and ALP-044

**SPE-002 Speaking/Listening II for International Students** 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*. 3 lec., 3 credits (non-degree credits)  
 Prerequisites: SPE-001, ALP-041, ALP-042, ALP-043 or CELT placement  
 Co-requisites: ALP-051, ALP-052, ALP-053, and ALP-054

**SPE-003 Speaking/Listening III for International Students** is designed for students for whom English is not a native language. This course seeks to expand students' listening skills, language comprehension, and speech fluency and to develop their confidence in the speaking of English. This course should be taken in conjunction with *American Language III*. 3 lec., 3 credits (non-degree credit)  
 Prerequisites: SPE-001, SPE-002, ALP-051, ALP-052, ALP-053, ALP-054 or CELT placement  
 Co-requisites: ALP-061, ALP-062, ALP-063, and ALP-064

**SPE-005 Basic Communication** is a practical course specifically designed to improve general communication skills. The course provides usable techniques in speaking and listening skills. 3 lec., 3 credits (non-degree credits)

**SPE-006 American Language Pronunciation** is a course designed to help the non-native 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 intonations and stress in ordinary speech patterns will be provided for practice. 2 lab., 1 credit (non-degree credit)

**SPE-009 American Language Foundations: Speaking and Listening** is a course 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. 3 hours, 3 non-degree credits

**SPE-111 Speech Communication** 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 are studied. Students placed in the AIMS program must take SPE-005 before taking SPE-111. 3 lec., 3 credits  
**】**General Education Course

**SPE-112 Voice and Articulation** is designed to improve the vocal and articulatory components of speech. Areas of study and practice include pronunciation, vocal production, and the sounds of standard American English. Speaking assignments provide the students with practice in the skills that are necessary for effective verbal communication. 2 lec., 1 lab., 3 credits

**†SPE-114 Intercultural Communication** 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. 3 lec., 3 credits  
 (Not offered during 2000-2001)

**†SPE-116 Interpersonal Communications** 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. 3 lec., 3 credits  
 (Not offered during 2000-2001)

**†SPE-119 Effective Speaking for Business and Professional Personnel** is a practical course designed for business and professional personnel who wish to have communication skills in dyadic and group presentations relevant to their professions and fields of employment. 3 lec., 3 credits  
 (Not offered during 2000-2001)

**†SPE-122 Argumentation and Debate** 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. 3 lec., 3 credits  
 (Not offered during 2000-2001)

**†SPE-213 Small Group Discussion** is an introduction to the various discussion forms. Major topics include the applicability of specific discussion forms to particular situations, the responsibilities of a discussion leader, and practical experience in the use of these forms in controlling the quality and discipline by which a discussion moves in a positive direction toward a specific goal. 3 hours, 3 credits  
 Prerequisite: SPE-111  
 (Not offered during 2000-2001)

**†Not Offered during 2000-2001)**

**SUR – SURGICAL TECHNOLOGY**

**SUR-101 Principles of Surgical Technology I** 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. 5 lec., 3 lab., 6 credits  
 Co-requisite: SUR-102, 103, 104

# SUR-THR

**SUR-102 Surgical Technology Externship I** introduces the student to the operating room environment. Approximately six weeks are spent on campus in a pre-clinical 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. 16 hours per week, 2 credits  
Co-requisite: SUR-101, 103, 104

**SUR-103 Surgical Terminology** 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. 1 lec., 1 credit  
Co-requisite: SUR-101 and SUR-102

**SUR-104 Microbiological Applications in Surgery** 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. 2 lec., 2 credits  
Co-requisite: SUR-102, 103, 104

**SUR-201 Principles of Surgical Technology II** is an in depth study of specialty surgical procedures with emphasis on common diseases and surgical procedures in relation to the various body systems. 5 lec., 5 credits  
Prerequisites: SUR-101 and SUR-102  
Co-requisite: SUR-202

**SUR-202 Surgical Technology Externship II** 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. 24 hours per week, 2 credits  
Prerequisites: SUR-101 and SUR-102  
Co-requisite: SUR-201

**SUR-203 Surgical Technology Externship III** 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. 40 hours per week, 1 credit  
Prerequisite: SUR-201 and SUR-202

## TEC – TECHNOLOGICAL SCIENCES

**TEC-180 Problem Solving Using Technology** is a "hands-on" course using computers and graphic calculators to solve problems related to various industrial and engineering technologies. 3 lec., 3 lab., 4 credits

**TEC-190 Introduction to Geographic Information Systems (GIS)** introduces the student to the basic underlying principles of geography that deal with measurements and analysis of the earth's surface and the field of geographic information systems. The critical underlying issues of GIS will be discussed in the context of the learned principles and promote critical thinking by the student. Students will learn the fundamentals of computer generated GIS by using the leading GIS software product, ArcView. 2 lec., 2 lab., 3 credits

**TEC-191 Introduction to Mapping and Cartography** introduces students to the science of cartography including a history of the discipline and its current practices. Topics include basic map use and analysis, the display of quantitative and qualitative information, and map production techniques. 2 lec., 2 lab., 3 credits

**TEC-201 Science Laboratory Technology I** is designed to give students a working knowledge of the instrumentation used in the modern chemical and biochemical laboratory. Emphasis will be placed on the study of techniques that have the broadest range of applications. Topics studied will include enzyme purification, DNA sequencing, spectroscopic techniques, chromatography and computer interfacing of laboratory instruments. 8 lab., 4 credits  
Prerequisite: CHM-212 or by permission of the Department Head

**TEC-202 Science Laboratory Technology II** is designed to give students a working knowledge of the instrumentation used in the modern physics laboratory. Emphasis will be placed on the study of techniques that have the broadest range of applications. Topics will include lasers and other optical techniques as well as materials science and scanning/probe techniques. 8 lab., 4 credits  
Prerequisites: PHY-186 and TEC-201 or by permission of Department Head

**TEC-203 Work Based Learning for Science Technologies** 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. 4 lab., 1 credit  
Prerequisites: TEC-201  
Co-requisite: TEC-202 or by permission of the Department Head

**TEC-292 Introduction to Remote Sensing** explores the topics of satellite imagery and aerial photography. Students gain an understanding of how digital satellite images and air photos are created and used in geology, environmental management and civil engineering. 2 lec., 2 lab., 3 credits  
Prerequisite: TEC-191 or by permission of the Department Head

**TEC-293 Advanced Geographic Information Systems** broadens understanding of GIS and includes discussions of cartographic data formats, cartographic representations, computer programming for GIS, database management and Internet-based mapping. The laboratory section will focus on use of advanced functions of ArcView GIS including all extensions, GIS programming with Avenue and Map Objects. Students learn the principles of GIS project management and data documentation. 2 lec., 2 lab., 3 credits  
Prerequisite: TEC-190 or by permission of the Department Head

## THR – THEATRE

**THR-101 Introduction to the Theatre** 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. 3 lec., 3 credits  
General Education Course

**THR-110 Basic Acting Techniques** 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. 2 lec., 2 lab., 3 credits

**THR-111 Oral Interpretation of Literature** 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. 3 lec., 3 credits

**THR-113 Movement for the Performing Artist** 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. 3 hours, 2 credits

**THR-114 Audition Techniques** 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. 2 lec., 2 credits

**THR-116 Theatre Production Workshop** 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, make-up, promotion, rehearsal, stage management, and performance. The workshop culminates in a public performance of the project. 4 lec., 4 credits

**THR-117 Theatre Performance and Production** 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. 2 hours, 2 credits

**THR-120 Stage Makeup** provides a practical approach to makeup techniques for theatre and related arts. Through practical experience, students investigate basic, character, and stylized makeup. 1 lec., 1 lab., 1 credit

**THR-124 Dance Experience** 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. 3 hours, 3 credits

**THR-131 Introduction to Stagecraft and Lighting** 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. 2 lec., 2 lab., 3 credits

**THR-132 Stage Management** is an analysis of the techniques and responsibilities of the stage manager in the various forms of the performing arts. Areas of study include stage management in the theatre, concerts, and television. 1 lec., 1 credit

**THR-136 Stage Electrics** 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. 4 hours, 3 credits

**THR-140 Introduction to the Cinema** 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. 2 lec., 2 lab., 3 credits

General Education Course

**THR-150 Summer Theatre Workshop** 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, make-up, set design and construction, lighting, costuming, promotion, and performance. 6 hours, 6 credits

**THR-210 Scene Study** 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. 2 lec., 2 lab., 3 credits  
Prerequisite: THR-110

**THR-236 Lighting Design** 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. 3 hours, 3 credits  
Prerequisite: TH-136

**THR-240 The Classic Cinema** is an in-depth study of the style, philosophy, and significance of selected directors and films. 3 lec., 3 credits  
Prerequisite: TH-140

**THR-464 Co-Op Work Experience (Stage Technology)** is a field work course in pre-production, 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 pre-determined number of hours/weeks worked in an approved theatre shop, or other entertainment facility. Job placement assistance is available through the Co-Op office. 1 lec., plus 240 minimum hours work experience distributed over the semester, 4 credits  
Prerequisite: Permission of the Department Head

## TRV – TRAVEL & TOURISM

**TRV-101 Introduction to Travel and Tourism** is an introductory course which helps to familiarize the student with the impact of travel and tourism in our country and abroad. Students gain an over-all view of the various phases of tourism in the U.S. and around the world. Latest developments in airlines, cruises, rail and ground transport are studied. This course is not travel-agent specific. 3 lec., 3 credits

**TRV-103 Travel Area Studies** is a global course geared to the travel and tourism student. Time zones and IATA (International Air Transport Association) conferences throughout the world, and resort/regional map-work in the United States and worldwide will be included. Students read regional/global research materials and plan itineraries for specified destinations. Destination video tapes are viewed. 3 lec., 3 credits

**TRV-104 Travel-Electronic Ticketing SABRE** is a hands-on course utilizing a frame-by-frame, lesson-by-lesson program simulation. The course includes creating PNRs (Passenger Name Records) on the computer and booking reservations off-line. A computer printer is used for practice in printing of tickets. 2 lec., 2 lab., 3 credits  
Co-requisite: TRV-101 or by permission of the Department Head

**TRV-204 Travel Planning and Marketing** explores the world of corporate, group, incentive, resort, and vacation travel and tourism. Students review corporate travel policies/manuals, develop/package group tours, discuss incentive travel used for employee motivation and organization fund raising. Prime vacation locations/properties are examined. Students explore a variety of techniques used in the industry to attract visitors to the most popular destinations. Students develop several domestic, international, resort, and special-interest vacations from original concept to conclusion. 3 lec., 3 credits  
Prerequisite: TRV-101

**TRV-205 Travel Documentation Lab** offers the student a course in the detailed documentation work in travel agencies. ARC (Airline Reporting Corporation) manuals guide the preparation of reconciliation reports, other required forms and agency documents such as MCOs (Miscellaneous Charge Orders) and Ticket (REN) Exchanges. Students gain actual hands-on experience using non-validated training materials for the work of this course. Students must be able to touch type. 2 lab., 1 credit  
Prerequisite: OFF-101 and TRV-101

**TRV-206 Travel and Tourism Management-Electronic** is a course designed for students planning to become professionals in the travel and tourism industry. Computer software covers back-office streamlining and offers the student the opportunity to learn quick and easy ways to read computer run-offs for keeping track of commissions from airlines, hotels, car rental agencies, and transfer transportation. 1 lec., 2 lab., 2 credits  
Prerequisite: OFF-101 and TRV-101

**TRV-207 Travel and Tourism Study-Abroad** combines classroom instruction with foreign field study. Ten hours of classroom study are devoted to an investigation of the social/cultural/ tourism aspects of the destination. The subsequent one-week field study-abroad includes visits to tourism related industries at the destination. 3 credits  
Prerequisite: TRV-101

**TRV-210 Corporate Travel** discusses topics specific to corporate travel and familiarizes the student with different types of travel delivery. Topics include corporate accounts, specialized services, operating a corporate travel department and international corporate travel. 3 lec., 3 credits  
Prerequisite: TRV-101 or by permission of the Department Head

**TRV-461-464 Co-Op Work Experience (Travel)** enables the student to learn and practice travel industry skills under professional guidance in a college approved work environment. The students work is supervised by a trained faculty member. All student appointments must be approved by the Co-Op Coordinator. Co-Op job placement assistance is available through the Co-Op office.  
**TRV-461** 1 lec., plus 60 minimum hours work experience distributed over the semester, 1 credit  
**TRV-462** 1 lec., plus 120 minimum hours work experience distributed over the semester, 2 credits  
**TRV-463** 1 lec., plus 180 minimum hours work experience distributed over the semester, 3 credits  
**TRV-464** 1 lec., plus 240 minimum hours work experience distributed over the semester, 4 credits  
Prerequisite: TRV-101

**VET-102 Introduction to Veterinary**

**Technology** 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 to all other VET courses. 1 lec., 1 credit  
Co-requisite: VET-103

**VET-103 Veterinary Medical**

**Terminology** introduces the student to prefixes, suffixes, and word roots used in the language of veterinary medicine. Topics 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. 1 lec., 1 credit  
Co-requisite: VET-102

**VET-104 Research Animal**

**Technology** 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. 2 lec., 3 lab., 3 credits  
Prerequisite: VET-102, VET-103 and admission to the professional component of the program

**VET-110 Nutrition and Principles of**

**Feeding** 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. 2 lec., 2 credits  
Prerequisites: VET-102, VET-103 and admission to the professional component of the program

**VET-112 Veterinary Pharmacology**

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. 3 lec., 3 credits  
Prerequisites: VET-102, VET-103 and admission to the professional component of the program

**VET-203 Veterinary Nursing I** 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. 2 lec., 3 lab., 3 credits  
Prerequisites: VET-102, VET-103, VET-110, VET-112, BIO-115, BIO-215

**VET-205 Clinical Laboratory**

**Procedures I** 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 evaluation of the health of animals. 2 lec., 3 lab., 3 credits  
Prerequisites: VET-102, VET-103, BIO-115, BIO-215

**VET-207 Diagnostic Imaging** 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. 2 lec., 3 lab., 3 credits  
Prerequisites: VET-102, VET-103, BIO-115, BIO-215

**VET-214 Veterinary Nursing II** 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. 2 lec., 3 lab., 3 credits  
Prerequisite: VET-203

**VET-216 Veterinary Office**

**Management** is designed to introduce the student to modern veterinary hospital business practices. A study of management techniques, inventory procedures, basic marketing, accounting and computer skills, medical records, personnel management, and psychology of client and staff relations. Emphasizes professional ethics. 3 lec., 3 credits  
Prerequisite: VET-102 and VET-103

**VET-217 Clinical Laboratory**

**Procedures II** 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. 2 lec., 3 lab., 3 credits  
Prerequisite: VET-205

**VET-218 Farm Animal Nursing**

is designed to teach the student the skills associated with assisting the large animal practitioner. The essential tasks relating to handling, restraint, treatment, venipuncture and blood collecting, anesthesia and administration of drugs and fluids to farm animals will be covered. A study of diseases of these animals with emphasis on disease control, prevention, treatment, and immunization will be given. Common surgical procedures, as well as specimen collection and preservation. 2 lec., 3 lab., 3 credits  
Prerequisites: VET-110, VET-112

**VET-219 Surgical Assistance and**

**Anesthesia** 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 these preparations. We will also provide the student with in-depth coverage of preoperative and postoperative patient care. 2 lec., 3 lab., 3 credits  
Prerequisite: VET-203

**VET-220 Veterinary Technology**

**Externship** is a clinical experience providing the student with the opportunity to refine technical skills in areas such as handling and restraint, nursing care and treatment, surgical assistance, radiology, anesthesia, dental prophylaxis, diagnostic laboratory procedures, practice management and client education. Students will spend 12 weeks 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. 2 credits, 384 hours (32 hrs/wk x 12 wks = 384 hrs)  
Prerequisites: Completion of all other VET courses and by permission of the instructor.

**WEX – WELLNESS & EXERCISE SCIENCE**

**WEX-101 Dynamics of Health and Fitness** 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. 2 lec., 1 lab., 2 credits  
 ☛General Education Course

**WEX-104 Aquacise** is an opportunity for the student to increase fitness through selected aquatic activities such as in-the-water stretching, running, and calisthenic movements. A comfortable exercise program will be adapted to each person's tolerance level. No swimming ability is required. 2 lab., 1 credit

**WEX-105 Fitness Center Plus** 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. The Nautilus and aerobic equipment in the Fitness Center is employed to develop and maintain these individualized fitness programs. 2 lab., 1 credit

**WEX-106 Nutrition for Exercise and Fitness** is a course that 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. 3 lec., 3 credits

**WEX-125 Introduction to Recreation** is an historical and philosophical study of leisure and recreation and of the agencies and institutions that serve the recreational needs of society. 3 lec., 3 credits

**WEX-128 Sports Fundamentals** is a practical study of the fundamental principles and techniques of major sports. Students experience and practice various common sports activities. 3 lec., 3 credits

**WEX-129 Organization and Direction of Recreational Activities** is a study of the nature and function of play and recreation and of the general principles of organization in the recreational field. 3 lec., 3 credits

**WEX-141 Coaching Team Sports: Baseball** is a study of the basic concepts and skills involved in coaching baseball. Students learn techniques of hitting, pitching, and catching, defensive play, base running, and strategies. 2 lab., 1 credit

**WEX-144 Coaching Team Sports: Basketball** is a study of the concepts, theories, skills, rules, and organizational principles involved in coaching basketball. 2 lec., 1 credit

**WEX-159 Cardio-Pulmonary Resuscitation and Emergency First Aid** 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. 3 lec., 3 hours

**WEX-163 Nutrition Today** is an investigation of basic nutrition concepts. Current studies and findings are explored and evaluated. Information is used to formulate practices which maximize health benefits. 3 lec., 3 credits

**WEX-164 Exercise Science** 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. Recommended as a prerequisite to WEX-106, WEX-183 and WEX-184. Requirement for Exercise Science Certificate and Degree. 3 lec., 1 lab., 3 credits

**WEX-167 Self-Defense** is a course which provides the opportunity to learn basic techniques in judo, karate, and jujitsu. (Yellow belt promotion is optional.) 2 lab., 1 credit

**WEX-171 Beginning Golf** is a study of the fundamental theories, skills, etiquette and rules needed to play the game of golf. 2 lab., 1 credit

**WEX-173 Beginner Tennis** is a course which 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. 2 lab., 1 credit

**WEX-174 Volleyball** is a course which provides fundamental skills, strategies, and knowledge of power volleyball through teaching-learning experiences and active participation. 2 lab., 1 credit

**WEX-175 Beginner Level Swimming** (for non-swimmers) is a basic course for non-swimmers that includes fundamental water safety and survival, crawl stroke, back crawl, breast stroke, side stroke, and recreational aquatic activities. 2 lab., 1 credit

**WEX-182 Fitness Measurement and Interpretation** 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 and Degree. 3 lec., 3 credits

**WEX-183 Programs and Principles of Conditioning** 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. 3 lec., 3 credits  
 Prerequisites: WEX-164 and WEX-182

**WEX-184 Sports Medicine I - Theory & Practice** 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. 3 lec., 3 credits

**WEX-201 Aerobic Dance (Dynamics of Health and Fitness Experience)** is an application of the theories of training and conditioning explored in WEX 101. The course is designed to provide students with opportunities to increase cardiovascular endurance, flexibility, muscular strength, and help reduce stress. Different modes of aerobic training will be explored including dance style movements to music. 2 lab., 1 credit  
 Prerequisite: WEX-101  
 ☛General Education Course

**WEX-202 Body Conditioning (Dynamics of Health and Fitness Experience)** is an application of the theories explored in WEX-101. The course is designed to effect changes in such fitness areas as cardio respiratory endurance, flexibility, strength, and body composition through aerobic conditioning, progressive resistance exercises, and flexibility exercises. The development of personal exercise regimens for lifelong participation is emphasized. 2 lab., 1 credit  
 Prerequisite: WEX-101  
 ☛General Education Course

**WEX-204 Keep Young, Fit and Alive (Dynamics of Health and Fitness Experience)** is an application of the theories explored in WEX-101. The course uses exercise as a stress management technique, in the management/prevention of low-back musculoskeletal problems, for muscular strength and endurance, and for flexibility. An analysis of dietary practices is included. 2 lab., 1 credit  
 Prerequisite: WEX-101  
 ☛General Education Course

**WEX-205 Swimming for Conditioning (Dynamics of Health and Fitness Experience)** is an application of the theories explored in WEX-101. The course is designed to effect changes in cardiovascular endurance, muscular strength, and flexibility. 2 lab., 1 credit  
 Prerequisite: WEX-101  
 ☛General Education Course



# WEX -WRT

**WEX-206 Weight Training (Dynamics of Health and Fitness Experience)** 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 life-long participation is emphasized. 2 lab., 1 credit  
Prerequisite: WEX-101  
■General Education Course

**WEX-208 40+ Fitness (Dynamics of Health and Fitness Experience)** is an application of the theories explored in WEX-101. The course is designed to provide students (40 years or older) with opportunities to increase fitness through individualized programs emphasizing flexibility, aerobic conditioning, muscle strength/ endurance and weight management. 2 lab., 1 credit  
Prerequisite: WEX-101  
■General Education Course

**WEX-223 Beyond Beginning Tennis** provides the student with an opportunity to refine the fundamental tennis skills and to learn more advanced skills and strategies. 2 lab., 1 credit  
Prerequisite: WEX-173

**WEX-230 Skin and Scuba Diving** is a course which allows students to develop basic skills in skin and scuba diving by means of lectures, demonstrations, and class practice. Students should have good swimming ability. (International certification is optional.) 2 lab., 1 credit

**WEX-245 Intermediate Golf** is a study of advanced golf skills. 2 lab., 1 credit  
Prerequisite: WEX-171

**WEX-260 Exercise Physiology** is a course which investigates how the human body responds to exercise. Theory and practical application will draw from musculoskeletal, cardiovascular, endocrine and neuromuscular considerations. 3 lec., 3 credits  
Prerequisites: WEX-164 and WEX-182

**WEX-261 Biomechanics of Exercise** is a course which explores and analyzes human movement in the exercise setting. Analysis of exercise movements relative to the function of the exercise setting. Analysis of exercise movements relative to the function of the muscular, skeletal and nervous systems forms the focus of class work. 3 lec., 3 credits  
Prerequisites: WEX-164 and WEX-183

**WEX-262 Senior Fitness Training I** is a course which 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. 3 lec., 3 credits  
Prerequisites: WEX-164, WEX-159, WEX-182 or by permission of the Department Head

**WEX-263 Senior Fitness Training II** 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. 3 lec., 3 credits

**WEX-284 Sports Medicine II - Theory & Practice** is an extension of Sports Medicine I content as it applies to specific joints and musculature. Anatomical considerations involved in the mechanics of exercise induced trauma are investigated along with injury evaluation, prevention, and rehabilitation techniques. 3 lec., 3 credits  
Prerequisite: WEX-184

**WEX-461-463 Co-Op Work Experience Recreation** are elective courses designed to provide students with part-time work experience in the recreation field. The courses are supervised by faculty members who must approve all student placements.

**WEX-461** 1 lec., plus 60 minimum hours work experience distributed over the semester, 1 credit  
**WEX-462** 1 lec., plus 120 minimum hours work experience distributed over the semester, 2 credits  
**WEX-463** 1 lec., plus 180 minimum hours work experience distributed over the semester, 3 credits  
Prerequisites: WEX-125 or WEX-164

**WEX-471 Co-Op Work Experience/Exercise Science** enables the student to gain essential "hands on" experience in a fitness center under professional guidance and supervision. 1 lec., plus 60 minimum hours work experience over the semester, 1 credit  
Prerequisites: WEX-164 and WEX-183

## WRT – WRITING

**WRT-101 English Composition I** gives students the opportunity for extensive practice in expository writing. The course emphasizes the writing process, and concentrates on the organization and development of ideas in written work and on student responses to reading. Attention is devoted to correct language usage and on research and the basic techniques of MLA documentation. 3 lec., 3 credits  
Prerequisite: EBS-017, EBS-024, ALP-063, or by placement exam  
■General Education Course

**WRT-201 English Composition II** 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. 3 lec., 3 credits  
Prerequisite: WRT-101  
■General Education Course

**WRT-202 Technical Writing** 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. 3 lec., 3 credits  
Prerequisite: WRT-101  
Prerequisite or Co-requisite: WRT-201 or by permission of the Department Head

**WRT-204 Creative Writing** is a workshop 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. 3 lec., 3 credits  
Prerequisite: WRT-101

**WRT-205 Creative Writing Workshop in Fiction** gives students the opportunity to focus on the elements of fiction writing. Students read and discuss each other's work. 3 lec., 3 credits  
Prerequisite: WRT-101

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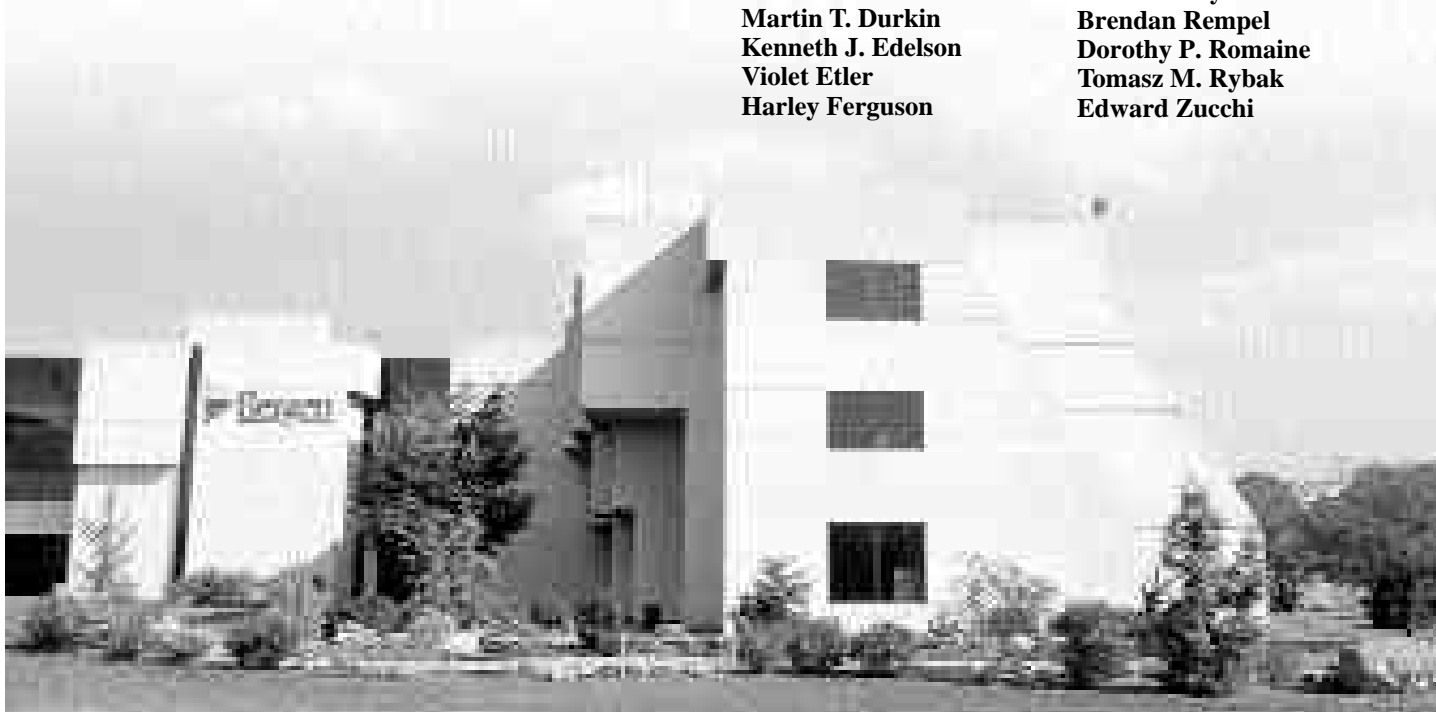
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**Lorraine Butler**, The Valley Hospital  
**Karen Kirk**, Pascack Valley Hospital  
**Patricia McDonough**, Pascack Valley Hospital  
**Kate McLaughlin**, St. Joseph's Hospital & Medical Center  
**Therese Palazzo**, Hackensack University Medical Center  
**Anna Rodakowska**, St. Joseph's Hospital & Medical Center  
**Lori Alexis**, Bergen Community College  
**Joan Verderame**, Coordinator, Bergen Community College  
**Lori Alexis**, Bergen Community College

### Travel and Tourism

**Jennifer Bruinooge**, Kiwi Airlines  
**Robert E. Corcoran**, Robert's Travel Service  
**Mary Gasior**, Empire Blue Cross/Blue Shield  
**Lori Gedon**, VHR Worldwide  
**Era "Nancy" Gray**, Apel International Travel of New Jersey  
**James McGilvray**, United Airlines  
**James McQueen**, American Express  
**John N. Mellon**, Teikyo Post University  
**Rosalie Rance**, ARCORPPProperties  
**Terry Romano**, Liberty Corporate Travel  
**Dorothy Gleckner**, Coordinator, Bergen Community College

### Veterinarian Technology

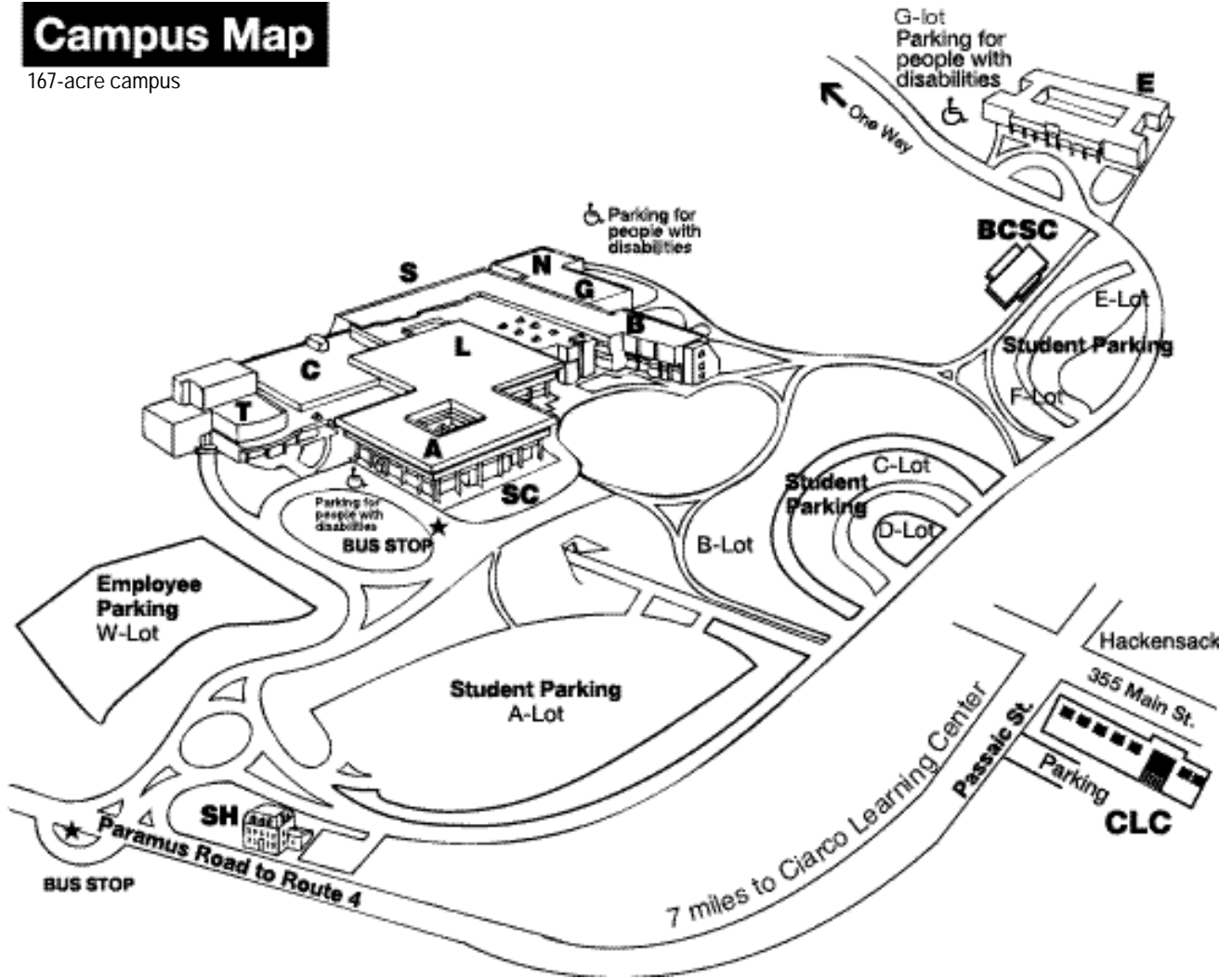
**Arthur Baeder**, Rockaway Animal Clinic  
**Stanley Bladek**, Newton Veterinary Hospital  
**Samuel Castimore**, Animal General  
**Robin Del Bove**, Veterinary Tech  
**Martha Hughes**, Sussex County Community  
**Gary Johnson**, Oradell Animal Hospital  
**Timothy Lasslett**, Bergen Community College  
**Alan Levin**, County College of Morris  
**Suzanne Meyer**, Veterinary Tech  
**Carol Ose**, The Highlands Veterinary Hospital  
**Tim Patsche**, County College of Morris  
**Gregory R. Reinhardt**, Shering Plough Research Institute

### Catherine Smith

**Sally B. Smith**, Golub Animal Hospital  
**Brian Voynick**, American Animal Hospital  
**Robert Amitrano**, Bergen Community College  
**Pavlina Kopeckova**, Student Representative  
**Joan Murko**, Bergen Community College  
**Amy Korengut**, Coordinator, Bergen Community College  
**Elizabeth Jordan**, Dean, Division of Science and Health, Bergen Community College

# Campus Map

167-acre campus



|      |                                      |     |                        |    |                |
|------|--------------------------------------|-----|------------------------|----|----------------|
| A    | Administration                       | C   | College Center         | N  | Natorium       |
| AC   | Athletic Complex                     | CLC | Ciarco Learning Center | S  | Science        |
| B    | Business                             | E   | East Hall              | SC | Student Center |
| BCSC | Buehler Challenger<br>Science Center | G   | Gymnasium              | SH | Skoskie Hall   |
|      |                                      | L   | Library                | T  | Theatre        |

Facilities Designed to Accommodate People with Disabilities

## Directions to the College

### 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 the college; proceed around jug handle to the 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  $\frac{3}{4}$  miles past Route 17 intersection.) Turn right onto Paramus Road and proceed north for approximately 2 miles to the college entrance on the right side of Paramus Road.

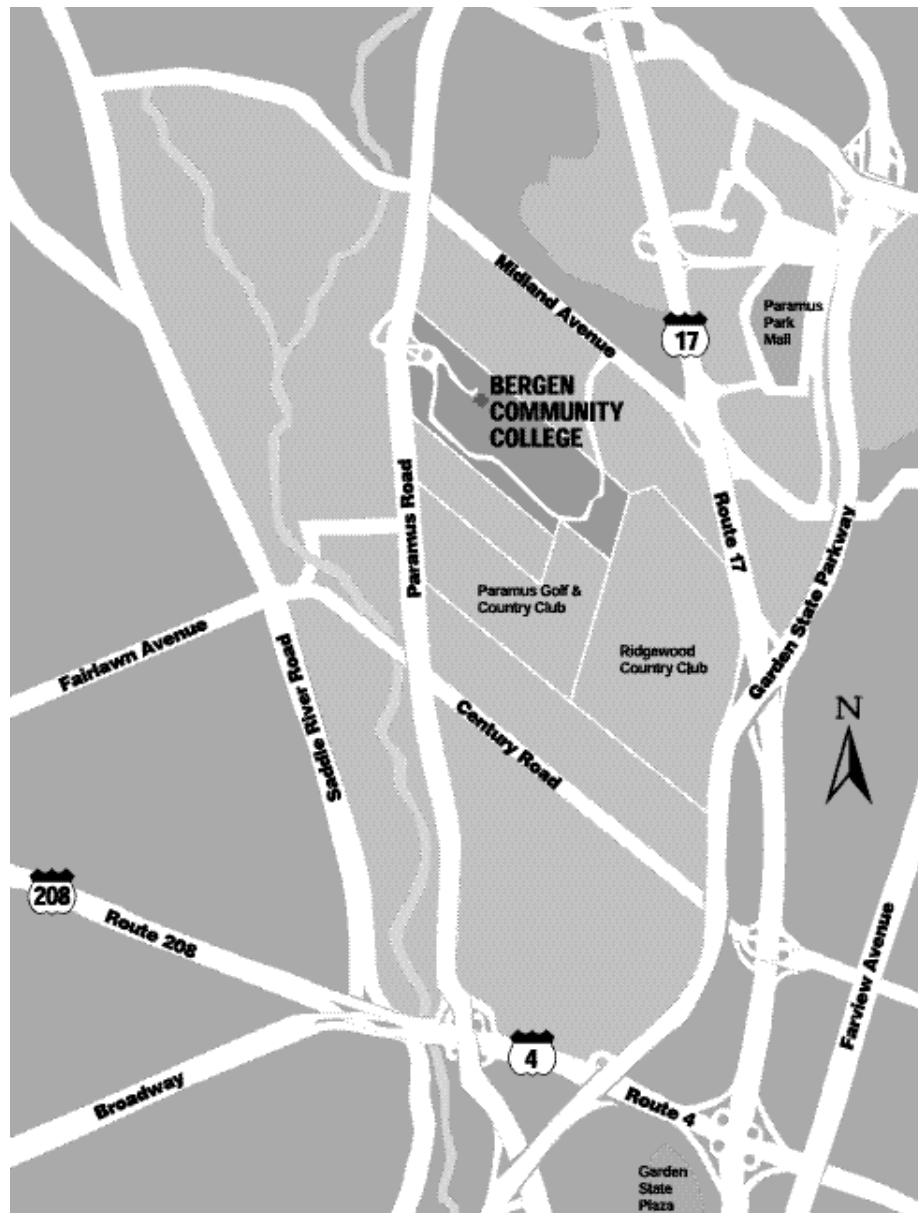
### FROM THE SOUTH

**(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 the college entrance on the 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 the college entrance on the 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 the college entrance on the right side of Paramus Road.



### BY BUS

Regular bus service is provided to the Bergen Community College campus. Operated by the New Jersey Transit, the **756 bus** makes stops on campus. The New Jersey Transit **163 bus** makes hourly stops at the main entrance to the college throughout most of the day. For schedules, contact the BCC Welcome Center at 447-7200 or the Bergen County Transit Information Center at 488-0840.

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