

CATALOG

2011-2012

Curriculum and
Course Descriptions



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COURSES APPROVED FOR GENERAL EDUCATION

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

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

Students are advised to review the specific general education requirements in their respective programs of study.

I. COMMUNICATION

COM100	Speech Communication
WRT101	English Composition I
WRT201	English Composition II

II. COMPUTER SCIENCE

CIS158	Intro to Computer Science
CIS165	Fundamentals of Programming

III. HUMANITIES

ARTS and MEDIA

ART101	Introduction to Art and Visual Culture
ART102	History of Art and Visual Culture to 1400
ART103	History of Art and Visual Culture, 1400 to 1900
ART104	Modern Art, 1890-1940
ART107	History of Photography
ART110	Contemporary Art since 1940
MUS101	Music Appreciation
MUS107	Music History I
MUS108	Music History II
MUS/THR109	History of Musical Theatre
MUS110	Music, Art, and Drama
THR101	Introduction to Theatre
THR/CIN140	Introduction to Cinema

HISTORY

HIS101	History of Western Civ to the Reformation
HIS102	History of Western Civ since the Reformation
HIS105	Women in History
HIS106	History of Modern Europe to the French Revolution
HIS107	History of Mod 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

LITERATURE

LIT201	American Lit to 1880
LIT202	American Lit, 1880-Pres
LIT203	World Lit to 1650
LIT204	World Lit, 1650-Present
LIT205	English Lit to 1800
LIT206	English Lit, 1800-Pres
LIT215	Black Literary Voice in America
LIT216	European Lit to 1650
LIT217	European Lit, 1650-Pres
LIT218	American Ethnic Lit.
LIT221	Shakespeare
LIT228	Women in Literature

PHILOSOPHY and RELIGION

PHR100	Reasoning
PHR101	Introduction to Philosophy
PHR102	Contemporary Moral Issues
PHR103	Basic Logic
PHR106	Eastern Philosophy
PHR107	Intro to the Philosophy of Art
PHR110	Intro to Ethical Theory
PHR111	Social & Political Philosophy
PHR120	Introduction to Religion
PHR121	Religions of the World

WORLD LANGUAGES and CULTURES

LAN170	American Sign Lang I
LAN270	American Sign Lang II
LAN271	Intermed Amer Sign Lang I
LAN272	Intermed Amer Sign Lang II
LAN115	Arabic I
LAN255	Arabic II
LAN256	Intermed Arabic I
LAN257	Intermed Arabic II
LAN116	Chinese (Mandarin) I
LAN276	Chinese (Mandarin) II
LAN277	Intermed Chinese (Mandarin) I
LAN278	Intermed Chinese (Mandarin) II
LAN110	French I
LAN200	French II
LAN201	Intermediate French I
LAN202	Intermediate French II
LAN203	French Conversation
LAN111	German I
LAN210	German II
LAN211	Intermediate German I
LAN212	Intermediate German II
LAN213	German Conversation
LAN180	Hebrew I
LAN280	Hebrew II
LAN144	Irish I
LAN244	Irish II
LAN245	Intermediate Irish
LAN112	Italian I
LAN220	Italian II
LAN221	Intermediate Italian I
LAN222	Intermediate Italian II
LAN223	Italian Conversation
LAN120	Japanese I
LAN260	Japanese II
LAN261	Intermediate Japanese I
LAN262	Intermediate Japanese II
LAN165	Korean I
LAN265	Korean II
LAN266	Intermed Korean I
LAN119	Latin I
LAN289	Latin II
LAN114	Russian I
LAN240	Russian II
LAN241	Intermediate Russian I
LAN242	Intermediate Russian II
LAN113	Spanish I
LAN230	Spanish II
LAN231	Intermediate Spanish I
LAN232	Intermediate Spanish II
LAN233	Spanish Conversation
LAN228	Elementary Spanish for Heritage Speakers
LAN229	Intermediate Spanish for Heritage Speakers

IV. MATHEMATICS

MAT130	Contemporary Mathematics
MAT150	Statistics I
MAT155	Finite Mathematics
MAT180	Pre-calculus
MAT223	Calculus for Managerial and Social Sciences
MAT250	Statistics II
MAT280	Calculus I
MAT281	Calculus II
MAT282	Calculus III

V. NATURAL SCIENCES

BIOLOGY

BIO101	General Biology I*
BIO103	The Human Body*
BIO104	Microbiology*
BIO107	Intro to Human Biology*
BIO108	Intro to Environmntl Bio*
BIO109	Anat & Physio I*†
BIO130	People-Plant Relations
BIO209	Anat & Physio II*†
BIO131	General Botany*
BIO203	General Biology II*

CHEMISTRY

CHM100	Intro to Chemistry*
CHM102	Chemistry in Context*
CHM112	College Chem*
CHM140	Gen Chem I*
CHM141	Gen Chem I-Lab*
CHM240	General Chem II*
CHM241	General Chem II-Lab*

PHYSICS & PHYSICAL SCIENCE

PHY100	Energy and Society
PHY111	Astronomy*
PHY112	Climatology*
PHY113	Geology*
PHY114	Meteorology
PHY185	Intro to Physics*
PHY186	General Physics I*
PHY280	Physics I*
PHY286	General Physics II*
PHY290	Physics II*
PHY291	Physics III*

VI. SOCIAL SCIENCES

ANTHROPOLOGY

ANT100	Intro to Anthropology
ANT101	Cultural Anthropology

ECONOMICS

ECO101	Macroeconomics
ECO201	Microeconomics

GEOGRAPHY

GEO101	World Geography
GEO102	Human Geography

POLITICAL SCIENCE

POL101	American Government
POL102	International Relations
POL103	Mod Political Ideologies
POL104	State and Local Govt.
POL107	Introduction to Politics

PSYCHOLOGY

PSY101	General Psychology
PSY106	Developmental Psych
PSY201	Child Psychology

SOCIOLOGY

SOC101	Sociology
SOC103	Soc of the Family
SOC113	Social Problems
SOC120	Soc of Gender Roles
SOC222	Ethnic and Minority Group Relations

VII. DIVERSITY COURSES

ANTHROPOLOGY

ANT100	Intro to Anthropology
ANT101	Cultural Anthropology

ARTS and MEDIA

CIN160	Women in Cinema
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COMMUNICATION

COM114	Intercultural Communication
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GEOGRAPHY

GEO101	World Geography
GEO102	Human Geography

HISTORY

HIS105	Women in History
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

LITERATURE

LIT203	World Lit to 1650
LIT204	World Lit, 1650-Present
LIT215	Black Literary Voice in America
LIT218	American Ethnic Lit
LIT223	Contemporary Latin American Literature
LIT224	Topics in Internatl Lit
LIT228	Women in Literature

PHILOSOPHY and RELIGION

PHR106	Eastern Philosophy
PHR121	Religions of the World
PHR122	Women and Religion
PHR124	Christian Scriptures
PHR125	Hebrew Scriptures
PHR126	Islamic Scriptures

PSYCHOLOGY

PSY110	Psychology of Sexuality
PSY123	Cross-Cultural Psychology
PSY207	Psychology of Women
PSY210	Social Psychology

SOCIOLOGY

SOC120	Soc of Gender Roles
SOC121	Changing Roles of Women
SOC222	Ethnic and Minority Group Relations

*Lab Science Elective. To receive full gen ed credit for CHM140, a student must also take CHM141, and for CHM240, a student must also take CHM241.

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

AA DEGREE PROGRAM(S) IN LIBERAL ARTS

Curriculum Requirements		
Code: AA.LA.GEN Degree: AA Program: Liberal Arts ASSOCIATE IN ARTS (A.A.) DEGREE IN LIBERAL ARTS To earn the A.A. Degree in Liberal Arts, a student must meet the following curriculum requirements:		
Area of Study	Credits	Course Description
Communication	9	WRT-101 English Composition I (3 cr.) WRT-201 English Composition II (3 cr.) COM-100 Speech Communication (3 cr.)
History	6	Two general education courses (6 cr.) in History (HIS)
Humanities	9	Three general education courses (9 cr.) to be selected from the following fields, with no more than two courses (6 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics, Natural Sciences, and Technology	12-14	One 4-cr. General education course in Mathematics (MAT) Or two 3-cr. General education courses in Mathematics (MAT) or Computer Science (CIS), one of which must be in Mathematics (MAT) Two general education courses (8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY)
Diversity Requirement*	3	In completing the BCC General Education Program a student must take and pass one 3-credit course in gender studies, non-Western history or thought, and/or cultural diversity. Choose from one of the following: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.
Total GE Credits	45-47	
AA/LA Program Requirements	15	Two or three courses (6-9 cr.) to be selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN) Two or three courses (6-9 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Free Electives	2-6	Programs can make recommendations in footnotes.
Total Credits	64-66	

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

**Code: AA.LA.GEN
Degree: AA
Liberal Arts, General Curriculum**

First Semester		
HIS...	History Elective *	3
.....	Humanities Elective **	3
MAT...	Mathematics Elective *	3-4†
COM-100	Speech Communication	3
WRT-101	English Composition I	3
Total: 15-16		
Second Semester		
HIS...	History Elective *	3
.....	Humanities Elective **	3
MAT/CIS...	Mathematics/Computer Science Elective * or 3-4†	
.....	Free Elective	
WRT-201	English Composition II	3
.....	Social Science Elective ***	3
.....	Diversity Elective ■	3
Total: 18-19		
Third Semester		
.....	Humanities Elective	3
.....	Humanities Elective **	3
.....	Natural Science Elective *	4
.....	Social Science Elective ***	3
.....	Social Science Elective	3
Total: 16		
Fourth Semester		
.....	Humanities Elective	3
.....	Natural Science Elective *	4
.....	Social Science Elective	3
.....	Humanities or Social Science Elective	3
.....	Free Elective ±2-4	
Total: 15-17		

Degree Total Credits: 64-66

* General Education Elective - See Page 1.

** Humanities Electives: Three general education courses selected from the following fields, with no more than two courses in any one field: Arts [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]; Literature [LIT]; Philosophy and Religion [PHR]; World Languages and Cultures [LAN] – See Page 1.

*** Social Science Electives: Two general education courses selected from the following fields, with no more than one course in any one field: Economics [ECO]; Geography [GEO]; Political Science [POL]; Psychology [PSY]; Sociology [SOC]; Anthropology [ANT] – See Page 1.

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

■ **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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

±Recommended: IST-123 Success 101.

**Code: AA.LA.CINST
Degree: AA
Liberal Arts, Cinema Studies Option**

First Semester		
CIN/THR-140	Introduction to Cinema	3
HIS...	History Elective *	3
MAT....	Mathematics Elective *	3-4†
COM-100	Speech Communication	3
WRT-101	English Composition I	3
Total: 15-16		
Second Semester		
CIN-150	Special Topics in Cinema I	3
.....	Humanities Elective **	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
.....	Social Science Elective	3
.....	Diversity Elective ■	3
Total: 18-19		
Third Semester		
CIN-160	Women in Cinema	
	or	3
CIN-170	American Cinema	
HIS...	History Elective *	3
.....	Natural Science Elective *	4
.....	Social Science Electives *	6
Total: 16		
Fourth Semester		
CIN-250	Special Topics in Cinema II	3
.....	Natural Science Elective *	4
.....	Humanities Elective **	3
.....	Social Science Elective *	3
.....	Free Elective ±	2-4
Total: 15-17		

Degree Total Credits: 64-66

* General Education Elective - See Page 1.

** General Education Elective in Arts, Literature, Philosophy & Religion, or World Languages – See Page 1.

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

±Recommended: IST-123 Success 101.

■ **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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

**Code: AA.LA.COMM
Degree: AA
Liberal Arts, Communication Arts Option**

First Semester		
HIS...	History Elective *	3
	Humanities Electives *	3
MAT/CIS...	Mathematics Elective *	3-4†
COM-100	Speech Communication or	3
COM-102	Public Speaking	
WRT-101	English Composition I	3
Total: 15-16		

Second Semester		
HIS...	History Elective *	3
.....	Humanities Electives *	3
MAT/CIS...	Mathematics/Computer Science Elective * or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
.....	Social Science Elective *	3
COM-114	Diversity Course ■	3
Total: 18-19		

Third Semester		
.....	Humanities Elective	3
.....	Humanities Electives *	3
.....	Natural Sciences Elective *	4
.....	Social Science Elective *	3
COM...	Communication Course ‡	3
Total: 16		

Fourth Semester		
COM...	Communication Course ‡	3
.....	Humanities Electives	3
.....	Natural Sciences Elective *	4
.....	Social Science Elective *	3
.....	Free Elective	2-4
Total: 15-17		

Degree Total Credits: 64-66

* General Education Elective - See Page 1.

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

‡ Take any of the following Communication Courses: COM-101, COM-102, COM-103, COM-119, COM-122, COM-213.

■ **Diversity Requirement:** Take COM-114.

**Code: AA.LA.ECON
Degree: AA
Liberal Arts, Economics Option**

First Semester		
ECO-101	Macroeconomics	3
COM-100	Speech Communication	3
WRT-101	English Composition I	3
.....	Humanities Elective *	3
MAT...	Mathematics Elective *	3-4†
Total: 15-16		
Second Semester		
.....	Social Science Elective *	3
HIS...	History Elective *	3
.....	Humanities Elective *	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
.....	Diversity Elective ■	3
Total: 18-19		
Third Semester		
ECO...	Economics Electives †	6
.....	Humanities Elective *	3
.....	Natural Science Elective *	4
HIS...	History Elective *	3
Total: 16		
Fourth Semester		
ECO...	Economics Elective †	3
.....	Humanities Electives *	6
.....	Natural Science Elective *	4
.....	Free Elective ±	2-4
Total: 15-17		

Degree Total Credits: 64-66

* General Education Elective - See Page 1

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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

■ **Diversity Elective for this Program:** Recommended – GEO-101, HIS-121, SOC-121, or SOC-122.

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

Recommended: MAT-150 and MAT-223.

†Choose from: ECO-201, ECO-103, ECO-461, ECO-462, BNF-101, BNF-201, BNF-207.

±Recommended: IST-123 Success 101 or another ECO or BNF course.

Code: AA.LA.GLOBAL.STUD
Degree: AA
Liberal Arts, Global Studies Option

First Semester		
LAN...	Language Elective **	3
HIS...	History Elective †	3
MAT....	Mathematics Elective *	3-4†
COM-100	Speech Communication	3
WRT-101	English Composition I	3
Total: 15-16		
Second Semester		
LAN...	Language Elective **	3
HIS...	History Elective †	3
MAT/CIS...	Mathematics/Computer Science Elective * or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
.....	Social Science Elective †	3
ANT-101	Cultural Anthropology ■	3
Total: 18-19		
Third Semester		
LAN...	Language Elective **	3
LIT...	Literature Elective	3
PHR...	Philosophy Elective †	3
.....	Social Science Elective †	4
.....	Natural Science Elective *	3
Total: 16		
Fourth Semester		
.....	Language Elective	3
GEO-101	World Geography	3
SOC-222	Ethnic and Minority Group Relations	3
.....	Natural Science Elective *	4
.....	Free Elective ‡	2-4
Total: 15-17		

Degree Total Credits: 64-66

*General Education Elective - See Page 1.

** World Language Elective: Any General Education LAN Level I or higher course. Students can take four semesters of the same language or two semesters each of two different languages – See Page 1.

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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

■ **Diversity Elective for this Program** – Recommended – PHR-106, PHR-121, PHR-122, PHR-124, PHR-125, or PHR-126.

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

‡ Choose from – History: HIS-101, HIS-102, HIS-106, HIS-107, HIS-121, HIS-124, HIS-126, HIS-131, HIS-135, or HIS-145; Philosophy: PHR-106, PHR-121, PHR-124, PHR-125, OR PHR-126; Social Science: POL-102 or POL-103, and SOC-101.

‡Recommended: IST-123 Success 101 or another Language Course.

Code: AA.LA.HIST

Degree: AA

Liberal Arts, History Option

First Semester		
HIS...	History Core Survey*	3
MAT...	Mathematics Elective **	3-4†
COM-100	Speech Communication	
	or	3
COM-102	Public Speaking	
WRT-101	English Composition I	3
GEO-101	World Geography	3
Total: 15-16		
Second Semester		
HIS...	History Core Survey*	3
HIS...	History Elective	3
MAT/CIS...	Mathematics/Computer Science Elective **	
	or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
.....	Humanities Elective [non-history (HIS)]***	3
.....	Social Science Elective **‡	3
Total: 18-19		
Third Semester		
HIS...	History Elective	3
PHR...	Philosophy or Religion Elective	3
.....	Humanities Elective [non-history (HIS) & not Philosophy & Religion (PHR)]****	3
.....	Natural Science Elective **	4
.....	Social Science Elective **‡	3
Total: 16		
Fourth Semester		
HIS...	History Elective	3
.....	Natural Science Elective **	4
.....	Social Science Electives ‡	6
.....	Free Elective ‡‡	2-4
Total: 15-17		

Degree Total Credits: 64-66

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

** General Education Elective – See Page 1.

*** General Education Electives in Arts (ART, MUS, THE CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN) – See Page 1.

**** General Education Electives in Arts (ART, MUS, THE CIN); Literature (LIT); or World Languages & Cultures (LAN) – See Page 1.

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

‡ Recommended: courses in Anthropology [ANT], Sociology [SOC], and Economics [ECO].

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

Code: AA.LA.LATST

Degree: AA

Liberal Arts, Latin American Studies

First Semester

HIS-102	History of Western Civilization since Reformation	3
PHR-111	Social & Political Philosophy	3
MAT...	Mathematics Elective *	3-4†
COM-100	Speech Communication	3
WRT-101	English Composition I	3

Total: 15-16

Second Semester

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

Total: 18-19

Third Semester

HIS-131	Latin American History since Independence	3
LAN-231	Intermediate Spanish I	
	or	3
LAN-228	Elementary Spanish for Heritage Speakers	
SOC-101	Sociology	3
.....	Natural Science Elective *	4
LIT-223	Contemporary Latin American Literature	
	or	3
LAN-236	Survey of Spanish-American Literature	

Total: 16

Fourth Semester

ECO-101	Macroeconomics	3
.....	Natural Science Elective *	4
LAN-232	Intermediate Spanish II	
	or	3
LAN-229	Intermediate Spanish for Heritage Speakers	
LAN-233	Spanish Conversation	3
.....	Free Elective ±	2-4

Total: 15-17

Degree Total Credits: 64-66

*General Education Elective - See Page 1

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

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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

■ **Diversity Elective for this Program**

±Recommended: IST-123 Success 101.

Students may take the CLEP exam to earn LAN credits

Code: AA.LA.LIT
Degree: AA
Liberal Arts, Literature Option

First Semester		
HIS...	History Elective *	3
.....	Humanities Elective * [not in LIT or HIS]	3
MAT/CIS...	Mathematics *	3-4†COM-100
	Speech Communication	3
WRT-101	English Composition I	3
Total: 15-16		
Second Semester		
LIT...	Literature Sequence Part I **	3
HIS...	History Elective *	3
MAT/CIS...	Mathematics/Computer Science Elective *	3-4†
.....	or	
.....	Free Elective	
WRT-201	English Composition II	3
.....	Social Science Elective *	3
.....	Diversity Elective ■	3
Total: 18-19		
Third Semester		
LIT...	Literature Sequence Park II **	3
LIT...	Genre Course ***	3
LIT...	Literature Elective	3
.....	Natural Science Elective *	4
.....	Social Science Elective *	3
Total: 16		
Fourth Semester		
LIT-221	Shakespeare	3
.....	Natural Science Elective *	4
.....	Social Science Elective	6
.....	Free Elective	2-4
Total: 16		

Degree Total Credits: 64-66

* General Education Elective – See Page 1.

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

*** Genre courses include LIT-226 and Introduction to Poetry (forthcoming new course in 2012.)

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

■ **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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

Code: AA.LA.PHIL

Degree: AA

Liberal Arts, Philosophy Option

First Semester		
PHR-101	Introduction to Philosophy	3
HIS...	History Elective *	3
MAT....	Mathematics Elective *	3-4†
COM-100	Speech Communication	3
WRT-101	English Composition I	3
Total: 15-16		
Second Semester		
PHR...	Philosophy Elective **	3
HIS...	History Elective *	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
.....	Social Science Elective *	3
.....	Diversity Elective ■	3
Total: 18-19		
Third Semester		
PHR...	Philosophy Electives	6
.....	Humanities Elective [not in Philosophy/Religion]*	3
.....	Natural Science Elective *	4
.....	Social Science Elective *	3
Total: 16		
Fourth Semester		
.....	Philosophy Elective	3
.....	Natural Science Elective *	4
.....	Social Science Electives	6
.....	Free Elective ±	2-4
Total: 15-17		

Degree Total Credits: 64-66

*General Education Elective - See Page 1.

** PHR-103 Basic Logic Recommended.

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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

■ **Diversity Elective for this Program** – Recommended: PHR-106, PHR-121, PHR-122, PHR-124, PHR-125, or PHR-126

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

±Recommended: IST-123 Success 101 or another Philosophy Course.

Code: AA.LA.POLI.SCI

Degree: AA

Liberal Arts, Political Science Option

First Semester		
POL-107	Introduction to Politics	3
COM-100	Speech Communication	3
WRT-101	English Composition I	3
.....	Humanities Elective *	3
MAT...	Mathematics Elective *	3-4†
Total: 15-16		
Second Semester		
SOC-101	Sociology	3
WRT-201	English Composition II	3
HIS...	History Elective *	3
.....	Humanities Elective *	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	3-4†
.....	Free Elective	
.....	Diversity Elective ■	3
Total: 18-19		
Third Semester		
POL...	Political Science Elective	3
POL-101	American Government	3
.....	Humanities Elective *	3
.....	Natural Science Elective *	4
HIS...	History Elective *	3
Total: 16		
Fourth Semester		
POL...	Political Science Elective	3
.....	Humanities Electives *	6
.....	Natural Science Elective *	4
.....	Free Elective ±	2-4
Total: 15-17		
Degree Total Credits: 64-66		

* General Education Elective - See Page 1.

†If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a second 3- or 4-credit elective in Mathematics or Computer Science; and if a student's first-semester Mathematics elective is a 4-credit course, then s/he is required to take a 3-credit Free Elective in the second semester [which may be a second Mathematics elective.] MAT-150 Statistics I is recommended.

■ **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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

±Recommended: IST-123 Success 101.

Code: AA.LA.PSY

Degree: AA

Liberal Arts, Psychology Option

First Semester		
PSY-101	General Psychology	3
COM-100	Speech Communication	3
WRT-101	English Composition I	3
.....	Humanities Elective *	3
MAT...	Mathematics Elective *	3-4†
Total: 15-16		
Second Semester		
SOC-101	Sociology	3
WRT-201	English Composition II	3
HIS...	History Elective *	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	3-4†
.....	Free Elective	
.....	Humanities Elective *	
.....	Diversity Elective ■	3
Total: 18-19		
Third Semester		
PSY...	Psychology Electives †	6
.....	Humanities Elective *	3
.....	Natural Science Elective *	4
HIS...	History Elective *	3
Total: 16		
Fourth Semester		
PSY...	Psychology Elective †	3
.....	Humanities Electives *	6
.....	Natural Science Elective *	4
.....	Free Elective ±	2-4
Total: 15-17		
Degree Total Credits: 64-66		

* General Education Elective - See Page 1.

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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

■ **Diversity Elective for this Program** – Recommended: PSY-110, PSY-207, SOC-120, SOC-121, or SOC-122.

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

Recommended: MAT-150 and MAT-223.

†PSY-102 Introduction to Abnormal Psychology, and either PSY-106 Developmental Psychology or PSY-201 Child Psychology.

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

Code: AA.LA.REL

Degree: AA

Liberal Arts, Religion Option

First Semester		
PHR-120	Introduction to Religion	3
HIS...	History Elective *	3
MAT....	Mathematics Elective *	3-4†
COM-100	Speech Communication	3
WRT-101	English Composition I	3
Total: 15-16		

Second Semester		
PHR-121	Religions of the World	3
HIS...	History Elective *	3
MAT/CIS...	Mathematics/Computer Science Elective *	3-4†
	or	
.....	Free Elective	
WRT-201	English Composition II	3
.....	Social Science Elective *	3
.....	Diversity Elective ■	3
Total: 18-19		

Third Semester		
PHR...	Religion Electives	6
.....	Humanities Elective [not in Philosophy/Religion]*	3
.....	Natural Science Elective *	4
.....	Social Science Elective *	3
Total: 16		

Fourth Semester		
PHR...	Religion Elective	3
.....	Natural Science Elective *	4
.....	Social Science Electives	6
.....	Free Elective ±	2-4
Total: 15-17		

Degree Total Credits: 64-66

*General Education Elective – See Page 1.

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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

■ **Diversity Elective for this Program** – Recommended: PHR-106, PHR-122, PHR-124, PHR-125, or PHR-126

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

± Recommended: IST-123 Success 101.

Code: AA.LA.SOC

Degree: AA

Liberal Arts, Sociology Option

First Semester		
SOC-101	Sociology	3
COM-100	Speech Communication	3
WRT-101	English Composition I	3
.....	Humanities Elective *	3
MAT...	Mathematics Elective *	3-4†
Total: 15-16		

Second Semester		
PSY-101	General Psychology	3
HIS...	History Elective *	3
.....	Humanities Elective *	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
.....	Diversity Elective ■	3
Total: 18-19		

Third Semester		
SOC...	Sociology Electives	6
.....	Humanities Elective *	3
.....	Natural Science Elective *	4
HIS...	History Elective *	3
Total: 16		

Fourth Semester		
SOC...	Sociology Elective	3
.....	Humanities Electives *	6
.....	Natural Science Elective *	4
.....	Free Elective ±	2-4
Total: 15-17		

Degree Total Credits: 64-66

*General Education Elective - See Page 1.

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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

■ **Diversity Elective for this Program** –Recommended that students take SOC-120, SOC-121, SOC-222, ANT-100, ANT-101, PSY-110, PSY-207.

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

Recommended: MAT-150 and MAT-223.

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

Code: AA.LA.SOC.SCI

Degree: AA

Liberal Arts, Social Sciences Option

First Semester		
SOC...	Social Science Elective *	3
COM-100	Speech Communication	3
WRT-101	English Composition I	3
.....	Humanities Elective *	3
MAT...	Mathematics Elective *	3-4†
Total: 15-16		

Second Semester		
SOC...	Social Science Elective *	3
HIS...	History Elective *	3
.....	Humanities Elective *	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
.....	Diversity Elective ■	3
Total: 18-19		

Third Semester		
SOC...	Social Science Electives	6
.....	Humanities Elective *	3
.....	Natural Science Elective *	4
HIS...	History Elective *	3
Total: 16		

Fourth Semester		
SOC...	Social Science Elective	3
.....	Humanities Electives	6
.....	Natural Science Elective *	4
.....	Free Elective ±	2-4
Total: 15-17		

Degree Total Credits: 64-66

* General Education Elective - See Page 1.

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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

■ **Diversity Elective for this Program** –Recommended that students take a 3-credit course from the General Education Diversity Electives in ANT, ECO, POL, PSY, or SOC.

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

Recommended: MAT-150 and MAT-223.

±Recommended: IST-123 Success 101 or another Social Science course.

Code: AA.LA.WLAN

Degree: AA

Liberal Arts, World Languages and Cultures Option

First Semester		
LAN...	Language Elective †	3
HIS...	History Elective	3
MAT...	Mathematics Elective *	3-4†
COM-100	Speech Communication	3
WRT-101	English Composition I	3
Total: 15-16		
Second Semester		
LAN...	Language Elective †	3
HIS...	History Elective	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
ANT-101	Cultural Anthropology ■	3
SOC-101	Sociology	3
Total: 18-19		
Third Semester		
LAN...	Language Elective †	3
LIT...	Literature Elective	3
.....	Humanities Electives *	3
.....	Social Science Elective * [other than SOC]	3
.....	Natural Science Elective *	4
Total: 16		
Fourth Semester		
LAN...	Language Elective †	3
GEO-101	World Geography	3
SOC-222	Ethnic and Minority Group Relations	3
.....	Natural Science Elective *	4
.....	Free Electives	2-4
Total: 15-17		
Degree Total Credits: 64-66		

* General Education Elective - See Page 1.

† World Language Elective – Students must complete either four semesters of the same World Language or two semesters each of two different World Languages.

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

■ **Diversity Elective for this Program** – ANT-101 Cultural Anthropology.

Code: AA.LA.WMST

Degree: AA

Liberal Arts, Women Studies Option

First Semester		
HIS-105	Women in History	3
MAT ...	Mathematics Elective *	3-4†
COM-100	Speech Communication	
	or	3
COM-102	Public Speaking	
WRT-101	English Composition I	3
ANT-101	Anthropology	
	or	3
SOC-101	Sociology	
Total: 15-16		
Second Semester		
HIS-116	Women in American History	3
PSY-101	General Psychology	3
SOC-120	Sociology of Gender Roles	3
MAT/CIS...	Mathematics/Computer Science Elective*	
	or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
.....	Humanities Elective **	3
Total: 18-19		
Third Semester		
LIT-228	Women in Literature	3
PSY-207	Psychology of Women	3
.....	Humanities Electives **	6
.....	Natural Science Elective*	4
Total: 16		
Fourth Semester		
CIN-160	Women in Cinema [Spring offering only]	3
PHR-122	Women and Religion	3
SOC-121	Changing Roles of Women	3
.....	Natural Science Elective *	4
.....	Free Elective ‡	2-4
Total: 15-17		

Degree Total Credits: 64-66

*General Education Elective - See Page 1.

** General Education Electives in Arts- (ART, MUS, THR, CIN); Literature (LIT); Philosophy & Religion (PHR); or World Languages & Cultures (LAN) – See Page 1.

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

‡ Recommended: IST-123 Success 101.

AA DEGREE PROGRAM(S) IN FINE AND PERFORMING ARTS

Curriculum Requirements		
Code: AA.FPA.ART Degree: AA Program: Fine and Performing Arts ASSOCIATE IN ARTS (A.A.) DEGREE IN FINE AND PERFORMING ARTS To earn the A.A. Degree in Fine and Performing Arts, a student must meet the following curriculum requirements:		
Area of Study	Credits	Course Description
Communication	9	WRT-101 English Composition I (3 cr.) WRT-201 English Composition II (3 cr.) COM-100 Speech Communication (3 cr.)
History	6	Two general education courses (6 cr.) in History (HIS)
Humanities	9	Three general education courses (9 cr.) to be selected from the following fields, with no more than two courses (6 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics, Natural Sciences, and Technology	12-14	One 4-cr. General education course in Mathematics (MAT) Or two 3-cr. General education courses in Mathematics (MAT) or Computer Science (CIS), one of which must be in Mathematics (MAT) Two general education courses (8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY)
Diversity Requirement*	3	In completing the BCC General Education Program a student must take and pass one 3-credit course in gender studies, non-Western history or thought, and/or cultural diversity. Choose from one of the following: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.
Total GE Credits	45-47	
AA/FPA Program Requirements	14-16	To be assigned in accordance with the needs of the program.
Free Electives	2-6	Programs can make recommendations in footnotes.
Total Credits	64-66	

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

Code: AA.FPA.GEN
Degree: AA
Fine and Performing Arts, General Curriculum

First Semester		
HIS...	History Elective *	3
.....	Humanities Elective **	3
MAT...	Mathematics Elective *	3-4†
WRT-101	English Composition I	3
COM-100	Speech Communication	3
Total: 15-16		

Second Semester		
HIS...	History Elective *	3
.....	Humanities Elective **	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
.....	Social Science Elective *	3
.....	Diversity Elective ■	3
Total: 18-19		

Third Semester		
.....	Humanities Elective **	3
.....	Natural Science Elective *	4
.....	Social Science Elective *	3
.....	Program Requirement	3
.....	Program Requirement	3
Total: 16		

Fourth Semester		
.....	Natural Science Elective *	4
.....	Program Requirement	3
.....	Program Requirement	3
.....	Program Requirement	3
.....	Free Elective ‡	2-4
Total: 15-17		

Degree Total Credits: 61-66

*General Education Elective - See Page 1.

**General Education Electives in Arts, Literature, Philosophy & Religion, or World Languages – See Page 1.

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

‡ Recommended: IST-123 Success 101 or another course in the program's major.

■ **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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

Code: AA.FPA.ART
Degree: AA
Fine and Performing Arts, Art Option

First Semester		
ART-122	Two-Dimensional Design	3
ART-123	Life Drawing I	
	Or	3
ART-124	Drawing Fundamentals	
COM-100	Speech Communication	3
WRT-101	English Composition I	3
MAT...	Mathematics Elective *	3-4†
Total: 15-16		
Second Semester		
HIS...	History Elective *	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
ART...	Art History Elective ***	3
.....	Diversity Elective ■	3
ART...	Studio Art Elective ◆	3
Total: 18-19		
Third Semester		
ART...	Art History Elective ***	3
.....	Natural Science Elective *	4
.....	Social Science Elective *	3
ART...	Studio Art Elective ◆	3
.....	Social Science Elective *	3
Total: 16		
Fourth Semester		
.....	Natural Science Elective *	4
ART...	Studio Art Elective ◆	3
.....	Humanities Elective **	3
HIS...	History Elective *	3
.....	Free Elective ±	2-4
Total: 15-17		
Degree Total Credits: 64-66		

*General Education Elective - See Page 1.

** General Education Electives in Arts, Literature, Philosophy & Religion, or World Languages – See Page 1.

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

***Humanities General Education Electives in Art History include ART-102 History of Art and Visual Culture to 1400, ART-103 History of Art and Visual Culture from 1400-1900, ART-104 History of Photography, or ART-110 Contemporary Art.

◆Studio Art Electives include: ART-123 Life Drawing I, ART-124 Drawing Fundamentals, ART-127 Painting I, ART-181 Photography I, ART-184 Digital Photography, ART-192 Computer 3D Animation I, ART-189 Computer 2D Illustration, ART-197 Computer Imaging; ART-223 Life Drawing II, ART-226 Letterform and Type, ART-228 Painting II, ART-229 Painting III, ART-259 Computer Graphics for the Web Developer, ART-260 Graphic Design I, ART-281 Photography II,, ART-287 Computer Layout I, ART-288 Computer Layout II, ART-290 Computer 2D Animation I, ART-291 Computer 2D Animation II, ART-292 Computer 3D Animation II, ART-298 Interactive Multimedia.

■ **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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

Code: AA.FPA.CINST

Degree: AA

Fine and Performing Arts, Cinema Studies Option

First Semester		
CIN/THR-140	Introduction to Cinema	3
HIS...	History Elective *	3
MAT....	Mathematics Elective *	3-4†
COM-100	Speech Communication	3
WRT-101	English Composition I	3
Total: 15-16		
Second Semester		
CIN-150	Special Topics in Cinema I	3
WRT-201	English Composition II	3
.....	Humanities Elective **	3
.....	Social Science Elective *	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	3-4†
.....	Free Elective	
.....	Diversity Elective ■	3
Total: 18-19		
Third Semester		
CIN-160	Women in Cinema	
	or	3
CIN-170	American Cinema	
HIS...	History Elective *	3
.....	Natural Science Elective *	4
.....	Social Science Electives *	6
Total: 16		
Fourth Semester		
CIN-250	Special Topics in Cinema II	3
.....	Natural Science Elective *	4
.....	Cinema Studies Elective ***	3
.....	Humanities Elective *	3
.....	Free Elective ±	2-4
Total: 15-17		

Degree Total Credits: 64-66

*General Education Elective - See Page 1.

**General Education Elective in Arts, Literature, Philosophy & Religion, or World Languages – See Page 1.

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

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

■ **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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

±Recommended: IST-123 Success 101.

Code: AA.FPA.MUSC

Degree: AA

Fine and Performing Arts, Music Option

First Semester		
MUS-131	Class Piano I	2
MUA-1..	Applied Music I	1
MUS-1..	Performance Ensemble I	1
MAT...	Mathematics Elective *	3-4†
COM-100	Speech Communication	
	or	3
COM-102	Public Speaking	
WRT-101	English Composition I	3
.....	Humanities Elective**	3
Total: 16-17		
Second Semester		
MUS-231	Class Piano II	2
MUA-2..	Applied Music II	1
MUS-2..	Performance Ensemble II	1
.....	Humanities Elective **	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	3-4†
.....	Free Elective	
WRT-201	English Composition II	3
.....	Diversity Elective ■	3
Total: 16-17		
Third Semester		
MUS-132	Music Theory I	2
MUS-134	Ear Training and Musicianship I	2
.....	History Elective *	3
.....	Humanities Elective **	3
.....	Natural Science Elective *	4
.....	Social Science Elective *	3
Total: 17		
Fourth Semester		
MUS-232	Music Theory II	2
MUS-234	Ear Training and Musicianship II	2
HIS...	History Elective *	3
.....	Natural Science Elective *	4
.....	Social Science Elective *	3
.....	Free Elective ‡	2-3
Total: 17		
Degree Total Credits: 64-66		

*General Education Elective - See Page 1.

**General Education Elective in Arts, Literature, Philosophy & Religion, or World Languages – See Page 1.

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

■ **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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

‡Recommended: IST-123 Success 101.

Code: AA.FPA.THTR
Degree: AA
Fine and Performing Arts, General Theatre Arts Option

First Semester		
THR-110	Basic Acting Techniques	3
MAT...	Mathematics	3-4†
COM-100	Speech Communication	3
	or	
COM-102	Public Speaking	
WRT-101	English Composition I	3
.....	Humanities Elective **	3 Total: 15-16
Second Semester		
THR-131	Intro to Stagecraft & Lighting	3
THR-120	Stage Makeup	1
THR-113	Movement for the Performing Artists	
	or	
THR-220	Scene Study	2-3
	or	
THR-124	Dance Experience	
	or	
THR-231	Stage Electrics	
MAT/CIS...	Mathematics/Computer Science	3-4†
	or	
.....	Free Elective	
WRT-201	English Composition II	3
.....	Social Science Elective *	3
Total: 15-17		
Third Semester		
THR-214	Audition Techniques	
	or	
THR-217	Theatre Performance & Production	
	or	1-2
THR-232	Stage Management	
	or	
DAN...	Dance Technique Class	
HIS...	History Elective *	3
.....	Humanities Electives **	6
.....	Natural Science Elective *	4
.....	Social Science Elective *	3 Total: 17
Fourth Semester		
THR-215	Directing for the Stage	
	or	3-4
THR-216	Theatre Production Workshop	
HIS...	History Elective *	3
.....	Natural Science Elective *	4
.....	Diversity Elective ■	3
.....	Free Elective ‡	2-4
Total: 15-18		

Degree Total Credits: 63-66

* General Education Elective - See Page 1.

** General Education Elective in Arts, Literature, Philosophy & Religion, or World Languages – See Page 1. Recommended: THR-101, MUS-110, THR-109, THR-140

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

■ **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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

‡ Recommended: IST-123 Success 101 or one of the following: COM-106, DFT-210, THR-236.

Code: AA.FPA.THTR.ACT

Degree: AA

Fine and Performing Arts, Theatre Arts – Acting Option

First Semester		
THR-110	Basic Acting Techniques	3
THR-131	Introduction to Stagecraft and Lighting	3
MAT...	Mathematics Elective	3-4†
COM-100	Speech Communication	
	or	3
COM-102	Public Speaking	
WRT-101	English Composition I	3
.....	Humanities Elective **	3
Total: 18-19		
Second Semester		
THR-113	Movement for the Performing Artists	
	or	2-3
THR-220	Scene Study	
MAT/CIS...	Mathematics/Computer Science Elective	
	or	3-4†
.....	Free Elective *	3
WRT-201	English Composition II	3
.....	Humanities Elective **	
.....	Social Science Elective *	3
Total: 14-16		
Third Semester		
THR-214	Audition Techniques	
	or	
THR-217	Theatre Performance & Production	
	or	1-2
THR-232	Stage Management	
	or	
DAN...	Dance Technique Class ***	
HIS...	History Elective *	3
.....	Humanities Elective **	3
.....	Natural Science Elective *	4
.....	Diversity Elective ■	3
Total: 14-15		
Fourth Semester		
THR-215	Directing for the Stage	
	or	3-4
THR-216	Theatre Production Workshop	
THR-120	Stage Makeup	1
HIS...	History Elective *	3
.....	Natural Science Elective *	4
.....	Social Science Elective *	3
.....	Free Elective ‡	3
Total: 17-18		

Degree Total Credits: 64-66

* General Education Elective - See Page 1.

** General Education Elective in Arts, Literature, Philosophy & Religion, or World Languages – See Page 1. Recommended: THR-101, MUS-110, THR-109, THR-140.

*** Dance Technique Classes – DAN-102, DAN-103, DAN-104, or DAN-108.

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

■ **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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

‡ Recommended: IST-123 Success 101 or one of the following: COM-106, DFT-210, THR-236.

Code: AA.FPA.THTR.DAN

Degree: AA

Fine and Performing Arts, Theatre Arts – Dance Option

First Semester			
THR-110	Basic Acting Techniques	3	
DAN-102	Ballet	2	
MAT... Communication	Mathematics Elective *	3-4†	COM-100 Speech
	or	3	
COM-102	Public Speaking		
WRT-101	English Composition I	3	
.....	Humanities Elective **	3 Total: 17-18	
Second Semester			
THR-113	Movement for the Performing Artists	2	
THR-120	Stage Makeup	1	
DAN-103	Modern Dance	1	
MAT/CIS...	Mathematics/Computer Science Elective *		
	or	3-4†	
.....	Free Elective		
WRT-201	English Composition II	3.....	Humanities Elective
*	3		
.....	Social Science Elective *	3	
Total: 16-17			
Third Semester			
THR-124	Dance Experience	3	
DAN-104	Tap Dance	1	
DAN-105	Jazz Dance	1	
HIS... Elective	History Elective *	3.....	Natural Science
.....	4		
.....	Diversity Elective ■	3 Total: 15	
Fourth Semester			
DAN-108	Dance Improvisation	1	
HIS...	History Elective *	3	
.....	Natural Science Elective *	4	
.....	Humanities Elective **	3	
.....	Social Science Elective *	3	
.....	Free Elective ‡	2-4	
Total: 17-18			
Degree Total Credits: 64-66			

* General Education Elective - See Page 1.

** General Education Elective in Arts, Literature, Philosophy & Religion, or World Languages – See Page 1. Recommended: THR-101, MUS-110, THR-109, THR-140.

*** Dance Technique Classes – DAN-102, DAN-103, DAN-104, or DAN-108.

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

■ **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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

‡ Recommended: IST-123 Success 101 or one of the following: COM-106, DFT-210, THR-236.

Code: AA.FPA.THTR.TECH

Degree: AA

Fine and Performing Arts, Theatre Arts – Technical Theatre Production Option

First Semester			
THR-110	Basic Acting Techniques	3	
THR-131	Introduction to Stagecraft and Lighting	3	
COM-100	Speech Communication		
	or	3	
COM-102	Public Speaking		
MAT...	Mathematics Elective *	3-4†	
WRT-101	English Composition I	3	
Total: 15-16			
Second Semester			
THR-120	Stage Makeup	1	
THR-231	Stage Electrics	3	
MAT/CIS...	Mathematics/Computer Science Elective *		
	or	3-4†	
.....	Free Elective		
WRT-201	English Composition II	3	
.....	Humanities Elective **	3	Social Science
Elective *	3		
Total: 16-17			
Third Semester			
THR-217	Theatre Performance & Production		
	or	1-2	
THR=232	Stage Management		
HIS...	History Elective *	3	
.....	Humanities Electives **	6	
.....	Natural Science Elective *	4.....	Diversity Elective ■
	3		
Total: 17-18			
Fourth Semester			
THR-215	Directing for the Stage		
	or	3-4	
THR-216	Theatre Production Workshop		
HIS...	History Elective *	3	
.....	Natural Science Elective *	4	
.....	Social Science Elective *	3	
.....	Free Elective ‡	2-4	
Total: 15-16			

Degree Total Credits: 64-66

* General Education Elective - See Page 1.

** General Education Elective in Arts, Literature, Philosophy & Religion, or World Languages – See Page 1. Recommended: THR-101, MUS-110, THR-109, THR-140.

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

■ **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 or Social Sciences electives: ANT-100; ANT-101; CIN-160; COM-114; GEO-101; GEO-102; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-223; LIT-224; LIT-228; PHR-106; HPR-121; PHR-122; PHR-124; PHR-125; PHR-126; PSY-110; PSY-123; PSY-207; PSY-210; SOC-222.

‡ Recommended: IST-123 Success 101 or one of the following: COM-106, DFT-210, THR-236.

**A.S. DEGREE PROGRAM(S) IN NATURAL SCIENCES OR MATHEMATICS
(Biology, Biotechnology, Chemistry, Computer Science, Mathematics, Physics)**

Curriculum Requirements

Code: AS.NSM.GEN

Degree: AS

Program: Natural Sciences or Mathematics

Associate in Science (A.S.) 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 two-track program to students seeking to earn the Associate in Sciences (A.S.) degree:

- (1) Students may pursue the A.S. Degree with options in **Natural Sciences or Mathematics** by following a program of study in General Science, Biology, Biotechnology, Chemistry, Computer Science, Mathematics, or Physics.
- (2) Students may pursue the A.S. degree with options in **Professional Studies** by following a program of study in General Professional Studies, Broadcasting, Business Administration, Education, Exercise Science, Journalism, or Social Work.

ASSOCIATE IN SCIENCE (A.S.) DEGREE OPTIONS IN NATURAL SCIENCES OR MATHEMATICS

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

Area of Study	Credits	Course Description
Communication	9	WRT-101 English Composition I (3 cr.) WRT-201 English Composition II (3 cr.) COM-100 Speech Communication (3 cr.)
Humanities	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	3	One general education course (3 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics, Natural Sciences, and Technology	12*	One or two 4-cr. general education courses (4-8 cr.) in Mathematics (MAT) or Computer Science (CIS), one of which must be in Mathematics (MAT). One or two 4-cr. general education courses (4-8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY)
Total GE Credits	30	
Restricted Program Requirements	22-24	
Program Support Requirements	9	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN) One general education course (3 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Free Electives	3	Programs can make recommendations in footnotes.
Total Credits	64-66	

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

Code: AS.NSM.GEN
Degree: Associate in Science
Natural Sciences or Mathematics, General Science Curriculum

First Semester		
COM-100	Speech Communication	3
WEX-101	Dynamics of Health and Fitness	2
WRT-101	English Composition I	3
MAT/CIS...	Mathematics/Computer Science Elective *†	4
.....	Natural Science Elective *	4
Total: 16		

Second Semester		
.....	Humanities Elective (From at least three fields) *	3
MAT/CIS...	Mathematics/Computer Science Elective *†	4
.....	Natural Science Elective *	4
.....	Social Science Elective (Selected from two fields) *	3
WRT-201	English Composition II	3
Total: 17		

Third Semester		
WEX...	Dynamics of Health and Fitness Experience Elective	1
.....	Humanities Elective (From at least three fields) *	3
.....	Natural Science	
	and/or	8
MAT/CIS...	Mathematics/Computer Science Electives	
.....	Social Science Elective (Selected from two fields) *	3
Total: 15		

Fourth Semester		
.....	Humanities Electives (From at least three fields) *	6
.....	Natural Science	
	and/or	10-12
MAT/CIS...	Mathematics/Computer Science Electives	
Total: 16-18		

Degree Total Credits: 64-66

* General Education Elective - See Page 1.

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

†MAT-280 Calculus I is **required** for all students in the AS Degree in Natural Sciences and Mathematics.

Code: AS.NSM.BIO
 Degree: **Associate in Science**
Natural Sciences or Mathematics, Biology Option

First Semester			
BIO-101	General Biology I	4	
CHM-140	General Chemistry I *	3	
CHM-141	General Chemistry Laboratory I	1	
MAT-180	Precalculus: College Algebra and Trigonometry	4	
WRT-101	English Composition I	3	Total: 15
Second Semester			
BIO-203	General Biology II	4	
CHM-240	General Chemistry II	3	
CHM-241	General Chemistry Laboratory II	1	
MAT-150	Statistics I **		
	or	3-4	
MAT-280	Calculus I		
WRT-201	English Composition II	3.....	Humanities Elective
***	3 Total: 17-18		
Third Semester			
BIO-...	Biology Elective †	4	
.....	General Education Elective		
	or	3	
	Free Elective ‡		
.....	Humanities Electives ***	3	
.....	Natural Science		
	or	4	
	Mathematics/Computer Science Elective ***		
.....	Social Science Elective ***	3	
	Total: 17		
Fourth Semester			
.....	Biology Elective †	4	
.....	Humanities Electives ***	6	
COM-100	Speech Communication	3	
.....	Social Science Elective ***	3	
	Total: 16		

Degree Total Credits: 65-66

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

** Students can choose MAT-150 or MAT-268. Before selecting your statistics elective, check the requirements of the schools you are considering for transfer.

***General Education Elective – See Page 1.

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

‡Students can choose WEX-101 [2 cr.] and a WEX experience course [1 cr.]: WEX-201, WEX-202, WEX-204, WEX-205, WEX-206, or WEX-208 to fulfill this elective for three credits.

Code: AS.NSM.BIO.TECH
Degree: Associate in Science
Natural Sciences or Mathematics, Biotechnology Option

First Semester		
BIO-101	General Biology I	4
CHM-140	General Chemistry I	3
CHM-141	General Chemistry Laboratory I	1
WRT-101	English Composition I	3
.....	Humanities Elective *	3
.....	Social Science Elective *	3

Total: 17

Second Semester		
BIO-203	General Biology II	4
CHM-240	General Chemistry II	3
CHM-241	General Chemistry Laboratory II	1
MAT-150	Statistics I	3
WRT-201	English Composition II	3
.....	Humanities Elective *	3

Total: 17

Third Semester		
BIO-210	Introduction to Biotechnology	4
MAT-180	Precalculus: College Algebra and Trigonometry	4
WEX-101	Dynamics of Health and Fitness	2
.....	Humanities Elective *	3
.....	Humanities Elective *	3

Total: 16

Fourth Semester		
BIO-211	Introduction to Bioinformatics	3
COM-100	Speech Communication	3
MAT-280	Calculus I	4
WEX...	Dynamics of Health and Fitness Experience Elective	1
.....	Social Science Elective *	3

Total: 14

Degree Total Credits: 64

* General Education Elective - See Page 1.

Code: AS.NSM.CHEM
Degree: Associate in Science
Natural Sciences or Mathematics, Chemistry Option

First Semester		
CHM-140	General Chemistry I	3
CHM-141	General Chemistry Laboratory I	1
COM-100	Speech Communication	3
MAT-180	Precalculus: College Algebra and Trigonometry	4
WRT-101	English Composition I	3
.....	Humanities Elective *	3
Total: 17		
Second Semester		
CHM-240	General Chemistry II	3
CHM-241	General Chemistry Laboratory II	1
MAT-280	Calculus I	4
WRT-201	English Composition II	3
.....	Humanities Elective *	3
.....	Free Elective †	3
Total: 17		
Third Semester		
CHM-260	Organic Chemistry I	4
MAT-281	Calculus II	4
PHY-280	Physics I	4
.....	Social Sciences Elective *	3
Total: 15		
Fourth Semester		
CHM-262	Organic Chemistry II	4
PHY-290	Physics II	4
.....	Humanities Electives *	6
.....	Social Science Elective *	3
Total: 17		
Degree Total Credits: 66		

* General Education Elective - See Page 1.

† Students can choose WEX-101 [2 cr.] and a WEX experience course [1 cr.]: WEX-201, WEX-202, WEX-204, WEX-205, WEX-206, or WEX-208 OR a General Education Elective.

Code: AS.NSM.COMP.SCI
Degree: Associate in Science
Natural Sciences or Mathematics, Computer Science Option

First Semester		
CIS-165	Fundamentals of Programming	3
COM-100	Speech Communication	3
MAT-280	Calculus I	4
PHR-103	Basic Logic	3
WRT-101	English Composition I	3
Total: 16		
Second Semester		
CIS-265	Advanced Programming Concepts	3
CIS-271	Computer Organization and Assembly Language	3
MAT-281	Calculus II	4
WRT-201	English Composition II	3
.....	Humanities Elective *†	3
Total: 16		
Third Semester		
CIS-277	Data Structures and Algorithms	3
CIS-288	Discrete Mathematics for Computer Science	4.....
Elective **	4	Natural Sciences
.....	Humanities Elective *†	3
.....	Social Science Elective *±	3
Total: 17		
Fourth Semester		
MAT/CIS...	Mathematics/Computer Science Elective †	3-4
.....	Free Elective †	3
.....	Natural Sciences Elective **	4
.....	Humanities Elective *†	3
.....	Social Science Elective *±	3
Total: 16-17		

Degree Total Credits: 65-66

* General Education Elective – See Page 1.
 ** Recommended: PHY-280 Physics I and PHY-290 Physics II or CHM-140 General Chemistry I and CHM-141 General Chemistry Lab I and CHM-240 General Chemistry II and CHM-241 General Chemistry Lab II.
 † Recommended: PHR-203 Intermediate Logic.
 ± Recommended: ECO-101 Microeconomics or PSY-101 General Psychology.
 † One of the following is recommended: CIS-289, CIS-287, MAT-282, MAT-286, PHY-291.

Code: AS.NSM.MATH
Degree: Associate in Science
Natural Sciences or Mathematics, Mathematics Option

First Semester		
COM-100	Speech Communication	3
MAT-280	Calculus I	4
PHR-103	Basic Logic	3
WRT-101	English Composition I	3
.....	Natural Science Elective *†	4
Total: 17		
Second Semester		
ECO-101	Macroeconomics	3
MAT-281	Calculus II	4
WRT-201	English Composition II	3..... Humanities Elective
*	3	
.....	Natural Science Elective *†	4
Total: 17		
Third Semester		
MAT-282	Calculus III	4
MAT-286	Linear Algebra	4
.....	Humanities Elective *	3
MAT...	Mathematics or Natural Sciences Elective ±	3-4
Total: 14-15		
Fourth Semester		
.....	Free Elective	3
MAT-283	Differential Equations	4
.....	Humanities Elective †	3
.....	Social Science Elective *	3
MAT...	Mathematics or Natural Sciences Elective ±	3-4
Total: 16-17		

Degree Total Credits: 64-66

* General Education Elective – See Page 1.

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

± The student must choose from among the following courses: MAT-155, MAT-250, MAT-268, MAT-285, CHM-140/141, CHM-240/241, PHY-186, PHY-280, PHY-286, PHY-290, PHY-291.

† One general education course to be selected from the following fields: Arts [ART, MUS, THR, CIN]; Theatre Arts [THR, CIN]; History [HIS]; Literature [LIT]; World Languages and Cultures [LAN] – See Page 1.

Code: AS.NSM.PHYSC
Degree: Associate in Science
Natural Sciences or Mathematics, Physics Option

		First Semester	
MAT-280	Calculus I		4
PHY-280	Physics I		4
COM-100	Speech Communication		3
WRT-101	English Composition I		3
.....	Social Science Elective *		3
		Total: 17	
		Second Semester	
MAT-281	Calculus II		4
PHY-290	Physics II		4
WRT-201	English Composition II		3
.....	Humanities Elective *		3
.....	Free Elective **		3
		Total: 17	
		Third Semester	
MAT-282	Calculus III		4
PHY-291	Physics III		4
.....	Humanities Elective *		3
.....	Natural Sciences Elective ***		4
		Total: 15	
Fourth Semester			
	PHY-294	Engineering Mechanics	
	4		
.....	Humanities Electives *		6
.....	Natural Science Elective ***		4
.....	Social Science Elective *		3
		Total: 17	
Degree Total Credits: 66			

* General Education Elective – See Page 1.

**CIS-270 Programming for Scientific Applications is strongly recommended; or WEX-101 Dynamics of Health and Fitness [2 cr.], plus a WEX experience course [1 cr.].

*** CHM-140/141 General Chemistry I and CHM-240/241 General Chemistry II are recommended.

AS DEGREE IN ENGINEERING SCIENCE

Curriculum Requirements		
<p>Code: AS.ENGIN.SCI Degree: AS Program: Engineering Science</p> <p>ASSOCIATE IN SCIENCE (A.S.) DEGREE IN ENGINEERING SCIENCE To earn the A.S. Degree in Engineering Science, a student must meet the following curriculum requirements:</p>		
Area of Study	Credits	Course Description
Communication	9	WRT-101 English Composition I (3 cr.) WRT-201 English Composition II (3 cr.) COM-100 Speech Communication (3 cr.)
Humanities	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	3	One general education course (3 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics and Natural Sciences	12*	One or two 4-cr. general education courses (4-8 cr.) in Mathematics (MAT) One or two general education courses (4-8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY)
Total GE Credits	30	
Restricted Program Requirements	33	
Free Electives	3	Program can make recommendations in footnotes.
Total Credits	66	

*If a student takes 8 general education Foundation credits in MAT, then s/he must take 4 general education Foundation credits in Natural Sciences; and if s/he takes 8 general education Foundation credits in Natural Sciences, then s/he must take 4 general education Foundation credits in MAT. Combination of MAT and Natural Sciences in the Foundation = 12 credits.

Code: AS.ENGIN.SCI
Degree: Associate in Science
Engineering Science

First Semester		
CHM-140	General Chemistry I	3
CHM-141	General Chemistry Laboratory I	1
COM-100	Speech Communication	3
DFT-107	Drafting I	2
MAT-280	Calculus I	4
PHY-280	Physics I	4

Total: 17

Second Semester		
CHM-240	General Chemistry II	3
CHM-241	General Chemistry Laboratory II	1
CIS-270	Programming for Scientific Applications	3
MAT-281	Calculus II	4
PHY-290	Physics II	4

Total: 15

Third Semester		
MAT-282	Calculus III	4
PHY-291	Physics III	4
WRT-101	English Composition I	3
.....	Humanities Elective *	3
.....	Social Science Elective *±	3

Total: 17

Fourth Semester		
MAT-283	Differential Equations	4
PHY-294	Engineering Mechanics	4
WRT-201	English Composition II	3
.....	Humanities Elective *	3
.....	Free Elective ±	3

Total: 17

Degree Total Credits: 66

*General Education Elective - See Page 1.
 †Recommended ECO-101 Macroeconomics.
 ±Recommended ECO-201 Microeconomics.

AS DEGREE PROGRAM(S) IN PROFESSIONAL STUDIES

Curriculum Requirements

Code: AS.PS.GEN
Degree: AS
Program: Professional Studies

This curriculum is intended for students who have accumulated college credits that are not applicable in other BCC degree programs. The curriculum is not intended for students who are at the beginning of their college careers. Admission to this curriculum is limited to students who have earned a minimum of 45 college credits.

ASSOCIATE IN SCIENCE (A.S.) DEGREE IN PROFESSIONAL STUDIES

To earn the A.S. Degree with an Option in Professional Studies, a student must meet the following curriculum requirements:

Area of Study	Credits	Course Description
Communication	9	WRT-101 English Composition I (3 cr.) WRT-201 English Composition II (3 cr.) COM-100 Speech Communication (3 cr.)
Humanities	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	3	One general education course (3 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics and Natural Sciences	11-12	One 3-cr. or 4-cr. general education courses in Mathematics (MAT) Two general education courses (8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY)
GE Elective	0-3	If needed to reach the Foundation minimum of 30-32 credits, select one course from the BCC general education course list. If not needed for that purpose, then 3-credit Free Elective.
Total GE Credits	30-32	
AS/PS Program Support Requirements in Humanities and Social Sciences	12	Three general education courses (9 cr.) to be selected from the following fields, with no more than two courses (6 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN) One general education course (3 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
AS/PS Program Requirements	15-18	
Free Electives	3-6	Program can make recommendations in footnotes.
Total Credits	64-66	

Code: AS.PS.GEN
Degree: AS
Professional Studies, General Curriculum

First Semester		
MAT...	Mathematics Elective *	3-4
COM-100	Speech Communication	3
WRT-101	English Composition I	3
.....	Humanities Elective *	3
.....	Additional Program Credits	3
Total: 15-16		
Second Semester		
WRT-201	English Composition II	3
.....	Social Science Elective *	3
.....	General Education Elective *	
	or	3
.....	Free Elective	
.....	Humanities Elective *	3
.....	Additional Program Credits	3
Total: 15		
Third Semester		
.....	Natural Science Elective *	4
.....	Social Science Elective *	3
.....	Humanities Elective *	3
.....	Additional Program Credits	6
Total: 16		
Fourth Semester		
.....	Free Elective **	3
.....	Natural Science Elective *	4
.....	Humanities Electives *	6
.....	Additional Program Credits	3-6
Total: 16-19		
Degree Total Credits: 62-68		

* General Education Elective – See Page 1.

** Recommended: IST-123 Success 101 or one associated with the Professional Studies Program Concentration.

Code: AS.PS.BRCAS
Degree: AS
Professional Studies, Broadcasting Option

First Semester		
MAT...	Mathematics Elective *	3-4
COM-100	Speech Communication	3
COM-101	Mass Media of Communication	3
WRT-101	English Composition I	3
.....	Humanities Elective *	3
Total: 15-16		
Second Semester		
COM-103	Introduction to Radio/Television Broadcasting	3
WRT-201	English Composition II	3
.....	Social Science Elective *	3
.....	Humanities Electives *	3
.....	General Education Elective *	
	or	3
.....	Free Elective	
Total: 15		
Third Semester		
COM-105	Radio Production	3
COM-106	TV Production	3
.....	Humanities Elective *	3
.....	Natural Science Elective *	4
.....	Social Science Elective *	3
Total: 16		
Fourth Semester		
COM-205	Advanced Radio Production	
	or	3
COM-208	Directing for TV	
COM-207	TV Production II	
	or	3
COM-111	Video Post Production	
.....	Humanities Electives *	6
.....	Natural Science Elective *	4
.....	Free Elective **	1-3
Total: 17-19		

Degree Total Credits: 63-66

* General Education Elective – See Page 1.
 **Recommended: IST-123 Success 101.

Code: AS.PS.BUS.ACCT
Degree: AS
Professional Studies, Business Administration - Accounting Option

First Semester		
BUS-101	Introduction to Business	3
COM-100	Speech Communication	3
ECO-101	Macroeconomics	3
WRT-101	English Composition I	3MAT... Mathematics
Elective **		3-4
Total: 15-16		
Second Semester		
ACC-110	Financial Accounting	3
BUS-201	Marketing Principles	3
ECO-201	Microeconomics	3
WRT-201	English Composition II	3..... Humanities
Electives *	6	
Total: 18		
Third Semester		
ACC-210	Managerial Accounting	3
.....	Humanities Elective *	3
.....	Natural Science Elective *	4
.....	Business Elective ***	3
.....	Humanities Elective *	3
Total: 16		
Fourth Semester		
.....	General Education *	
	or	3
.....	Free Elective	
ACC-202	Intermediate Accounting I	3
.....	Humanities Elective *	3
.....	Free Elective †	3
.....	Natural Science Elective *	4
Total: 16		
Degree Total Credits: 65-66		

* General Education Elective - See Page 1.

** General Education Elective in Mathematics – before selecting your Mathematics elective, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, MAT-223 and MAT-268.

*** BUS-207 or INF-101.

† Students can choose WEX-101 [2 cr.] and a WEX experience course [1 cr.]: WEX-201, WEX-204, WEX-205, WEX-206, or WEX-208 to fulfill this 3-credit elective.

Code: AS.PS.BUS.ADM
Degree: AS
Professional Studies, Business Administration

First Semester

ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
COM-100	Speech Communication	3
WRT-101	English Composition I	3
MAT...	Mathematics Elective **	3-4

Total: 15-16

Second Semester

ACC-210	Managerial Accounting	3
ECO-101	Macroeconomics	3
WRT-201	English Composition II	3
.....	Humanities Electives *	6
.....	Business Elective ***	3

Total: 18

Third Semester

ECO-201	Microeconomics	
	or	
PSY-101	General Psychology	3
	or	
SOC-101	Sociology	
.....	Business Elective ***	3
.....	Humanities Electives *	6
.....	Natural Science Elective *	4

Total: 16

Fourth Semester

.....	General Education Elective *	
	or	
	Free Elective †	3
.....	Free Elective ±	3 Humanities Elective
*	3	
.....	Natural Science Elective *	4
.....	Business Elective ***	3

Total: 16

Degree Total Credits: 65-66

* General Education Elective - See Page 1.

** General Education Elective in Mathematics – before selecting your Mathematics electives, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, MAT-223, or MAT-268.

*** Any BUS, or INF-101, or BNF-201 - before selecting your Business electives, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: BUS-201, BUS-207, BUS-233, BUS-234, or INF-101.

† Recommended: BUS-463 Co-Op Work Experience [Business Administration.]

±Students can choose WEX-101 [2 cr.] and a WEX experience course [1 cr.]: WEX-201, WEX-204, WEX-205, WEX-206, or WEX-208 to fulfill this 3-credit elective.

Code: AS.PS.BUS.HOSP
Degree: AS
Professional Studies, Business Administration - Hospitality Option

First Semester		
ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
WRT-101	English Composition I	3MAT...
	Mathematics Electives *	3-4
Total: 15-16		
Second Semester		
ACC-210	Managerial Accounting	3
COM-100	Speech Communication	3
ECO-101	Macroeconomics	3
WRT-201	English Composition II	3
.....	Humanities Elective **	6
Total: 18		
Third Semester		
ECO-201	Microeconomics	
	or	
PSY-101	General Psychology	3
	or	
SOC-101	Sociology	3
.....	Humanities Elective **	6
.....	Hotel/Restaurant/Hospitality Elective ***	3
.....	Natural Science Elective **	4
Total: 16		
Fourth Semester		
.....	Business Elective †	3
.....	Natural Science Elective **	4
.....	Free Elective	3
.....	Humanities Elective **	3
.....	General Education Elective **	
	or	3
.....	Free Elective ‡	
Total: 16		

Degree Total Credits: 65-66

* Before selecting your mathematics elective, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, MAT-223.

** Recommended: 6-credits of Literature, 3-credits of Philosophy, and 6-credits of one World Language – See Page 1.

*** HRM-104, ACC-206, or HRM/LGL-219.

† BUS-201, BUS-207, or BUS/HRM-129.

‡ Recommended: INF-101.

Code: AS.PS.BUS.INTL

Degree: AS

Professional Studies, Business Administration - International Trade Option

First Semester

ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
COM-100	Speech Communication	3
WRT-101	English Composition I	3
MAT...	Mathematics Elective **	3-4
		Total: 15-16

Second Semester

ACC-210	Managerial Accounting	3
BUS-262	Fundamentals of International Business	3
ECO-101	Macroeconomics	3
WRT-201	English Composition II	3
.....	Humanities Electives *	6
		Total: 18

Third Semester

ECO-201	Microeconomics	
	or	
PSY-101	General Psychology	3
	or	
SOC-101	Sociology	3
.....	Business International Trade Elective ***	3
.....	Humanities Electives *	6
.....	Natural Science Elective *	4
		Total: 16

Fourth Semester

.....	General Education Elective *	
	or	
.....	Free Elective †	3
.....	Free Elective ±	3
.....	Humanities Elective *	3
.....	Natural Science Elective *	4
.....	Business Elective ****	3
		Total: 16

Degree Total Credits: 65-66

*General Education Elective [students considering a career in International Trade are strongly encouraged to take a 6-credit World Language sequence in Humanities] – See Page 1.

** General Education Elective in Mathematics – before selecting your Mathematics electives, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, MAT-223, or MAT-268.

*** Students should select one of the following: BUS-202, BUS-263, or BNF-208.

**** Recommended - one of the following: BUS-201, BUS-207, or INF-101.

† Recommended: BUS-463 Co-Op Work Experience [Business Administration] with an International Trade position.

± Students can choose WEX-101 [2 cr.] and a WEX experience course [1 cr.]: WEX-201, WEX-204, WEX-205, WEX-206, or WEX-208 to fulfill this 3-credit elective.

Code: AS.PS.BUS.MGMT
Degree: AS
Professional Studies, Business Administration - Management Option

First Semester		
ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
COM-100	Speech Communication	3
WRT-101	English Composition I	3
MAT...	Mathematics Elective **	3-4
Total: 15-16		
Second Semester		
ACC-210	Managerial Accounting	3
BUS-207	Principles of Management	3
ECO-101	Macroeconomics	3
WRT-201	English Composition II	3
.....	Humanities Electives *	6
Total: 18		
Third Semester		
ECO-201	Microeconomics	
	or	
PSY-101	General Psychology	3
	or	
SOC-101	Sociology	
.....	Business Elective ***	3
.....	Humanities Electives *	6
.....	Natural Science Elective *	4
Total: 16		
Fourth Semester		
.....	Free Elective ±	3
.....	Humanities Elective *	3
.....	Natural Science Elective *	4
.....	Business Elective ***	3
.....	General Education Elective *	
	or	3
.....	Free Elective †	
Total: 16		

Degree Total Credits: 65-66

* General Education Elective - See Page 1.

** General Education Elective in Mathematics – before selecting your Mathematics elective, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, MAT-223, and MAT-268.

***Students should take one of the following: BUS-170, BUS-201, BUS-205, BUS-208, BUS-209, BUS-233, BUS-234, BNF-201, or INF-101.

† Recommended: BUS-463 Co-Op Work Experience [Business Administration] with managerial position.

± Students can choose WEX-101 [2 cr.] and a WEX experience course [1 cr.]: WEX-201, WEX-204, WEX-205, WEX-206, or WEX-208 to fulfill this credit elective.

Code: AS.PS.BUS.MKTG
Degree: AS
Professional Studies, Business Administration - Marketing Option

First Semester		
ACC-110	Financial Accounting	3
BUS-101	Introduction to Business	3
COM-100	Speech Communication	3
WRT-101	English Composition I	3
MAT...	Mathematics Elective **	3-4
Total: 15-16		
Second Semester		
ACC-210	Managerial Accounting	3
BUS-201	Marketing Principles	3
ECO-101	Macroeconomics	3
WRT-201	English Composition II	3.....
Electives *	6	Humanities
Total: 18		
Third Semester		
ECO-201	Microeconomics or	
PSY-101	General Psychology	3
	or	
SOC-101	Sociology	
BUS...	Business Marketing Elective ***	3
.....	Humanities Electives *	6
.....	Natural Science Elective *	4
Total: 16		
Fourth Semester		
.....	Business Elective ****	3
.....	Free Elective †	3
.....	Humanities Elective *	3
.....	Natural Sciences Elective *	4
.....	General Education Elective *	
	or	3
.....	Free Elective ‡	
Total: 16		
Degree Total Credits: 65-66		

* General Education Elective – See Page 1.

** General Education Elective in Mathematics – before selecting your Mathematics elective, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, MAT-223, and MAT-268.

*** Students should take one of the following: BUS-203, BUS-210, or BUS-250.

**** Students should take one of the following: BUS-207, BUS-233, BUS-271, or INF-101.

† Students can choose WEX-101 [2 cr.] and a WEX experience course [1 cr.]: WEX-201, WEX-204, WEX-205, WEX-206, or WEX-208 to fulfill this 3-credit elective.

‡ Recommended: BUS-463 Co-Op Work Experience [Business Administration] with a marketing position.

Code: AS.PS.BUS.NONPRF.MGT

Degree: AS

Professional Studies, Business Administration - Nonprofit Management Option

First Semester

ACC-110	Financial Accounting	3
BUS-115	Introduction to Nonprofit Organizations	3
COM-100	Speech Communication	3
ECO-101	Macroeconomics	3
WRT-101	English Composition I	3

Total: 15

Second Semester

MAT...	Mathematics Elective **	3-4
ACC-210	Managerial Accounting	3
ECO-201	Microeconomics	
	or	3
PSY-101	General Psychology	
WRT-201	English Composition II	3
.....	Nonprofit Course Elective ***	3
.....	Humanities Elective*	3

Total: 18-19

Third Semester

.....	Business Administrative Elective †	3
.....	Natural Science Elective *	4
.....	Humanities Electives *	9

Total: 16

Fourth Semester

.....	Business Administrative Elective †	3
.....	Natural Science Elective *	4
.....	Free Elective ±	3
.....	Humanities Elective *	3
.....	General Education Elective *	
	or	3
.....	Free Elective ◆	

Total: 16

Degree Total Credits: 65-66

STUDENTS SEEKING CAREERS IN SOCIAL SERVICES OR PUBLIC SERVICES SHOULD FOLLOW THESE RECOMMENDATIONS:

* General Education Elective - See Page 1.

** General Education Elective in Mathematics – before selecting your Mathematics electives, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, MAT-223.

*** Select from: BUS-116, LGL-209, ACC-115, CRJ-113, LIT-220, POL-101, or SOC-102.

† Select from: BUS-129, BUS-201, BUS-207, or BUS-208.

± Recommended: INF-101 or SOC-113.

◆ Recommended: General Education Course or Co-Op in vocational area of interest.

STUDENTS SEEKING CAREERS IN THEATER ARTS MANAGEMENT SHOULD FOLLOW THESE RECOMMENDATIONS:

* General Education Elective - See Page 1 [Humanities should included THR-101 and THR-109.]

** General Education Elective in Mathematics – before selecting your Mathematics electives, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following courses are transferable to business programs at a number of local colleges: MAT-150, MAT-155, MAT-180, MAT-223.

*** Select from: BUS-116, LGL-209, or ACC-115.

† Select from: BUS-129, BUS-201, BUS-207, or BUS-208.

± Recommended: INF-114, BUS-250, THR-110, OR THR-131

◆ Recommended: General Education Course or Co-Op in vocational area of interest.

Code: AS.PS.CRIMJ
Degree: AS
Professional Studies, Criminal Justice Option

First Semester		
CRJ-101	Introduction to Criminal Justice	3
CRJ-113	The Juvenile Justice Process	3
WEX-101	Dynamics of Health and Fitness	2
WRT-101	English Composition I	3.....
	Humanities Elective **	3.....
	Social Science Elective ***	3
Total: 17		
Second Semester		
CRJ-109	Contemporary Issues in Policing	3
WRT-201	English Composition II	3
.....	Humanities Elective *	3
.....	Humanities Elective **	3
.....	Social Science Elective ***	3 WEX...
	Dynamics of Health and Fitness Experience **	1
Total: 16		
Third Semester		
COM-100	Speech Communication	3
CRJ-105	Police Administration	3
.....	Humanities Elective **	3
.....	Natural Science Elective *	4
.....	Math/Computer Science Elective *	3
Total: 16		
Fourth Semester		
CRJ-103	Criminal Law	3
CRJ-107	Criminology	3
.....	Natural Science Elective *	4
.....	Math/Computer Science Elective *	3
	Humanities Elective **	3
Total: 16		

Degree Total Credits: 65

* General Education Elective – See Page 1.
 ** Highly recommended: HIS-111, HIS-112, PHR-103.
 *** Highly recommended: SOC-101, PSY-101.

Code: AS.PS.EDUC
Degree: AS
Professional Studies, Education Option

		First Semester	
MAT...	Mathematics Elective *		3-4
COM-100	Speech Communication		3
WRT-101	English Composition I		3
.....	Humanities Elective *		3
EDU-101	Introduction to Education		3
		Total: 15-16	
		Second Semester	
WRT-201	English Composition II		3
.....	Humanities Elective *		3
.....	Social Science Elective *†		3
.....	General Education Elective *‡		
	or		3
.....	Free Elective ‡		
PSY-101	General Psychology		3
EDU-461	Co-Operative [Education]		1
		Total: 16	
		Third Semester	
EDU-103	Principles and Practices in Education		3
EDU-102	Introduction to Special Education		3.....
	Natural Science Elective *		4
.....	Humanities Elective *		3
.....	Social Science Elective *❖		3
		Total: 16	
		Fourth Semester	
.....	Natural Science Elective *		4
.....	Humanities Electives *		6
EDU-110	Foundations of Multicultural Education		3
.....	Free Electives ▼		3-6
		Total: 16-19	
Degree Total Credits: 64-66			

* General Education Elective - See Page 1.
† SOC-102 Introduction to Human Services is recommended.
‡ PSY-201 Child Psychology is recommended.
❖SOC-103 Sociology of the Family is recommended.
▼PSY-202 Psychology of Adolescence recommended.

Code: AS.PS.EXER
Degree: AS
Professional Studies, Exercise Science Option

First Semester			
WEX-159	Cardiopulmonary Resuscitation and Emergency First Aid	3	
WEX-164	Exercise Science	3	
WRT-101	English Composition I	3	
MAT...	Mathematics Elective *	3-4	
.....	Humanities Elective *	3	
Total: 15-16			
Second Semester			
COM-100	Speech Communication	3	
WEX-182	Fitness Measurement	3	
WEX-184	Sports Medicine I - Theory and Practice	3	
WRT-201	English Composition II	3	
.....	Social Science Elective *	3	
.....	General Education Elective *	3	
Total: 18			
Third Semester			
.....	Humanities Electives *	6	Natural
Science Elective *	4	Social Science Elective *	3 WEX-
106	Nutrition for Exercise and Fitness	3	
Total: 16			
Fourth Semester			
.....	Humanities Electives *	6	Natural
Science Elective *	4		
.....	Free Elective **	3	
WEX-183	Programs and Principles of Conditioning	3	
Total: 16			
Degree Total Credits: 65-66			

* General Education Elective - See Page 1.

** Recommended: IST-123 Success 101 or one recommended by the program concentration [may include WEX-101 and WEX-200 level courses.]

Code: AS.PS.INFO
Degree: AS
Professional Studies, Information Technology

First Semester		
INF-101	Introduction to Information Technology	3
INF...	Programming Language Fundamentals Elective *	3
MAT...	Mathematics Elective ***	3-4†
COM-100	Speech Communication	
	or	3
COM-102	Public Speaking	
WRT-101	English Composition I	3
Total: 15-16		
Second Semester		
BUS-101	Introduction to Business	3
INF...	Advanced Programming Language Elective **	3
WRT-201	English Composition II	3
.....	Humanities Elective *	6
.....	General Education Elective ***‡	
	or	3
.....	Free Elective ‡‡	
Total: 18		
Third Semester		
INF...	Restricted INF Elective ♦	3
.....	Natural Science Elective ***	4
.....	Humanities Electives ***	6
.....	Social Science Elective ***‡‡‡	3
Total: 16		
Fourth Semester		
INF-208	Systems Analysis and Design	3
.....	Natural Sciences Elective ***	4
.....	Humanities Electives ***	3
.....	Social Sciences Elective ***	3
.....	Free Elective ‡‡	3
Total: 16		

Degree Total Credits: 65-66

* Programming Language Electives Fundamentals [Part 1 of a continuing sequence]:

Select from INF-145, INF-152, INF-153.

** Advanced Programming Language Electives [Part 2 of a continuing sequence]: Select from INF-224, INF-246, INF-268.

*** General Education Elective – see Page 1.

† Recommended Mathematics Elective [select one of the following]: MAT-180, MAT-223, MAT-280.

‡ Recommended: MAT-150 or MAT-223..

‡‡ Recommended: IST-123 or WEX-101 [2 credits] and a WEX Fitness Experience Course [1 credit.]

‡‡‡ Recommended: ECO-101.

♦ INF Restricted Electives [courses cannot duplicate as Restricted Electives when selected as Programming Electives]: Select one: INF-145, INF-152, INF-153, INF-160, INF-217.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AS.PS.JOUR
Degree: AS
Professional Studies, Journalism Option

First Semester		
COM-100	Speech Communication	3
COM-101	Mass Media of Communication	3
WRT-101	English Composition I	3
MAT...	Mathematics Elective *	3-4
.....	Humanities Elective *	3
Total: 15-16		
Second Semester		
COM-201	Introduction to Journalism	3
WRT-201	English Composition II	3
.....	Social Science Elective *	3
.....	General Education Elective *	
	or	3
.....	Free Elective	
.....	Humanities Electives *	3
Total: 15		
Third Semester		
COM-110	Print Journalism Production	3
COM-206	Writing for the Mass Media	3
.....	Humanities Elective *	3
.....	Natural Science Elective *	4
.....	Social Science Elective *	3
Total: 16		
Fourth Semester		
COM-210	Public Relations	3
COM-471	Co-Op Work Experience (Journalism)	1
INF-115	Desktop Publishing	
	or	1
INF-161	Internet Research Data Handling	
.....	Humanities Electives *	6
.....	Natural Science Elective *	4
.....	Free Elective **	2-4
Total: 17-18		

Degree Total Credits: 63-65

* General Education Elective - See Page 1.
 **Recommended: IST-123 Success 101.

Code: AS.PS.LABOR
Degree: AS
Professional Studies, Labor Studies Option

First Semester		
COM-100	Speech Communication	3
WRT-101	English Composition I	3
.....	Humanities Elective *	3
.....	Social Science Elective *	3
.....	Mathematics **	3-4
Total: 15-16		
Second Semester		
BUS-101	Introduction to Business ***	
	or	3
BUS-115	Introduction to Nonprofit Organizations ***	
ECO-105	Labor Economics	3
WRT-201	English Composition II	3
.....	Natural Science Elective *	4
HIS...	Restricted History †	3
Total: 16		
Third Semester		
BUS-208	Human Resources Management	3
PHR-111	Social and Political Philosophy	3
POL-116	Labor Law	3.....
Elective *	4	Natural Science Restricted History † 3
Total: 16		
Fourth Semester		
LGL-236	Employment Law ◆	2
POL-104	State and Local Government	3
POL-122	Collective Bargaining	3
PSY-109	Industrial Psychology	3.....
*	3	Humanities Elective General Elective [if
necessary]*	3	
Total: 17		
Degree Total Credits: 64-65		

* General Education Elective – See Page 1.

** Choose a 3 or 4 credit course from General Education - MAT-223 is recommended for students who wish to pursue degrees after they transfer in Business or in Human Resources and Employment Relations Management. The sequence of MAT-150 and MAT-250 is recommended for students who wish to pursue degrees after they transfer in research areas of the social sciences.

*** BUS-101 or BUS-115 must be taken instead of a free elective to satisfy the prerequisite for BUS-208. If a student does not complete BUS-101 or BUS-115 as a free elective, then this prerequisite may be waived by special permission from the Academic Department Chair of the Business Department.

† Choose a General Education History course from the following: HIS-112, HIS-113, HIS-114, HIS-116.

◆ LGL-101 prerequisite for LGL-236 - if a student does not complete LGL-101 as a free elective, then this prerequisite may be waived by special permission from the Academic Department Chair of Legal and Related Studies.

Code: AS.PS.MUSC.BUS
Degree: AS
Professional Studies, Music Business Option

UNDERGOING REVISION

Code: AS.PS.MUSC.TECH
Degree: AS
Professional Studies, Music Technology Option

UNDERGOING REVISION

Code: AS.PS.SOC.WK
Degree: AS
Professional Studies, Social Work Option

First Semester		
MAT...	Mathematics Elective *	3-4
COM-100	Speech Communication	3
SOC-101	Sociology	3
WRT-101	English Composition I	3
.....	Humanities Elective *	3
Total: 15-16		
Second Semester		
PSY-101	General Psychology	3
SOC-102	Introduction to Human Services	3
SOC-103	Sociology of the Family	3
WRT-201	English Composition II	3
.....	Humanities Elective *	3
Total: 15		
Third Semester		
PSY-102	Introduction to Abnormal Psychology	3
SOC-113	Social Problems	3
SOC-463	Co-op Work Experience (Sociology)	3
.....	Natural Sciences Elective *	4
.....	Humanities Elective *	3
Total: 16		
Fourth Semester		
.....	Natural Sciences Elective *	4
.....	Humanities Electives *	6
SOC-222	Ethnic and Minority Group Relations	
	or	3
SOC-121	Changing Roles of Women	
.....	Free Electives **	3-6
Total: 16-19		
Degree Total Credits: 62-66		

* General Education Elective - See Page 1.

** Recommended: IST-123 Success 101 and/or other Social Science elective, such as SOC-121 Changing Roles of Women.

AAS DEGREE PROGRAM – BASIC STRUCTURE*

Curriculum Requirements		
<p>Code: AAS Degree: Associate in Applied Science</p> <p>Associate in Applied Science (A.A.S.) degree programs are designed to prepare students for employment in their chosen fields of endeavor. Such programs are not designed to prepare students for transfer into bachelor's degree programs in four-year colleges and universities although some such programs may have transfer agreements with select four-year schools for graduates wishing to continue their education in the bachelor's degree level.</p> <p>Associate in Fine Arts (A.F.A.) degree programs are designed as transfer programs leading eventually to the Bachelor of Music or Bachelor of Fine Arts degree at the four-year college/university level.</p> <p>Career programs leading to the A.A.S. degree are organized according to the following categories: Art, Business Administration, Business Technologies, and Human Services.</p> <p>To earn the Associate in Applied Science (A.A.S.) degree, a student must earn a minimum of 64 credits and complete all courses and specific requirements listed within the student's chosen curriculum. Each A.A.S. curriculum must contain the following general education requirements:*</p>		
Area of Study	Credits	Course Description
Communication	6	WRT-101 English Composition I (3 cr.) WRT-201 English Composition II (3 cr.)
Humanities	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	3	One general education course (3 cr.) to be selected from the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics and Natural Sciences	3-4	One general education course (3-4 cr.) to be selected from the following fields: Mathematics (MAT) Computer Science (CIS) Biology (BIO) Chemistry (CHM) Physics (PHY)
Unassigned General Education Credits	3	To be assigned in accordance with the needs of the program.
Total GE Credits	21-22	
Other Requirements	38-45	Restricted program requirements and program support requirements.
Free Electives	0-6	Programs can make recommendations in footnotes.
Total Credits	64-66	Note: Some A.A.S. programs require more than 66 credits for licensing/accreditation purposes.

*Health Professions and Technologies Programs have a different A.A.S. Foundation.

Code: AAS.IDT.ANIM
Degree: AAS
Art, Computer Animation

First Semester

ART-105/CIN-150	History of Animation	3
ART-122	Two-Dimensional Design	3
ART-189	Computer 2D Illustration	3
ART-197	Computer Imaging	3
WRT-101	English Composition I	3

Total: 15**Second Semester**

ART-123	Life Drawing I	
	or	3
ART-124	Drawing Fundamentals	
ART-192	Computer 3D Animation I	3
MUS-151	Introduction to Audio Recording	3
WRT-201	English Composition II	
	or	3
WRT-202	Technical Writing	
.....	Mathematics/Computer Science Elective*	
	or	3-4
.....	Natural Science Elective*	

Total: 15-16**Third Semester**

ART-290	Computer 2D Animation I	3
ART-293	Computer 3D Animation II	3
CIN/THR-140	Introduction to the Cinema	3
.....	Humanities Elective *	3
.....	Social Science Elective *	3
ART...	Studio Art Elective **	3

Total: 18**Fourth Semester**

ART-271	Portfolio Presentation	2
ART-261	Computer 2D Animation II	3
ART-298	Interactive Multimedia	3
CIN-150	Special Topics in Cinema I	3
ART...	Studio Art Elective ***	
	or	3
ART-463	Co-Op Work Experience [ART]	
.....	Humanities Elective *	3

Total: 17**Degree Total Credits: 65-66**

*General Education Elective - See Page 1.

** Studio Art Electives include: ART-123, ART-124, ART-127, ART-181, ART-184, ART-192, ART-189, ART-197, ART-223, ART-226, ART-228, ART-229, ART-259, ART-260, ART-281, ART-287, ART-288, ART-290, ART-291, ART-292, and ART-298.

*** Any topic other than History of Animation.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.IDT.GRPH**Degree: AAS****Art, Graphic Design/Computer Graphics****First Semester**

ART-122	Two-Dimensional Design	3
ART-123	Life Drawing I	
	or	3
ART-124	Drawing Fundamentals	
ART-189	Computer 2D Illustration	3
ART-197	Computer Imaging	3
WRT-101	English Composition I	3

Total: 15**Second Semester**

ART-226	Letterform and Type	3
ART-259	Computer Graphics for the Web Developer	3
ART...	Art History Elective **	3
WRT-201	English Composition II	
	or	3
WRT-202	Technical Writing	
.....	Mathematics/Computer Science Elective*	
	or	3-4
.....	Natural Science Elective*	

Total: 15-16**Third Semester**

ART-260	Graphic Design I	3
ART-287	Computer Layout I	3
.....	Humanities Elective *	3
.....	Social Science Elective *	3
ART...	Studio Art Electives ***	6

Total: 18**Fourth Semester**

ART-271	Portfolio Presentation	2
ART-261	Graphic Design II	3
ART-298	Computer Layout II	3
CIN-150	Studio Art Elective ***	3
ART...	Studio Art Elective ***	
	or	3
ART-463	Co-Op Work Experience [ART]	
.....	Humanities Elective (other than ART-...)*	3

Total: 17**Degree Total Credits: 65-66**

* General Education Elective - See Page 1.

** Humanities General Education Electives in Art History include ART-102, ART-103, ART-104, ART-107, or ART-110.

*** Studio Art Electives include ART-123, ART-124, ART-127, ART-181, ART-184, ART-192, ART-189, ART-197, ART-223, ART-226, ART-228, ART-229, ART-259, ART-260, ART-281, ART-287, ART-288, ART-290, ART-291, ART-292, and ART-298.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.BUS.INFO.SYS

Degree: AAS

Business Administration, Management Information Systems

First Semester

BUS-101	Introduction to Business	3
INF-101	Introduction to Information Technology	3
MAT...	Mathematics Elective *	3-4
.....	Restricted Programming Language Elective Fundamentals **	3
WRT-101	English Composition I	3

Total: 15-16

Second Semester

.....	Restricted Programming Language Elective Advanced ***	3
ACC-101	Accounting I	3
BUS-207	Principles of Management	3
ECO-101	Macroeconomics	3
INF-114	Microsoft Office	3
WRT-201	English Composition I	3
	or	3
WRT-202	Technical Writing	3

Total: 18

Third Semester

ACC-201	Accounting II	3
BUS-201	Marketing Principles	3
BUS...	Speech Communication	3
INF-217	Database for Application [Oracle]	3
.....	Humanities Elective	3

Total: 15

Fourth Semester

.....	Restricted Business Elective †	3
BUS-271	E-Commerce	3
	or	3
BUS-210	E-Marketing	3
INF-160	Networking Technologies & Data Communications	3
INF-208	Systems Analysis and Design †	3
INF-228	Excel for Problem Solving	1
.....	Humanities Elective	3

Total: 16

Degree Total Credits: 64-65

* MAT-150, MAT-155, MAT-180, MAT-223, or MAT-268.

** INF-145, INF-152, INF-153.

*** Part 2 of a continuing sequence: INF-224, INF-246, and INF-268.

† BUS-263, ACC-120, ACC-202, BNF-201, BUS-105, BUS-110, BUS-233, BUS-262.

‡ This course is offered only during the spring semester.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.BUS.ACCT
Degree: AAS
Business Administration, Accounting

First Semester

ACC-101	Accounting I	3
ACC-120	Computerized Accounting	3
BUS-101	Introduction to Business	3
INF-114	Microsoft Office	3
WRT-101	English Composition I	3

Total: 15

Second Semester

ACC-201	Accounting II	3
BUS-233	Business Law I	3
COM-100	Speech Communication	3
ECI-101	Macroeconomics	3
WRT-201	English Composition II	3
	or	3
WRT-202	Technical Writing	3
.....	Humanities Elective	3

Total: 18

Third Semester

ACC-202	Intermediate Accounting I	3
BNF-201	Principles of Finance	3
BUS...	Restricted Business Elective ***	3
ACC...	Restricted Accounting Elective *	3
MAT...	Mathematics Elective **	3-4

Total: 15-16

Fourth Semester

ACC...	Restricted Accounting Elective *	3
ACC-203	Intermediate Accounting II	3
ACC-215	Topics in Accounting	3
INF-228	Excel for Problem Solving	1
.....	Humanities Elective	3
BUS...	Restricted Business Elective ***	3

Total: 16

Degree Total Credits: 64-65

* ACC-107, ACC-115, ACC-463.

** MAT-150, MAT-155, MAT-180, MAT-223, MAT-268.

*** BNF-102, BNF-202, BNF-203, BUS-234, BUS-207, BUS-170, BUS-201, BUS-205, BUS-116, BUS-262.

Note: Students interested in transferring to a four-year institution should refer to AS.PS.BUS.ACCT.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.BUS.BANK
Degree: AAS
Business Administration, Banking and Finance

First Semester

ACC-101	Accounting I	3
BNF-101	Principles of Banking	3
BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
WRT-101	English Composition I	3

Total: 15

Second Semester

ACC-201	Accounting II	3
COM-100	Speech Communication	3
ECO-101	Macroeconomics	3
WRT-201	English Composition II	3
	or	3
WRT-202	Technical Writing	3
INF-101	Introduction to Information Technology	3

Total: 15

Third Semester

BNF-201	Principles of Finance	3
BNF-203	Cash Management	3
BUS-233	Business Law I	3
.....	Humanities Elective	3
MAT...	Mathematics Elective *	3-4

Total: 15-16

Fourth Semester

BNF-202	Asset Management	3
BNF-208	International Finance	3
.....	Humanities Elective	3
BUS...	Restricted Business Elective I **	3
BUS...	Restricted Business Elective II ***	3
.....	Free Electives †	3

Total: 18

Degree Total Credits: 63-64

* MAT-150, MAT-155, MAT-223, MAT-268.

** BNF-102, BUS-201, BUS-207.

*** BNF-463, BNF-207, BUS-234, BUS-262.

† Students can choose WEX-101 [2 cr.] and a WEX experience course [1 cr.]: WEX-201, WEX-204, WEX-205, WEX-206, or WEX-208 to fulfill this 3-credit elective.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.BUS.E-BUS.MGMT

Degree: AAS

Business Administration, E-Business Management

First Semester

BUS-101	Introduction to Business	3
INF-114	Microsoft Office	3
INF-163	Internet Concepts and Applications	3
MAT...	Mathematics Elective *	3-4
WRT-101	English Composition I	3

Total: 15-16

Second Semester

ACC-101	Accounting I	3
BUS-107	e-Tailing	3
BUS-104	Customer Service	3
BUS-105	Business Communications	3
INF-146	Web Development	3
WRT-201	English Composition I	3
	or	3
WRT-202	Technical Writing	3

Total: 18

Third Semester

ACC-201	Accounting II	3
BNF-201	E-Marketing	3
BUS...	Speech Communication	3
BUS-205	Entrepreneurship	3
	or	3
BUS-110	Transportation Logistics & Supply Chain Management	3
.....	Humanities Elective	3

Total: 15

Fourth Semester

BUS-207	Principles of Management	3
BUS-211	Internet Law	3
BUS-271	E-Commerce	3
ECO-101	Macroeconomics	3
INF-228	Excel for Problem Solving	1
.....	Humanities Elective	3

Total: 16

Degree Total Credits: 64-65

* Choose from MAT-150, MAT-155, MAT-180, MAT-223, or MAT-268.

Code: AAS.BT.HR.GEN

Degree: AAS

Business Technologies, Hotel/Restaurant/Hospitality - General

Students interested in Hotel/Restaurant/Hospitality and related studies, but are not certain in which specific area they wish to specialize, should enroll in this program.

First Semester		
BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
WEX-163	Nutrition Today	3
Total: 16		
Second Semester		
BUS-103	Business Mathematics	3
WRT-101	English Composition I	3
.....	Hotel/Restaurant/Hospitality Electives †	5
.....	Restricted Electives ‡	6
Total: 17		
Third Semester		
WRT-201	English Composition II	3
.....	Hotel/Restaurant/Hospitality Electives †	6
.....	General Education Electives **	7-8
Total: 16-17		
Fourth Semester		
HRM-217	Issues in the Hospitality Industry	2
.....	Hotel/Restaurant/Hospitality Electives †	3
.....	Restricted Electives ‡	3
.....	General Education Electives *	6
.....	Free Elective	2
Total: 16		

Degree Total Credits: 65-66

* Two general education courses to be selected from the following fields, with no more than one course [3 cr.] in any one field: ART, MUS, THR, CIN, HIS, LIT, PHR, LAN, ECO, GEO, POL, PSY, SOC, ANT – See Page 1.

** Two 4 cr. general education courses [8 cr.] to be selected from the following fields: MAT, CIS, BIO, CHM, PHY, ESC – See Page 1.

† Hotel/Restaurant/Hospitality Electives may be satisfied by courses in Accounting, Business Administration, and Hotel/Restaurant/Hospitality.

‡ This requirement may be satisfied by either Business Administration or other general education courses.

Please be advised that this program is undergoing revision and that the revised version will go into effect as of the 2012-2013 academic year. It is recommended that students who wish to enroll in the program at this time first consult with the Academic Chair of the Hotel/Restaurant/Hospitality Department.

Code: AAS.BT.HR.HOSP

Degree: AAS

Business Technologies, Hotel/Restaurant/Hospitality - Hospitality Management

Students interested specifically in the management of people, goods, and services in the hospitality industry, should enroll in this program option. Students will understand the regulations and standards that concern the hospitality industry and be proficient in food preparation, purchasing, and all phases of hospitality work, supervision and management. Graduates are eligible for jobs and supervisory or middle management positions in hotels, restaurants, food service companies, and related areas of the hospitality industry.

First Semester

BUS-101	Introduction to Business	3
HRM-103	Professional Food Preparation Techniques	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-106	Menu Planning and Nutrition	1
WEX-163	Nutrition Today	3

Total: 16

Second Semester

ACC-206	Hospitality Accounting ‡	3
BUS-103	Business Mathematics	3
HRM-217	Issues in the Hospitality Industry	2
HRM-462	Co-Op Work Experience (H/R/H)	2
WRT-101	English Composition I	3
.....	General Education Elective *	3

Total: 16

Third Semester

HRM-108	Computer Applications/Hospitality Industry	1
HRM-104	Front Office Procedures †	2
BUS-233	Business Law I	3
HRM-207	Hotel Sales & Convention Planning	1
HRM-204	Food Purchasing	2
.....	Free Elective	2
WRT-201	English Composition II	3
.....	General Education Elective *	3

Total: 17

Fourth Semester

HRM-201	Food and Beverage Cost Control	1
HRM-205	Restaurant Service Management	3
HRM-206	Commercial Restaurant Operation ‡	3
HRM-203	Beverage Management	2
.....	General Education Elective **	7-8

Total: 16-17

Degree Total Credits: 65-66

* General Education Electives: One general education course to be selected from the following fields, with no more than one course [3 cr.] in any one field: ART, MUS, THR, CIN, HIS, LIT, PHR, LAN, ECO, GEO, POL, PSY, SOC, ANT – See Page 1.

** General Education Electives: Two general education courses [7-8 cr.] to be selected from the following fields: MAT/CIS, BIO, CHM, PHY – See Page 1.

† Class offered only during fall semester.

‡ Class offered only during spring semester.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Note: Students who enter this program in the spring should reverse the THIRD and FOURTH semester, that is, take the FOURTH semester before the THIRD semester.

Please be advised that this program is undergoing revision and that the revised version will go into effect as of the 2012-2013 academic year. It is recommended that students who wish to enroll in the program at this time first consult with the Academic Chair of the Hotel/Restaurant/Hospitality Department.

Code: AAS.BT.HR.CATER

Degree: AAS

Business Technologies, Hotel/Restaurant/Hospitality - Catering and Banquet Management

Students interested specifically in the management and operation of a facility offering catering and banquet services should enroll in this program option. Students will understand the regulations and standards that concern the hospitality industry and be proficient in food preparation and production, purchasing, and all phases of decorating and serving food. Graduates are eligible for jobs and supervisory or middle management positions in the banquet department of hotels, restaurants, food service companies, and related areas of the hospitality industry.

First Semester		
BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
WEX-159	Nutrition Today	3
Total: 16		
Second Semester		
ACC-206	Hospitality Accounting	3
BUS-103	Business Mathematics	3
HRM-108	Computer Applications for the Hospitality Industry	1
HRM-462	Co-Op Work Experience [H/R/H]	2
WRT-101	English Composition I	3
.....	General Education Elective *	3
Total: 17		
Third Semester		
HRM-202	Quantity Food Production and Service †	3
HRM-203	Beverage Management	2
HRM-204	Food Purchasing	2
HRM-214	Banquet & Catering Management	2
.....	Humanities Elective *	3
.....	Social Sciences Elective *	3
Total: 16		
Fourth Semester		
HRM-110	Introduction to Baking	3
HRM-201	Food and Beverage Cost Control	1
HRM-206	Commercial Restaurant Operation †	3
HRM-207	Hotel Sales & Convention Planning	1
HRM-213	Classical Garde-Manger †	3
.....	Natural Sciences Elective *	
	or	
MAT/CIS..	Mathematics/Computer Science Elective *	3-4
.....	Humanities Elective *	3
HRM-205	Restaurant Service Management	3
Total: 17-18		
Degree Total Credits: 65-66		

*General Education Electives: Two general education courses to be selected from the following fields, with no more than one course [3 cr.] in any one field: ART, MUS, THR, CIN, HIS, LIT, PHR, LAN, ECO, GEO, POL, PSY, SOC, ANT – See Page 1.

**General Education Electives: Two general education courses [7-8 cr.] to be selected from the following fields: MAT, CIS, BIO, CHM, PHY – See Page 1.

† Class offered only during spring semester.

‡ Class offered only during fall semester.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Please be advised that this program is undergoing revision and that the revised version will go into effect as of the 2012-2013 academic year. It is recommended that students who wish to enroll in the program at this time first consult with the Academic Chair of the Hotel/Restaurant/Hospitality Department.

Code: AAS.BT.HR.CUL.EPR

Degree: AAS

Business Technologies, Hotel/Restaurant/Hospitality - Culinary Entrepreneurship

This program option consists of foundation classes for culinary students or professionals who are looking for alternative ways to earn income in the culinary industry. This program is geared to professionals who want to break out of a particular niche or specialty within the culinary industry or to students enrolled in traditional cooking and hospitality programs who want broader exposure to the industry than is provided in the typical culinary arts curriculum.

First Semester		
BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
HRM-110	Introduction to Baking	3
Total: 16		
Second Semester		
HRM-108	Computer Applications/Hospitality Industry	1
HRM-201	Food and Beverage Cost Control	1
HRM-212	International Cuisine	3
HRM-214	Banquet & Catering Management	2
WRT-101	English Composition I	3
.....	General Education Electives *	6
Total: 16		
Third Semester		
ACC-206	Hospitality Accounting	3
ART-184	Digital Photography	3
WRT-201	English Composition II	3
.....	General Education Electives **	7-8
Total: 16-17		
Fourth Semester		
BUS-205	Entrepreneurship	3
HRM/BUS-129	Event Planning & Management I	3
HRM-205	Restaurant Service Management	3
HRM-213	Classical Garde-Manger	3
HRM-462	Co-op Work Experience (H/R/H)	2
HRT-115	Floral Design	3
Total: 17		
Degree Total Credits: 65-66		

* Two general education courses to be selected from the following fields, with no more than one course [3 cr.] in any one field: ART, MUS, THR, CIN, HIS, LIT, PHR, LAN, ECO, GEO, POL, PSY, SOC, ANT – See Page 1.

** Two general education courses [7-8 cr.] to be selected from the following fields: MAT, CIS, BIO, CHM, PHY – See Page 1.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Please be advised that this program is undergoing revision and that the revised version will go into effect as of the 2012-2013 academic year. It is recommended that students who wish to enroll in the program at this time first consult with the Academic Chair of the Hotel/Restaurant/Hospitality Department.

Code: AAS.BT.HR.EVENT

Degree: AAS

Business Technologies, Hotel/Restaurant/Hospitality - Event Planning and Management Option

Students who choose this option should have strong organizational and communication skills. Business relies on successful events to encourage growth and promote enthusiasm throughout an industry in regards to their company. The Event Planner coordinates and organizes meetings, luncheons and other special events. Some Event Planners ensure that the company conducting the meeting or event is aware to the facility's services and limitations. The Event Planner also must contact a facility representative and other vendors and organize other details for the event.

First Semester		
BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection	3
HRM-104	Front Office Procedures	2
INF-101	Introduction to Information Technology	3
WRT-101	English Composition I	3
Total: 17		
Second Semester		
BUS-205	Entrepreneurship	3
BUS-207	Principles of Management	3
HRM/BUS-129	Event Planning & Management I	3
HRM-203	Beverage Management	2
HRM-214	Banquet & Catering Management	2
WRT-201	English Composition II	3
Total: 16		
Third Semester		
ACC-206	Hospitality Accounting	3
HRM-205	Restaurant Service Management	3
HRM/BUS-229	Event Planning and Management II	3
.....	General Education Electives *	7-8
Total: 16-17		
Fourth Semester		
BUS-201	Marketing Principles	3
BUS-233	Business Law I	3
HRM-217	Issues in the Hospitality Industry	2
HRM-462	Co-op Work Experience (H/R/H)	2
.....	General Education Electives **	6
Total: 16		
Degree Total Credits: 65-66		

* Two general education courses [7-8 cr.] to be selected from the following fields: MAT, CIS, BIO, CHM, PHY – See Page 1.

** Two general education courses to be selected from the following fields, with no more than one course [3 cr.] in any one field: ART, MUS, THR, CIN, HIS, LIT, PHR, LAN, ECO, GEO, POL, PSY, SOC, ANT – See Page 1.

Please be advised that this program is undergoing revision and that the revised version will go into effect as of the 2012-2013 academic year. It is recommended that students who wish to enroll in the program at this time first consult with the Academic Chair of the Hotel/Restaurant/Hospitality Department.

Code: AAS.HS.CARLAD.CDEV

Degree: AAS

Human Services, Career Ladder Education/Child Development

Before entering into the AAS degree in Career Ladder Education/Child Development students *must* complete the Certificate of Achievement in Career Ladder Education/Child Development at Bergen Community College (Education Support Services Certificate [12] and COA [15] = 27 credits)

First Semester		
PSY-101	General Psychology	3
SOC-101	Sociology	3
WRT-101	English Composition I	3
.....	Mathematics/Computer Science *	
	or	3-4
.....	Natural Science *	
Total: 12-13		
Second Semester		
EDU-102	Introduction to Special Education	3
PSY-201	Child Psychology	3
SOC-103	Sociology of the Family	3
WEX-101	Dynamics of Health and Fitness	2
WRT-201	English Composition II	3
Total: 14		
Third Semester		
COM-100	Speech Communication	3
EDU-132	The Parenting of Very Young Children	3
.....	Social Science Elective *	3
.....	Humanities Elective **	3
WEX-2..	Dynamics of Health and Fitness Experience	1
Total: 13		
Degree Total Credits: 39-40		

* General Education Elective – See Page 1.

** Music Appreciation [MUS-101] is recommended.

Code: AAS.HS.LAWENF
Degree: AAS
Human Services, Law Enforcement Studies

First Semester

CRJ-101	Introduction to Criminal Justice	3
SOC-101	Sociology	3
WEX-101	Dynamics of Health and Fitness	2
WRT-101	English Composition I	3
.....	Humanities Elective *†	3
.....	Social Sciences Elective *‡	3

Total: 17

Second Semester

CRJ-109	Contemporary Issues in Policing	3
CRJ-113	The Juvenile Justice Process	3
POL-104	State and Local Government	3
SOC-103	Sociology of the Family	3
WRT-201	English Composition II	3
WEX...	Dynamics of Health & Fitness Experience Elective	1

Total: 16

Third Semester

CRJ-105	Police Administration ***	3
CRJ-111	Criminal Investigation	3
LIT-220	Social Aspects of Literature	3
SOC-113	Social Problems	3
MAT/CIS...	Mathematics/Computer Science Elective	3-4
.....	or	3-4
.....	Natural Science Elective *	3-4

Total: 15-16

Fourth Semester

COM-100	Speech Communication	3
CRJ-103	Criminal Law **	3
CRJ-107	Criminology	3
PSY-102	Introduction to Abnormal Psychology	3
	or	3
PSY-104	Psychology of Human Relations	3
.....	Free Elective	2
.....	Humanities Elective *†	3

Total: 17

Degree Total Credits: 65-66

- * General Education Elective - See Page 1.
- ** CRJ-101 highly recommended before taking CRJ-103.
- *** CRJ-101 highly recommended before taking CRJ-105.
- ‡ SOC-101 highly recommended before taking CRJ-107.
- ‡ PSY-101 highly recommended.
- † PHR-102 highly recommended.
- † HIS-112 highly recommended.

Code: AAS.LS.PARALGL
Degree: AAS
Legal Studies, Paralegal

First Semester

LGL-101	Fundamentals of Law	3
LGL-103	Legal Research and Writing	3
LGL-110	Legal Ethics	3
REA-101	Principles of Real Estate	3
WRT-101	English Composition I	3
.....	Social Sciences Elective*	3

Total: 18

Second Semester

LGL-200	Business Communications for Paralegals †	3
LGL-203	Paralegalism and Legal Procedure †	3
LGL-220	Computer Assisted Legal Research	3
WRT-201	English Composition II	3
.....	Humanities Elective *	3

Total: 15

Third Semester

LGL-202	NJ and Federal Courts †	3
LGL-205	Mechanics of Property Transactions †	3
LGL-207	Wills and Administration †	3
LGL-208	Mechanics of Family Law †	3
MAT/CIS...	Mathematics/Computer Science Elective *	3
.....	or	3-4
.....	Natural Science Elective *	3
.....	Humanities Elective *†	3

Total: 18-19

Fourth Semester

COM-100	Speech Communication	3
LGL-206	Mechanics of Commercial Transactions †	3
LGL-210	Legal Accounting I †	3
LGL-234	Personal Injury and Product Liability †	3
LGL-462	Co-Op Work Experience [Paralegal]	2

Total: 14

Degree Total Credits: 64-66

*General Education Elective - See Page 1.

† PHR-105 Professional Ethics is recommended.

‡ Specialized course that may be offered only in the evening.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

This is an ABA approved Paralegal Program

Code: AAS.HS.CORR
Degree: AAS
Human Services, Correctional Studies

First Semester		
CRJ-101	Introduction to Criminal Justice	3
CRJ-102	Introduction to Corrections	3
WEX-101	Dynamics of Health and Fitness	2
WRT-101	English Composition I	3
.....	Humanities Elective *	3
.....	Social Sciences Elective †	3
Total: 17		
Second Semester		
WEX...	Dynamics of Health and Fitness Experience *	1
CRJ-108	Topics in Criminal Justice	3
CRJ-113	The Juvenile Justice Process	3
POL-104	State and Local Government	3
SOC-101	Sociology	3
WRT-201	English Composition II	3
Total: 16		
Third Semester		
CRJ-107	Criminology †	3
CRJ-114	Correctional Administration**	3
LIT-220	Social Aspects of Literature	3
SOC-103	Sociology of the Family	3
MAT/CIS...	Mathematics/Computer Science Elective *	
	or	
.....	Natural Science Elective *	3-4
Total: 15-16		
Fourth Semester		
COM-100	Speech Communication	3
CRJ-115	Correctional Law ***	3
PSY-102	Introduction to Abnormal Psychology	
	or	3
PSY-104	Psychology of Human Relations	
SOC-113	Social Problems	3
.....	Free Elective ††	3
.....	Humanities Elective ‡	3
Total: 18		
Degree Total Credits: 66-67		

* General Education Elective - See Page 1.

** CRJ-102 highly recommended before taking CRJ-114.

*** CRJ-102 highly recommended before taking CRJ-115.

† SOC-101 highly recommended before taking CRJ-107.

† PSY-101 highly recommended.

†† CRJ-463 Co-Op Education [Corrections] highly recommended.

‡ PHR-102 highly recommended.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.HS.EARLY.CHILD
Degree: AAS
Human Services, Early Childhood Education

First Semester		
COM-100	Speech Communication	3
SOC-102	Introduction to Human Services	3
WRT-101	English Composition I	3
PSY-101	General Psychology	3
.....	Natural Science *	
	or	3-4
.....	Mathematics/Computer Science Elective/Technology *	
Total: 15-16		

Second Semester		
EDU-101	Introduction to Education	3
EDU-120	Early Childhood Education I	3
PSY-201	Child Psychology	3
EDU-110	Foundations of Multicultural Education	3
WRT-201	English Composition II	
	or	3
WRT-202	Technical Writing	
.....	Humanities Elective *	3
Total: 18		

Third Semester		
EDU-124	Curriculum Materials and Methods	3
EDU-130	Infants & Toddlers in Early Childhood Ed Settings	3
EDU-220	Early Childhood Education II	3
EDU-222	Supervised Field Work Experience I	2
EDU-223	Field Work Seminar I	2
.....	General Education Elective*	3
Total: 16		

Fourth Semester		
EDU-126	Developing and Implementing Curriculum	3
EDU-132	The Parenting of Very Young Children	3
EDU-224	Supervised Field Work Experience II	2
EDU-225	Field Work Seminar II	2
.....	Humanities Elective *	3
Total: 13		

Degree Total Credits: 62-64

* General Education Elective - See Page 1.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

AAS DEGREE PROGRAMS – HEALTH PROFESSIONS AND CAREER TECHNOLOGIES

Curriculum Requirements		
<p>Code: AAS Degree: Associate in Applied Science</p> <p>Associate in Applied Science (A.A.S.) degree programs are designed to prepare students for employment in their chosen fields of endeavor. Such programs are not designed to prepare students for transfer into bachelor's degree programs in four-year colleges and universities although some such programs may have transfer agreements with select four-year schools for graduates wishing to continue their education in the bachelor's degree level.</p> <p>Career programs leading to the A.A.S. degree are organized according to the following categories: Health Professions and Career Technologies.</p> <p>To earn the Associate in Applied Science (A.A.S.) degree, a student must earn a minimum of 64 credits and complete all courses and specific requirements listed within the student's chosen curriculum. Each A.A.S. curriculum in Health Professions or Technologies must contain the following general education requirements:</p>		
Area of Study	Credits	Course Description
Communication	6	WRT-101 English Composition I (3 cr.) WRT-201 English Composition II (3 cr.)
Humanities and Social Sciences	6	Two general education courses (6 cr.) to be selected from the following fields, with no more than one course (3 cr.) in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN] Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN) Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics, Natural Sciences, and Technology	7-8	Two general education courses (7-8 cr.) to be selected from the following fields: Mathematics (MAT) Computer Science (CIS) Biology (BIO) Chemistry (CHM) Physics (PHY)
GE Electives	0-3	If needed to reach the Foundation minimum of 20-22 credits, select one course from the BCC general education course list. If not needed, then 3-credit Free Elective or no requirement in this category.
Total GE Credits	20-22	
Other Requirements	38-45	Restricted program requirements and program support requirements.
Free Electives	0-6	Programs can make recommendations in footnotes.
Total Credits	64-66	Note: Some A.A.S. programs require more than 66 credits for licensing/accreditation purposes.

Code: AAS.HP.DENTL

Degree: AAS

Health Professions, Dental Hygiene

Program Length: 24 months; Preadmission Test: Dental Admissions Exam; GPA for admissions eligibility: 2.50

High School prerequisite courses: Chemistry, with lab; Biology, with lab; Algebra; College substitutions: BIO-109; MAT-035; CHM-100; Application Deadline: February 1; Program Admits: Fall semester

Note: High School Biology is waived if College Biology, preferably BIO-109, is successfully completed. Eligible candidates are invited to sit for the Dental Hygiene Admissions Examination.

First Semester		
BIO-104	Microbiology	4
BIO-109	Anatomy and Physiology I	4
DHY-101	Oral Hygiene I	3
DHY-108	Dental and Oral Anatomy and Physiology	2
DHY-109	Oral Embryology and Histology	2
WRT-101	English Composition I	3
Total: 18		

Second Semester		
BIO-209	Anatomy and Physiology II	4
DHY-201	Oral Hygiene II	3
DHY-205	Dental Radiology	3
DHY-209	Periodontology I	1
WEX-101	Dynamics of Health and Fitness	2
WRT-201	English Composition II	3
Total: 16		

Summer Session		
CHM-110	Basic Biochemistry	4
DHY-200	Pharmacology for Dental Hygiene	2
DHY-220	Local Anesthesia	1
Total: 7		

Third Semester		
DHY-202	Oral Hygiene III	4
DHY-204	Dental Materials	2
DHY-206	Community Oral Health I	2
DHY-207	General and Oral Pathology	3
DHY-219	Periodontology II	1
COM-100	Speech Communication	3
WEX...	Dynamics of Health & Fitness Experience Elective	1
Total: 16		

Fourth Semester		
DHY-203	Oral Hygiene IV	4
DHY-214	Nutrition in Dental Health	2
DHY-216	Community and Oral Health II	1
PSY-101	General Psychology	3
SOC-101	Sociology	3
.....	Humanities Elective *	3
Total: 16		

Degree Total Credits: 73

*General Education Elective – See Page 1.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.HP.DMS

Degree: AAS

Health Professions, Diagnostic Medical Sonography

Program length: 24 months

GPA for admissions eligibility: 2.50

Application Prerequisites: High school students are required to have taken advanced placement Biological Science (AP test documentation required,) high school advanced placement Physics (AP test documentation required,) and high school Algebra. If you have not taken these courses in high school, you need to take

BIO-109 Anatomy & Physiology I, PHY-185 Introduction to Physics, and MAT-035 or MAT-031/032 Algebra

Application Deadline: February 1

Program Admits: Fall semester

Note: This regional program utilizes clinical education centers throughout the State of New Jersey. Students might be required to travel to distant sites and provide their own transportation.

First Semester		
BIO-109	Anatomy and Physiology I	4
DMS-101	Ultrasound Physics and Instrumentation I	2
DMS-102	Clinical Medicine & Patient Care	2
DMS-113	Abdominal Sonography I	3
DMS-115	Cross-Sectional Anatomy	4
WRT-101	English Composition I	3
Total: 18		
Second Semester		
BIO-209	Anatomy and Physiology II	4
DMS-201	Ultrasound Physics and Instrumentation II	2
DMS-204	Introduction to Medical Imaging	1
DMS-205	Obstetric and Gynecological Sonography	3
DMS-213	Abdominal Sonography II	3
DMS-218	Ultrasound Clinic I	1
WRT-201	English Composition II	3
Total: 17		
Summer Session		
DMS-219	Ultrasound Clinic II-Abdomen	2
.....	Humanities Elective *	3
Total: 5		
Third Semester		
DMS-214	Echocardiography I	3
DMS-220	Ultrasound Clinic III-OB/GYN	2
DMS-226	OB Sonography II	3
DMS-229	Vascular Imaging	2
WEX-101	Dynamics of Health and Fitness	2
Total: 12		
Fourth Semester		
DMS-221	Ultrasound Clinic IV-Echocardiography	2
DMS-227	Echocardiography II	3
DMS-228	Advanced Ultrasound Practices	1
.....	Humanities Elective *	3
.....	Social Science Elective *	3
WEX...	Dynamics of Health & Fitness Experience Elective	1
Total: 13		
Fifth Semester / Summer		
DMS-222	Ultrasound Clinic V-Vascular	1
DMS-230	Comprehensive Review	3
Total: 4		
Degree Total Credits: 69		

*General Education Elective – See Page 1.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.HP.HLTH.SCI

Degree: AAS

Health Professions, Health Science

GPA for admissions eligibility: 2.50

Application Deadline: February 1

Program Admits: Fall and Spring semester

Note: Qualified students will be awarded 30 transfer credits. The credits will be applied to the degree in Health Science upon the completion of the curriculum. It is essential to understand that this program does not entitle the graduate eligibility to advanced certification or licensure within the Health Professions discipline.

Students who enter into this program must be aware of the Bergen Community College policy on the number of credits that must be taken at the College. Students enrolled in the AAS degree in Health Sciences must satisfy the English, Mathematics and algebra basic skills requirements.

Applicant graduated from a program that has acceptable accreditation agencies that is comparable to our Health Professions disciplines. Transcripts and credentials will be evaluated by an appointed admissions committee.

First Semester

WEX-101	Dynamics of Health and Fitness	2
WRT-101	English Composition I	3
.....	Humanities Elective *	3
MAT/CIS...	Mathematics or Computer Science Elective *	3
.....	Natural Science Elective *†	4
.....	Social Science Elective *‡	3

Total: 18

Second Semester

WRT-201	English Composition II	3
.....	Natural Science Elective *†	4
.....	Humanities Elective *	3
.....	Free Elective *	3
WEX...	Dynamics of Health & Fitness Experience	1
.....	Social Science Elective *‡	3

Total: 17

Degree Total Credits: 35

*General Education Elective - See Page 1.

†Natural Sciences Recommended Elective Courses:

BIO-103 Microbiology

BIO-104 General Biology

BIO-109 Anatomy and Physiology I

BIO-203 General Biology II

BIO-209 Anatomy and Physiology II

CHM-100 Introduction to Chemistry

CHM-112 College Chemistry

PHY-185 Introduction to Physics

‡Social Sciences Recommended Elective Courses:

PSY-101 General Psychology

PSY-102 Abnormal Psychology

SOC-101 Introduction to Sociology

SOC-103 Sociology and the Family

SOC-113 Social Problems

Upon completion of the first and second semester courses, the 30 credits accepted for licensure/certificate will be granted.

Students will have earned 65 credits necessary to complete the degree requirements.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.HP.MOA
Degree: AAS
Health Professions, Medical Office Assistant

First Semester		
BIO-109	Anatomy and Physiology I	4
WEX-101	Dynamics of Health & Fitness	2
MOA-140	Medical Terminology	3
MOA-141	Introduction to Medical Assisting	3
INF-100	Keyboarding I	3
WRT-101	English Composition I	3
Total: 18		
Second Semester		
BIO-209	Anatomy and Physiology II	4
INF-119	Document Processing with Microsoft Word	3
MOA-240	Clinical Office Practice	4
WRT-201	English Composition II	3
.....	Humanities Elective *	3
Total: 17		
Third Semester		
WEX-159	CPR and Emergency First Aid	3
MOA-218	Medical Economics	2
MOA-241	Clinical Laboratory Technology	4
MOA-243	Medical Office Assistant Externship I	1
MOA-203	Medical Assistant Administrative Procedures I	3
.....	Free Elective *	3
Total: 16		
Fourth Semester		
MOA-200	Pharmacology for Medical Office Assistants	2
MOA-145	Medical Office Assisting: An Overview	3
MOA-244	Medical Office Assistant Externship II	1
MOA-201	Diagnostic and Procedural Coding	4
MOA-204	Medical Assistant Administrative Procedures II	3
PSY-101	General Psychology	3
Total: 16		
Degree Total Credits: 67		

* General Education Elective - See Page 1.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.HP.RAD

Degree: AAS

Health Professions, Radiography

Program Length: 24 months

Preadmission Test: Radiography Admissions Exam

GPA for admissions eligibility: 2.50

High School prerequisite courses: 1 year science [College Placement Biology and Lab]; 1 year Algebra [Algebra II].

College substitutions: BIO-109; BIO-209; MAT-035

Application Deadline: February 1

Program Admits: Fall semester

Note: High school Biology is waived if college Biology, preferably BIO-109, is successfully completed.

First Semester

BIO-109	Anatomy and Physiology I	4
RAD-180	Introduction to Radiography	3
RAD-181	Radiography I	5
RAD-182	Radiography Clinical I	1
WRT-101	English Composition I	3

Total: 16

Second Semester

BIO-209	Anatomy and Physiology II	4
RAD-276	Principles of Imaging Equipment	3
RAD-281	Radiography II	4
RAD-282	Radiography Clinical II	2
WRT-201	English Composition II	3

Total: 16

Summer Semester

RAD-280	Image Production and Evaluation	3
RAD-283	Intermediate Radiography Clinical	3

Total: 6

Third Semester

RAD-183	Radiographic Pathology	2
RAD-184	Advanced Imaging Equipment & Patient Care Practices	2
RAD-285	Radiography III	4
RAD-286	Radiography Clinical III	2
MAT-150	Statistics I	3
COM-100	Speech Communication	3

Total: 16

Fourth Semester

RAD-275	Therapeutic & Imaging Modalities	1
RAD-288	Radiography IV	4
RAD-289	Radiography Clinical IV	3
*	3 Humanities Elective
.....	Social Science Elective *	3

Total: 14

Summer Semester

RAD-290	Senior Student Seminar	3
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Total: 3

Degree Total Credits: 71

* General Education Elective - See Page 1.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.HP.RESP

Degree: AAS

Health Programs, Respiratory Therapy

Program Length: 24 months; GPA for admissions eligibility: 2.00; High School prerequisite courses: Chemistry with lab; Biology with lab; Algebra; College substitutions: BIO-109; CHM-100; MAT-035.

Application Deadline: February 1; Program Admits: Fall semester

Note: High school Biology is waived if college Biology, preferably BIO-109, is successfully completed.

First Semester		
BIO-109	Anatomy and Physiology I	4
RSP-119	Introduction to Respiratory Therapy	4
RSP-121	Respiratory Therapy Clinical Externship I	2
RSP-200	Pharmacology for Respiratory Therapists	2
WRT-101	English Composition I	3
MAT/CIS...	Mathematics/Computer Science Elective *†	3-4

Total: 18-19

Second Semester		
BIO-209	Anatomy and Physiology II	4
CHM-112	College Chemistry	4
RSP-222	Cardiopulmonary Anatomy and Physiology	4
RSP-225	Respiratory Therapy Clinical Externship II (16 hrs/wk = 224 hrs)	2
WEX-101	Dynamics of Health and Fitness	2
WRT-201	English Composition II	3

Total: 19

Summer Session		
RSP-226	Respiratory Therapy Clinical Externship III (40 hrs/wk =240 hrs)	2

Total: 2

Third Semester		
BIO-104	Microbiology	4
RSP-122	Clinical Medicine	3
RSP-229	Mechanical Ventilation	4
RSP-231	Respiratory Therapy Clinical Externship IV (16 hrs/wk =224 hrs)	2
RSP-240	Diagnostic Monitoring and Patient Assessment	4
WEX...	Dynamics of Health and Fitness Experience	1

Total: 18

Fourth Semester		
RSP-227	Management in Health Care	2
RSP-235	Respiratory Therapy Clinical Externship V (16 hrs/wk =224 hrs)	2
RSP-241	Neonatal and Pediatric Respiratory Care	3
.....	Humanities Electives *	6
.....	Social Science Elective *	3

Total: 16

Degree Total Credits: 73-74

* General Education Elective – See Page 1.

† Recommended: MAT-130, MAT-150, MAT-155 or MAT-180.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Note: Successful completion of program exit examination required for graduation.

Code: AAS.HP.VET

Degree: AAS

Health Professions, Veterinary Technology

Program Length: 24 months

Preadmission Test: Veterinary Technology Admissions Exam

GPA for admissions eligibility: 2.00

Prerequisites: BIO-115; VET-102; VET-103; CHM-112; WRT-101

Application Deadline: October 1

Program Admits: Spring semester

Note: Applicants will only be accepted once the prerequisites stated above have been successfully completed. Applicants are strongly encouraged to meet with a program official regarding application procedures. Travel is required for all students enrolled in this program.

First Semester		
WRT-101	English Composition I	3
VET-102	Introduction to Veterinary Technology	1
VET-103	Veterinary Medical Terminology	1
BIO-115	Vertebrate Anatomy and Physiology I	4
CHM-112	College Chemistry	4

Total: 13

Second Semester		
VET-104	Research Animal Technology	3
VET-110	Nutrition and Principles of Feeding	2
VET-112	Veterinary Pharmacology	3
BIO-215	Vertebrate Anatomy and Physiology II	4
WRT-201	English Composition II	3

Total: 15

Summer Session		
BIO-104	Microbiology	4
VET-220	Veterinary Technology Externship I†	1
.....	Humanities Elective *	3

Total: 8

Third Semester		
VET-203	Veterinary Nursing I	3
VET-204	Veterinary Dental Techniques	3
VET-205	Clinical Laboratory Procedures I	3
VET-207	Diagnostic Imaging	3

Total: 12

Fourth Semester		
VET-214	Veterinary Nursing II	3
VET-217	Clinical Laboratory Procedures II	3
VET-216	Veterinary Office Management	2
VET-219	Surgical Assistance and Anesthesia	3
.....	Social Science Elective *	3

Total: 14

Summer Session		
VET-218	Farm Animal Nursing ‡	3
VET-221	Veterinary Technology Externship II†	1

Total: 4

Degree Total Credits: 66

* General Education Course – See Page 1.

† Student enrollment in VET-220 and VET-221 requires permission from the Academic Department Chair.

‡ VET-218 is taught off-campus.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.NURS.DAY

Degree: AAS

Nursing, Day Session

Program Length: 2 academic years

Preadmission Test: HESI Admission Exam

GPA for admissions eligibility: 2.50

High School prerequisite courses: Chemistry and Biology with lab; Algebra

College substitutions: CHM-100; BIO-109; MAT-035 or MAT-031/032

Application and Transcript Deadline: February 1 for fall admission

Program Admits: Fall semester

The day nursing program accepts students for fall only.

The total number of credits required for the AAS degree is 69: 33 nursing credits and 36 general credits.

First Semester		
BIO-109	Anatomy and Physiology I	4
NUR-181	Physical Assessment	1
NUR-182	Pharmacology for Nurses	1
NUR-183	Basic Concepts and Skills of Nursing	6
PSY-101	General Psychology	3
WRT-101	English Composition I	3
Total: 18		
Second Semester		
BIO-209	Anatomy and Physiology II	4
NUR-281	Adult Health Nursing A	4
NUR-282	Adult Health Nursing B	4
PSY-106	Developmental Psychology	3
WRT-201	English Composition II	3
Total: 18		
Third Semester		
BIO-104	Microbiology	4
NUR-284	Maternal-Child Health Nursing	5
NUR-285	Mental Health Nursing	4
SOC-101	Sociology	3
WEX-101	Dynamics of Health and Fitness	2
Total: 18		
Fourth Semester		
.....	Humanities Elective *	6
WEX...	Dynamics of Health and Fitness Experience	1
NUR-290	Adult Health Nursing C	4
NUR-291	Adult Health Nursing D	4
Total: 15		
Degree Total Credits: 69		

* General Education Elective - See Page 1.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.NURS.EVE

Degree: AAS

Nursing, Evening Session

Program Length: 2 academic years

Preadmission Test: HESI Admission Exam

GPA for admissions eligibility: 2.50

Application and Transcript Deadline: October 1 for spring admission

Program Admits: Spring semester

GPA for admissions eligibility: 2.50; High School prerequisite courses: Chemistry and Biology with lab; and Algebra; College substitutions: CHM-100; BIO-109; MAT-035 or MAT-031/032; College prerequisite courses: BIO-109 and BIO-209; WRT-101 and WRT-201; PSY-101 and PSY-106; SOC-101

First Semester		
BIO-109	Anatomy and Physiology I †	4
PSY-101	General Psychology †	3
WRT-101	English Composition I †	3
Total: 10		
Second Semester		
BIO-209	Anatomy and Physiology II †	4
PSY-106	Developmental Psychology †	3
WRT-201	English Composition II †	3
Total: 10		
Summer Session		
SOC-101	Sociology †	3
WEX-101	Dynamics of Health and Fitness †	2
Total: 5		
Third Semester		
NUR-181	Physical Assessment	1
NUR-182	Pharmacology for Nurses	1
NUR-183	Basic Concepts and Skills of Nursing	6
Total: 8		
Fourth Semester		
NUR-281	Adult Health Nursing A	4
NUR-282	Adult Health Nursing B	4
Total: 8		
Fifth Semester / Summer		
WEX...	Dynamics of Health and Fitness Experience	1
BIO-104	Microbiology	4
Total: 5		
Sixth Semester		
NUR-284	Maternal-Child Health Nursing	5
NUR-285	Mental Health Nursing	4
Total: 9		
Seventh Semester		
.....	Humanities Electives *	6
Total: 6		
Eighth Semester		
NUR-290	Adult Health Nursing C	4
NUR-291	Adult Health Nursing D	4
Total: 8		
Degree Total Credits: 69		

* General Education Elective.

† Evening nursing applicants cannot be accepted until general co-requisites (8 courses) have been completed. Evening nursing program accepts students for spring only.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.MED.INFO

Degree: AAS

Medical Informatics

First Semester		
BIO-109	Anatomy and Physiology I	4
INF-101	Introduction to Information Technology	3
MOA-140	Medical Terminology	3
WRT-101	English Composition I	3
INF...	Programming Language Fundamentals †	3
Total: 16		
Second Semester		
BIO-209	Anatomy and Physiology II	4
MOA-201	Diagnostic and Procedural Coding	3
WRT-201	English Composition II	3
INF...	Advanced Programming Languages ‡	3
.....	Humanities Elective *	3
Total: 16		
Third Semester		
INF-217	Database for Applications [Oracle]	3
MOA-141	Introduction to Medical Assisting	3
MOA-218	Medical Economics	2
WEX-101	Dynamics of Health and Fitness	2
.....	Humanities Elective *	3
MAT...	Mathematics Elective **	3-4
Total: 16-17		
Fourth Semester		
.....	Social Science Elective***	3
BUS-101	Introduction to Business	3
INF-218	Database Programming	3
INF-219	Database Administration	3
MOA-200	Pharmacology for Medical Office Assistants	2
WEX-2..	Dynamics of Health and Fitness Experience	1
Total: 15		

Degree Total Credits: 63-64

* General Education Elective – See Page 1.

** MAT-223 recommended.

*** PSY-101 Introduction to Psychology recommended.

† Programming Language Electives: Fundamentals – INF-145, INF-152, INF-153.

‡ Programming Language Electives: Advanced – INF-224, INF-256, INF-268.

Code: AAS.IDT.ET.GEN

Degree: AAS

Industrial and Design Technologies, General Engineering Technology

First Semester		
DFT-107	Drafting I	2
ELC-101	DC-Circuit Analysis	4
TEC-180	Problem Solving Using Technology	4
WEX-101	Dynamics of Health and Fitness	2
WRT-101	English Composition I	3
.....	Social Science Elective *	3
Total: 18		
Second Semester		
CHM-100	Introduction to Chemistry	4
DFT-207	Drafting II	3
ELC-201	AC-Circuit Analysis	4
MAT-180	Precalculus: College Algebra and Trigonometry	4
WRT-201	English Composition II	3
Total: 18		
Third Semester		
DFT-210	Computer Aided Drafting I	3
ELC-203	Electronics I	4
PHY-186	General Physics I	4
.....	Humanities Elective *	3
WEX...	Dynamics of Health and Fitness Experience	1
Total: 15		
Fourth Semester		
ELC-204	Electronics II	4
PHY-286	General Physics II	4
.....	Humanities Elective *	3
.....	Restricted Electives †	3-5
Total: 14-16		

Degree Total Credits: 65-67

* General Education Elective - See Page 1.

† Restricted Electives: DFT-208, DFT-211, DFT-282, MFG-119, MAT-150, MAT-280 – Recommended: students planning to transfer to a baccalaureate degree program make the choice of MAT-280.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.IDT.DRFT

Degree: AAS

Industrial Design Technologies, Drafting and Design Technology

First Semester

DFT-107	Drafting I	2
DFT-210	Computer Aided Drafting I	3
MFG-122	Machine Tool Principles I	3
WRT-101	English Composition I	3
.....	Social Science elective *	3
.....	Free Elective †	2

Total: 16

Second Semester

DFT-207	Drafting II	3
DFT-208	Engineering Graphics I	3
WRT-202	Technical Writing	3
.....	Humanities Elective *	3
.....	Free Elective †	3

Total: 15

Third Semester

DFT-209	Engineering Graphics II	3
DFT-215	Building Systems	3
DFT-262	Architectural Drafting	3
DFT-265	Architectural Practice & Planning	3
HRT-104	Landscape Plants & Materials I	2
PHY-185	Introduction to Physics	4

Total: 18

Fourth Semester

DFT-263	Architectural Design	3
DFT-266	Materials & Methods of Construction	3
DFT-282	Problem Solving using Technology	3
	or	3-4
TEC-180	Technical Illustration	3
CHM-102	Chemistry in Context	4
DFT-280	Building Information Modeling	3
	or	3
DFT-463	Co-Op Work Experience [Drafting]	3

Total: 16-17

Degree Total Credits: 65-66

*General Education Elective - See Page 1.

†COM-100 Speech Communication and WEX-101 Dynamics of Health and Fitness are recommended.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.IDT.ELECT.TECH

Degree: AAS

Industrial and Design Technologies, Electronics Technology

First Semester		
ELC-100	Introduction to Electronics Technology	2
ELC-101	DC-Circuit Analysis	4
TEC-180	Problem Solving Using Technology	4
WEX-101	Dynamics of Health and Fitness	2
WRT-101	English Composition I	3
Total: 15		

Second Semester		
ELC-201	AC-Circuit Analysis	4
ELC-203	Electronics I	4
WRT-201	English Composition II	3
WEX...	Dynamics of Health and Fitness Experience	1
.....	Natural Science	
	or	3-4
.....	Mathematics/Computer Science Elective *†	
Total: 15-16		

Third Semester		
ELC-204	Electronics II	4
ELC-214	Communication Systems I	4
PHY-186	General Physics I	4
.....	Humanities Elective *	3
.....	Social Science Elective *	3
Total: 18		

Fourth Semester		
CHM-100	Introduction to Chemistry	4
ELC-215	Communication Systems II	4
PHY-286	General Physics II	4
WRT-202	Technical Writing	
	or	2-3
ELC-462	Co-Op Work Experience (Electronics)	
.....	Humanities Elective *	3
Total: 17-18		

Degree Total Credits: 65-67

* General Education Elective – See Page 1.

† MAT-150 Elementary Statistics is recommended.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.IDT.MFG.TECH

Degree: AAS

Industrial Design Technologies, Manufacturing Technology

First Semester

DFT-107	Drafting I	2
MFG-122	Machine Tool Principles I	3
MFG-124	Applied Metrology	3
WRT-101	English Composition I	3
ELC-110	Electric Power Technology	
	or	4
TEC-180	Problem Solving using Technology	

Total: 15

Second Semester

MFG-222	Machine Tool Principles II	3
MFG-229	Materials Processing & Fabrication	4
WRT-202	Technical Writing	3
.....	Humanities Elective *	3
.....	Free Elective †	3

Total: 16

Third Semester

MFG-119	Pro/Engineer Design I	3
MFG-226	Methods, Fixture Design & Estimating	3
MFG-227	CNC Programming I	4
MFG-130	Welding Technology I	3
PHY-185	Introduction to Physics	4

Total: 17

Fourth Semester

DFT-210	Computer Aided Drafting I	3
MFG-206	Concepts of Industrial Design	3
MFG-228	CNC Programming II	
	or	3
MFG-463	Co-Op Work Experience [Manufacturing]	
CHM-102	Chemistry in Context	4
.....	Social Science Elective *	3
.....	Free Elective †	2

Total: 18

Degree Total Credits: 66

*General Education Elective - See Page 1.

†COM-100 Speech Communication and WEX-101 Dynamics of Health and Fitness are recommended.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.IDT.TECH.STU

Degree: AAS

Industrial and Design Technologies, Technical Studies

This program is available to applicants admitted under college-approved alternate-route transfer credit arrangements. "Alternate-route" signifies prior training and certifications not qualifying for college transfer credit in the ordinary way. College-approved alternate-route credits, up to a maximum of 25, will be credited against the Restricted Electives requirements, and will be counted toward the maximum of 45 total transfer credits allowed by the College's official policy on transfer credits. The College will consider corporate-, industrial-, institutional-, or government-sponsored training approved by academic departments, as well as course equivalencies recommended by the American Council on Education (ACE).

First Semester		
WRT-101	English Composition I	3
.....	Transfer or Restricted Electives ‡	9
.....	Social Science Elective *	3
Total: 15		
Second Semester		
.....	Transfer or Restricted Electives ‡	9
WRT-201	English Composition II	3
.....	Humanities Elective *	3
Total: 15		
Third Semester		
.....	Transfer or Restricted Electives ‡	12
WEX-101	Dynamics of Health and Fitness	2
.....	Humanities Elective *	3
Total: 17		
Fourth Semester		
.....	Transfer or Restricted Electives *	12
WEX-2..	Dynamics of Health and Fitness Elective	1
.....	Natural Science Elective	3-4
	or	
MAT/CIS...	Mathematics/Computer Science Elective *†	
Total: 16-17		
Degree Total Credits: 63-64		

* General Education Elective.

† PHY-185 Introduction to Physics is highly recommended.

‡ Restricted Electives: DFT-107, DFT-207, DFT-208, DFT-209, DFT-210, DFT-211, DFT-212, DFT-282, ELC-101, ELC-201, ELC-203, ELC-204, MFG-122, MFG-222, WRT-202.

Code: AAS.IT.DB

Degree: AAS

Information Technology, Database Programming and Administration

First Semester		
BUS-101	Introduction to Business	3
INF-101	Introduction to Information Technology	3
INF-150	Business Programming Logic	3
WRT-101	English Composition I	3
INF...	Programming Language Fundamentals †	3
.....	Humanities/Social Science Elective *	3
Total: 18		

Second Semester		
INF...	Advanced Programming Language ‡	3
INF-114	Microsoft Office	3
INF-146	Web Development	3
WRT-201	English Composition II	
	or	3
WRT-202	Technical Writing	
.....	Humanities/Social Science Elective *	3
Total: 15		

Third Semester		
INF-160	Networking Technologies & Data Communications	3
INF-208	Systems Analysis and Design	3
INF-217	Database for Applications [Oracle]	3
INF-253	Technical Communications	3
MAT...	Mathematics Elective *	
	[MAT-180 or MAT-280]	
	or	4-6
	[MAT-223 or any other 3 cr. MAT course]	
	and	
	General Education Elective * †	
Total: 16-18		

Fourth Semester		
INF-218	Database Programming	3
INF-219	Database Administration	3
INF-239	Applications Development	3
INF...	Restricted INF Elective **	3
.....	Natural Science Elective *	4
Total: 16		

Degree Total Credits: 65-67

* General Education Elective – See Page 1.

† If a student elects a 3-credit course in Mathematics; then s/he is required to take a general education course in this category in order to meet the General Education Foundation requirement of 20-22 credits in General Education.

**INF Restricted Elective - Select 1: GAM-111; INF-130; INF-267; INF-145; INF-152; INF-153; WEX-101 and INF-228, ACC-101, ACC-110, BUS-271.

† Programming Language Fundamentals Elective - Select 1: INF-152, INF-145, INF-153.

‡ Advanced Programming Language Elective - Select 1: INF-224, INF-246, INF-268.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.IT.NET

Degree: AAS

Information Technology, Networking Administration

First Semester		
INF-101	Introduction to Information Technology	3
INF-108	PC Upgrade, Maintenance and Diagnosis	3
INF-160	Networking Technologies & Data Communications	3
INF-114	Microsoft Office	3
WRT-101	English Composition I	3
.....	Humanities/Social Science Elective *	3
Total: 18		
Second Semester		
BUS-101	Introduction to Business	3
INF-272	Windows Active Directory	3
INF-232	Windows Client	3
WRT-201	English Composition II	
	or	3
WRT-202	Technical Writing	
.....	Humanities/Social Science Elective *	3
Total: 15		
Third Semester		
INF-252	Windows Server	3
INF-253	Technical Communications	3
INF-254	UNIX/Linux for Network Administrators	3
INF-258	TCP/IP	3
.....	Natural Science Elective *	4
Total: 16		
Fourth Semester		
INF-256	Topics in Networking	
	or	3
INF-219	Database Administration	
INF-257	Network Troubleshooting	3
INF-267	Network Security	3
MAT...	Mathematics Elective *	
	[MAT-180 or MAT-280]	
	or	4-6
	[MAT-223 or any other 3 cr. MAT course]	
	and	
	General Education Elective *♦	
INF...	Restricted Elective **	3
Total: 16-18		

Degree Total Credits: 65-67

* General Education Elective – See Page 1.

**INF Restricted Elective - Select 1: INF-146, INF-150, INF-270, INF-271, INF-273, BUS-271, OR WEX-101 Dynamics of Health and Fitness AND INF-228 Excel for Problem Solving.

♦If a student elects a 3-credit course in Mathematics; then s/he is required to take a general education course in this category in order to meet the General Education Foundation requirement of 20-22 credits in General Education.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.IT.OFF.TECH
Degree: AAS
Information Technology, Office Technology

First Semester

BUS-101	Introduction to Business	3
INF-100	Keyboarding I **	3
INF-101	Introduction to Information Technology **	3
INF-114	Microsoft Office	3
WRT-101	English Composition I	3

Total: 15

Second Semester

BUS-103	Business Mathematics	3
BUS-105	Business Communications	3
INF-119	Document Processing with Microsoft Word	3
INF-140	Introduction to Multimedia	3
INF-146	Web Development	3
WRT-201	English Composition II	3
	or	3
WRT-202	Technical Writing	

Total: 18

Third Semester

ACC-120	Computerized Accounting	3
INF-217	Database for Applications [Oracle]	3
.....	Humanities Elective *	3
.....	Natural Science/Mathematics/Technology Elective*	3-4
.....	General Education Free Elective *	3

Total: 15-16

Fourth Semester

BUS-271	E-Commerce	3
INF-228	Excel for Problem Solving	1
.....	Social Science Elective *	3
INF...	Restricted INF Electives ***	6
.....	Humanities Elective *	3

Total: 16

Degree Total Credits: 64-65

* General Education Elective – See Page 1.

**Credit by Exam may be available.

***Restricted INF Electives - Select 2: INF-108; INF-150; INF-160; INF-253; WEX-101 AND INF-165.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.IT.WEB
Degree: AAS
Information Technology, Web Development and Management

First Semester

BUS-101	Introduction to Business	3
INF-101	Introduction to Information Technology	3
INF-150	Business Programming Logic	3
WRT-101	English Composition I	3
INF...	Programming Language Fundamentals Elective †	3
.....	Humanities/Social Science Elective *	3

Total: 18

Second Semester

INF-114	Microsoft Office	3
INF-140	Introduction to Multimedia	3
INF-146	Web Development	3
WRT-201	English Composition II	3
	or	3
WRT-202	Technical Writing	3
INF...	Advanced Programming Language Elective ‡	3

Total: 15

Third Semester

INF-160	Networking Technologies & Data Communications	3
INF-208	Systems Analysis and Design	3
INF-217	Database for Applications [Oracle]	3
INF-253	Technical Communications	3
MAT...	Mathematics Elective *	
	[MAT-180 or MAT-280]	
	or	4-6
	[MAT-223 or any other 3 cr. MAT course]	
	and	
	General Education Elective *♦	

Total: 16-18

Fourth Semester

INF-239	Applications Development	3
INF-263	Advanced Web Development	3
.....	Humanities/Social Science Elective *	3
.....	Natural Science Elective *	4
INF...	INF Restricted Elective **	3

Total: 16

Degree Total Credits: 65-67

* General Education Elective – See Page 1.

♦ If a student elects a 3-credit course in Mathematics, then s/he is required to take a general education course in this category in order to meet the General Education Foundation requirement of 20-22 credits in General Education.

**Courses cannot duplicate as Restricted Electives when selected as Programming Electives:

INF Restricted Elective - Select 1: GAM-111, INF-130, INF-145, INF-152, INF-153, INF-163, INF-230, INF-267, WEX-101 AND INF-165, BUS-271.

† Programming Language Fundamentals Elective - Select 1: INF-152, INF-145, INF-153.

‡ Advanced Programming Language Elective - Select 1: INF-224, INF-246, INF-268.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.SD.GAME.PGMG
Degree: AAS
Software Development - Game Programming

First Semester

CIS-165	Fundamentals of Programming	3
GAM-110	Introduction to Game Architecture & Design	3
GAM-111	Game Programming 2D	3
INF-140	Introduction to Multimedia	3
WRT-101	English Composition I	3
.....	Humanities or Social Science Elective *†	3

Total: 18

Second Semester

CIS-265	Advanced Programming Concepts	3
GAM-211	Game Development 2D	3
INF-230	Advanced Multimedia	3
WRT-201	English Composition II	3
	or	3
WRT-202	Technical	
MAT...	Mathematics Elective *	
	[MAT-180 or MAT-280]	
	or	4-6
	[MAT-223 or any other 3 cr. MAT course]	
	and	
	General Education Elective *♦	

Total: 16-18

Third Semester

CIS-277	Data Structures and Algorithms	3
GAM-221	Game Programming 3D	3
INF-130	Testing & Quality Assurance	3
INF...	Restricted Elective **	3
MAT/CIS...	Restricted Elective ***	4

Total: 16

Fourth Semester

GAM-222	Game Development 3D	3
INF-208	Systems Analysis and Design	3
PHY-186	General Physics I	4
.....	Writing/Humanities Restricted Elective ****	3
.....	Humanities or Social Science Elective *†	3

Total: 16

Degree Total Credits: 66-68

* General Education Elective [PSY Recommended] – See Page 1.

** INF Restricted Elective, select 1: INF-217 or INF-146.

*** MAT/CIS Restricted Elective; Select 1: MAT-286 or CIS-288.

**** Writing/Humanities Restricted Elective, select 1: WRT-204, MUS-150, MUS-151, ART-122, or ART-126.

† Humanities Elective: MUS-101 or MUS-110 or ART-110.

♦ If a student elects a 3-credit course in Mathematics; then s/he is required to take a general education course in this category in order to meet the General Education Foundation requirement of 20-22 credits in General Education.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.SD.GAME.TEST
Degree: AAS
Software Development - Game Testing

First Semester		
GAM-110	Introduction to Game Architecture & Design	3
GAM-111	Game Programming 2D	3
INF-140	Introduction to Multimedia	3
WRT-101	English Composition I	3
.....	Introductory Programming Elective †	3
.....	Humanities or Social Science Elective *◆	3
Total: 18		
Second Semester		
GAM-211	Game Development 2D	3
INF-230	Advanced Multimedia	3
WRT-201	English Composition II	
	or	3
WRT-202	Technical Writing	
.....	Advanced Programming Elective ±	3
MAT...	Mathematics Elective *	
	[MAT-180 or MAT-280]	
	or	4-6
	[MAT-223 or any other 3 cr. MAT course]	
	and	
	General Education Elective *◆	
Total: 16-18		
Third Semester		
GAM-221	Game Programming 3D	3
INF-130	Testing & Quality Assurance	3
INF-208	Systems Analysis and Design	3
INF-217	Database for Applications [Oracle]	3
INF-253	Technical Communications	3
Total: 15		
Fourth Semester		
GAM-222	Game Development 3D	3
PHY-186	General Physics I	4
INF...	Restricted Elective **	3
.....	Writing/Humanities Elective ***	3
.....	Humanities/Social Science Elective *◆	3
Total: 16		

Degree Total Credits: 65-67

* General Education Elective [PSY recommended] – See Page 1.

** INF Restricted Elective, select 1: INF-160, INF-239, INF-146.

*** Writing/Humanities Required Elective, select 1: WRT-204, MUS-150, MUS-151, ART-122, ART-126.

◆Humanities: MUS-101 or MUS-110 or ART-101.

◆If a student elects a 3-credit course in Mathematics; then s/he is required to take a general education course in this category in order to meet the General Education Foundation requirement of 20-22 credits in General Education.

†Introductory Programming Elective, select 1: CIS-165, INF-145, INF-153.

±Advanced Programming Elective, select 1: CIS-265, INF-246, INF-268.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.ST.ENV.TECH
Degree: AAS
Science Technology, Environmental Technology

First Semester		
BIO-101	General Biology I	4
CHM-100	Introduction to Chemistry	4
ENV-112	Environmental Health	3
WEX-101	Dynamics of Health and Fitness	2
WRT-101	English Composition I	3
Total: 16		
Second Semester		
ENV-121	Environmental Microbiology	4
MAT-150	Statistics I	3
WRT-201	English Composition II	3
.....	Science Elective **	3-4
.....	Humanities Elective *	3
Total: 16-17		
Third Semester		
BIO-227	Principles of Ecology	4
ENV-109	Environmental Policy Compliance and Regulation	3
TEC-180	Problem Solving Using Technology	4
.....	Humanities Elective *	3
.....	Social Science Elective *	3
Total: 17		
Fourth Semester		
ENV-113	Human Environment	3
ENV-122	Environmental Chemistry	4
TEC-190	Intro to Geographic Information Systems (GIS)	4
WEX...	Dynamics of Health and Fitness Experience	1
.....	General Electives ‡	3
Total: 15		
Degree Total Credits: 64-65		

* General Education Elective – See Page 1.

** Recommended Sciences Electives: BIO-203, BIO-107, ESC-113, PHY-185, ESC-112, ESC-114.

‡ General Electives: ENV-461, ENV-114, BUS-101, DFT-107, COM-210, BUS-105, PSY-104, WEX-125, WRT-202.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.ST.HORT
Degree: AAS
Science Technology, Horticulture

First Semester		
HRT-101	Fundamentals of Horticulture	3
HRT-102	Plant Science	4
HRT-104	Landscape Plants and Materials I	2
WRT-101	English Composition I	3
.....	Natural Science Elective *†	
	or	3-4
MAT/CIS...	Mathematics/Computer Science Elective *	
Total: 15-16		
Second Semester		
HRT-120	Interior Landscaping	3
HRT-232	Plant Propagation	4
HRT-233	Landscape Plants and Materials II	4
WRT-201	English Composition II	3
.....	Social Science Elective *	3
Total: 17		
Third Semester		
HRT-103	Turf and Grounds Management	3
HRT-112	Pests of Ornamental Plants	4
HRT-204	Landscape Graphics	2
HRT-236	Horticulture Marketing and Sales	3
WEX-101	Dynamics of Health and Fitness	2
.....	Humanities Elective *	3
Total: 17		
Fourth Semester		
BUS-101	Introduction to Business	3
HRT-113	Principles of Landscaping	3
HRT-462	Co-op Work Experience (Horticulture)	2
WEX...	Dynamics of Health and Fitness Experience	1
HRT...	Restricted HRT Elective ‡	3-4
.....	Humanities Elective *	3
Total: 15-16		

Degree Total Credits: 64-66

* General Education Elective – See Page 1.

† Recommended Natural Sciences/Mathematics Elective: BIO-108.

‡ Restricted HRT Elective – HRT-115, HRT-119, HRT-235, HRT-237.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.ST.LAND
Degree: AAS
Science Technology, Horticulture - Landscape/Design/Build Option

First Semester		
HRT-102	Plant Science	4
HRT-104	Landscape Plants and Materials I	2
HRT-113	Principles of Landscaping	3
WRT-101	English Composition I	3
.....	Natural Science Elective *	
	or	3-4
MAT/CIS...	Mathematics/Computer Science Elective *	
Total: 15-16		

Second Semester		
HRT-204	Landscape Graphics	2
HRT-233	Landscape Plants and Materials II	4
HRT-235	Landscape Site Analysis and Construction	3
WRT-201	English Composition II	3
.....	Social Science Elective *	3
Total: 15		

Summer Session		
HRT-130	Landscaping Contracting	1
HRT-462	Co-Op Work Experience (Horticulture)	2
Total: 3		

Third Semester		
.....	Humanities Elective *	3
BIO-108	Introduction to Environmental Biology	4
HRT-103	Turf and Grounds Management	3
HRT-114	Computer Applications for Landscape Design	3
HRT-213	Sustainable Design and Construction	3
Total: 16		

Fourth Semester		
.....	Humanities Elective *	3
HRT-214	Landscape Design/Build Capstone	4
HRT-215	Landscape Design/Build Management	3
HRT-236	Horticulture Marketing and Sales	3
.....	Restricted HRT Elective †	3-4
Total: 16-17		

Degree Total Credits: 65-67

* General Education Elective – See Page 1.

† Restricted HRT Elective.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.ST.LST
Degree: AAS
Science Technology, Science Laboratory Technology

First Semester		
BIO-101	General Biology I	4
CHM-140	General Chemistry I	3
CHM-141	General Chemistry Laboratory I	1
DFT-107	Drafting I	2
MAT-150	Statistics I	3
WRT-101	English Composition I	3

Total: 16

Second Semester		
BIO-104	Microbiology	3
CHM-212	Organic and Biochemistry	4
TEC-180	Problem Solving Using Technology	4
WRT-201	English Composition II	3
.....	Humanities Elective *	3

Total: 17

Third Semester		
ENV-108	Hazardous Waste Site Operations	3
PHY-186	General Physics I	4
TEC-201	Science Laboratory Technology I	4
WEX-101	Dynamics of Health and Fitness	2
.....	Social Science Elective *	3

Total: 16

Fourth Semester		
COM-119	Business and Professional Speaking	3
PHY-286	General Physics II	4
TEC-202	Science Laboratory Technology II	4
TEC-203	Work Based Learning for Science Technologies I	1
.....	Humanities Elective *	3
WEX...	Dynamics of Health and Fitness Experience	1

Total: 16

Degree Total Credits: 65

*General Education Elective - See Page 1.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: AAS.MUSC.REC.TECH
Degree: AAS
Music, Recording Technology
Pending State approval

First Semester		
MUS-101	Music Appreciation	3
MUS-103	Fundamentals of Music	3
MUS-119	Songwriting Workshop	2
MUS-131	Class Piano I	2
MUS-151	Introduction to Audio Recording	3
WRT-101	English Composition I	3

Total: 16

Second Semester		
MUS-150	Introduction to MIDI Sequencing and Synthesis	3
MUS-163	Careers in Music	3
MUS-231	Class Piano II	2
MUS-251	Studio Recording Techniques	3
WRT-201	English Composition II	3
	or	
WRT-202	Technical Writing	3
MUS...	Music Elective **	
	or	
COM...	Mass Communication Elective ***	3

Total: 17

Third Semester		
MUS-261	Advanced Studio Recording	3
PHY-185	Introduction to Physics	4
MUS...	Music Elective **	
	or	
COM...	Mass Communication Elective ***	3
.....	Humanities Elective *	3
.....	Social Sciences Elective *	3

Total: 16

Fourth Semester		
MUS-262	Concert Promotion and Production	3
MUS-463/4	Co-Op Work Experience [Music]	3-4
.....	General Education Elective *	3
MUS...	Music Elective **	
	or	
COM...	Mass Communication Elective ***	3
.....	Free Elective	3-4

Total: 15-17

Degree Total Credits: 64-66

* General Education Elective – See Page 1.

** Music Electives can be chosen from any Music [MUS] course.

***Mass Communication electives can be chosen from the following courses: COM-105, COM-106, COM-111, COM-140, COM-205, COM-207.

Code: AAS.MUSC.MUS.BUS

Degree: AAS

Music, Music Business

Pending State approval

First Semester		
BUS-101	Introduction to Business	3
MUS-152	Introduction to the Music Business	3
MUS-163	Careers in Music	3
WRT-101	English Composition I	3
.....	Humanities Elective *	3
MUS...	Music Elective	2-3
Total: 17-18		
Second Semester		
COM-101	Mass Media of Communication	3
MUS-252	Music in the Marketplace	3
WRT-201	English Composition II	
	or	3
WRT-202	Technical Writing	
.....	Humanities Elective *	3
BUS...	Business Elective	
	or	
INF...	Information Technologies Elective	3
	or	
COM...	Communication Elective	
MUS...	Music Elective *	3
Total: 18		
Third Semester		
BUS-105	Business Communications	3
ECO-101	Macroeconomics	3
MUS-262	Concert Promotion and Production	3
MUS...	Music Elective *	3
MAT/CIS	Mathematics or Computer Science Elective	
	or	3-4
.....	Natural Science Elective *	
Total: 15-16		
Fourth Semester		
ACC-110	Financial Accounting	3
MUS-462	Co-Op Work Experience [Music]	2
BUS...	Business Elective	
	or	
INF...	Information Technologies Elective	3
	or	
COM...	Communication Elective	
MUS...	Music Elective *	2-3
.....	Free Elective	3
.....	General Education Elective *	3
Total: 16-17		

Degree Total Credits: 66-69

* General Education Elective – See Page 1.

ONE-YEAR [30-36 CREDIT] ACADEMIC CERTIFICATES

Curriculum Requirements

Area of Study	Credits	Course Description
Communication	3	WRT-101 English Composition I (3 cr.)
Unassigned General Education Credits	3	To be assigned in accordance with the needs of the program.
Total GE Credits	6	
Other Requirements	24-30	Restricted program requirements, program support requirements, free electives.
Total Credits	30-36	

Code: CERT.CAD
Degree: Certificate
Computer Aided Drafting [CAD]

First Semester		
DFT-107	Drafting I	2
DFT-210	Computer Aided Drafting I	3
MFG-122	Machine Tool Principles I	3
WRT-101	English Composition I	3
Total: 11		
Second Semester		
DFT-207	Drafting II	3
DFT-211	Computer Aided Drafting II	5
DFT-208	Engineering Graphics I	3
Total: 11		
Third Semester		
DFT-212	Computer Aided Drafting III	3
DFT-282	Technical Illustration	
	or	3-4
TEC-180	Problem Solving using Technology	
.....	General Education Elective *	3
Total: 9-10		
Degree Total Credits: 31-32		

*General Education Elective – See Page 1.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.COMP.ANIM

Degree: Certificate

Computer Animation

This certification program is designed for practicing professionals in this field.

The **Computer Animation** and the **Computer Graphics** certificates are designed for practicing professionals in these fields or for students who have already completed substantial college level work. Entry-level commercial art students should consider one of the Associate of Applied Science art programs. Students may choose only those courses for which prerequisites have been met. Returning professionals may request that prerequisites be waived by submitting a portfolio for review by a member of the art faculty. To request a portfolio review, please contact the Department of Arts and Communications at 201-447-7143. To avoid registration problems, please contact the department prior to registering for classes for which you have not taken the required prerequisites.

First Semester

ART-192	Computer 3D Animation I *	3	
ART-290	Computer 2D Animation I *	3	
WRT-101	English Composition I	3	
ART...	Restricted Elective	3 General Education
Elective **	3		

Total: 15

Second Semester

ART-197	Computer Imaging ***	3
ART-291	Computer 2D Animation II *	3
ART-293	Computer 3D Animation II *	3
ART...	Restricted Electives	6
.....	General Education Elective **	3

Total: 18

Degree Total Credits: 33

Restricted Electives:

ART-126 Introduction to Computer Graphics ***

ART-181 Photography I

ART-226 Letterform and Type

ART-260 Graphic Design I

ART-261 Graphic Design II

ART-271 Portfolio Presentation

ART-281 Photography II

ART-287 Computer Layout I ***

ART-288 Computer Layout II ***

ART-289 Computer 2D Illustration ***

ART-298 Interactive Multimedia ***

*Course uses custom workstations running Windows XP.

**General Education Elective – See Page 1.

***Course uses Macintosh computers.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.COMP.GRAPH**Degree: Certificate****Computer Graphics**

This certification program is designed for practicing professionals in this field.

The **Computer Animation** and the **Computer Graphics** certificates are designed for practicing professionals in these fields or for students who have already completed substantial college level work. Entry-level commercial art students should consider one of the Associate of Applied Science art programs. Students may choose only those courses for which prerequisites have been met. Returning professionals may request that prerequisites be waived by submitting a portfolio for review by a member of the art faculty. To request a portfolio review, please contact the Department of Arts and Communications at 201-447-7143. To avoid registration problems, please contact the department prior to registering for classes for which you have not taken the required prerequisites.

First Semester		
ART-189	Computer 2D Illustration *	3
ART-287	Computer Layout I *	3
WRT-101	English Composition I	3
ART...	Restricted Electives	6
Total: 15		
Second Semester		
ART-197	Computer Imaging *	3
ART-288	Computer Layout II *	3
ART...	Restricted Electives	6
.....	General Education Elective **	3
Total: 15		
Degree Total Credits: 30		

Restricted Electives:

ART-126 Introduction to Computer Graphics ***

ART-181 Photography I

ART-226 Letterform and Type

ART-260 Graphic Design I

ART-261 Graphic Design II

ART-271 Portfolio Presentation

ART-281 Photography II

ART-287 Computer Layout I ***

ART-288 Computer Layout II ***

ART-289 Computer 2D Illustration ***

ART-298 Interactive Multimedia ***

*Course uses custom workstations running Windows XP

**General Education Elective – See Page 1.

***Course uses Macintosh computers.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.COMP.SCI
Degree: CERT
Computer Science

First Semester

CIS-165	Fundamentals of Programming *	3	
WRT-101	English Composition I	3.....	General Education
Elective **	3		

Total: 9

Second Semester

CIS-265	Advanced Programming Concepts	3	
CIS-271	Computer Organization and Assembly Language	3.....	General Education
Elective **	3		

Total: 9

Third Semester

CIS-277	Data Structures and Algorithms	3MAT/CIS...	
	Mathematics/Computer Science Elective ***	9	

Total: 12

Degree Total Credits: 30

* By permission of the Department Head or the Computer Science Coordinator, properly prepared students may instead register for CIS-265 and/or CIS-271. Such students will be required to complete an additional 3 to 4 credit elective to be selected from: MAT-250, CIS-266, CIS-278, MAT-280, MAT-281, MAT-282, MAT-286, CIS-287, CIS-288, CIS-289.

** General Education Elective - PHR-103 Basic Logic or PHR-203 Intermediate Logic is recommended for the General Education Elective – See Page 1.

*** Mathematics/Computer Science Elective (3-9 cr.) The elective requirement in Computer Science and/or Mathematics must total at least 9 credits to be selected from the following courses: MAT-250, CIS-266, CIS-278, MAT-280, MAT-281, MAT-282, MAT-286, CIS-287, CIS-288, CIS-289.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.COMP.SUPPORT
Degree: CERT
Computer Technical Support

First Semester			
INF-101	Introduction to Information Technology	3	
INF-108	PC Upgrade, Maintenance and Diagnosis	3	
INF-114	Microsoft Office	3	
INF-160	Networking Technologies and Data Communications	3	
INF-163	Internet Concepts and Applications	3	
WRT-101	English Composition I	3	
Total: 18			
Second Semester			
BUS-101	Introduction to Business	3	
INF-253	Technical Communications	3	
INF-267	Network Security	3	
INF...	Operating System Restricted Elective *	3	General
Education Elective **		3	
Total: 15			

Degree Total Credits: 33

* General Education Elective - See Page 1.

**Operating System Restricted Elective:

INF-232 Windows Client

INF-235 Advanced PC Upgrade, Maintenance, and Diagnosis

INF-254 Unix for the Network Administrator

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.CULN.ARTS

Degree: CERT

Culinary Arts

The Culinary Arts Certificate Program is designed to aid those working food service professionals who wish to increase their job value or refresh their culinary preparation and leadership skills. Typically, students do not complete the certificate program in two semesters. In those instances where a student MUST complete the curriculum in one year or two successive semesters, the student MUST obtain written permission from the Dean to waive or otherwise adjust pre-requisites where indicated.

First Semester

HRM-102	Food Protection	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
HRM-108	Computer Applications/Hospitality Industry ***	1
HRM-110	Introduction to Baking	3
WRT-101	English Composition I	3
.....	General Education Elective *	3

Total: 17

Second Semester

HRM-202	Quantity Food Production and Service **	3
HRM-206	Commercial Restaurant Operation ***	3
HRM-212	International Cuisine ***	3
HRM-213	Classical Garde-Manger **	3
HRM-220	Advanced Baking Techniques ***	3.....
Elective *	3	General Education

Total: 18

Degree Total Credits: 35

* General Education Elective – See Page 1.

** Class offered only during fall semester.

*** Class offered only during spring semester.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.CULN.SCI**Degree: CERT****Culinary Science**

The Culinary Science Certificate Program is designed to provide those students with the first step to gain the knowledge to work in the food processing industry, universities or the Federal Government to create and improve food products; to develop new or better ways of preserving, processing, packaging, storing and delivering foods; or to engage in basic research, discovering new food sources, analyzing food content, or developing ways to process, preserve, package or store food according to industry and government regulations.

First Semester

BIO-104	Microbiology	4
CHM-102	Chemistry in Context	4
CHM-112	College Chemistry	4
HRM-103	Professional Food Preparation Techniques	3
WRT-101	English Composition I	3
		3Total: 18

Second Semester

CHM-212	Organic and Biochemistry	4
HRM-102	Food Protection and Safety	3
HRM-106	Menu Planning and Nutrition	1
HRM-110	Introduction to Baking	3
HRM-212	International Cuisine	3
HRM-213	Classical Garde-Manger *	3
		3Total: 17

Degree Total Credits: 35

* Class offered only during fall semester.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.DB
Degree: CERT
Database Programming and Administration

First Semester		
INF-114	Microsoft Office **	3
Total: 3		
Second Semester		
INF-101	Introduction to Information Technology	3
INF-144	Windows Desktop Operations or INF-165	1
INF-160	Networking Technologies & Data Communications	3
INF-217	Database for Applications [Oracle]	3
WRT-101	English Composition I	3
INF...	Programming Language Fundamentals †	3
Total: 16		
Third Semester		
INF-218	Database Programming	3
INF-219	Database Administration	3
INF-228	Excel for Problem Solving	1
INF-267	Network Security	3
INF...	Advanced Programming Languages ‡	3
.....	General Education Elective *	3
Total: 16		

Degree Total Credits: 35

* General Education Elective – See Page 1.

** Credit-by-exam tests are available.

† Programming Language Electives: Fundamentals
(Part 1 of continuing sequence)

INF-145 Visual Basic Programming

INF-152 C/C++ Programming

INF-153 Java Programming

‡ Programming Language Electives: Advanced
(Part 2 of continuing sequence)

INF-224 Advanced C/C++ Programming

INF-246 Advanced Visual Basic Programming

INF-268 Advanced Java Programming

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.ECOMM.BUS
Degree: Certificate
e-Commerce: Business Emphasis

First Semester		
BUS-101	Introduction to Business	
	or	3
BUS-170	Small Business Management	
BUS-103	Business Mathematics	3
BUS-105	Business Communications	3
INF-146	Web Development	3
BUS-107	e-Tailing	3
WRT-101	English Composition I	3
Total: 18		
Second Semester		
ACC-101	Accounting I	
	or	3
BUS-205	Entrepreneurship	
BUS-210	e-Marketing	3
BUS-211	Internet Law	3
BUS-271	e-Commerce	3
ECO-101	Macroeconomics	3
INF-163	Internet Concepts and Applications	3
		3Total: 18

Degree Total Credits: 36

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.ENV.TECH
Degree: CERT
Environmental Technology

First Semester

ENV-108	Hazardous Waste Site Operations	3	
ENV-109	Environmental Policy Compliance and Regulation	3	
ENV-112	Environmental Health	3	
WRT-101	English Composition I	3	
.....	General Education Elective *†	3-4	

Total: 15-16**Second Semester**

ENV-113	Human Environment	3	
ENV-121	Environmental Microbiology	4	
TEC-180	Problem Solving Using Technology	4	
TEC-190	Intro to Geographic Information Systems (GIS)	3.....	General Education
Elective *‡		3-4	

Total: 17-18**Degree Total Credits: 32-34**

* General Education Elective – See Page 1.

† BIO-101 General Biology I is recommended.

‡ CHM-100 Introduction to Chemistry is recommended.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.EVENT.PLAN.MGT
Degree: CERT
Event Planning and Management

First Semester

BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
BUS-105	Business Communications	3
HRM-101	Introduction to Hospitality Management	3
HRM/BUS-129	Event Planning & Management I	3
WRT-101	English Composition I	3

Total: 18**Second Semester**

ACC-120	Computerized Accounting	3
BUS-170	Small Business Management	3
HRM-201	Food and Beverage Cost Control	1
HRM-203	Beverage Management	2
HRM/LGL-219	Hospitality Law	3
HRM/BUS-229	Event Planning and Management II	3
.....	General Education Elective	3

Total: 18**Degree Total Credits: 36**

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.EXER.SCI
Degree: CERT
Exercise Science

First Semester

BIO-103	The Human Body	4
BUS-101	Introduction to Business	3
WEX-159	CPR and Emergency First Aid	3
WEX-164	Exercise Science	3
WRT-101	English Composition I	3

Total: 16

Second Semester

PSY-101	General Psychology	3
WEX-106	Nutrition for Exercise and Fitness	3
WEX-182	Fitness Measurement	3
WEX-183	Programs and Principles of Conditioning	3
WEX-184	Sports Medicine I - Theory and Practice	3

Total: 15

Degree Total Credits: 31

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.FLORAL
 Degree: CERT
 Floral Design

First Semester

HRT-102	Plant Science	4
HRT-115	Floral Design	3
HRT-232	Plant Propagation	4
WRT-101	English Composition I	3
.....	General Education Elective *	3

Total: 17

Second Semester

HRT-119	Greenhouse Operation and Production	3	
HRT-120	Interior Landscaping	3	
HRT-234	Commercial Floral Design and Management	4	
HRT-462	Co-op Work Experience (Horticulture)	2.....	Business Elective **
.....	3 General Education Elective *	3	

Total: 18

Degree Total Credits: 35

* General Education Elective - See Page 1.

** Three credits from any course(s) ACC, BUS, or INF.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.GRND.MGT
Degree: CERT
Grounds Management

First Semester

HRT-102	Plant Science	4
HRT-103	Turf and Grounds Management	3
HRT-104	Landscape Plants and Materials I	2
HRT-112	Pests of Ornamental Plants	4
HRT-130	Landscaping Contracting	1
WRT-101	English Composition I	3

Total: 17

Second Semester

HRT-124	Irrigation Technology	2	
HRT-125	Equipment Management	2	
HRT-235	Landscape Site Analysis and Construction	3	
HRT-237	Arboriculture/Plant Health Care	3.....	General Education
Elective *	3		Restricted Elective **
	2-4		

Total: 15-17

Degree Total Credits: 32-34

* General Education Elective - See Page 1.

** Restricted Electives: HRT-113, HRT-232, HRT-233

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.HOSP.MGMT**Degree: CERT****Hospitality Management**

The Hospitality Management Certificate Program is designed to aid those working professionals who wish to increase their job value or refresh their leadership skills. Typically, students do not complete the certificate program in two semesters. In those instances where a student **MUST** complete the curriculum in one year or two successive semesters, the student **MUST** obtain written permission from the Dean to waive or otherwise adjust pre-requisites where indicated.

First Semester

HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection	3
HRM-103	Professional Food Preparation Techniques	3
HRM-104	Front Office Procedures **	2
HRM-108	Computer Applications/Hospitality Industry ***	1
WRT-101	English Composition I	3
.....	General Education Elective *	3

Total: 18**Second Semester**

HRM-201	Food and Beverage Cost Control	1
HRM-203	Beverage Management	2
HRM-204	Food Purchasing	2
HRM-205	Restaurant Service Management	3
HRM-207	Hotel Sales & Convention Planning	1
HRM-214	Banquet & Catering Management	2
HRM-217	Issues in the Hospitality Industry	2
HRM-462	Co-op Work Experience (H/R/H)	2
.....	General Education Elective *	3

Total: 18**Degree Total Credits: 36**

* General Education Elective – See Page 1.

** Class only offered during fall semester.

*** Class only offered during spring semester.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.LABOR
Degree: CERT
Labor Studies

First Semester

BUS-101	Introduction to Business *	3
ECO-105	Labor Economics	3
LGL-236	Employment Law **	2
POL-116	Labor Law	3
POL-122	Collective Bargaining	3
WRT-101	English Composition I	3

Total: 17

Second Semester

BUS-208	Human Resources Management	3
HIS-140	History of the Labor Movement	3
WRT-201	English Composition II	3
.....	Restricted Social Science Elective †	3
.....	Restricted Humanities Elective †	3

Total: 15

Degree Total Credits: 32

* Prerequisite of BUS-101 Introduction to Business or BUS-115 Introduction to Nonprofit Organizations or by permission from the Academic Department Chair.

** Prerequisite of LGL-101 Fundamentals of Law may be waived by special permission from the Academic Chair of Legal and Related Studies Department [especially for students pursuing the One-Year Certificate in Labor Studies.]

† Choose one 3 credit social science course from the following: POL-104, PSY-109, SOC-102, SOC-120, SOC-121, SOC-222 [Prerequisite: SOC-101], ECO-101, ECO-201 [Prerequisite: ECO-101.]

† Choose one 3 credit humanities or history course from the following: PHR-111, PHR-105, PHR-100, LIT-220 [Prerequisite: WRT-101], LIT-202 [Prerequisite: WRT-101], HIS-111, HIS-112, HIS-113, HIS-114.

Code: CERT.LAND
Degree: CERT
Landscaping

First Semester		
BUS-101	Introduction to Business	3
DFT-107	Drafting I	2
HRT-103	Turf and Grounds Management	3
HRT-104	Landscape Plants and Materials I	2
HRT-130	Landscaping Contracting	1
WRT-101	English Composition I	3
HRT...	Restricted HRT Elective **	3-4

Total: 17-18

Second Semester		
HRT-113	Principles of Landscaping	3
HRT-204	Landscape Graphics	2
HRT-233	Landscape Plants and Materials II	4
HRT-235	Landscape Site Analysis and Construction	3
INF-101	Introduction to Information Technology	3
.....	General Education Elective *	3

Total: 18

Degree Total Credits: 35-36

* General Education Elective – See Page 1.

** Restricted HRT Elective: HRT-101, HRT-102, HRT-112, HRT-120, HRT-236.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.LGN.CON

Degree: CERT

Legal Nurse Consultant

All applicants to the Bergen Community College Legal Nurse Consultant Program must possess an Associate in Science Degree or a Bachelor of Science Degree from an accredited post-secondary institution, a current state license to practice nursing [RN] and have completed at least 2,000 hours of clinical work as a registered nurse. The Legal Nurse Consultant Program is approved by the American Bar Association.

First Semester		
LGL-101	Fundamentals of Law	3
LGL-103	Legal Research and Writing	3
LGN-105	Principles of Legal Nurse Consulting *	3
WRT-101	English Composition I	3
Total: 12		
Second Semester		
LGL-203	Paralegalism and Legal Procedure	3
LGL-220	Computer Assisted Legal Research	3
LGN-201	Health Law *	3
WRT-201	English Composition II	3
Total: 12		
Third Semester		
LGL-202	New Jersey and Federal Courts *	3
LGL-234	Personal Injury and Product Liability *	3
Total: 6		

Degree Total Credits: 30

* Course may be offered only in the evening and only in either the Spring or Fall semesters.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.MOAA
Degree: Certificate
Medical Office Administrative Assistant

First Semester		
MOA-140	Medical Terminology	3
MOA-141	Introduction to Medical Assisting	3
MOA-203	Medical Assistant Administrative Procedures I	3
MOA-218	Medical Economics	2
INF-119	Document Processing with Microsoft Word *	3
WRT-101	English Composition I	3Total: 17
Second Semester		
MOA-201	Diagnostic and Procedural Coding	4
MOA-204	Medical Assistant Administrative Procedures II	3
PSY-101	General Psychology	3
WEX-159	CPR and Emergency First Aid	3Total: 13

Degree Total Credits: 30

*Students are expected to keyboard at 30 WPM or enroll in the INF-100 Keyboarding course.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.MUSC.BUS
Degree: CERT
Music Business

First Semester		
BUS-101	Introduction to Business	3
MUS-152	Introduction to the Music Business	3
MUS-163	Careers in Music	3
WRT-101	English Composition I	3
MUS...	Music Elective	3

Total: 15

Second Semester		
.....	General Education Elective *	3-4
MUS-252	Music in the Marketplace	3
MUS-262	Concert Promotion and Production	3
BUS...	Business Elective	
	or	
INF...	Information Technologies Elective	3
	or	
COM...	Communication Elective	
.....	Free Elective	3

Total: 15-16

Degree Total Credits: 30-31

* General Education Elective - See Page 1.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.MUSC.TECH
Degree: CERT
Music Technology

First Semester		
MUS-103	Fundamentals of Music	3
MUS-131	Class Piano I	2
MUS-151	Introduction to Digital Audio Recording	3
MUS-150	Introduction to MIDI Sequencing & Synthesis	3
WRT-101	English Composition I	3
.....	Free Elective	2-3
		Total: 16-17
Second Semester		
MUS-231	Class Piano II	2
MUS-251	Studio Recording Techniques	3
MUS-250	Electronic Music Composition	3
MUS...	Music Elective	3
.....	General Education Elective *	3-4
		Total: 14-15
Degree Total Credits: 30-32		

* General Education Elective - See Page 1.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.MUSC.THR
Degree: CERT
Musical Theater

First Semester		
DAN-102	Ballet	1
DAN-104	Tap Dance	1
MUA-106	Voice I	1
MUS-103	Fundamentals of Music	2
MUS-110	Music, Art and Drama	3
MUS-121	Chorus I	1
MUS-131	Class Piano I	2
THR-110	Basic Acting Techniques	3
WRT-101	English Composition I	3

Total: 17

Second Semester		
MUA-246	Voice II	1
MUS/THR-109	History of Musical Theatre	3
MUS-118	Vocal Workshop	2
MUS-134	Ear Training and Musicianship I	2
THR-113	Movement for the Performing Artist	2
THR-114	Audition Techniques	2.....
	General Education Elective *	3.....
	Restricted Elective **	3

Total: 18

Degree Total Credits: 35

* General Education Elective – recommended MUS-101, MUS-107, MUS-108, THR-101, THR-140 – See Page 1.

** Restricted Music Electives: MUS-231, MUS-255, MUA-104, MUS-120, MUS-140, DAN-103, DAN-105, THR-111, THR-131, THR-210.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.OFF.TECH
Degree: CERT
Office Technology

		First Semester	
INF-100	Keyboarding I **		3
		Total: 3	
		Second Semester	
BUS-101	Introduction to Business		3
INF-101	Introduction to Information Technology		3
INF-114	Microsoft Office **		3
INF-161	Internet Research and Data Handling		1
WRT-101	English Composition I		3.....
	General Education Elective *		3
		Total: 16	
		Third Semester	
BUS-103	Business Mathematics		3
INF-119	Document Processing with Microsoft Word		3
INF-147	Web Development Using Dreamweaver or		3
INF-146	Web Development		
INF-214	Administrative Simulation †		2
INF-228	Excel for Problem Solving		1
INF...	INF Restricted Elective ***		3
		Total: 15	
Degree Total Credits: 34			

* General Education Elective – See Page 1.

** Credit-by-Exam Tests are available.

*** Restricted INF Electives: INF-108, INF-150‡, INF-160, INF-217, INF-253.

‡ Class offered only during spring semester.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.PIANO
 Degree: CERT
 Piano Instruction/Pedagogy

First Semester		
MUA-104	Piano I	1
MUS-103	Fundamentals of Music	2
MUS-131	Class Piano I	2
MUS-134	Ear Training and Musicianship I	2
MUS-153	Piano Pedagogy I	3
WRT-101	English Composition I	3.....
	General Education Elective *	3
Total: 16		

Second Semester		
MUA-240	Piano II	1
MUS-132	Music Theory I	2
MUS-231	Class Piano II	2
MUS-253	Piano Pedagogy II	3
MUS...	Performance Ensemble **	2
.....	Restricted Elective ***	3-4
.....	General Education Elective *	3
Total: 16-17		

Degree Total Credits: 32-33

* General Education Elective – See Page 1.

** Instrumental or vocal ensembles: MUS-121, MUS-125, MUS-140, MUS-246, MUS-247, MUS-248, MUS-255, MUS-256, MUS-257, MUS-258, MUS-259, MUS-260.

*** Restricted Electives: MUA-241, MUA-242, MUS-133, MUS-134, MUS-151, MUS-241, MUS-242.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.RAD.THERAPY

Degree: CERT

Radiation Therapy Technology

Program Length: 12 months

GPA for admissions eligibility: 2.50

Prerequisite courses: Registered or registry eligible Radiologic Technologies; two biology with labs [BIO-109 and BIO-209]; Intermediate Algebra [MAT-160]; General Physics [PHY-185.] In addition to the above stated requirements, candidates cannot be accepted into the program until at least 2 of the 5 general educational courses have been completed: MAT-180, MAT-250, INF-101, WRT-201, COM-100. Three of the above listed general education courses may be taken concurrent with the program. Successful completion of all 5 courses is required by the American Registry of Radiologic Technologists and the NJ Department of Environmental Protection.

Application Deadline: February 1

Program Admits: Fall semester

Note: Students who are interested in the program should make an appointment to meet with the coordinator regarding admissions.

First Semester		
RTT-110	Intro to Radiotherapy & Patient Care Management	2
RTT-120	Radiation Therapy Practices I	4
RTT-121	Radiation Therapy Clinical Practicum I	2
RTT-130	Radiation Biology and Safety	3
RTT-150	Principles of Diagnostic Radiation Physics	3
.....	General Education Elective *	3-4Total: 17-18
Second Semester		
RTT-200	Survey of Diseases	3
RTT-210	Dosimetry and Treatment Practices	3
RTT-220	Radiation Therapy Practices II	4
RTT-221	Radiation Therapy Clinical Practicum II	2
RTT-230	Advanced Procedures	2Elective General Education
Elective *	3	
Total: 17		
Third Semester		
RTT-222	Radiation Therapy Clinical Practicum III	2
Total: 2		
Degree Total Credits: 36-37		

* General Education Elective - See Page 1.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.SM.BUS.MGMT
Degree: Certificate
Small Business Management

First Semester

BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
BUS-105	Business Communications	3
BUS-170	Small Business Management	3
INF-114	Microsoft Office	3
WRT-101	English Composition I	3

Total: 18**Second Semester**

ACC-120	Computerized Accounting	3
BUS-201	Marketing Principles	3
BUS-205	Entrepreneurship	3
BUS-233	Business Law I	3
.....	Restricted Business Elective *	3
ECO-101	Macroeconomics	3

Total: 18**Degree Total Credits: 36**

* BUS-104, BUS-106, BUS-110, or BUS-271.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.SURG**Degree: CERT****Surgical Technology**

Program Length: 12 months

GPA for admissions eligibility: 2.00

High School prerequisite courses: High school graduate or GED

College substitutions: None

Application Deadline: February 1 of the current year

Program Admits: Fall semester

First Semester

BIO-109	Anatomy and Physiology I	4
SUR-101	Principles of Surgical Technology I	6
SUR-102	Surgical Technology Externship I [16 hrs/wk x 15 weeks]	2
SUR-103	Surgical Terminology	1
SUR-104	Microbiological Applications in Surgery	2
WRT-101	English Composition I	3
		Total: 18

Second Semester

BIO-209	Anatomy and Physiology II	4
SUR-201	Principles of Surgical Technology II	5
SUR-202	Surgical Technology Externship II [24 hrs/wk x 15 weeks]	2
.....	General Education Elective *	3

Total: 14**Third Semester**

SUR-203	Surgical Technology Externship III [40 hrs/wk x 4 weeks]	1
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Total: 1**Degree Total Credits: 33**

* General Education Elective – See Page 1.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.TRAN.LA.GEN

Degree: CERT

Transfer Studies Certificate: Liberal Arts

To select the best courses for the college the student wishes to transfer to, s/he is advised to speak with a transfer counselor in the Advising Center or the Counseling Center.

First Semester		
COM-100	Speech Communication	3
WRT-101	English Composition I	3
HIS...	History Elective *†	3 MAT/CIS...
	Math/Computer Science Elective *	3 Humanities Elective
*†	3	General Education Elective *
	3	
Total: 18		

Second Semester		
WRT-201	English Composition II	3HIS... History Elective *†
	3	Social Science Elective *†
	3	Natural Sciences Elective *
	4	General Education Elective *
	3	
Total: 16		

Degree Total Credits: 34

* General Education Elective – See Page 1.

† It is recommended you select one Diversity course: ANT-101; HIS-105; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-224; LIT-228; PHR-106; PHR-121; PHR-122; PSY-207; SOC-120; SOC-121; SOC-222.

Code: CERT.TRAN.STP.GEN

Degree: CERT

Transfer Studies Certificate: Science, Technology, Professional Studies

To select the best courses for the college the student wishes to transfer to, s/he is advised to speak with a transfer counselor in the Advising Center or the Counseling Center.

First Semester			
WRT-101	English Composition I	3.....	Mathematics
	or		
.....	Computer Science	3-4	
	or		
.....	Natural Science Elective *	Natural Science *†
	4		
.....	Select from introductory courses required in the proposed major	6	
Total: 16-17			

Second Semester			
COM-100	Speech Communication	3	
WRT-201	English Composition II	3	
.....	Humanities Elective *♦	3	
.....	Social Science Elective *♦	3	
.....	Select from introductory courses required in the proposed major	6	
Total: 18			

Degree Total Credits: 34-35

* General Education Elective – See Page 1.

† Choose from Biology, Chemistry, Earth Sciences, or Physics.

♦ Diversity Course Recommended in either Humanities or Social Sciences: ANT-101; HIS-105; HIS-116; HIS-121; HIS-126; HIS-130; HIS-131; LIT-203; LIT-204; LIT-215; LIT-218; LIT-224; LIT-228; PHR-106; PHR-121; PHR-122; PSY-207; SOC-120; SOC-121; SOC-222.

Code: CERT.US
Degree: CERT
United States Studies

First Semester		
COM-100	Speech Communication	3
HIS-111	United States History to Reconstruction	3
POL-101	American Government	3
WRT-101	English Composition I	3
.....	Restricted Elective *	3

Total: 15

Second Semester		
HIS-112	United States History since Reconstruction	3
LIT-201	American Literature to 1880	3
LIT-202	American Literature 1880 to the Present	3
WRT-201	English Composition II	3
.....	Restricted Elective *	3

Total: 15

Degree Total Credits: 30

* Restricted Elective: BUS-101, CRJ-101, ECO-101, ECO-201, EDU-101, WEX-101 and WEX-201, HIS-113, HIS-114, HIS-116, HIS-117, HIS-144, LIT-215, COM-101, MUS-110, POL-104, POL-106, PHR-102, PHR-105, PSY-101, PSY-121, PSY-201, SOC-105, SOC-120, SOC-121, SOC-222, THR-101.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: CERT.VAS.TECH

Degree: Certificate

Vascular Technology

Program Length: 12 months

GPA for admissions eligibility: 2.50

Admissions Requirement: ARDMS Registry Status; applicant must be a graduate of a CAAHEP approved sonography program. Students with a bachelor's degree are eligible.

Application Deadline: February 1

Program Admits: Fall semester

Note: This regional program utilizes clinical education centers throughout the State of New Jersey. Students might be required to travel to distant sites and provide their own transportation.

First Semester

BIO-109	Anatomy and Physiology I	4
DMS-116	Intro to Vascular Principles & Instrumentation	2
DMS-117	Introduction to Vascular Imaging	1
MOA-140	Medical Terminology	3
WRT-101	English Composition I	3
.....	General Education Elective *	3

Total: 16

Second Semester

BIO-209	Anatomy and Physiology II	4
DMS-231	Essentials in Venous Ultrasound	2
DMS-232	Essentials in Arterial Ultrasound	3
DMS-233	Clinical Experience I	1
.....	General Education Elective *	3

Total: 13

Summer Session

DMS-234	Vascular Clinical Seminar	3
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Total: 3

Degree Total Credits: 32

*General Education Elective – See Page 1.

CERTIFICATES OF ACHIEVEMENT

Code: COA.ACCT.ASST
Degree: Certificate of Achievement
Accounting Assistant

First Semester		
ACC-101	Accounting I	3
ACC-120	Computerized Accounting	3
ACC-140	Federal Income Tax Return Preparation	1
INF-124	Spreadsheet: Excel	1
Total: 8		
Second Semester		
ACC-201	Accounting II	3
INF-228	Excel for Problem Solving	1
ACC...	Restricted Elective *	3
Total: 7		
Third Semester		
ACC-463	Co-Op Work Experience (Accounting) or	3
ACC-202	Intermediate Accounting I	
Total: 3		
Degree Total Credits: 18		

* Restricted Electives: ACC-107 Federal Taxation or ACC-115 Government and Not-for-Profit Accounting.

Code: COA.BAKING

Degree: Certificate of Achievement

Baking

The program will serve as the Introduction to Baking in the various management settings available in the Hospitality Industry. Students who earn this Certificate of Achievement will be able to apply the credits earned, if they so choose, to the 36-credit Culinary Arts Certificate Program, and to the proposed AAS Culinary Entrepreneurship Option or any other options available in the Hotel/Restaurant/Hospitality Department.

First Semester		
BUS-101	Introduction to Business	3
HRM-103	Professional Food Preparation Techniques	3
HRM-110	Introduction to Baking	3

Total: 9

Second Semester		
BUS-205	Entrepreneurship	3
HRM-102	Food Protection and Safety	3
<i>HRM-220</i>	<i>Advanced Baking Techniques</i>	3

Total: 9

Degree Total Credits: 18

Since HRM-103 Professional Food Preparation Techniques is a prerequisite for the 200-level HRM courses and BUS-101 Introduction to Business is a prerequisite for BUS-205, students **WILL NOT** complete this program in one semester.

Code: COA.BIO.TECH
Degree: Certificate of Achievement
Biotechnology

First Semester		
BIO-101	General Biology I	4
CHM-140	General Chemistry I	3
CHM-141	General Chemistry Laboratory I	1
Total: 8		

Second Semester		
BIO-210	Introduction to Biotechnology	4
MAT-150	Statistics I	3
Total: 7		

Third Semester		
BIO-211	Introduction to Bioinformatics	3
Total: 3		

Degree Total Credits: 18

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.BUS.PARA.MGMT

Degree: Certificate of Achievement

Business Paraprofessional Management

**Before entering the COA Business Paraprofessional Management program students must have completed a Certificate of Competency in Educational Support Professional Services [12 credits.]*

First Semester

BUS-101	Introduction to Business	3
BUS-207	Principles of Management	3
COM-100	Speech Communication	3
INF-101	Introduction to Information Technology	
	or	3
CIS-158	Introduction to Computer Science	
PSY-101	General Psychology	3

Total: 15

Degree Total Credits: 15

*Certificate of Competency in Educational Support Professional Services including:

Module 1: Communication

Module 2: Cultural Competence

Module 3: Child Development and Identifying Abuse and Neglect

Module 4: Student and Staff Safety and Health

56 hours of NJEA-approved ESP Career Development Training.

Code: COA.CARLAD.CDEV

Degree: Certificate of Achievement

Career Ladder Education/Child Development

*Before entering into the AAS Degree in Career Ladder Education/Child Development students **must** complete the following Certificate of Achievement at Bergen Community College.*

First Semester

EDU-120	Early Childhood Education I w/site based lab *	4
EDU-222	Supervised Field Work Experience I	2
EDU-223	Field Work Seminar I	2

Total: 8

Second Semester

EDU-124	Curriculum Materials and Methods	3
EDU-224	Supervised Field Work Experience II	2
EDU-225	Field Work Seminar II	2

Total: 7

Degree Total Credits: 15

* Students must enroll in specific Career Ladder Section of EDU-120.

Code: COA.CATER

Degree: Certificate of Achievement

Catering

This program will serve as the Introduction to Catering in the various food service management settings available in the Hospitality Industry. Students who earn this Certificate of Achievement will be able to apply the credits earned, if they so choose, to the 36-credit Culinary Arts Certificate Program, and to the proposed AAS Culinary Entrepreneurship Option or any other options available in the Hotel/Restaurant/Hospitality Department.

First Semester

BUS-101	Introduction to Business	3
HRM-102	Food Protection & Safety	3
HRM-103	Professional Food Preparation Techniques	3

Total: 9

Second Semester

BUS-205	Entrepreneurship	3
HRM-106	Menu Planning and Nutrition	1
HRM-213	Classical Garde-Manger	3
HRM-214	Banquet & Catering Management	2

Total: 9

Degree Total Credits: 18

Since HRM-103 Professional Food Preparation Techniques is a prerequisite for the two 200-level HRM courses, and BUS-101 Introduction to Business is the prerequisite for BUS-205, students **WILL NOT** complete this program in one semester.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.CNC.PROG
Degree: Certificate of Achievement
CNC Programming

First Semester		
MFG-122	Machine Tool Principles I	3
MFG-227	CNC Programming I	4
Total: 7		

Second Semester		
MFG-228	CNC Programming II	3
DFT-107	Drafting I	2
Total: 5		

Degree Total Credits: 12

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.ENV

Degree: Certificate of Achievement

Environmental Technology

This program is for practicing professionals whose experience in the field has gained them the equivalent of one year of study in a two-year program.

First Semester

ENV-108	Hazardous Waste Site Operations	3
ENV-109	Environmental Policy Compliance and Regulation	3

Total: 6

Second Semester

ENV-121	Environmental Microbiology	4
ENV-122	Environmental Chemistry	4

Total: 8

Degree Total Credits: 14

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.FINANCE
Degree: Certificate of Achievement
Finance

First Semester		
ACC-110	Financial Accounting	3
BNF-101	Principles of Banking *	3
BUS-101	Introduction to Business	3
Total: 9		

Second Semester		
BNF-201	Principles of Finance	3
BNF-202	Asset Management **	3
ECO-101	Macroeconomics	
	or	3
BNF-102	Personal Finance and Money Management	
Total: 9		

Degree Total Credits: 18

* Class offered only during fall semester.

** Class offered only during spring semester.

Code: COA.FIR.SCI
Degree: Certificate of Achievement
Fire Science

First Semester

FIR-101	Introduction to Fire Protection *	3
FIR-102	Fundamentals of Fire Prevention/Fire Inspector I **	3
FIR-103	Building Codes and Standards	3
FIR-104	Fire Tactics and Strategy	3
FIR-105	Fire Administration	3

Total: 15

Degree Total Credits: 15

*Students with Firefighter I certification will have this course waived and receive 3 credits. Students with Firefighter II certification will have this course waived and receive 4 credits.

**First part of the ninety-hour course required for certification.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.FORENSIC
Degree: Certificate of Achievement
Forensic Science

First Semester

CHM-100	Introduction to Chemistry	4
CRJ-101	Introduction to Criminal Justice	3
CRJ-108	Topics in Criminal Justice *	3
CRJ-111	Criminal Investigation	3
CRJ-120	Practical Criminal Evidence	3

Total: 16

Degree Total Credits: 16

*Special Topics Course: Introduction to Forensics.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.GIS
Degree: Certificate of Achievement
Geographic Information Systems

First Semester

TEC-190	Introduction to Geographic Information Systems	3
TEC-191	Introduction to Mapping and Cartography	3
Total: 6		

Second Semester

TEC-292	Introduction to Remote Sensing	3
TEC-293	Advanced Geographic Information Systems	3
Total: 6		

Degree Total Credits: 12

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.HOME.SEC
Degree: Certificate of Achievement
Homeland Security

First Semester

CRJ-108	Topics in Criminal Justice	3
HSE-101	Introduction to Homeland Security	3
HSE-102	Introduction to Emergency Management	3
HSE-103	Legal Aspects of Homeland Security & Emergency Mgmt	3
HSE-104	Disaster Management, Risk Assessment & Mitigation	3

Total: 15

Degree Total Credits: 15

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.HOSP.OPR

Degree: Certificate of Achievement

Hospitality Operations

This program will serve as the Introduction to Hospitality Operations in the various management settings available in the Hospitality Industry. Students who earn this Certificate of Achievement will be able to apply the credits earned, if they so choose, to the 36-credit Hospitality Management Certificate Program, and to any of the degree curriculum options available in the Hotel/Restaurant/Hospitality Department.

First Semester

BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
HRM-104	Front Office Procedures	2
HRM-108	Computer Applications for the Hospitality Industry	1

Total: 9

Second Semester

BUS-205	Entrepreneurship	3
HRM-203	Beverage Management	2
HRM-205	Restaurant Service Management	3
HRM-207	Hotel Sales & Convention Planning	1

Total: 9

Degree Total Credits: 18

Since HRM-101 Introduction to Hospitality Management is a prerequisite for all of the HRM 200-level courses, and BUS-101 Introduction to Business is a prerequisite for all of the BUS 200-level courses, students **WILL NOT** complete this program in one semester.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.LABOR

Degree: Certificate of Achievement

Labor Studies

**** Prerequisite to Program**

First Semester		
BUS-101*	Introduction to Business	3
POL-116	Labor Law	3
POL-122	Collective Bargaining	3
Total: 9		

Second Semester		
BUS-208	Human Resources Management	3
HIS-140	History of the Labor Movement	3
LGL-236	Employment Law	2
Total: 8		

Degree Total Credits: 17

* BUS-101 Introduction to Business or BUS-115 Introduction to Nonprofit Organizations or by permission from the Academic Department Chair.

** Prerequisite of LGL-101 Fundamentals of Law may be waived by special permission from the Academic Department Chair of Legal and Related Studies Department [especially for students pursuing the Certificate of Achievement in Labor Studies.]

Code: COA.MACH.TOOL
Degree: Certificate of Achievement
Machine Tooling

		First Semester	
DFT-107	Drafting I		2
DFT-210	Computer Aided Drafting I		3
MFG-122	Machine Tool Principles I		3
		Total: 8	

		Second Semester	
MFG-119	Pro/Engineer Design I		3
MFG-222	Machine Tool Principles II		3
		Total: 6	

Degree Total Credits: 14

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.MFG.PROENG
Degree: Certificate of Achievement
Manufacturing Design using Pro/Engineer®

		First Semester	
MFG-119	Pro/Engineer Design I		3
		Total: 3	
		Second Semester	
MFG-219	Pro/Engineer Design II		3
		Total: 3	
		Third Semester	
MFG-220	Pro/Engineer Design III		3
		Total: 3	
		Fourth Semester	
MFG-221	Pro/Engineer Design IV		3
		Total: 3	

Degree Total Credits: 12

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.MKTG.ASST
Degree: Certificate of Achievement
Marketing Assistant

First Semester

BUS-101	Introduction to Business	3
BUS-105	Business Communications	3
PSY-101	General Psychology	3

Total: 9

Second Semester

BUS-201	Marketing Principles	3
BUS-210	E-Marketing	3
BUS...	Restricted Elective *	3

Total: 9

Degree Total Credits: 18

*Restricted Elective: BUS-202 International Marketing; BUS-203 Sports Marketing; BUS-250 Advertising; BUS-463 Co-Op Work Experience [Business Administration] recommended only with a marketing position.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.MUSC.COMM.PROD
Degree: Certificate of Achievement
Commercial Music Production

First Semester

MUS-119	Songwriting Workshop	2
MUS-131	Class Piano I	2
MUS-151	Introduction to Audio Recording	3
MUS-152	Introduction to the Music Business	3

Total: 10

Second Semester

MUS-150	Introduction to MIDI Sequencing and Synthesis	3
MUS-231	Class Piano II	2
MUS-251	Studio Recording Techniques	3

Total: 8

Degree Total Credits: 18

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.NET.SECURITY

Degree: Certificate of Achievement

Network Security

**Before entering into the COA, students must have INF-170 Network Experience as a prerequisite for all courses in the program OR a degree in Network Administration.*

First Semester

INF-267	Network Security	3
INF-270	Computer Crime	3
INF-271	Ethical Hacking	3
INF-272	Windows Active Directory	3
INF-273	Intrusion Detection and Prevention	3

Total: 15

Degree Total Credits: 15

**INF-170 Networking Experience, 3 credits - Transfer credit awarded for extensive professional experience. INF faculty recommendation required to obtain credit.*

Code: COA.NONPRF.MGT
Degree: Certificate of Achievement
Nonprofit Management

First Semester

ACC-115	Government and Not-for-Profit Accounting	3
BUS-115	Introduction to Nonprofit Organizations	3
BUS-116	Funding and Grant Management	3

Total: 9

Second Semester

BUS-201	Marketing Principles	3
BUS-207	Principles of Management	3
LGL-209	Nonprofit Law	3

Total: 9

Degree Total Credits: 18

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.PRIV.SECURITY
Degree: Certificate of Achievement
Private Security

First Semester		
CRJ-101	Introduction to Criminal Justice	3
CRJ-111	Criminal Investigation	3
CRJ-112	Crime Prevention	3
CRJ-125	Introduction to Security	3
CRJ-127	Principles of Loss Prevention	3

Total: 15

Degree Total Credits: 15

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.PROF.COOK
Degree: Certificate of Achievement
Professional Cooking

First Semester

HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-110	Introduction to Baking	3

Total: 9

Second Semester

HRM-212	International Cuisine	3
HRM-213	Classical Garde-Manger *	3
HRM-220	Advanced Baking Techniques **	3

3Total: 9

Degree Total Credits: 18

* Offered only in the Fall.

**Offered only in the Spring.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.QA
Degree: Certificate of Achievement
Quality Assurance

First Semester

TEC-145	Introduction to Quality Control	4
TEC-150	Quality Control in Biotechnology I	3
Total: 7		

Second Semester

TEC-235	Procedure Writing	4
TEC-240	Quality Control: Microbial Contamination	4
TEC-250	Quality Control in Biotechnology II	3
Total: 11		

Degree Total Credits: 18

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.REAL.EST
Degree: Certificate of Achievement
Real Estate

First Semester

BUS-101	Introduction to Business	3
REA-101	Principles of Real Estate *	3

Total: 6

Second Semester**

REA-202	Zoning, Planning and Land Use	3
REA-203	N.J. Environmental Regulations	3
REA-204	Real Estate Leasing *	2
REA-205	Real Estate Finance	1

Total: 9

Degree Total Credits: 15

*Holders of current N.J. Sales or Brokers License are exempt from these courses.

**Courses in the second semester will be offered in the evening only.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.RETAIL
Degree: Certificate of Achievement
Retailing

First Semester

BUS-101	Introduction to Business	3
BUS-102	Retailing	3
BUS-105	Business Communications	3

Total: 9

Second Semester

BUS-104	Customer Service	3
BUS-106	Effective Selling	3
BUS-201	Marketing Principles	3

Total: 9

Degree Total Credits: 18

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.SPORTS.MGMT
Degree: Certificate of Achievement
Sports Management

First Semester

BUS-101	Introduction to Business	3
WEX-101	Dynamics of Health and Fitness	2
WEX-126	Sports Administration	3

Total: 8

Second Semester

BUS-203	Sports Marketing	3
WEX-127	Intro to Facility and Events	3
WEX-473	Co-Op Work Experience/Sports Management	3

Total: 9

Degree Total Credits: 17

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.SPEC.IMAG.RAD

Degree: Certificate of Achievement

Special Imaging for Radiologic Technologists

*This program is for practicing professionals whose experience in the field has gained them the equivalent of one year of study in a two-year program.

First Semester

RAD-250	Cross-Sectional Anatomy for Specialty Imaging	4
RAD-251	Computer Tomography	3
RAD-252	Magnetic Resonance Imaging	3

Total: 10

Second Semester

RAD-253	Magnetic Resonance Imaging Clinical Practicum	1
RAD-254	Computerized Tomography Clinical Practicum	1

Total: 2

Degree Total Credits: 12

*All students must be registered/licensed radiographers [RT(R)/LXT] in good standing to enroll in this program.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.SPORT.MERCH
Degree: Certificate of Achievement
Sports Merchandising

First Semester

BUS-101	Introduction to Business	3
BNF-103	Sports Finance	3
BUS-150	Sport and Team Branding	3

Total: 9

Second Semester

BUS-203	Sports Marketing	3
BUS-251	Sports Merchandising & Promotion	3
Elective	Restricted Elective *	3

Total: 9

Degree Total Credits: 18

* Restricted Elective

Select one of the following courses:

BUS-463 Co-Op Work Experience [Business Administration]

PSY-111 Sport Psychology

WEX-127 Introduction to Facility and Events

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

Code: COA.WELD
Degree: Certificate of Achievement
Welding Technology

First Semester		
DFT-107	Drafting I	2
MFG-130	Welding Technology I	3
Total: 5		

Second Semester		
MFG-230	Welding Technology II	3
MFG-229	Materials Processing & Fabrication	4
Total: 7		

Degree Total Credits: 12

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

ACC - ACCOUNTING**ACC-100 Introduction to Accounting (3.00 cr.)**

This course explores the need and use of accounting information in the business world, as well as provides an overview of accounting careers. The course is designed to give students a user's perspective of accounting and to provide them with the necessary communication and analytical skills needed to succeed in future accounting courses. Lecture (2.00), Laboratory (2.00).

ACC-101 Accounting I (3.00 cr.)

This course introduces the student to the accounting principles and accounting cycle of proprietorships. Topics considered financial statement preparation, inventories, receivables, payables, plant assets, accruals, deferrals, accounting systems, and cash control. AS Transfer Degree students should take ACC-110. Lecture (2.00), Laboratory (2.00).

ACC-107 Federal Taxation (3.00 cr.)

This course reviews the history and background of federal taxation. Students learn the tax definitions of gross income, deductions, and gains and losses, and they examine accounting methods approved by the IRS. The preparation of federal income tax returns is also covered. Lecture (2.00), Laboratory (2.00).

ACC-110 Financial Accounting (3.00 cr.)

This course is an introduction to the theory of accounting and the procedures necessary to produce financial statements. This course focuses on the classification, valuation, and communication of financial information. An emphasis will be placed on the usefulness of financial accounting concepts. AAS Career Program students should take ACC-101. Lecture (2.00), Laboratory (2.00).

ACC-115 Government and Not-for-Profit Accounting (3.00 cr.)

This course provides the student with the foundations of accounting for governmental and not-for-profit organizations. It introduces students to accounting standards and those applications germane to governmental and not-for-profit entities. Emphasis is placed on Fundamentals accounting, budgeting, financial reporting, and accounting procedures. Lecture (2.00), Laboratory (2.00).

ACC-120 Computer Accounting (3.00 cr.)

This course provides the student with the skills necessary to use popular computerized accounting packages such as QuickBooks or Peachtree for Windows. The student will obtain a theoretical accounting background. The student, using basic accounting concepts, prepares and analyzes various accounting documents, reports, and statements. It is recommended that this course be taken concurrently with ACC-101 Accounting I. Lecture (2.00), Laboratory (2.00).

ACC-140 Federal Income Tax Prep (1.00 cr.)

This course 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. Laboratory (2.00).

ACC-201 Accounting II (3.00 cr.)

This course 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. AS Transfer Degree students should take ACC-210. Lecture (2.00), Laboratory (2.00). Prerequisite: ACC-101.

ACC-202 Intermediate Accounting I (3.00 cr.)

This course is an in-depth study of accounting principles and their application to the preparation of financial statements. Students participate in a detailed study of current assets and current liabilities. The analysis and preparation of cash flow statement is also taught. Lecture (2.00), Laboratory (2.00). Prerequisite: ACC-201 or ACC-210; minimum grade C.

ACC-203 Intermediate Accounting II (3.00 cr.)

This course is an in-depth study of accounting principles as they relate to non-current assets, long-term liabilities, paid-in capital, retained earnings, accounting changes, and error analysis. Earnings per share and financial statement analysis are also covered in this course. Lecture (2.00), Laboratory (2.00). Prerequisite: ACC-202.

ACC-206 Hospitality Accounting (3.00 cr.)

This course is an introduction to basic accounting principles and procedures, which includes the preparation of financial statements, specifically designed for the hospitality industry. Lecture (2.00), Laboratory (2.00). Prerequisite: HRM-101.

ACC-210 Managerial Accounting (3.00 cr.)

This course explores accounting information as a tool used in decision making by management. Emphasis will be placed on cost behaviors as they relate to the planning, control and evaluation of a business entity. AAS Career Program students should take ACC-201. Lecture (2.00), Laboratory (2.00). Prerequisite: ACC-110.

ACC-215 Topics in Accounting (3.00 cr.)

This course is a study of current issues in the accounting profession and specialized areas of accounting. Topics will be varied and based upon an examination of recent cases and issues. Coverage will include new developments in accounting theory and practice and the pronouncements of various accounting bodies. The student will examine individual topics in greater depth than possible in traditional accounting courses. This course is not intended for students enrolled in an A.S. transfer program. Lecture (2.00), Laboratory (2.00). Prerequisite: ACC-202.

ACC-462 Co-Op Work Experience (Accounting) (2.00 cr.)

This course requires part-time student employment in a business organization in order to permit the student to gain knowledge of practices. Co-Op job placement assistance is available through the Co-Op office. 179 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (12.00). Prerequisite: ACC-201 or ACC-210.

ACC-463 Co-Op Work Experience (Accounting) (3.00 cr.)

This course provides the student with practical, supervised experience in accounting. Through on-the-job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in these fields. Students are supervised by a faculty member and job placement assistance is available through the Co-Op Office. 225 minimum hours experience distributed over the semester. Lecture (1.00), Cooperative (12.00). Prerequisite: ACC-201 or ACC-210.

ALP – AMERICAN LANGUAGE PROGRAM**ALP-004 American Language Foundations Grammar A (3.00 cr.)**

This course is a course for international students with little or no exposure to English. It introduces students to the most basic grammar of English with emphasis on the simplest tenses, structures, and forms. Lecture (3.00).

ALP-005 American Language Foundations Grammar B (3.00 cr.)

This course provides students with continued work on the most basic structures of English. Lecture (3.00).

ALP-006 American Language Foundations Reading (3.00 cr.)

This course is a course for international students with little or no exposure to English. It provides them with instruction in pronouncing written words and understanding simple written texts. It also introduces students to the most common vocabulary of English and develops their ability to use this vocabulary in basic structures. Lecture (3.00).

ALP-007 American Language Foundations Writing (3.00 cr.)

This course is a course for international students with little or no exposure to English. It provides students with instruction in the spelling of English and in writing simple sentences using the structures and vocabulary learned in American Language Foundations: Grammar and Reading. Lecture (3.00).

ALP-041 American Language I: Grammar A (3.00 cr.)

This course introduces students to the basic grammar of the English simple sentence, with emphasis on verb tenses. Lecture (3.00). Prerequisites: ALP-004, ALP-005.

ALP-042 American Language I: Grammar B (3.00 cr.)

This course provides students with continued work on the basic grammar of the English simple sentence, with emphasis on nouns, adjectives, and adverbs. Lecture (3.00). Prerequisites: ALP-004, ALP-005.

ALP-043 American Language I: Writing (3.00 cr.)

This course provides students with carefully guided exercises in the writing of English sentences and paragraphs. Lecture (3.00). Prerequisites: ALP-004, ALP-005, ALP-007.

ALP-044 American Language I: Reading (3.00 cr.)

This course helps students with their vocabulary development and gives them practice in reading for comprehension with material to the 1,000-word vocabulary level. Lecture (3.00). Prerequisites: ALP-004, ALP-005, ALP-006.

ALP-051 American Language II: Grammar A (3.00 cr.)

This course continues the study of the English simple sentence begun in American Language I and introduces the compound sentence. The emphasis is on infinitives, modal verbs, and adverbs, and students are introduced to dependent clauses. Lecture (3.00). Prerequisites: ALP-006, ALP-007, ALP-041, ALP-042.

ALP-052 American Language II: Grammar B (3.00 cr.)

This course gives students' work on perfect tenses and compound sentences, provides an introduction to the passive voice and to participial forms, and continues the study of dependent clauses. Lecture (3.00). Prerequisites: ALP-006, ALP-007, ALP-041, and ALP-042.

ALP-053 American Language II: Writing (3.00 cr.)

This course gives students' work on both guided and free writing exercises at the paragraph level. Lecture (3.00). Prerequisites: ALP-041, ALP-042, and ALP-043.

ALP-054 American Language II: Reading (3.00 cr.)

This course emphasizes reading for content and helps students develop their inferential skills on reading material up to the 3,000-word vocabulary level. Lecture (3.00). Prerequisites: ALP-041, ALP-042, ALP-044.

ALP-055 Direct Studies American Language II (1.00 cr.)

This course is for students in the American Language Program who need intensive, supplemental instruction in grammar and writing skills. This computer-assisted learning program is provided on an individual, prescriptive basis. Lecture (1.00).

ALP-061 American Language III: Grammar A (3.00 cr.)

This course completes the study of the passive voice, of modal verbs, and compound sentences and begins a complete survey of dependent clauses in the English sentence. Lecture (3.00). Prerequisites: ALP-043, ALP-044, ALP-051, ALP-052.

ALP-062 American Language III: Grammar B (3.00 cr.)

This course completes the study of all the phrasal and clausal structures normally used in English sentences. Lecture (3.00). Prerequisites: ALP-043, ALP-044, ALP-051, ALP-052.

ALP-063 American Language III: Writing (3.00 cr.)

This course provides students with intensive practice in the writing of paragraphs and provides a transition to college-level with an introduction to the essay. Lecture (3.00). Prerequisites: ALP-051, ALP-052, ALP-053.

ALP-064 American Language III: Reading (3.00 cr.)

This course emphasizes reading for content, making inferences, distinguishing main and subordinate points, and evaluating the ideas and presentation of reading material at and beyond the 4,000-word vocabulary level. Lecture (3.00). Prerequisites: ALP-051, ALP-052, ALP-054.

ALP-065 Direct Studies American Language III (1.00 cr.)

This course is for students in the American Language Program who need intensive, supplemental instruction in grammar and writing skills. This computer-assisted learning program is provided on an individual, prescriptive basis. Lecture (1.00).

ANT – ANTHROPOLOGY**ANT-100 Introduction to Anthropology (3.00 cr.)**

This course offers a comprehensive approach to the study of cultural diversity. The course introduces students to the four fields of anthropology: socio/cultural anthropology, archaeology, linguistics, and physical/biological anthropology. Introduction to Anthropology emphasizes behaviors, similarities and differences in adaptations, and variations in current and past human populations. >General Education Course. >Diversity Course. Lecture (3.00).

ANT-101 Cultural Anthropology (3.00 cr.)

This course is a comparative study of human cultures. Attention is given to the various ways in which people cope with their natural settings and their social environments and to the ways in which customs are learned and handed down from one generation to the next. Topics of discussion include the family, social change, religion and magic, economic and political systems, the arts, and urban anthropology. >General Education Course. >Diversity Course. Lecture (3.00).

ANT-102 Introduction to Archaeology (3.00 cr.)

This course will study past human cultures and societies as evidenced by material remains. This course provides information on the basic theories, methods, and techniques used in archaeology. Important topics include archaeological survey and excavation, artifact analysis, dating techniques, conservation and display of artifacts, dietary reconstruction, the analysis of prehistoric social and political organization, and the evolution of cities and ancient civilizations. Lecture (3.00).

ANT-103 Anthropology of the Middle East (3.00 cr.)

This course is an introduction to the anthropological literature on peoples and cultures of the Middle East. Some of the major themes examined include kinship, marriage, ethnic and religious minority groups, Islam, gender, mass media, nationalism, and politics. Special attention will be paid to the effects of the colonial period and modernization and to the increased economic and strategic significance of this region to the Western World. Lecture (3.00).

ART

* Macintosh computers are used in these courses

** Customer workstations running Windows XP are used in these courses.

ART-101 Introduction to Art and Visual Culture (3.00 cr.)

This course trains students in the analysis of images and aesthetic objects and considers issues regarding art production, viewer response, and art in society. A spectrum of fine art, decorative arts, and commercial design from diverse cultures is presented in a non-chronological format through illustrated lectures, discussions, and independent visits to exhibitions. Techniques of and thematic analysis are applied to exemplary works from world cultural history and contemporary life. >General Education Course. Lecture (3.00).

ART-102 History of Introduction to Art and Visual Culture to 1400 (3.00 cr.)

This course is a chronological survey of art and visual culture, western and non-western, from the Mesopotamian period through Middle Ages. In a lecture and discussion format, selected works of sculpture, architecture, and painting, as well as decorative utilitarian objects made by peoples in Europe, the Middle East, India, Asia, and Africa are studied for both their styles and materials and their relation to politics, religion and patronage. >General Education Course. Lecture (3.00).

ART-103 History of Introduction to Art and Visual Culture 1400-1900 (3.00 cr.)

This course is a chronological survey of art and visual culture, western, and non-western. Selected works of painting, sculpture, architecture, drawing, printmaking, and decorative utilitarian objects made by peoples in Europe (Renaissance to Post-Impressionism), Asia, North and South America, India and Africa are studied for their styles, materials, and techniques and their relation to history, society, religion, patronage, politics and modernity. >General Education Course. Lecture (3.00).

ART-104 Modern Art 1890-1940 (3.00 cr.)

This course 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. >General Education Course. Lecture (3.00).

ART-105 History of Animation (3.00 cr.)

This course focuses on the history and development of animation as an art form, with particular attention to works of significant innovation and expression. Topics include the earliest cinematic practices; the first animated films, 1898-1928; sociological trends such as censorship and blacklisting of American animators; Japanese animation; the commerce of animation, including discussion of the studio system; involvement of the avant-garde with animation; animation from Europe; and the development of computer animation techniques. Lecture (3.00).

ART-107 History of Photography (3.00 cr.)

This course is a chronological survey of the aesthetic, historical and technical development of still photography as a major medium of artistic expression from its invention in the early 19th century to its present prominence in contemporary art. >General Education Course. Lecture (3.00).

ART-110 Contemporary Art 1940-Present (3.00 cr.)

This course is a chronological survey of the expansion of forms, media, issues, and participants in the art made in industrial nations since World War II. Selected works of painting, sculpture, photography, architecture, performance, and video are examined as stylistic and historical objects addressing art history and theory, popular culture, politics, gender, race, and a truly global culture. >General Education Course. Lecture (3.00).

ART-122 Two-Dimensional Design (3.00 cr.)

This course is an introduction to the studio skills, concepts, and language applicable to the problems of two-dimensional design as related to the visual arts. Lecture (2.00), Laboratory (2.00).

ART-123 Life Drawing I (3.00 cr.)

This course is an intensive study of the anatomy and structure of the human figure as rendered in pencil, brush, charcoal, and ink. Emphasis is placed upon line perspective, form, value, and space relationships. Lecture (2.00), Laboratory (2.00).

ART-124 Drawing Fundamentals (3.00 cr.)

This course teaches free and schematic drawing skills necessary for advanced studio applications in the visual arts. Lecture (2.00), Laboratory (2.00).

***ART-126 Introduction Computer Graphic (3.00 cr.)**

This course is a class in the use of the computer as a visual tool. Emphasis is placed on creative visual output. No knowledge of mathematics or programming is required. Lecture (2.00), Laboratory (2.00).

ART-127 Painting I (3.00 cr.)

This course is an introduction to the techniques and aesthetic considerations of painting. The thread of study is two-fold: a traditional oil painting: formal, academic study of structure, spatial relationships, value, composition, color, temperature, and texture; b. contemporary: unique, creative expression in oil and/or other media in pursuit of contemporary approaches grounded in sound design and concept. In both threads, student painting may include portraiture/life model, still life, interiors/exterior, landscapes, and/or non-objective. Lecture (2.00), Laboratory (2.00).

ART-181 Photography I (3.00 cr.)

This course introduces camera handling and basic black and white darkroom techniques. Topics covered include camera operations, principles of exposures, basic understanding of light, film development, printing, picture content and compositional design. Technical and aesthetic possibilities of photography are explored through hands-on visual shooting assignments, photo exhibitions, slide presentations and critiques. A 35mm SLR camera with manual override is required. Lecture (2.00), Laboratory (2.00).

ART-184 Digital Photography (3.00 cr.)

This course is designed for students with a basic understanding of computer graphics to gain knowledge of digital photography and photographic manipulation. Students will create art using a variety of photographic processes. Through hands-on assignments, slide presentations, critiques, readings, and exhibitions, students will engage with and build upon the artistic and technical possibilities created by extending photography into the digital realm. Digital cameras, scanners, printers, and computers will be available for classroom use. Lecture (2.00), Laboratory (2.00).

***ART-189 Computer 2D Illustration (3.00 cr.)**

This course explores the essential techniques for creating two-dimensional illustrations, logos and charts using the drawing tools and functions. This course emphasizes the basic operations and functions of object-oriented computer graphics using both spot and process color on the computer. Lecture (2.00), Laboratory (2.00).

****ART-192 Computer 3D Animation I (3.00 cr.)**

This course concentrates on the use of state-of-the-art 3D animation software. Students become familiar with animation in a 3D environment using proper lighting, camera setup, 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. Lecture (2.00), Laboratory (2.00).

***ART-197 Computer Imaging (3.00 cr.)**

This course teaches the basic principles of digital image processing and manipulation, including scanning, editing, color correction, color separations, special effects and transformation techniques. This course emphasizes the methods used to scan images from photographs, to retouch and alter these images, and to create bit-mapped (2.00).

ART-223 Life Drawing II (3.00 cr.)

This course further advances the study of the human figure by refining the studio skills and ideas explored in Life Drawing I. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-123.

ART-226 Letterform and Type (3.00 cr.)

This course is the study of typographic design, history, and function, and appropriate usage. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-122.

ART-228 Painting II (3.00 cr.)

This course continues the studio practice introduced in ART-127 in which students explore and develop technical and aesthetic considerations in painting. The thread of study is two-fold: a. traditional, academic study in oil painting; and b. contemporary painting experimentation and exploration in oil and/or other media. As in ART-127, student painting may include portraiture/life model, still life, interiors/exterior, landscapes, and/or non-objective work. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-127.

ART-229 Painting III (3.00 cr.)

This course continues the studio experience introduced in ART-127 and further explored in ART-228. Students develop more advanced technical competencies, and more refined personal, aesthetic considerations, than in the previous two courses. The thread of study is two-fold: a. traditional, academic study in oil painting; and b. contemporary painting experimentation and exploration in oil and/or other media. Student painting may include portraiture/life model, still life, interiors/exterior, landscapes, and/or non-objective work. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-228.

ART-230 Painting IV (3.00 cr.)

This course furthers the studio experience of the previous courses. The thread of study is two-fold: a. traditional, academic study in oil painting; and b. contemporary experimentation and exploration in oil and/or other media. In this advanced course, students work toward greater technical competency than achieved in ART-229 and an increasingly refined personal aesthetic that both their work and a written statement. Painting may include portraiture/life model, still life, interiors/exterior, scapes, and/or non-objective work. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-229.

ART-259 Computer Graphics Web Developer (3.00 cr.)

This course is an introduction to select software packages that increase a Web developer's ability to refine electronic images and text. Areas covered include aesthetic application; creating graphics 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 troubleshooting technical problems. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-189 or ART-197.

ART-260 Graphic Design I (3.00 cr.)

This course enables students to develop proficiency in the graphic communication processes. Emphasis is on creative design solutions for commercial art problems. Students apply their knowledge in preparing graphics for publication and sales promotion. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-226.

ART-261 Graphic Design II (3.00 cr.)

This course is a continuation of the problem solving approach to design previously explored in Graphic Design I. Lecture (2.00), Laboratory (2.00). Prerequisites: ART-260 and ART-287.

ART-271 Portfolio Presentation (2.00 cr.)

This course is a class in the selection, arrangement and presentation of visual communication material. From designing a how to get your foot in the door resume/cover letter to a how-to in visual arts business practices. This class is necessary for freelancers and transfer/graduate aspirants alike. Topics covered include current portfolio and presentation types, interview techniques, writing

resume and cover letters, how artwork is priced, business and legal practices for commissioned artwork, employment issues, salaries and freelance prices. Lecture (1.00), Laboratory (2.00). Prerequisites: ART-122, ART-189, and ART-197, and any 3 courses from ART-260, ART-226, ART-287, ART-127, ART-192, ART-290, MUS-151 or ART-298.

ART-281 Photography II (3.00 cr.)

This course refines and further explores techniques and ideas presented in Photography I. Emphasis is on the relationship between exposure, film development and the finished print. Course work focuses on enhanced darkroom skills and experimentation with toners, different photographic papers, advanced lighting situations, and exposure techniques. A 35mm SLR camera with manual override is required. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-181.

***ART-287 Computer Layout I (3.00 cr.)**

This course is designed for students knowledgeable in typography wishing to expand their skills in a hands-on creative manner. Students design and set type for advertising, publishing and corporate business problems. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-226 and (ART-189 or ART-197.)

***ART-288 Computer Layout II (3.00 cr.)**

This is a course that 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. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-287 and (ART-189 or ART-197.)

****ART-290 Computer 2D Animation I (3.00 cr.)**

This course introduces the fundamental skills and concepts of 2D computer animation, motion graphics, and digital video. The focus is twofold: technical and aesthetic. Technical study is comprehensive, from operating systems and software interface, to audio/video capture, to special effects, editing, and output. Aesthetic issues emphasize innovative approaches to sequential organization of thematic materials. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-189 or ART-197.

****ART-291 Computer 2D Animation II (3.00 cr.)**

This course is an advanced level studio experience in computer animation design and production. Technical and aesthetic issues in masking, key framing, 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-192 and/or ART-293, the possibilities for incorporating 3D animations into their projects are presented. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-290.

****ART-293 Computer 3D Animation II (3.00 cr.)**

This course continues the study of state-of-the-art 3D animation, while concentrating on advanced technique and the integration of other computer graphic hardware/software in producing student work. Course work emphasizes the development of realistic and/or stylized visuals, as well as eye-catching special effects. Demo reels and business practices are included in the class work and discussion. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-192.

***ART-298 Interact Multimedia (3.00 cr.)**

This course teaches the principles of building illustrations and photographs into time-based computer visuals with sound. Students will create, assemble, and animate interactive media for distribution on CD-ROM and the Web. Lecture (2.00), Laboratory (2.00). Prerequisite: ART-189 or ART-197.

ART-462 Co-Op Work Experience (Commercial Art) (2.00 cr.)

This course places students as assistants in commercial art establishments. Students must work a minimum number of hours for the semester and will also attend a weekly one-hour seminar at Bergen. Student's work experiences are supervised by Bergen faculty members. Co-Op job-placement assistance is available through the Co-Op office. 1 lecture, plus 120 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (8.00). Prerequisite: ART-260.

ART-463 Co-Op Work Experience (Commercial Art) (3.00 cr.)

This course places students as assistants in commercial art establishments. Students must work a minimum number of hours for the semester and will also attend a weekly one-hour seminar at Bergen. Student's work experiences are supervised by Bergen faculty members. Co-Op job-placement assistance is available through the Co-Op office. 1 lecture, plus 180 minimum hours work

experience distributed over the semester. Lecture (1.00), Cooperative (12.00). Prerequisite: ART-260.

AVT – AVIATION TECHNOLOGY

AVT-100 Introduction to Aeronautics (3.00 cr.)

This course is a study of the science, theory, and practice of designing, building, and operating aircraft. Topics considered include a brief history of the evolution of aviation and aircraft, basic aircraft design and flight controls, aircraft systems, navigation, air law, airport operations, and weather. Aeronautical decision-making, concept application, and practical applications will be stressed. Lecture (3.00).

BIO – BIOLOGICAL SCIENCES

BIO-101 General Biology I (4.00 cr.)

This is the first course in a two-semester sequence in general biology. It is designed to explain the fundamental principles of biology and to promote an awareness of their significance to society. Lecture topics include Introduction to Biology, review of basic chemistry, cell biology, genetics, and a survey of Kingdoms Monera, Protista, and Fungi. Laboratory exercises develop proficiency in the use of laboratory equipment and guide students in investigations of cell biology, genetics, and microbiology. >General Education Course. Lecture (3.00), Laboratory (3.00).

BIO-103 The Human Body (4.00 cr.)

This is a one-semester course that is concerned with basic chemistry, the human cell, tissues, and the musculoskeletal, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. The course includes a survey of metabolism and fluid/electrolyte balance. Lectures are supplemented by writing assignments and discussions. Laboratory exercises include microscopy, dissection, and anatomical and physiological experiments that complement the lecture. >General Education Course. Lecture (3.00), Laboratory (3.00).

BIO-104 Microbiology (4.00 cr.)

This is a laboratory science course that emphasizes the principles of biology as they apply to microorganisms. The morphology, anatomy, physiology, growth, metabolism, nutrition, control, and identification of the various microbes, genetics including recombination technology, industrial and clinical case studies in microbiology are discussed. Representative laboratory exercises include staining procedures, media preparation, pure culture techniques, culture identification, and serology. >General Education Course. Lecture (3.00), Laboratory (3.00).

BIO-107 Introduction to Human Biology (4.00 cr.)

This course is a human anatomy and physiology course intended for the non-biology major. Biological principles are taught by examining human body systems, homeostasis, and disease. This information, relevant because it applies to their own bodies, will help students understand medical issues, appreciate the importance of exercise and nutrition in maintaining health, and consider environmental concerns including the health effects of pollution and overpopulation. Laboratory exercises include microscopy and dissection. >General Education Course. Lecture (3.00), Laboratory (3.00).

BIO-108 Introduction Environmental Biology (4.00 cr.)

This course deals with humans and their interactions with the environment. Topics covered include fundamental aquatic and terrestrial ecology, air and water pollution, world population problems, loss of biodiversity, pesticides, solid waste problems and an extensive review of energy problems and their solutions. Laboratories include measurements of various environmental pollutants, analysis of environmental parameters and descriptive and practical reinforcement of lecture material. >General Education Course Lecture (3.00), Laboratory (3.00).

BIO-109 Anatomy and Physiology I (4.00 cr.)

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. Among the topics considered 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. >General Education Course. Lecture (3.00), Laboratory (3.00).

BIO-115 Vertebrate Anatomy and Physiology I (4.00 cr.)

This course focuses on the structures and functions of vertebrate organ systems, with primary emphasis on mammals. After a brief overview of vertebrate development and evolutionary history, the major portion of the course reviews each system, across all principal groups. Study of basic cellular biology and of skeletal, muscle, and nervous systems are included. Normal homeostatic mechanisms and pathophysiological conditions are emphasized, as well as the interrelationships of organs and organ systems. Dissection is required. Lecture (3.00), Laboratory (3.00).

BIO-119 Intense Wolf Study (3.00 cr.)

This course deals with an organism that represents the conflicts between humans and wildlife management issues. Taught at the International Wolf Center in Ely, Minnesota, during the winter semester break, students will study captive wolves as well as wolves in their natural habitat. Lecture topics include the biology and ecology of the gray wolf, *Canis lupus*. Afternoon and evening sessions involve fieldwork and independent study. Lecture (1.00), Laboratory (6.00).

BIO-130 People-Plant Relationships (4.00 cr.)

This course explores the effects of plants on biological organisms that influence human economic, social and psychological behavior. The course will focus on two major themes: 1) plants as sources of food, shelter, clothing, drugs, and industrial raw material; and 2) the influence of plant life on human cultural diversity, biotechnology, medicine, and conservation efforts. >General Education Course. Lecture (3.00), Laboratory (3.00).

BIO-131 General Botany (4.00 cr.)

This course is an introduction to the biology of plants. The course includes an analysis of plant structure and function, an explanation of the principles of plant genetics, an exploration of plant evolution, and an examination of plant ecology. The importance of plants to people will be illustrated through discussions of people's ecological and economic dependence upon plants. The course content will be presented through lectures, demonstrations, and laboratory exercises. >General Education Course. Lecture (3.00), Laboratory (3.00).

BIO-201 Comparative Anatomy (4.00 cr.)

This course is a study of the body structures of some representative vertebrate animals and of their functional and evolutionary relationships. Laboratory exercises include detailed dissection of the lamprey eel, the dogfish, the mudpuppy, the cat, and other animals. Lecture (3.00), Laboratory (3.00). Prerequisites: BIO-101 and BIO-203.

BIO-202 Embryology (4.00 cr.)

This course is the study of vertebrate embryonic development from gametogenesis and fertilization to the development of the body organs. Laboratory exercises include experiments with living sea urchins, Japanese medaka fish, frogs, and chick embryos, as well as microscopic examination of the various sections of the embryos. Lecture (3.00), Laboratory (3.00). Prerequisites: BIO-101 and BIO-203.

BIO-203 General Biology II (4.00 cr.)

This course explores the evolution and biodiversity of representative organisms in the plant and animal kingdoms. Studies of plants investigate diversity, structure, and the physiology of absorption, transport, and photosynthesis. Students will examine the structure and life cycles of invertebrate and vertebrate animals. In a unit on Ecology, students will learn how living organisms interact with their environment. Laboratory exercises utilizing observation, experimentation, microscopy, and dissection provide practical demonstrations of the topics covered in lecture. >General Education Course. Lecture (3.00), Laboratory (3.00). Prerequisite: BIO-101.

BIO-209 Anatomy and Physiology II (4.00 cr.)

This course continues the study of human anatomy and physiology. Among the topics considered are the digestive system, metabolism, urinary system, fluid and electrolyte balance, the nervous system, the endocrine system, and the reproductive system. Lectures are supplemented by writing assignments, discussion and laboratory sessions that include dissection and elementary physiology experiments. >General Education Course. Lecture (3.00), Laboratory (3.00). Prerequisite: BIO-109; minimum grade C.

BIO-210 Introduction Biotechnology (4.00 cr.)

This course is designed to give students both a theoretical background and a working knowledge of the instrumentation and techniques employed in a biotechnology laboratory. Emphasis will be placed on the introduction of foreign

DNA into bacterial cells, as well as the analysis of nucleic acids (DNA and RNA) and proteins. Lecture (3.00), Laboratory (3.00). Prerequisite: BIO-101.

BIO-211 Introduction Bioinformatics (3.00 cr.)

This course is designed to give students both a theoretical background and a working knowledge of the techniques employed in. Emphasis will be placed on biological sequence (DNA, RNA, protein) analysis and its applications. Lecture (2.00), Laboratory (2.00). Prerequisites: BIO-101 and BIO-210.

BIO-215 Vertebrate Anatomy and Physiology II (4.00 cr.)

This course is a continuation of Vertebrate Anatomy and Physiology I. The endocrine, circulatory, respiratory, renal, reproductive and digestive systems will be studied. Normal homeostatic mechanisms and pathophysiological conditions are emphasized, as well as the interrelationships of organs and organ systems. Dissection is required as part of the laboratory syllabus. Lecture (3.00), Laboratory (3.00). Prerequisite: BIO-115.

BIO-225 Invertebrate Zoology (4.00 cr.)

This course is a survey of the organisms without backbones, the invertebrates. Topics include the taxonomic concepts of cladistics versus the Linnaean phylogenetic study of these organisms. Concepts such as protostomes vs. deuterostomes, the development of the coelom, metamorphosis, etc., will be discussed. Laboratory sessions include external and internal examinations (dissections) of these organisms and descriptive and practical reinforcement of lecture materials. Lecture (3.00), Laboratory (3.00). Prerequisites: BIO-101 and BIO-203.

BIO-227 Principles of Ecology (4.00 cr.)

This course deals with terrestrial and aquatic ecology. Topics covered include abiotic characteristics of ecosystems as well as detailed discussions of populations, communities, ecosystems and biomes. Discussions also include such topics as ecological succession and paleoecology. Qualitative and quantitative data of ecosystems is gathered during the early part of the semester in which ecological data will be collected during field experiences. These data will be analyzed during the second half of the semester in the laboratory. Statistical analysis and report writing will also be stressed. Lecture (3.00), Laboratory (3.00). Prerequisites: BIO-101 and BIO-203.

BIO-228 Introduction Marine Biology (4.00 cr.)

This course deals with a basic introduction to marine environments, emphasizing ecological principles governing marine life throughout the world. Topics include basic oceanography, marine ecological systems, planktonic communities, deep-sea biology, subtidal and intertidal ecology, estuarine and coral reef communities, human impact, agriculture and pollution. Lab sessions will include in-house lab exercises, field experiences, analysis of data, group projects and report writing. Lecture (3.00), Laboratory (3.00). Prerequisites: BIO-101 and BIO-203.

BIO-229 Tropical Marine Ecology (4.00 cr.)

This course covers characteristics of populations, communities, and ecosystems found in tropical regions. Taught at the Keys Marine Laboratory in Long Key, Florida, during the summer semester, students study coral reef structure and ecology, the intertidal zone, mangrove and terrestrial communities, interstitial organisms, and atrophic relationships. Lab sessions include experiences, group projects and report writing. Lecture (3.00), Laboratory (3.00). Prerequisites: BIO-101 and BIO-203.

BNF – BANKING AND FINANCE**BNF-101 Principles of Banking (3.00 cr.)**

This course presents the fundamentals of bank and financial services functions in a descriptive fashion so that the beginner banker may acquire a broad and operational perspective. Topics considered include fundamentals of negotiable instruments, contemporary banking issues, and developments within the banking industry. Lecture (3.00).

BNF-102 Personal Finance and Money Management (3.00 cr.)

This course provides students with a basic understanding of personal finance so that they may properly manage their own financial affairs. Topics include financial planning, budgeting and income taxes; managing savings plans, credit cards and debt problems; renting vs. buying; health, disability and life insurance; investing in stocks, bonds and mutual funds; and retirement planning, wills and estate planning. Lecture (3.00).

BNF-103 Sports Finance (3.00 cr.)

This course provides students with a foundation of financial practices associated with the sports industry. Analysis of financial statements, risk, time value of money, financial ratios, budgeting, debt and equity financing, facility financing, park and recreation agencies, feasibility studies, and other relevant financial matters associated with college athletics and professional sports. Lecture (3.00).

BNF-201 Principles of Finance (3.00 cr.)

This course provides the beginning student with awareness and a basic conceptual understanding of financial theory and practice. Topics considered include financial analysis and control, working capital management, capital budgeting, long-term financing, financial leverage, and financial ratios. Lecture (3.00). Prerequisites: ACC-101 or ACC-110, and BUS-101.

BNF-202 Asset Management (3.00 cr.)

This course provides an overview of the asset management industry, the products and services it provides, and how assets professionals can help potential and existing customers. Principal topics covered are types of assets, investment vehicles, agencies, wills and the probate process, customer relationships, guardianships and Powers of Attorney, personal trusts and selling, hedge funds, marketing and competition. Lecture (3.00). Prerequisite: BNF-101 or BUS-101.

BNF-203 Cash Management (3.00 cr.)

This course introduces the student to the importance of cash management in business and the basic concepts of cash, credit and collection. Topics include cash management tools, the payments system, international cash management, general uses of credit, use of financial statements and financial ratios to make credit-related decisions, and policies and procedures for handling collections. Other topics, such as technology, customer relationship, banking relationship, and finance companies, may be included. Lecture (3.00). Prerequisites: ACC-101 or ACC-110, and BUS-101.

BNF-207 Principles Investment and Portfolio Management (3.00 cr.)

This course examines investment instruments, the investment process and markets and investment strategies. Students will explore the characteristics of stocks, bonds, options, futures, and other investment vehicles. Portfolio theory will be studied. Lecture (3.00). Prerequisites: (ACC-101 or ACC-110,) and BUS-101.

BNF-208 International Finance (3.00 cr.)

This course provides students with an understanding of international financial transactions. Topics covered included balance of payment problems with their attendant trade barriers and restrictions, methods of payment and their inherent risks, and strategies to optimize export financing and foreign capital investment yields. Lecture (3.00). Prerequisites: (BUS-201 or BUS-262) and (ACC-101 or ACC-110).

BNF-462 Co-Op Work Experience (Banking and Finance) (2.00 cr.)

This course is a recommended elective for all students who are pursuing an Associate in Applied Science degree in the Banking, Credit and Finance curriculum. It is designed to provide practical banking and/or credit management experience in a college-approved work environment. Job placement assistance is available through the Co-Op Office. 120 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (8.00). Prerequisite: BNF-101.

BNF-463 Co-Op Work Experience (Banking and Finance) (3.00 cr.)

This course provides the student with practical, supervised experience in various areas of finance and banking. Through on-the-job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in these fields. Students are supervised by a faculty member and job placement assistance is available through the Co-Op Office. 1 lecture, 3 credits plus 225 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (12.00). Prerequisites: BNF-101, BNF-102, and BNF-203.

BUS – BUSINESS ADMINISTRATION**BUS-101 Intro to Business (3.00 cr.)**

This course is a study of the activities that make up the field of business. Some of the topics covered are the ownership, organization, and management of business, finance, marketing, unions, and government regulations. Lecture (3.00).

BUS-102 Retailing (3.00 cr.)

This course provides the student with the fundamental principles of retailing and their application in small, medium-sized, and large stores. Topics include store location, layout, and organization; consumer behavior and customer relationships; employee training and motivation; sales forecasting, and inventory management; information flow; merchandising; and strategies to gain a competitive edge in the local and global marketplace. Lecture (3.00).

BUS-103 Business Mathematics (3.00 cr.)

This course provides a background in the principles and problems related to banking, interest, depreciation, and the pricing of. Attention is also given to commercial paper, consumer credit, and various taxes. Lecture (3.00). Prerequisite: MAT-011.

BUS-104 Customer Service (3.00 cr.)

This course emphasizes the relevance of customer service in all types of businesses. Topics include importance of customer service, external and internal customers, cost of poor customer service, challenges of customer service, ethics in customer service, problem solving, empowerment, effective communication, dealing with difficult customers, motivation and leadership, customer retention and measurements of customer satisfaction. Lecture (3.00).

BUS-105 Business Communications (3.00 cr.)

This course covers the communications skills of writing, speaking and listening, with particular application to the field of business. Emphasis is placed on effective techniques to be used in interviews and meetings. Students learn how to prepare business letters, memos, and reports. Oral presentations are included. Lecture (3.00).

BUS-106 Effective Selling (3.00 cr.)

This course presents current theories and practices for salespersons of consumer and industrial goods and services. Topics include evaluation of customer needs, importance of product data, buying motives, the development of sales presentations, personal qualifications of the salesperson and career opportunities. Lecture (3.00).

BUS-107 e-Tailing (3.00 cr.)

This course covers the key critical success factors and business concepts serving as the foundation of the fastest growing segment of the overall total retailing area. The course covers the unique approaches of B2B, B2C, and C2B organizations. Web hosting alternatives, search engine optimization, legal/ethical considerations, and supply chain factors are emphasized for their importance. Lecture (3.00).

BUS-110 Transportation Logistics and Supply Chain Management (3.00 cr.)

This course covers the basic concepts and processes in distributing goods and services within a supply chain environment. The course covers trends in globalization, technology, and supply/demand planning. Specific topics include demand forecasting, collaborative planning procurement, inventory fundamentals, transportation alternatives, warehousing logistics, materials handling, and packaging. The course also addresses strategic and operational aspects of transport management, information systems architecture, E-Commerce, and third party logistics. Lecture (3.00).

BUS-115 Introduction to Nonprofit Organizations (3.00 cr.)

This course examines the principles, techniques, and administration of the not-for-profit sector. Topics include the history, missions, and distinctions of nonprofits, as well as their governance, funding and development, financial framework, accountability, management, marketing, as well as their relationships with government and profit sectors. Lecture (3.00).

BUS-116 Funding and Grant Management (3.00 cr.)

This course examines the requirements to launch and conduct a viable fundraising program for a nonprofit organization. Emphasis is placed on matching organizational needs and programs to available funding resources. Topics include the search for funding, writing effective funding proposals and solicitation letters, the nature and requirements of grant writing for nonprofits, and grant management. Lecture (3.00).

BUS-129 Event Planning and Management I (3.00 cr.)

This course will provide the information and tools needed to meet the needs and expectations of participants of meeting and event participants in an ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions. Lecture (3.00).

BUS-150 Sport and Team Branding (3.00 cr.)

This course examines brand management as it applies to sports and sport merchandising. Study includes the impact, desire, and profitability of branding; developing and executing a successful brand strategy; building, measuring, and managing brand equity; as well as leveraging the marketing mix to build a high-demand brand platform with a strong customer focus by integrating merchandise items with creative sponsorships. Lecture (3.00).

BUS-170 Small Business Management (3.00 cr.)

This course introduces the student to the basic knowledge and skills necessary for managing or owning a small business. Topics include getting started, planning and managerial skills, inventory, finance, risk management, marketing, taxation, and community responsibility. Students will analyze a variety of cases. Lecture (3.00).

BUS-201 Marketing Principles (3.00 cr.)

This course introduces the student to the principles, functions, and tools of modern marketing practices. The interrelationship product, price, promotion, and distribution decisions on the success of an organization are emphasized. The impact of the economic, competitive, socio-cultural, technological, and legal-regulatory forces in the marketing environment is explored. The similarities and differences in the marketing of goods, services, and ideas are considered. Lecture (3.00). Prerequisites: BUS-101 or BUS-115.

BUS-202 International Marketing (3.00 cr.)

This course introduces the student to the global marketing environment and to the diverse factors that shape it. Topics of discussion include product, pricing, promotion, and distribution decisions as they relate to the international marketplace for goods and services. Lecture (3.00). Prerequisite: BUS-101.

BUS-203 Sports Marketing (3.00 cr.)

This course applies a marketing focus on the sports industry. Study includes target marketing and segmentation, sponsorship, promotions, events, and the creation of an optimum marketing mix for sport products. This course also examines the pricing dynamics of sport, sports franchising and managing controversial issues, for example, those surrounding celebrities. Lecture (3.00). Prerequisite: BUS-101.

BUS-205 Entrepreneurship (3.00 cr.)

This course is an overview of the concepts and principles of business development and management. The use of case study analysis facilitates practical understanding and appreciation of business concepts. In addition, students gain further practical knowledge through the use of the Internet. The course provides a comprehensive perspective of ownership and management of a small business or new venture. Lecture (3.00). Prerequisite: BUS-101.

BUS-207 Principles of Business Management (3.00 cr.)

This course introduces the student to the management process through which an organization utilizes human, financial, physical, information and entrepreneurial resources effectively and efficiently to accomplish the organization's objectives. The managerial of planning, organizing, staffing, communicating, leading, and controlling are explored within the context of a rapidly changing and increasingly diverse global society. The ethical implications of management decisions are emphasized. Lecture (3.00). Prerequisite: BUS-101 or BUS-115.

BUS-208 Human Resources Management (3.00 cr.)

This course examines procedures to be followed in supervising workers under applicable legal and contractual agreements. Techniques of hiring, training, evaluation, promotion, remedial action, and dismissal are examined. Special attention is devoted to relations with unions. Case studies are emphasized, and student participation is encouraged through role playing, visual aids, and personal projects. Lecture (3.00). Prerequisite: BUS-101 or BUS-115.

BUS-210 e-Marketing (3.00 cr.)

This course explores the use of the Internet, World Wide Web, and online social networking on the marketing of goods, services, and ideas. Topics include identification of web-based marketing goals, selection of the appropriate Web-based marketing strategy, conducting primary and secondary marketing research, Web-design criteria, Web-based advertising techniques, and revenue streams. Students will develop and integrated Internet marketing plan, including development of a Web presence, for an organization. Lecture (3.00). Prerequisite: BUS-101 or BUS-115 or BUS-170 or BUS-201.

BUS-211 Internet Law (3.00 cr.)

This course introduces the student to the complexities of the legal environment in the information age with a special focus on E-commerce. Topics covered include basic contract law; current and future contract law for E-commerce; contracting and licensing software; torts and cybertorts; privacy and government regulations; intellectual property laws including patents, trade secrets, copyrights and trademarks; and Internet agreements. Students will review and analyze actual cases. Lecture (3.00). Prerequisites: (BUS-101 or BUS-170) and INF-163.

BUS-229 Event Planning and Management II (3.00 cr.)

This course will provide the information and tools needed to meet the needs and expectations of participants of meeting and event participants in an ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions. Lecture (3.00). Prerequisite: BUS-129 or HRM-129.

BUS-233 Business Law I (3.00 cr.)

This course is a survey of the law as it applies to business. It covers the law of contracts, torts, crimes, and commercial paper and analyzes the New Jersey Court System. Lecture (3.00). Prerequisite: BUS-101.

BUS-234 Business Law II (3.00 cr.)

This course continues the survey of business law and covers sales, consumers' rights, bailment, insurance, partnerships, and corporations. Lecture (3.00). Prerequisite: BUS-233.

BUS-250 Advertising (3.00 cr.)

This course is designed to give the student a broad view of advertising principles and their relationship to marketing. The student will select and use different media, conduct market research, write copy, and prepare advertising layouts. An advertising campaign will be completed as a term project. Lecture (3.00). Prerequisite: BUS-201.

BUS-251 Sports Merchandising and Promotion (3.00 cr.)

This course examines merchandising management as it relates to the sports industry. Study includes theories of successful sport merchandising; examination of the planning, implementation and control of sport sales and promotion; use of technology, such as holograms, to protect brand validity; licensing; outlet venues for merchandise; organizing a sports promotion and sales campaign; as well as e-commerce merchandising as a strategic resource of a sports team website. Lecture (3.00). Prerequisite: BUS-101 or BUS-150 or WEX-127 or PSY-111 or BUS-203.

BUS-262 Fundamentals International Business (3.00 cr.)

This course is designed to familiarize the student with the institutional and practical aspects of international business. Principal topics presented include global business environments, strategies for international management, marketing, finance, and relevant legal and political considerations. Lecture (3.00). Prerequisite: BUS-101.

BUS-263 International Trade Documents and Transportation (3.00 cr.)

This course provides the student with an understanding of the terminology and mechanics of the movement of goods from one country to another. Among the topics covered are selling terms and conditions, in land documentation to port of exit, foreign documentation, and ocean and air transportation strategies. Lecture (3.00). Prerequisite: BUS-101.

BUS-271 e-Commerce (3.00 cr.)

This course explores how small and large businesses use the Internet to increase or create their market presence. Students will design and develop a prototype of an electronic enterprise suitable for the Web. Lecture (2.00), Laboratory (2.00). Prerequisite: BUS-101.

BUS-463 Co-Op Work Experience (Business Administration) (3.00 cr.)

This course provides the student with practical, supervised experience in various areas of business management, marketing, or international business. Through on the job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in these fields. Students are supervised by a faculty member and job placement assistance is available through the Co-Op Office. 225 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (14.00). Prerequisite: BUS-201 or BUS-202 or BUS-207 or BUS-208.

BUS-473 Co-Op Work Experience (Business Administration) (3.00 cr.)

This course enables the student to learn and practice food marketing skills under professional guidance in a college approved work environment. The student's work is supervised by a trained faculty member. Students must work a minimum number of hours for the semester and attend the weekly seminar. 180 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (11.00). Corequisite: BUS-268.

BUS-474 Co-Op Work Experience (Business Administration) (4.00 cr.)

This course enables the student to learn and practice food marketing skills under professional guidance in a college approved work environment. The student's work is supervised by a trained faculty member. Students must work a minimum number of hours for the semester and attend the weekly seminar. 240 minimum hours work experience distributed over the. Lecture (1.00), Cooperative (15.00). Corequisite: BUS-268.

CHM – CHEMISTRY**CHM-100 Introduction to Chemistry (4.00 cr.)**

This course is designed to give non-science majors awareness and an understanding of the fundamental concepts of modern chemistry. Topics covered include measurement, atomic theory, chemical bonding, the periodic table, chemical reactions, and stoichiometry. The course includes a writing and communications requirement that relates the topics covered to a broad historical, social, and cultural context. >General Education Course. Lecture (3.00), Laboratory (3.00). Prerequisite: MAT-011.

CHM-102 Chemistry in Context (4.00 cr.)

This course is a student-centered approach for non-science majors to learn fundamental chemistry and its linkage to consumer, public policy, business and international affairs. Core topics taught include chemistry terminology, formulas, reactions, scientific measurements, shapes of molecules, chemical toxicity, green chemistry, consumer chemistry and energy sources. Laboratory activities emphasize fundamental concepts and measurements. Use of scientific and governmental Web sites, papers, poster presentations and discussion groups draw on students' major fields of study. >General Education Course. Lecture (3.00), Laboratory (3.00). Prerequisite: MAT-011.

CHM-110 Basic Biochemistry (4.00 cr.)

This course is a course for Dental Hygiene students. Principles of atomic theory, chemical bonding, and chemical reactions are studied with an emphasis on acids and bases. The structure and function of the major groups of organic compounds are studied in order to provide a basis for understanding the nature and role of the major classes of biochemical compounds such as carbohydrates and proteins. The study of enzymes is also presented. This course does not substitute for CHM-112. Lecture (3.00), Laboratory (3.00). Prerequisite: MAT-011.

CHM-112 College Chemistry (4.00 cr.)

This course is a survey of the fundamentals of inorganic chemistry, organic chemistry, and biochemistry. Topics taught in organic chemistry include atomic theory, chemical bonding, chemical reactions, nomenclature, gas laws, and acid-base buffers. The structure and function of the major classes of organic compounds are studied. Topics in biochemistry covered include proteins, carbohydrates, lipids, nucleic acids, and enzymes. The course includes a writing and communications requirement that relates the topics covered to a broad historical, social, and cultural context. >General Education Course. Lecture (3.00), Laboratory (3.00). Prerequisite: MAT-011; minimum grade C.

CHM-140 General Chemistry I (3.00 cr.)

This course is a study of the fundamental laws and theories of chemistry. Topics covered include units of measurement, dimensional analysis, stoichiometry, aqueous reactions, thermochemistry, electronic structure of the atom, periodicity, chemical bonding, molecular geometry and properties of gases. >General Education Course. Lecture (3.00). Prerequisites: CHM-100, and MAT-031/MAT-032 or MAT-035. Corequisites: CHM-141 and MAT-160.

CHM-141 General Chemistry I - Lab (1.00 cr.)

This course is designed to familiarize the student with chemical laboratory techniques through problem solving experiments. It complements material covered in CHM-140. Written lab reports are required. >General Education Course. Laboratory (3.00) Corequisite: CHM-140.

CHM-142 General Chemistry I Support (1.00 cr.)

This course is a recitation course designed to provide additional time for students enrolled in or repeating General Chemistry I

Lecture (1.00). Prerequisites: CHM-100 and (MAT-031/032 or MAT-035). Corequisites: CHM-140, CHM-141, and MAT-160.

CHM-212 Organic and Biochemistry (Spring Only) (4.00 cr.)

This course is designed to give students an understanding of the principles of Organic Chemistry and of Biochemistry. The study of Organic Chemistry will emphasize a functional group approach. Topics studied will include hydrocarbons, alcohols, carbonyl compounds, and amines. Topics taught in Biochemistry will include carbohydrates, proteins, lipids, nucleic acids, bioenergetics, enzymes, and biosynthetic pathways. Lecture (3.00), Laboratory (3.00). Prerequisites: (CHM-140 or CHM-112) and MAT-011.

CHM-240 General Chemistry II (3.00 cr.)

This is the second course of a two-semester sequence of general chemistry. Topics covered include intermolecular forces, properties of solutions, chemical kinetics, equilibrium, thermodynamics, acids and bases, and electrochemistry. >General Education Course. Lecture (3.00). Prerequisite: CHM-140; minimum grade C.

CHM-241 General Chemistry II - Lab (1.00 cr.)

This course is a continuation of CHM-141, with greater emphasis on more sophisticated experiments and equipment. It complements the material covered in CHM-240. Written lab reports are required. >General Education Course. Laboratory (3.00). Prerequisites: CHM-140 and CHM-141; minimum grade C. Corequisite: CHM-240.

CHM-250 Introduction to Instrumental Methods of Chemical Analysis (4.00 cr.)

This course is designed to give students a working knowledge of the instrumentation used in a modern analytical chemistry laboratory. Emphasis will be placed on learning techniques with the broadest range of pharmaceutical, environmental, and industrial application. The specific experimental methods include potentiometer techniques; atomic absorption and emission spectroscopy; UV / visible and fluorescence spectroscopy; NMR, FTIR, gas chromatography, HPLC, TLC, GC/MS and electrophoresis. Lecture (2.00), Laboratory (6.00). Prerequisites: CHM-240 and CHM-241.

CHM-260 Organic Chemistry I (4.00 cr.)

This course is a study of the fundamental classes of organic compounds, with emphasis on the relationship of structure and reactivity. Electronic theory, energy relationships, stereochemistry, and reaction mechanisms are used to explain reactivity. Molecular modeling is emphasized, particularly with respect to electrostatic potential maps. Practical applications, including syntheses, are studied and carried out in the laboratory. Instrumentation such as UV, IR, NMR, HPLC, and GC/MS are routinely used as qualitative and quantitative tools. Lecture (3.00), Laboratory (3.00). Prerequisites: CHM-240 and CHM-241.

CHM-262 Organic Chemistry II (4.00 cr.)

This course is a continuation of CHM-260 and includes the study of aromatic and organometallic compounds, spectroscopy, and the chemistry of carbonyl compounds. Topics presented include the theoretical basis for molecular reactivity, molecular modeling, determination of structure with emphasis on spectroscopic methods, mechanisms of chemical reactions, and synthesis of organic compounds. The microscale laboratory emphasizes preparation, purification, and identification of organic compounds. Analysis by IR, GC, GC/MS, NMR, and UV/VIS are integral to experiments. Lecture (3.00), Laboratory (3.00). Prerequisite: CHM-260.

CIN – CINEMA**CIN-140 Introduction to the Cinema (3.00 cr.)**

This course is a study of film as an art form. The course is designed to awaken a more sensitive and critical response to the cinema through an understanding of its form, content, development, and criticism. Films are screened to demonstrate these elements. >General Education Course. Lecture (2.00), Laboratory (2.00).

CIN-150 Special Topics in Cinema I (3.00 cr.)

This course permits specialized topics in cinema to be studied as a part of more general courses. Students may repeat this course for separate credit. Topics may include, but are not limited to, Women in Cinema, History of Animation, and World Cinema. Lecture (3.00).

CIN-160 Women in Cinema (3.00 cr.)

This course is a study of how the images, stories, and formal constructions in film can frame female identities. The course is only about the representation of

women in film history, it is also a study of cinema by women (such as Maya Deren, Su Friedrich, and Chantal Akerman.) Specific topics addressed over the span of the semester may include the history of the "weepies;" the biographies of certain actors and filmmakers; feminist film theory; the formal aspects of film; the depiction of women across film genres; and the role of filmmaking in the American and international feminist movements. >Diversity Course. Lecture (2.00), Laboratory (2.00).

CIN-170 American Cinema (3.00 cr.)

This course is a study of the language, history, and cultural impact of the American Film Industry. It explores the technology and aesthetics of Hollywood and non-Hollywood films. It also deals with how these films reflect the changing images Americans have had of themselves. Through in-class screenings, students will gain an understanding of each film's form, content, development, and criticism. Some specific areas covered include film production and language, the Studio System, and film genres. Lecture (2.00), Laboratory (2.00).

CIN-240 The Classic Cinema (3.00 cr.)

This course is an in-depth study of the style, philosophy, and significance of selected directors and films. Lecture (3.00). Prerequisites: CIN-140/THR-140.

CIN-250 Special Topics in Cinema II (3.00 cr.)

This course permits specialized topics in cinema to be studied as a part of more general courses. These courses require that students have had some experience using basic cinema terminology (e.g., shot structure, camera movement) through a 100 Level Cinema course. Students may repeat this course for separate credit. Topics may include, but are not limited to, Major Filmmakers, Documentary Cinema, Avant-Garde Cinema, Classic Cinema, and Film Noir. Lecture (3.00). Prerequisite: CIN-140 or THR-140 or CIN-150 or ART-105.

CIS – COMPUTER SCIENCE

CIS-158 Introduction Computer Science (3.00 cr.)

This course Science is intended for students who are interested in an algorithmic approach to problem solving using computers and their applications. Topics presented include terminology used in the computer field, introduction to computer systems and their applications. Students will work with various software packages on a microcomputer. >General Education Course. Lecture (2.00), Laboratory (2.00). Prerequisite: MAT-031/MAT-032 or MAT-035.

CIS-163 Computer Programming: QBasic (3.00 cr.)

This course is an introduction to programming techniques using the QBASIC language. Students learn how to develop programs for various applications, and they obtain extensive hands-on experience in the operation and use of a microcomputer. The course is intended for students in the liberal arts and sciences. Students with prior programming experience should take CIS-266 Computer Programming: Visual BASIC. Lecture (2.00), Laboratory (2.00). Prerequisite: MAT-031/MAT-032, MAT-035 or MAT-160.

CIS-165 Fundamentals of Programming (3.00 cr.)

This course is an introduction to computer systems and structured programming techniques. Topics considered include an introduction to the components of a computer system; problem solving and algorithm design; standard data types and declarations; input and output techniques; operators; library functions; fundamental control statements; arrays and strings; data sorting; and files. Applications are selected from various fields of study. >General Education Course. Lecture (2.00), Laboratory (2.00). Prerequisite: MAT-031/MAT-032, MAT-035 or MAT-160.

CIS-265 Advanced Programming Concepts (3.00 cr.)

This course is a continuation of CIS-165 C++ Programming I. Topics considered include functions; structured programming principles; pointer arithmetic; multidimensional arrays; fundamental sorting and searching algorithms; structures; unions; sequential and random access file processing algorithms; and the run-time behavior of programs. Lecture (3.00), Laboratory (1.00). Prerequisite: CIS-165.

CIS-266 Computer Programming: Visual Basic (3.00 cr.)

This course is an introduction to a programming tool for developing user-friendly Windows applications in the QBASIC programming language. It is intended for the student who has already learned the fundamental programming structures of a computer language. After a review of the fundamentals of QBASIC, Visual BASIC tools will be studied and incorporated into applications using modular programming techniques, arrays, sorting and searching techniques, and

sequential and random access files. Lecture (3.00), Laboratory (1.00). Prerequisite: CIS-163 or CIS-165.

CIS-270 Programming for Science Applications (3.00 cr.)

This is a computer programming language course with emphasis on mathematical, scientific, and engineering applications using structured programming principles. Topics covered include data types, specifications, fixed and floating-point arithmetic, input and output techniques, multidimensional arrays, external functions and subroutines. Lecture (2.00), Laboratory (2.00). Prerequisite: MAT-180.

CIS-271 Computer Organization and Assembly Language (3.00 cr.)

This course is a study of the interactions between hardware and software necessary for understanding the organization and application of computer systems. Topics to be considered include data representation, Boolean algebra and computer logic, the central processing unit and program execution, main memory, classes of machine language instructions, addressing formats, addressing modes, and the fundamentals of assembly language programming. Lecture (3.00). Prerequisite: CIS-165.

CIS-277 Data Structures and Algorithms (3.00 cr.)

This course is a study of the representation and implementation of abstract data types and related algorithms that are used in computer science. Topics considered include lists, strings, stacks, queues, trees, graphs, networks, file structures, recursive functions, sorting techniques, searching techniques, hashing, and analysis of algorithms. Lecture (3.00), Laboratory (1.00). Prerequisite: CIS-265; minimum grade C.

CIS-278 Database Systems (3.00 cr.)

This course is an introduction to the design and implementation of database systems. Topics considered include database architecture, physical data organization, the Entity-Relationship model, the hierarchical, network, and relational models of data, normalization theory, data definition languages and query facilities, data integrity and security, and programming language interfaces. Students use a DBMS to develop an actual database. Lecture (3.00), Laboratory (1.00). Prerequisite: CIS-265 or CIS-266.

CIS-287 Object-Oriented Programming (3.00 cr.)

This course is an introduction to the object-oriented approach to program development. Topics considered include classes and their implementation, static members, friend functions, composite classes, functions and operator overloading, inheritance, polymorphism and an introduction to object-oriented analysis and design. Lecture (3.00), Laboratory (1.00). Prerequisite: CIS-265.

CIS-288 Discrete Mathematics (Computer Science) (4.00 cr.)

This course is a study of the mathematical theory and techniques that underlie computer science. Topics considered include set theory, induction, counting techniques, relations and functions, recurrence relations, trees, graphs, Boolean algebra and circuits, grammars and an introduction to automata theory. Applications of these topics in computer science are included in the course. Lecture (4.00). Corequisite: CIS-265.

CIS-289 Systems Analysis and Design (Computer Science) (3.00 cr.)

This course is an introduction to the terminology, concepts, and tools for these two phases of the system development life cycle. Topics considered include preliminary investigation, information requirements analysis, project management, data specification, flow diagrams, logical data modeling, process specification, structure charts, design techniques, design criteria, and packaging. Lecture (3.00). Corequisite: CIS-277.

COM - COMMUNICATION

COM-100 Speech Communication (3.00 cr.)

This course guides students through the methods of organizing, delivering, and evaluating the spoken word in various speech situations. Intrapersonal and interpersonal communication in conjunction with public address is studied. >General Education Course. Lecture (3.00).

COM-101 Mass Media Communication (3.00 cr.)

This course is a study of the print and broadcast media. The roles of media in society, a history of media, and the legal control of media are explored. Lecture (3.00).

COM-102 Public Speaking (3.00 cr.)

This is a course in effective speaking in academic, workplace, and public environments which stresses organization, effective delivery, and critical

listening skills. A strong emphasis is placed on student performance to help the student gain speaking practice and develop self-confidence in a variety of speaking situations. Lecture (3.00).

COM-103 Introduction to Radio and Television Broadcasting (3.00 cr.)

This course is a study of American broadcasting and its historical antecedents. This course is designed to survey the technical, economic, regulatory, aesthetic, and philosophical bases of broadcasting. Current production techniques utilized in radio and television are examined. Lecture (3.00).

COM-105 Radio Production (3.00 cr.)

This hands-on course is designed to give the student experience in writing, directing and producing a variety of radio formats. Radio commercials, dramas, musical programs, and actualities are considered in this course. Lecture (2.00), Laboratory (2.00).

COM-106 TV Production (3.00 cr.)

This is a practical, hands-on course that is designed to give the student experience in writing, directing, and producing a variety of television programs. Students apply theories, principles and skills of TV and videotape techniques through camera usage, control room operations, and videotape editing. Lecture (2.00), Laboratory (2.00).

COM-110 Print Journalism Production (3.00 cr.)

This is a hands-on course in which students write for, edit, and produce "The Torch," the College's student newspaper. College. This course covers such topics as reporting, news story editing, ethical and legal issues for student newspapers, news photography and photo editing, formatting, layout, and design. Lecture (2.00), Laboratory (2.00).

COM-111 Video Post-Production (3.00 cr.)

This is a hands-on course designed to train students in advanced post-production techniques utilizing non-linear computer based editing. Audio sweetening, computer graphics, and animation will be discussed. Lecture (3.00).

COM-114 Intercultural Communications (3.00 cr.)

This course provides the student with practical information regarding the problems present in communicating with people of other cultures. It also explores cross-cultural differences in the communication process in order to learn how to communicate effectively with one another across cultural boundaries. >Diversity Course. Lecture (3.00).

COM-116 Interpersonal Communication (3.00 cr.)

This course is a study of the way people communicate in the process of developing and maintaining relationships. Class activities include the analysis of communication in dyadic and small group situations. The following topics are examined with respect to their effects on interpersonal communication: self-awareness, shyness and assertiveness, listening, attraction, conflict, loneliness, and love. Lecture (3.00).

COM-119 Business and Professional Speaking (3.00 cr.)

This course teaches theories and practices of effective communication in the context of business settings: interpersonal, interviews, group, and public speaking. Lecture (3.00).

COM-122 Argumentation and Debate (3.00 cr.)

This is a course in the methods of effective argumentation, persuasion, and educational debate, with emphasis on rational decision-making. This course is designed for students who want preparation for participation in a democratic society. Lecture (3.00).

COM-201 Introduction to Journalism (3.00 cr.)

This course is a study of the fundamentals of reporting with emphasis on the modern news story. Elements of news style, of news stories, news sources, ethics, and the mechanics of newspaper production are considered. Lecture (3.00). Prerequisite: WRT-101; minimum grade C.

COM-205 Advanced Radio Production (3.00 cr.)

This is a hands-on course designed to produce broadcast quality programs. Directing, writing, technical, editing and voice utilization skills will be emphasized. Lecture (3.00). Prerequisite: COM-105.

COM-206 Writing for the Mass Media (3.00 cr.)

This course provides a survey of provides a survey of media formats and writing techniques for print and broadcast. Students are introduced to the forms and methods used to prepare information for the various mass media including

magazines, newspapers, radio, television and the Web. Public relations writing and preparing advertising copy are also covered. Lecture (3.00). Prerequisite: WRT-101. Corequisite: COM-101.

COM-207 TV Production II (3.00 cr.)

This is a course that provides the student with an opportunity to refine existing skills through the production of a regularly scheduled public affairs program. A functional awareness of all factors involved in the production of a series on a regular basis is developed. Lecture (3.00). Prerequisite: COM-106.

COM-208 Directing for Television (3.00 cr.)

This course is an introduction to television directing and to the pre-production steps necessary to the creation of a television program. The theoretical development of formats, lighting, set determinations, and crew selection are considered. Students are required to direct a variety of television program formats. Lecture (3.00). Prerequisite: COM-106.

COM-210 Public Relations (3.00 cr.)

This course is a study of the basic principles and practices of promotion including history, development, ethics, and media selection. Emphasis will be placed on preparing news releases, advisement for coverage, and press kits for target audiences. Lecture (3.00). Prerequisite: WRT-101.

COM-461 Co-Op Work Experience (Media) (1.00 cr.)

This is a fieldwork 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. Job placement assistance is available through the Co-Op office. 60 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (3.00). Prerequisite: COM-105 or COM-106.

COM-462 Co-Op Work Experience (Media) (2.00 cr.)

This course is a fieldwork 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. Job placement assistance is available through the Co-Op office. 120 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (8.00). Prerequisite: COM-105 or COM-106.

COM-463 Co-Op Work Experience (Media) (3.00 cr.)

This is a fieldwork 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. Job placement assistance is available through the Co-Op office. 180 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (12.00). Prerequisite: COM-105 or COM-106.

COM-464 Co-Op Work Experience (Media) (4.00 cr.)

This is a fieldwork 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. Job placement assistance is available through the Co-Op office. 240 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (16.00). Prerequisite: COM-105 or COM-106.

COM-471 Co-Op Work Experience (Journalism) (1.00 cr.)

This course gives students work experience in a newspaper office and provides the opportunity to acquire and apply skills in news writing, photojournalism, layout, and/or newspaper production. Work sites must be approved by the faculty coordinator. Co-Op job assistance is available through the Co-Op office. 60 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (3.00). Prerequisite: COM-201.

COM-472 Co-Op Work Experience (Journalism) (2.00 cr.)

This course gives students work experience in a newspaper office and provides the opportunity to acquire and apply skills in news writing, photojournalism, layout, and/or newspaper production. Work sites must be approved by the faculty coordinator. Co-Op job placement assistance is available through the

Co-Op office. 120 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (7.00). Prerequisite: COM-201.

COM-473 Co-Op Work Experience (Journalism) (3.00 cr.)

This course gives students work experience in a newspaper office and provides the opportunity to acquire and apply skills in news writing, photojournalism, layout, and/or newspaper production. Work sites must be approved by the faculty coordinator. Co-Op job placement assistance is available through the Co-Op office. 180 minimum hours work experience distributed over the semester. Lecture (3.00). Prerequisite: COM-201.

CRJ – CRIMINAL JUSTICE

CRJ-101 Introduction to Criminal Justice (3.00 cr.)

This course analyzes the history, development, and function of the police in a free society. A primary concern in the course is the relationship between the various components of the criminal justice system and the effectiveness of the system as a mechanism for social control. Lecture (3.00).

CRJ-102 Introduction to Corrections (3.00 cr.)

This course is an overview of the history and philosophical foundations of the American correctional system. This course examines the organization and operation of the correctional system and correctional treatment programs ranging from pre-trial diversion to post-incarceration procedures. The course analyzes current issues and problems in corrections such as social control within prisons, legal rights of prisoners, and alternatives to imprisonment. Lecture (3.00).

CRJ-103 Criminal Law (3.00 cr.)

This course is a study of the philosophy and development of the law and development of law of criminal procedure and its constitutional provisions. Topics included in the course are principles of criminal law and the adversary system, police authority, relative to the laws of arrest, search and seizure, and a review of relevant U.S. Supreme Court decisions. CRJ-101 Introduction to Criminal Justice is highly recommended before taking this course. Lecture (3.00).

CRJ-105 Police Administration (3.00 cr.)

This course provides a review, analysis, and synthesis of the proactive, traditional scientific, and human relations approaches to police management. The basics of administering a police organization such as recruitment and selection of personnel, training, fiscal and planning operations, and auxiliary and staff functions are reviewed. Changes relative to socioeconomic, political, and technological realities are explored. CRJ-101 Introduction to Criminal Justice is highly recommended before taking this course. Lecture (3.00).

CRJ-107 Criminology (3.00 cr.)

This course the criminal justice system with an emphasis on the structure and operation of its components and on the modes of societal responses to crime and criminals. It reviews the development, philosophy, and concepts of criminal law and analyzes the leading theoretical perspectives on criminal behavior and criminal typologies. SOC-101 Introduction to Sociology is highly recommended before taking this course. Lecture (3.00).

CRJ-108 Topics Criminal Justice (3.00 cr.)

This course is an Introductory study of major topics in policing, corrections, and the courts, including but not limited to such topics as judicial misconduct, law enforcement stress management, terrorism, criminalities, prison gangs, sex offenders, domestic violence, and suicide by police. Lecture (3.00).

CRJ-109 Issues in Policing (3.00 cr.)

This course explores the history and scope of the relationship between the police and the community. Community relationships are examined from psychological and sociological perspectives. The course analyzes police issues such as media relations; citizen grievances; civilian review boards; selection, training, and education of personnel; police professionalism; discretionary use of police authority; police unionism; crime prevention; and the role of women in police agencies. Lecture (3.00).

CRJ-110 Basic Supervision (Criminal Justice) (3.00 cr.)

This course examines the first line supervisor as an integral part of the total management team and as one of the cornerstones upon which successful operations rest. The course analyzes the role of the supervisor as a problem solver and as a key link in the communication process. Topics explored in the course are the supervisor's expanded responsibilities for planning, training,

developing, and motivating employees; counseling, performance appraisal; decision-making; and leadership. Lecture (3.00).

CRJ-111 Criminal Investigation (3.00 cr.)

This course analyzes the essential elements of investigation as a science of inquiry with an emphasis on the legal significance of evidence. Methods of searching for, collecting, preserving, and evaluating physical evidence and the techniques for locating and interviewing witnesses are explored. Organizational investigative functions and the development of an understanding of the crime laboratory and its role in a criminal investigation are also discussed. Lecture (3.00).

CRJ-112 Crime Prevention (3.00 cr.)

This course examines opportunity reduction strategy as a predictable and controllable variable in addressing the crime problem. The course emphasizes the role of police as community leaders and explores practical concepts and methods through which community involvement can deter crime. The limitations of the criminal justice system are analyzed and a variety of professional, occupational, and voluntary roles in crime prevention are explored. Lecture (3.00).

CRJ-113 The Juvenile Justice Process (3.00 cr.)

This course examines the history, philosophy, and structure of the juvenile justice system with emphasis on changes fostered by US Supreme Court decisions. The course includes an analysis of the nature and the scope of delinquency in terms of causal theories; issues affecting dependent, neglected, and abused children; juvenile crime prevention programs; and the strategic role of the police in developing community resources to serve as alternatives to formal court referral. Lecture (3.00).

CRJ-114 Correctional Administration (3.00 cr.)

This course is an introduction to the organization and administration of correctional institutions. The course examines both theoretical and practical aspects of correctional administration and focuses on such issues as decision-making, ethical values, relations, and authority. CRJ-102 Introduction to Corrections is highly recommended before taking this course. Lecture (3.00).

CRJ-115 Correctional Law (3.00 cr.)

This course is an overview of the policies and practices that govern correctional institutions. The course examines current legal issues and many court cases that directly impact on prisons and prisoners. CRJ-102 Introduction to Corrections is highly recommended before taking this course. Lecture (3.00).

CRJ-120 Practical Criminal Evidence (3.00 cr.)

This course focuses on a comprehensive, up-to-date overview of the study of the origin, development, philosophy, and constitutional basis of evidence, constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence, and rules governing admissibility, judicial decisions interpreting individual rights, and case studies. Lecture (3.00).

CRJ-125 Introduction to Security (3.00 cr.)

This course is an examination of the historical, philosophical, and legal bases of security. The course analyzes the role of in today's society, the concept of professionalism, and the relationship between security and law enforcement functions. Such security concerns as unlawful intrusion, retail theft, internal theft, and other crimes, which seriously threaten the business community, are also discussed. The scope and nature of fire prevention and safety are reviewed in a non-technical manner. Lecture (3.00).

CRJ-127 Principles of Loss Prevention (3.00 cr.)

This course examines the application of the concepts and procedures that serve to prevent losses due to waste, accidents, error, crime, and unethical practices. The emerging professional status of the loss-control manager and his/her attendant responsibilities are discussed. home loss-control technology, electronic security systems, disaster planning, and fire protection and safety are also reviewed. Lecture (3.00).

CRJ-461 Co-Op Work Experience (Criminal Justice) (1.00 cr.)

This course provides the student with practical, supervised work experience in the various areas of criminal justice work: police agencies, prosecutor's 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. 60 minimum hours work experience distributed over the semester Lecture (1.00), Cooperative (3.00). Prerequisite: CRJ-101.

CRJ-462 Co-Op Work Experience (Criminal Justice) (2.00 cr.)

This course provides the student with practical, supervised work experience in the various areas of criminal justice work: police agencies, prosecutor's 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. 120 minimum hours work experience distributed over the semester Lecture (1.00), Cooperative (8.00). Prerequisite: CRJ-101.

CRJ-463 Co-Op Work Experience (Criminal Justice) (3.00 cr.)

This course provides the student with practical, supervised work experience in the various areas of criminal justice work: police agencies, prosecutor's 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. 180 minimum hours work experience distributed over the semester Lecture (1.00), Cooperative (12.00). Prerequisite: CRJ-101.

CRJ-473 Co-Op Work Experience (Security and Loss Prevention) (3.00 cr.)

This course provides the student with practical, supervised experience in various areas of business and institutional security work. Through on-the-job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in this field. A faculty member supervises students, and job placement assistance is available through the Cooperative Education Office. 180 minimum hours work experience distributed over the semester Lecture (1.00), Cooperative (12.00). Prerequisite: CRJ-125.

DAN – DANCE**DAN-102 Ballet (1.00 cr.)**

This course is a study of the language of ballet as an art form with emphasis on traditional, academic, and technical steps and vocabulary. Laboratory (3.00).

DAN-103 Modern Dance (1.00 cr.)

This course is a study of the technical and choreographic skills of modern dance. Students are assisted in being individually creative through movement. Laboratory (2.00).

DAN-104 Tap Dance (1.00 cr.)

This course is an introduction to elementary tap skills, terminology and rotation, and beginning combinations and simple routines. Purchase of tap shoes is required. Laboratory (2.00).

DAN-105 Jazz Dance (1.00 cr.)

This course is a study of various styles, techniques, and vocabulary in the idiom of jazz dance. Laboratory (2.00).

DAN-108 Dance Improvisation (1.00 cr.)

This course is a guided discovery of the freedom of movement in a medium for the expression and development of ideas. Through the emphasis of space, rhythm, and quality, pieces of choreography are designed. Laboratory (2.00).

DFT – DRAFTING & DESIGN**DFT-107 Drafting I (2.00 cr.)**

This course is a study of drafting theory and development of drafting skills with an emphasis placed on terminology and used in multi-view projection, sectional views, dimensioning, and pictorial drawing, and computer aided drafting, and architectural drawing. Lecture (1.00), Laboratory (3.00). Corequisite: DFT-210.

DFT-207 Drafting II (3.00 cr.)

This course introduces the student to basic theory and design techniques used in a semester 'Reverse Engineering' project in which the student produces dimensioned CAD drawings (CAD), tolerance, assembly, perspectives and advanced isometrics. Lecture (2.00), Laboratory (2.00). Prerequisite: DFT-107.

DFT-208 Engineer Graphics I (3.00 cr.)

This course is designed to acquaint the student with various types of graphic solutions used in solving engineering and drafting problems. Particular attention is given to orthographic projection as it relates to solving graphical space problems. Methods of visualization relating to auxiliary views, lines and planes, and points are explored in detail to help prepare the student for advanced drafting and CAD. Lecture (2.00), Laboratory (2.00). Prerequisite: DFT-107.

DFT-209 Engineer Graphics II (3.00 cr.)

This course offers the student the opportunity to apply the techniques introduced in Engineering Graphics I. Topics considered include revolution, developments, mining and civil engineering, and contour maps. CAD is used extensively in the solution of many engineering and design problems. Special attention is given to advanced drafting, design, and engineering problems. Lecture (2.00), Laboratory (2.00). Prerequisites: DFT-207 and DFT-208.

DFT-210 Computer Aid Drafting I (3.00 cr.)

This course introduces the use of computer-aided drafting (CAD) on a PC computer using AutoCAD software. Topics include drawing setup, line drawing, editing, layer creation, display features, and dimensioning. Lecture (2.00), Laboratory (2.00). Prerequisite: DFT-107 or Corequisite: DFT-107.

DFT-211 Computer Aided Drafting II (5.00 cr.)

This course continues the work of CAD I and covers Intermediate level and advanced CAD skills. Included in this course will be file management, blocks, attributes, dynamic blocks, external references, parametric drafting, 3D surfaces and solids, rendering and architectural drawings using AutoCAD Architecture. Lecture (3.00), Laboratory (5.00). Prerequisite: DFT-210.

DFT-212 Computer Aided Drafting III (3.00 cr.)

This course is a hands-on experience where students will develop still or animated photo realistic presentations from 2D or 3D CAD drawings. The course includes a study of light and shading techniques, assigning materials to surfaces, graphics file formats, motion techniques used in animations, and output to both video and hard copy devices. Lecture (2.00), Laboratory (2.00). Prerequisite: DFT-211.

DFT-215 Building Systems (3.00 cr.)

This course provides an understanding of the basic principles and appropriate application of building service and environmental systems, incorporating thermal exposure, climate modification, environmental systems and energy use with a focus on sustainability as these relate to the building envelope. The course also introduces aspects of plumbing, vertical transportation systems, and life safety in building design. An HVAC project will be assigned. Prerequisites: DFT-107 and DFT-207 Lecture (2.00), Laboratory (2.00). Prerequisites: DFT-107 and DFT-207.

DFT-262 Architectural Drafting (3.00 cr.)

This course will provide the student with a basic comprehensive study of the field of Residential Architectural Drafting with emphasis on residential construction principles, planning, and specifications. Students will design a residential structure and will prepare a complete set of specifications and construction drawings. Lecture (2.00), Laboratory (2.00). Prerequisites: DFT-207 and DFT-208. Corequisite: DFT-265.

DFT-263 Architectural Design (3.00 cr.)

This course explores the relationships among the environmental, functional, formal and technological dimensions of architecture. Lecture (2.00), Laboratory (2.00). Prerequisite: DFT-262.

DFT-265 Architectural Practice and Planning (3.00 cr.)

This course is designed to provide a student with basic practical, technical, and contractual guidelines for working in a professional architectural environment. Among the topics covered are building codes, zoning, plot and site planning, accessible facilities, construction materials, and architectural presentations. Lecture (2.00), Laboratory (2.00). Prerequisites: DFT-207 and DFT-208. Corequisite: DFT-262.

DFT-266 Materials and Methods of Construction (3.00 cr.)

This course introduces and discusses the construction process and its role in architecture and design. The course discusses major building component systems and methods. Structural theory is also explored. Lecture (2.00), Laboratory (2.00). Prerequisite: DFT-262.

DFT-270 Building Information Modeling (3.00 cr.)

This course will introduce students to the principles and practice of Building Information Modeling. Course exercises and projects are designed to enrich the students' understanding of the potential of this emerging technology on both a practical and theoretical level. The principal software that we will be currently using for this course is Autodesk Revit Architecture. Many of the terms and concepts covered will be common to other commercial products characterized as Building Information Modelers. Lecture (2.00), Laboratory (2.00). Prerequisite: DFT-262.

DFT-282 Technical Illustration (3.00 cr.)

This course details the techniques used in the preparation of pictorial technical material for illustration and publication. Advanced drawing techniques in axonometric, oblique, and perspectives are covered, as well as basic shading methods used in illustration. Illustration techniques on CAD are also explored. Lecture (2.00), Laboratory (2.00). Prerequisite: DFT-207.

DFT-461 Co-Op Work Experience (Drafting) (1.00 cr.)

This course is designed to provide drafting and design students with part-time work experiences so that they may learn and practice under professional guidance in college approved work environments. In addition, weekly seminars are conducted by a college faculty member. Students must apply for these courses through the Co-Op Office, which offers job placement assistance; this application must precede registration for Co-Op courses. 60 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (3.00). Prerequisite: DFT-207.

DFT-462 Co-Op Work Experience (Drafting) (2.00 cr.)

This course is designed to provide drafting and design students with part-time work experiences so that they may learn and practice under professional guidance in college approved work environments. In addition, weekly seminars are conducted by a college faculty member. Students must apply for these courses through the Co-Op Office, which offers job placement assistance; this application must precede registration for Co-Op courses. 120 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (8.00). Prerequisite: DFT-207.

DFT-463 Co-Op Work Experience (Drafting) (3.00 cr.)

This course is designed to provide drafting and design students with part-time work experiences so that they may learn and practice under professional guidance in college approved work environments. In addition, weekly seminars are conducted by a college faculty member. Students must apply for these courses through the Co-Op Office, which offers job placement assistance; this application must precede registration for Co-Op courses. 180 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (12.00). Prerequisite: DFT-207.

DHY – DENTAL HYGIENE**DHY-101 Oral Hygiene I (3.00 cr.)**

This is the foundation course for clinical dental hygiene practice. Students are introduced to assessment, treatment planning, instrumentation and documentation skills utilizing interactive clinical laboratory sessions and computer assisted learning. Lecture (1.00), Laboratory (6.00). Corequisites: DHY-108, DHY-109, and BIO-104.

DHY-108 Dental and Oral Anatomy and Physiology (2.00 cr.)

This course examines the anatomy and physiology of the teeth and oral structures. Emphasis is on identification of primary and permanent teeth, classification of occlusion, and description and location of anatomical structures of the head and neck. Dental terminology is defined and related to oral structures through the utilization of dental model devices; computer assisted learning and interactive laboratory sessions. Lecture (1.00), Laboratory (4.00). Corequisites: DHY-101 and DHY-109.

DHY-109 Oral Embryology and Histology (2.00 cr.)

This course is a comprehensive study of orofacial embryology and the cellular structure of dental and associated glandular and mucosal issues. Emphasis is on clinical considerations of the developmental process to be relevant to dental hygiene practice. The relationship between structure and function will be stressed using microscopic and clinical visuals. Lecture (2.00). Corequisites: DHY-101 and DHY-108.

DHY-200 Pharmacology for Dental Hygiene (2.00 cr.)

This course examines medications routinely prescribed for medical and dental conditions and the role of the dental hygienist in patient assessment and treatment planning. Systemic medications, complementary medicine, anesthesia, and oral pharmacotherapy will be included. Local anesthetic agents will be emphasized. Lecture (2.00). Prerequisites: DHY-101, DHY-201, DHY-205, DHY-207, and DHY-209. Corequisite: CHM-110.

DHY-201 Oral Hygiene II (3.00 cr.)

This course focuses on providing clinical dental hygiene care to patients throughout the lifespan. The course incorporates age-targeted prevention, culture competence, preventive therapies, clinical technologies and an introduction to soft tissue management. Opportunities for community oral health

education are included. Lecture (1.00), Laboratory (8.00). Prerequisites: BIO-104, BIO-109, DHY-101, DHY-108, and DHY-109.

DHY-202 Oral Hygiene III (4.00 cr.)

This course is a continuation and refinement of the clinical therapies integrated in Oral Hygiene II. Special needs patients, oral rehabilitation and clinical technologies are the focus of this course. Both on-campus and off-campus clinical experiences are incorporated. Lecture (1.00), Laboratory (12.00). Prerequisites: BIO-104, BIO-209, DHY-201, DHY-205, DHY-200, DHY-220, and DHY-209.

DHY-203 Oral Hygiene IV (4.00 cr.)

This course is an advanced study of the clinical therapies introduced in Oral Hygiene III. Practice management, clinical technologies, ethics, community outreach, and preparation for dental hygiene licensing are incorporated into this course. Lecture (1.00), Laboratory (12.00). Prerequisites: DHY-200, DHY-202, DHY-204, DHY-207, DHY-219, DHY-220, and DHY-206.

DHY-204 Dental Materials (2.00 cr.)

This course is a comprehensive study of the science, technology, and application of dental materials incorporating reality based dental environment treatment modality scenarios to enhance and compliment both classroom and clinical setting course content. Particular emphasis is placed on various dental material and their specific uses, along with related fundamental and specialty clinical dental hygiene skills. Specific dental materials are stressed and utilized throughout the didactic, laboratory, and clinical components of the course. Lecture (1.00), Laboratory (4.00). Prerequisites: BIO-209, DHY-108, DHY-109, DHY-201, DHY-207, and CHM-110.

DHY-205 Dental Radiology (3.00 cr.)

This course provides the dental hygiene student with an introduction to the principles and practices of dental radiology. Emphasis is placed on radiographic imaging techniques, film-processing procedures, identification of anatomical landmarks and radiographic interpretation. Course content includes an overview of radiation history, physics, biology, protection, quality assurance and risk management. Lecture (2.00), Laboratory (3.00). Prerequisites: BIO-104, BIO-109, DHY-101, DHY-108, and DHY-109.

DHY-206 Community Oral Health I (2.00 cr.)

This partially online course will examine public health/community health issues. It will focus on the role of the dental hygienist in community-based oral health care initiatives. This will include assessment, planning, implementation, and evaluation of public health/community issues. Health care delivery at local, national, and global levels will be discussed including agencies involved in the delivery and finance of oral health services. Lecture (2.00). Prerequisites: BIO-209, DHY-108, and DHY-109.

DHY-207 General and Oral Pathology (3.00 cr.)

This course examines the relationship between systemic disease and the oral cavity. The course will focus on the understanding of disease process, recognition of deviations from normal and the differential diagnosis of oral manifestations. Computer assisted learning and clinical case studies will be integrated. Lecture (3.00). Prerequisites: BIO-209, DHY-200, DHY-201, DHY-205, DHY-209, and DHY-220.

DHY-209 Periodontology I (1.00 cr.)

This course is the study of the principles and concepts of periodontal disease including the tissues surrounding the teeth in both healthy and diseased states. Soft tissue management, periodontal therapies and case management are discussed. The role of systemic disease and periodontal health is also addressed. Lecture (1.00). Prerequisites: BIO-104, BIO-109, DHY-101, DHY-108, and DHY-109.

DHY-210 Oral Hygiene Enhanced Clinical Techniques (1.00 cr.)

This course is designed to provide clinical experience for either the student returning to the program after an extended absence or the student in need of further clinical skill development. Permission from the Dental Hygiene Academic Department Chair. This course is for students in need of additional clinical skill development and is not a requirement for all dental hygiene students. Lecture (3.00). Prerequisites: DHY-101, DHY-108, DHY-109, DHY-201, DHY-205, DHY-207, and BIO-109.

DHY-214 Nutrition Dental Health (2.00 cr.)

This course explores basic nutrition as it applies to general and oral health. Students learn to identify patients with dietary and nutritional deficiencies,

provide nutritional counseling treatment plans, and adapt behavioral modification techniques. Lecture (2.00). Prerequisites: CHM-110 and DHY-202.

DHY-216 Community Oral Health II (1.00)

This partially online course will provide students with an opportunity to engage in a community health experience over the course of the semester and apply the principles of Community Oral health I to a practicum project. Laboratory (2.00) Prerequisites: DHY-202, DHY-204, DHY-205, DHY-220, DHY-206, DHY-207, and DHY-219.

DHY-219 Periodontology II (1.00 cr.)

This course is an advanced study of the disease process and treatment modalities for periodontal disease. Emphasis is placed on the dental hygienists' role in developing soft tissue management programs including initial therapy, maintenance and evaluation of oral health. Implants, periodontal surgery and oral rehabilitation are also integrated. Case studies, integration of clinical therapies and computer assisted learning are used. Lecture (1.00). Prerequisites: DHY-201, DHY-205, DHY-209, and BIO-209.

DHY-220 Local Anesthesia for Dental Hygienists (1.00 cr.)

This course is designed to provide the student with the necessary knowledge and skills to administer local anesthesia properly to patients who require pain management during dental hygiene treatment. Special emphasis will be given to the pharmacology of local anesthetic and pain control, injection fundamentals, and the clinical administration of local anesthesia. Local and systemic complications along with legal considerations will also be presented. Lecture (1.00) Prerequisites: DHY-201, DHY-205, DHY-209, and BIO-209. Corequisite: DHY-200.

DMS – DIAGNOSTIC MEDICAL SONOGRAPHY

DMS-101 Ultrasound Physics and Instrumentation I (Fall Only) (2.00 cr.)

This course will provide the student with the relevant fundamental physical principles as well as the basic instrumentation used in diagnostic ultrasound. Modes of operation, imaging and display techniques that relate to high-frequency sound production will be stressed. Lecture (1.00), Laboratory (3.00). Corequisites: DMS-102, DMS-113, and DMS-115.

DMS-102 Clinical Medicine and Patient Care (Fall Only) (2.00 cr.)

This course will enable the student to provide quality patient care while demonstrating the application of technical skills needed to perform ultrasound procedures. Medical term definitions will also be presented and practical applications of medical terminology will be covered. An understanding of pertinent emergency care, patient psychology, medical ethics and management skills will be presented. Lecture (2.00). Corequisites: DMS-101, DMS-113, and DMS-115.

DMS-113 Abdominal Sonography I (Fall Only) (3.00 cr.)

This course is a comprehensive study of abdominal structures with an emphasis on specialty organ examinations. Knowledge of the diagnosis, history and physical findings, as they pertain to the pathophysiology of abdominal organs and systems is presented. Normal and abnormal tissue patterns are included within the discussions. Students will practice scanning in the lab in preparation for objectives required in Ultrasound Clinic I. Lecture (2.00), Laboratory (3.00). Corequisites: BIO-109, DMS-101, DMS-102, and DMS-115.

DMS-115 Cross-Sectional Anatomy (Fall Only) (4.00 cr.)

This course involves the study of the structure and function of human anatomy in the cross sectional mode. Topics will include the circulatory system, abdomen, thorax, cranium, pelvis, reproductive system and retroperitoneum. Fetal cross-sectional anatomy will also be presented. The course content will be presented through lectures, discussion, and laboratory exercises. Lecture (3.00), Laboratory (3.00). Corequisites: BIO-109, DMS-101, DMS-102, and DMS-113.

DMS-201 Ultrasound Physical and Instrumentation II (Spring Only) (2.00 cr.)

This course is a continuance of the study of the physical principles of diagnostic ultrasound. Emphasis will be placed on hemodynamics, Doppler ultrasound, image artifacts, bioeffects, safety, and quality assurance. Advanced instrumentation will also be presented. Lecture (1.00), Laboratory (3.00). Prerequisites: DMS-101, DMS-102, DMS-113, and DMS-115. Corequisites: DMS-204, DMS-205, DMS-213, and DMS-218.

DMS-204 Introduction to Medical Imaging (Spring Only) (1.00 cr.)

This course is a comprehensive course pertaining to different procedures that exist in the Radiology Department. It is an introduction to different modalities and

how they interrelate to one another. Special tests will be introduced in each modality with emphasis on correlation with ultrasound exams. The course will be divided into certain organ systems and the modalities that are useful in determining certain abnormalities. Students will be shown how different modalities utilize patient testing and the importance of the modality. Topics are chosen according to certain ultrasound procedures. Lecture (1.00). Prerequisites: DMS-102, DMS-113, and DMS-115. Corequisites: DMS-201, DMS-205, DMS-213, and DMS-218.

DMS-205 Obstetric and Gynecological Sonography (Spring Only) (3.00 cr.)

This course is designed to familiarize students with the pathophysiology of the female reproductive system, gynecological anomalies and normal and abnormal first trimester pregnancy. Pelvic scanning protocol will also be discussed and sonographic interpretation will be utilized. Recognizing the normal and abnormal sonographic patterns in gynecology and first trimester pregnancy will be covered. Pathological and/or physiological data for the interpretation by physicians is stressed. The sonographic criteria for evaluation of the gravid uterus and fetus will be demonstrated. Lecture (2.00), Laboratory (3.00). Prerequisites: BIO-109, DMS-102, DMS-113, and DMS-115. Corequisites: DMS-201, DMS-204, DMS-213, and DMS-218.

DMS-213 Abdominal Sonography II(Spring Only) (3.00 cr.)

This course is a continuance of Abdominal Sonography I in studying abdominal structures where an emphasis is placed on specialty organ examinations. Knowledge of the diagnosis, history, and physical findings as they pertain to the pathophysiology of abdominal and small organs is presented. Normal and abnormal tissue patterns are included within this course. Students will practice and master a full abdominal procedure in the lab to prepare them for Ultrasound Clinic II-Abdomen rotation. Lecture (2.00), Laboratory (3.00). Prerequisites: BIO-109, DMS-102, DMS-113, and DMS-115. Corequisites: DMS-201, DMS-204, DMS-205, and DMS-218.

DMS-214 Echocardiography (Fall Only) (3.00 cr.)

This course is an introduction to cardiovascular principles. Topics covered will be anatomy and physiology, pathophysiology, patient assessment that includes palpation and auscultation of the heart and arteries, cardiovascular medications, surgical intervention and interpretation of electrocardiograms. Students will also learn how to perform a limited echo procedure in an attempt to prepare them for Vascular Practicum IV. Lecture (2.00), Laboratory (3.00). Prerequisites: BIO-209, DMS-201, and DMS-219. Corequisites: DMS-220 and DMS-229.

DMS-218 Ultrasound Clinic I (Spring Only) (1.00 cr.)

This course requires the student to spend two days a week in an approved hospital Ultrasound Department. Students will perform limited abdominal and pelvic procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system. Clinical = (16.00). Prerequisites: DMS-101, DMS-102, DMS-113, and DMS-115. Corequisites: DMS-201, DMS-204, DMS-205, and DMS-213.

DMS-219 Ultrasound Clinic II - Abdomen (2.00 cr.)

This course requires the student to spend five days a week in an approved hospital Ultrasound Department. Students will perform complete abdomen procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system. Clinical (40.00). Prerequisites: DMS-204, DMS-205, DMS-213, and DMS-218.

DMS-220 Ultrasound Clinic III - Ob/Gyn (Fall Only) (2.00 cr.)

This course requires the student to spend two days a week in an approved hospital Ultrasound Department. Students will perform pelvic and obstetrical procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system. Clinical (16.00). Prerequisites: DMS-205, and DMS-219. Corequisite: DMS-226.

DMS-221 Ultrasound Clinic IV - Echocardiography (Spring Only) (2.00 cr.)

This course requires the student to spend two days a week in an approved ultrasound department. Students will perform venous and arterial procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system. Clinical (16.00). Prerequisites: DMS-214, DMS-220, DMS-226, and DMS-229. Corequisite: DMS-227.

DMS-222 Ultrasound Clinic V - Vascular (Summer) (1.00 cr.)

This course requires the student to spend five days a week in an approved ultrasound department. Students will perform venous and arterial procedures under the supervision of the designated clinical instructor. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system. Clinical (200 hours over the summer session). Prerequisites: DMS-221 and DMS-227. Corequisite: DMS-230.

DMS-226 OB Sonography II (Fall Only) (3.00 cr.)

This course is a continuance of OB/GYN Sonography designed to familiarize the students with the pathophysiology of the female reproductive pelvic scanning protocol will also be discussed and sonographic interpretation will be utilized in the labs. Normal and abnormal obstetrical patterns will be taught, and emphasis is placed on recognizing the essential sonographic appearance when doing an obstetrical exam in 2nd and 3rd trimester. Chromosomal and congenital anomalies are discussed and the importance of the differential diagnosis. Level II and high-risk OB ultrasound are presented. Pathological and/or physiological data for the interpretation by physicians is stressed. The sonographic criteria for evaluation of the gravid uterus, postpartum uterus and the fetus will be demonstrated. Lecture (2.00), Laboratory (3.00). Prerequisites: BIO-209, DMS-205, and DMS-219. Corequisites: DMS-214 and DMS-220.

DMS-227 Echocardiography II (Spring Only) (3.00 cr.)

This course is a continuance of Echocardiography, explaining the normal anatomy and physiology of the adult heart. A more in-depth analysis of the physiology/hemodynamics of the heart chambers and muscles are emphasized. Doppler flow patterns and sonographic evaluation of the abnormal heart will be stressed. New techniques as an adjunct tool to Echocardiography will be discussed. Students will perform a complete echo exam in lab in preparation for Vascular Practicum IV. Cardiac measurements of the chambers and muscles will be covered. Lecture (2.00), Laboratory (3.00). Prerequisites: DMS-226 and DMS-229. Corequisites: DMS-221 and DMS-228.

DMS-228 Advanced Ultrasound Practices (Spring Only) (1.00 cr.)

This course is designed to explore new specialty techniques in the areas of Abdomen, Obstetrics and Gynecology and Echocardiography. Intraoperative procedures will be discussed in all specialties. Specialized equipment will also be emphasized. The course will also focus on legal and ethical issues in sonography. Review of case presentations will be discussed. Independent learning assignments and various lecture formats will enhance the course. Journal articles will be introduced. Neurosonography will be stressed to include normal and abnormal sonographic findings. Laboratory (3.00). Prerequisites: DMS-226 and DMS-229. Corequisites: DMS-221 and DMS-227.

DMS-229 Vascular Imaging (Fall Only) (2.00 cr.)

This course introduces the use of diagnostic imaging with the use of Doppler for examining the vasculature of the human body. In this class the student will learn about diseases that affect the circulatory system. The course provides a history of diagnosis and treatment of vascular conditions. In addition, the course gives the student an awareness of alternative diagnostic tools used in conjunction with ultrasound. The student will learn how to perform vascular tests commonly performed in vascular laboratories and develop an awareness of tests that are routinely performed. Lecture (1.00), Laboratory (3.00). Prerequisites: BIO-209, DMS-201, and DMS-213. Corequisites: DMS-214 and DMS-220.

DMS-230 Comprehensive Review (Summer) (3.00 cr.)

This course will review specialty areas pertinent to sonography in preparation for the ARDMS exam. Emphasis will be placed on ultrasound physics, general and cardiac concentrations. Upon completion of the program, students are eligible to take the ARDMS exams in Abdomen, Ob/Gyn, and Adult Echocardiography. The matrix of ARDMS exams for Abdomen, Obstetrics and Gynecology, and Adult Echocardiography will be followed. Seventy percent of the matrix on all specialties will be reviewed. The remaining 30% will be presented in the program courses specifically focused on the specialties mentioned. Students are required to pass the exit examination in all three specialties as a requirement for program eligibility to take the ARDMS exams. Lecture (3.00). Prerequisites: DMS-227 and DMS-228. Corequisite: DMS-222.

EBS – ENGLISH BASIC SKILLS**EBS-011 Developmental Skills I (5.00 cr.)**

This course is the first part of a two-course basic skills sequence designed to improve fundamental academic skills in the areas of reading, writing, and critical thinking. Class instruction emphasizes the development of writing skills, literal and interpretive comprehension of reading texts, sentence structure, grammar

and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction.

EBS-012 Developmental Skills II (5.00)

This course is the second part of a two-course basic skills sequence designed to improve fundamental academic skills in reading, writing, and critical thinking for students who have not demonstrated mastery in all skill areas introduced in Developmental Skills I. Class instruction emphasizes the development of paragraph and essay writing skills, reading comprehension, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction.

EBS-021 English Skills I (5.00)

This course is a one-semester course designed to improve fundamental academic skills in reading, writing, and critical thinking. Class instruction emphasizes the development of paragraph and essay writing skills, reading comprehension, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction.

EBS-031 Directed Studies Writing (1.00 cr.)

This course is required for students whose scores on the Basic Skills Placement Test indicate a need for intensive instruction in writing. Personalized instruction designed to support the students' activities in English Composition I is offered in this course. Lecture (1.00). Corequisite: WRT-101.

ECO – ECONOMICS**ECO-101 Macroeconomics (3.00 cr.)**

This course 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 macroeconomic 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. >General Education Course. Lecture (3.00).

ECO-105 Labor Economics (3.00 cr.)

This course 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. Lecture (3.00).

ECO-201 Microeconomics (3.00 cr.)

This course is the study of price theory, elasticity, factor markets, market power, competition, pollution, and international trade. >General Education Course. Lecture (3.00). Prerequisite: ECO-101.

ECO-461 Co-Op Work Experience (Economics) (1.00 cr.)

This course provides the student with practical work experience in the area of economics. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. Lecture (1.00), Cooperative (3.00). Prerequisite: ECO-101.

ECO-462 Co-Op Work Experience (Economics) (2.00 cr.)

This course provides the student with practical work experience in the area of economics. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. Lecture (1.00), Cooperative (8.00). Prerequisite: ECO-101.

ECO-463 Co-Op Work Experience (Economics) (3.00 cr.)

This course provides the student with practical work experience in the area of economics. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. Lecture (1.00), Cooperative (12.00). Prerequisite: ECO-101.

EDU – EDUCATION**EDU-101 Introduction to Education (3.00 cr.)**

This course is a study of the social, historical, and philosophical principles and foundations of American education. Lecture (3.00).

EDU-102 Introduction to Special Education (3.00 cr.)

This course provides an overview of the foundations, objectives, history, programs, curriculum, practices and legislation pertaining to education for children with special needs. Cognitive and physical disabilities, including pedagogical techniques, are examined. Lecture (3.00).

EDU-103 Principles Practices in Education (3.00 cr.)

This course 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. Lecture (3.00).

EDU-110 Foundations of Multicultural Education (3.00 cr.)

This course develops knowledge, skills, and attitudes required for teaching students from diverse cultural and linguistic backgrounds. This course further defines concepts presented in social science courses, such as World Geography, Sociology, Anthropology, Economics, and Political Science from the perspective of diverse societies. Lecture (3.00)

EDU-120 Early Childhood Education I (3.00 cr.)

This course 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 Lecture (3.00).

EDU-124 Curriculum Materials and Methods (3.00 cr.)

This course 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. Lecture (3.00).

EDU-126 Developing and Implementing Curriculum (3.00 cr.)

This course 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. Lecture (3.00).

EDU-130 Infants and Toddlers in Early Childhood (3.00 cr.)

This course surveys the psychological and educational development of infants and toddlers. Program development in the childcare setting is explored. Existing program models in infant-toddler education are studied. Lecture (3.00).

EDU-132 Parenting Very Young Children (Birth to 6 Years Old) (3.00 cr.)

This course 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. Lecture (3.00).

EDU-220 Early Childhood Education II (3.00 cr.)

This course examines current and critical issues in the field of early childhood education. These issues are explored via current readings and specialized projects. Lecture (3.00). Prerequisite: EDU-120.

EDU-222 Supervised Field Work Experience I (2.00 cr.)

This course is a weekly placement that combines onsite supervision of students as well as lecture hours. Lecture and supervision are provided by certified early childhood teachers. Students assist the teacher with daily routines and curricular activities for 3 hours weekly and participate in onsite lecture totaling 2 hours weekly. EDU-222 is taken in conjunction with EDU-223 Field Work Seminar I. Lecture (3.00). Corequisites: EDU-124 and EDU-223.

EDU-223 Field Work Seminar I (2.00 cr.)

This course serves as a forum for the discussion of students' field experience. Field experiences are critically evaluated by both students and supervising teachers. Attention is given to the necessary components of classroom management. Lecture (2.00). Corequisites: EDU-124 and EDU-222.

EDU-224 Supervised Field Work Experience II (2.00 cr.)

This course is a continuation of EDU-222 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 Experience I. This course must be taken in

conjunction with EDU-225 Field Work Seminar II. Lecture (3.00). Prerequisite: EDU-222. Corequisite: EDU-225.

EDU-225 Field Work Seminar II (2.00 cr.)

This course is a continuation of Field Work Seminar I. Additional areas considered are certification, job placement, and educational options beyond the A.A.S. Degree. Lecture (2.00). Prerequisite: EDU-223. Corequisite: EDU-224.

EDU-461 Co-Op Work Experience (Education) (1.00 cr.)

This course is designed to provide students with opportunities for observation and participation in classrooms in elementary, middle and secondary school learning environments. This structured field-based experience also allows students the opportunity to interview teachers whose classrooms they observe. Students have opportunities to interact with children and apply concepts learned in EDU-101. Student interactions include assessment of learning environments, student learning, tutoring, and small group instruction. Lecture (1.00), Cooperative (3.00). Prerequisite: EDU-101.

ELC – ELECTRICAL TECHNOLOGY**ELC-100 Introduction Electronics Technology (2.00 cr.)**

This course presents an orientation to the various subspecialties within the field, their interrelationships, and their range of applications. The course also covers Introductory topics in electrical and electronics drafting, computer-aided circuit analysis, and electronic fabrication. Lecture (1.00), Laboratory (2.00).

ELC-101 DC-Circuit Analysis (4.00 cr.)

This course includes Ohm's and Kirchhoff's laws for analysis of series, parallel, and series/parallel circuits, and Thevenin and Norton's theorems for multiple-loop circuits. Capacitance and inductance transient behavior is also studied, as well as branch, mesh, and node analysis. Lecture (3.00), Laboratory (3.00).

ELC-110 Electric Power Technology (4.00 cr.)

This course covers the basics of power systems for residential, commercial, and industrial applications from a practical viewpoint. Lecture (3.00), Laboratory (3.00).

ELC-120 Photovoltaic Systems Technology (3.00 cr.)

This course covers the basics of how to site, design, and install photovoltaic (PV) systems. Topics include shading, the orientation of arrays, sizing for grid-connected and off-grid systems, design of systems for a given electrical load, safety practices for installers and the requirements of the National Electrical Code (NEC.) A PV system will be assembled and installed in class. This course can serve as a pre-requisite for the North American Board of Certified Energy Practitioners (NABCEP.) Lecture (2.00), Laboratory (2.00).

ELC-201 AC-Circuit Analysis (4.00 cr.)

This course introduces sinusoidal inputs and time response of RL, RC, and RLC circuits. Network theorems for AC-circuits are covered, as well as resonance, filters, and pulse response of reactive circuits. Lecture (3.00), Laboratory (3.00). Prerequisite: ELC-101.

ELC-203 Electronics I (4.00 cr.)

This course is an introduction to the fundamental concepts and applications of solid-state devices. Lecture (3.00), Laboratory (3.00). Corequisite: ELC-201.

ELC-204 Electronics II (4.00 cr.)

This course is the second course in a two-course sequence in electronics. It builds upon the first course with a study of solid-state voltage and power amplifiers, emitter followers, field-effect transistors and circuits, thyristors, frequency effects, and op-amps. Lecture (3.00), Laboratory (3.00). Prerequisite: ELC-203.

ELC-214 Communication Systems I (4.00 cr.)

This course emphasizes the application of electronic communication theory to practical systems. This first course of a two-course sequence covers AM and FM systems, television, and telephone. Digital and data communication will be Introduced, and continued in Communication Systems II. Lecture (3.00), Laboratory (3.00). Corequisite: ELC-204.

ELC-215 Communication Systems II (4.00 cr.)

This course follows the first course in this sequence, continuing work in digital and data communication, and then covers transmission lines, radio wave propagation, antennas, microwave systems, satellite communications, fiber-optic systems, and cellular communication systems. Lecture (3.00), Laboratory (3.00). Prerequisite: ELC-214.

ELC-462 Co-Op Work Experience (Electronics) (2.00 cr.)

This course provides the student with practical, supervised work experience in the field of electronic engineering technology. Through on-the-job experience, students can acquire valuable practical knowledge and skills to pursue a related career. Students are supervised by a faculty member and job placement assistance is available through the Co-Op Office. Lecture (1.00), Cooperative (8.00). Prerequisite: ELC-214.

ENV – ENVIRONMENTAL TECHNOLOGY**ENV-108 Hazardous Waste Site Operations (3.00 cr.)**

This course combines classroom and hands-on fieldwork 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. Lecture (3.00).

ENV-109 Environmental Policy Compliance and Regulation (3.00 cr.)

This course 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. Lecture (3.00).

ENV-112 Environmental Health (3.00 cr.)

This course 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. Lecture (3.00).

ENV-113 Human Environment (3.00 cr.)

This course 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. Lecture (3.00).

ENV-114 Environmental Field Experience (1.00 cr.)

This course 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. Laboratory (2.00).

ENV-121 Environmental Microbiology (4.00 cr.)

This 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. Lecture (3.00), Laboratory (3.00).

ENV-122 Environmental Chemistry (4.00 cr.)

This course introduces students to the fundamental principles in air pollution technology, water and wastewater 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. Lecture (3.00), Laboratory (3.00).

ENV-461 Co-Op Work Experience (Environmental Technology) (1.00 cr.)

This course 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. Lecture (1.00), Cooperative (3.00). Prerequisites: WRT-101, CHM-100, BIO-101, and TEC-180.

ENV-462 Co-Op Work Experience (Environmental Technology) (2.00 cr.)

This course 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. Lecture (1.00), Cooperative (8.00). Prerequisites: WRT-101, CHM-100, BIO-101, and TEC-180.

ENV-463 Co-Op Work Experience (Environmental Technology) (3.00 cr.)

This course 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. Lecture (1.00), Cooperative (12.00). Prerequisites: WRT-101, CHM-100, BIO-101, and TEC-180.

ENV-464 Co-Op Work Experience (Environmental Technology) (4.00 cr.)

This course 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. Lecture (1.00), Cooperative (16.00). Prerequisites: WRT-101, CHM-100, BIO-101, and TEC-180.

FIR – FIRE SCIENCE**FIR-101 Introduction to Fire Protection (3.00 cr.)**

This course is an introduction to the field of fire science, and such will provide an overview of fire protection, fire prevention, fire suppression and the scientific nature of fire. Students will learn the principles relevant to hazard control, structural design, fire detection, extinguishment, and limitation of loss. Lecture (3.00).

FIR-102 Fundamentals Fire Prevention/Fire Inspection I (3.00 cr.)

This course is an introduction to the study of the basic principles of fire prevention and inspection. Students will learn to utilize the tools necessary to perform inspections, properly make citations, and oversee corrective action. Emphasis of the course is to develop competency in basic fire code enforcement through proficient use of the New Jersey Uniform Fire Code and referenced standards. Lecture (3.00).

FIR-103 Buildings Codes and Standards (3.00 cr.)

This course covers the basic principles of building codes and standards. The focus of the course is the nexus between building construction and design, and contemporary problems faced by fire organizations. Lecture (3.00).

FIR-104 Fire Tactics and Strategy (3.00 cr.)

This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Emphasis is on pre-fire planning, fire ground problem solving, and decision-making in support of tactical deployment and strategic use of available resources. Lecture (3.00).

FIR-105 Fire Administration (3.00 cr.)

This course is an introduction to organization and management of fire departments. The course will cover basic managerial concepts and principles of organizational structure, management, and supervisory techniques utilized in the fire service. The focus of the course will be on the company officer. Lecture (3.00).

GAM - GAMING**GAM-110 Introduction to Game Architecture and Design (3.00 cr.)**

This course introduces the student to the fundamentals of game architecture and design through critique of game play, interactive assignments, and culminating with the creation of an original game design document. Game design concepts include storytelling and narrative, game worlds and settings, game play, character development, audio, game art, level design and the user interface.

Also covered are video game history, status of the game development industry and associated careers and the game development process. Lecture (3.00).

GAM-111 Game Programming 2D (3.00 cr.)

This course introduces the student to fundamental game programming concepts including managing data, control structures, input/output, and functions. Game production topics include animation, sound effects, sprite movement, collisions, player control, user interface controls, and splash screens. Students will plan, design and test game elements that implement these concepts. Lecture (2.00), Laboratory (2.00). Corequisites: CIS-165, INF-145, INF-153, INF-152.

GAM-211 Game Development 2D (3.00 cr.)

This course allows students to continue to develop their game programming knowledge and skills by planning, designing, implementing and testing complete games. Student knowledge of 2D scripting languages will be expanded to include high score storage techniques, timers, physics, player inputs and additional GUI controls and components. Topics for a 2D game engine include tile maps, more particle effects, camera management, inventory management, game state, and artificial intelligence. Lecture (2.00), Laboratory (2.00). Prerequisite: GAM-111.

GAM-221 Game Programming 3D (3.00 cr.)

This course provides the student with game programming knowledge and skills required for making 3D games. A professional game development platform will be investigated along with object-oriented programming concepts that include arrays, classes, properties, delegates, interfaces, and event handling. Students will also learn techniques for using a platform-integrated game engine to create game levels using terrain, material, object, and other level editing tools. Lecture (2.00), Laboratory (2.00). Prerequisite: GAM-111.

GAM-222 Game Development 3D (3.00 cr.)

This course provides the student with game programming knowledge and skills required for making 3D games. A professional game development platform will be investigated along with object-oriented programming concepts that include arrays, classes, properties, delegates, interfaces, and event handling. Students will also learn techniques for using a platform-integrated game engine to create game levels using terrain, material, object, and other level editing tools. Lecture (2.00), Laboratory (2.00). Prerequisite: GAM-221.

GEO - GEOGRAPHY

GEO-101 World Geography (3.00 cr.)

This course is a detailed study of topography, land usage, and natural resources as they directly and indirectly affect human, economic, historical, and political interaction. >General Education Course. >Diversity Course.

GEO-102 Human Geography (3.00 cr.)

This course is an introduction to the spatial patterning of human activities and the role of human affairs. This course explores some of the main issues in human/cultural geography including: economic development, industrialization, population distribution, organization of urban and non-urban societies, agriculture, nationalism, meaning of new spaces, and cultural expressions in order to better understand the contemporary world. In addition, the class introduces various concepts and techniques used by geographers. >General Education Course. >Diversity Course. Lecture (3.00).

HIS - HISTORY

HIS-101 History of Western Civilization to the Reformation (3.00 cr.)

This course is a study of the Western world from ancient times to the Renaissance and Reformation. Major cultural, social, economic, political, and religious developments in the history of the West are surveyed. >General Education Course. Lecture (3.00).

HIS-102 History of Western Civilization since the Reformation (3.00 cr.)

This course is a study of the Western world from the sixteenth century to the contemporary period. Major cultural, social, economic, political, and religious developments in modern Western history are surveyed. >General Education Course. Lecture (3.00).

HIS-105 Women in History (3.00 cr.)

This course is a study of women's roles from the classical age to the present. Various past societies are examined to determine their attitudes towards women as well as the causes and consequences of these attitudes. Particular attention is placed on studying women's roles in 19th and 20th century Europe and America. >General Education Course. Lecture (3.00).

HIS-106 History of Modern Europe to the French Revolution (3.00 cr.)

This course is an analysis of western European history from the late Middle Ages to 1815. The course provides an overview of the major political, economic, and cultural developments that molded early modern Europe and culminates with an intensive examination of the French Revolution and the Napoleonic era. >General Education Course. Lecture (3.00).

HIS-107 History of Modern Europe Since the French Revolution 3.00 cr.)

This course is an analysis of western European history from 1815 to present. The course provides an overview of the major political, economic, and cultural developments that characterize modern Europe and concludes with a comparative study of postwar Europe and America. >General Education Course. Lecture (3.00).

HIS-111 United States History to Reconstruction (3.00 cr.)

This course is a survey of the history of America from the colonial era to the Civil War and Reconstruction period. Emphasis is placed on the origins of American political system and on the social, cultural, economic, and diplomatic development of the United States. >General Education Course. Lecture (3.00).

HIS-112 United States History since Reconstruction (3.00 cr.)

This course is a survey of the history of the United States from the Reconstruction period to the present. Emphasis is placed on the American political system and on the social, economic, and diplomatic development of the United States. >General Education Course. Lecture (3.00).

HIS-113 History of 20th Century United States to World War II (3.00 cr.)

This course is a study of the United States from the beginning of the 20th Century through the New Deal Era of the 1930's. Topics covered include Industrialism, Progressivism, the Great Depression, the New Deal, and United States involvement in world affairs, World War I, and the political, social, economic, and cultural development of the United States during this period. >General Education Course. Lecture (3.00).

HIS-114 History of 20th Century United States since World War II (3.00 cr.)

This course is a study of the United States from the Second World War to the present. Topics covered include World War II diplomacy, the Cold War, containment, the Vietnam era, d'ente, domestic reforms including Civil Rights, and the Great Society, Watergate, and other political, social, economic, and cultural developments in the United States from the 1940's to the present. >General Education Course. Lecture (3.00).

HIS-115 Recent American Foreign Policy (3.00 cr.)

This course is an analysis of the way World War II altered the relationships between world and national powers and of how the turbulence of the period led to international tensions and conflict. The course examines the Cold War, its underlying forces and trends, its principal events, and its participants. Lecture (3.00).

HIS-116 Women American History (3.00 cr.)

This course is a survey of the history of women from the colonial period to the present. Feminism, women's suffrage, and the advocacy of social and economic equality are the unifying themes of the course. >General Education Course >Diversity Course Lecture (3.00).

HIS-117 Themes in U.S. History (New Jersey and Bergen County) (3.00 cr.)

This course is a study of New Jersey from the earliest recorded times to the present. The course examines suburban development, ethnic and minority groups, transportation, political and economic history, and the social and cultural heritage of the county and state. Lecture (3.00).

HIS-121 Modern Asian History (3.00 cr.)

This course is a study of modern China, India, and Japan. The course focuses on these societies' traditional cultures and worldviews and on the alterations and disruptions in these societies as a result of the introduction of Western values and ideas in the 19th and 20th centuries. >General Education Course. >Diversity Course. Lecture (3.00).

HIS-124 African American History (1877-Present) (3.00 cr.)

The content of this course spans from the end of the Reconstruction Era to the present day. Its aim is to write into the historical discourse of all Americans the contributions of African Americans that shaped this country through their distinctive struggles and experiences. Lecture (3.00).

HIS-126 Modern African History (3.00 cr.)

This course is a survey of African History from 1750 to the present. Emphasis is placed on the impact of slavery and western imperialism, the emergence of the new African states since the Second World War, and the social, cultural, political, and economic development of Africa. >General Education Course. >Diversity Course. Lecture (3.00).

HIS-130 Latin American to Independence (3.00 cr.)

This course is a study of the European and Indian heritage of Latin American civilization. The course examines the development of colonial culture, with special emphasis on its government and economy, and concludes with an analysis of the wars of independence. >General Education Course. >Diversity Course. Lecture (3.00).

HIS-131 Latin American Since Independence (3.00 cr.)

This course is a study of Latin America since 1850. The course analyzes the development of the region's principal countries: Argentina, Brazil, Chile, Colombia, Cuba, and Mexico. Regionalism, cultural development, the impact of American and world politics, dictatorships, land reforms, and constitutional issues relative to these countries are considered. >General Education Course. >Diversity Course. Lecture (3.00).

HIS-132 The Spanish Speaking Caribbean and Central America since 1898 (3.00 cr.)

This course is a study of the Spanish Speaking Caribbean and Central America since 1898. The course analyzes the development of the region's principal countries, including Cuba, the Dominican Republic, Guatemala, El Salvador, Nicaragua, Costa Rica, and Panama. Cultural development, the impact of the United States and Cold War politics, dictatorships, land reforms and constitutional issues relative to these countries are considered. Lecture (3.00).

HIS-135 History of the Middle East (3.00 cr.)

This course analyzes the rise of Islam with an emphasis on its cultural, intellectual, and scientific contributions to Middle Eastern civilization. Islam is examined as a religion, as a vast imperial political system, and as an advanced culture. Special attention is given to current Mideast conflicts and to the role of the United Nations in the region. International confrontation and collaboration in the region are examined. Lecture (3.00).

HIS-140 History of the Labor Movement (3.00 cr.)

This course is an Introductory study of the history of the American labor movement. The course examines the origins, growth, structure, and goals of craft and industrial union; the struggles that went into creating them; their impact on the contributions to society; their political roles; and their present-day efforts and concerns. Lecture (3.00).

HIS-144 Contemporary American Issues and Problems (3.00 cr.)

This course is a study in a historical context of selected political, social, economic, and diplomatic issues and problems facing the United States in the contemporary world. Lecture (3.00).

HIS-145 Anatomy of Peace (3.00 cr.)

This course is a study in a historical context of peace and war, particularly in the 20th century. Topics considered include diplomacy and peacemaking, arms control, world organizations, nonviolence, conflict, and conflict resolution. Relevant ethical, economic, biological, social, political, and psychological issues are examined. Lecture (3.00).

HIS-195 Vietnam (3.00 cr.)

This course is a 13-hour television course on the history of American and French involvement in Indochina. Interviews with major figures and ordinary individuals are interspersed with the film footage from a dozen countries (including France and Vietnam) as well as from US news and government archives. Lecture (3.00).

HIS-461 Co-Op Work Experience (History) (1.00 cr.)

This course offers students an opportunity for supervised work in the field of history. Job assistance is available through the Co-Op office. Lecture (1.00), Cooperative (3.00). Prerequisite: take 1 course from HIS.

HIS-462 Co-Op Work Experience (History) (2.00 cr.)

This course offers students an opportunity for supervised work in the field of history. Job assistance is available through the Co-Op office. Lecture (1.00), Cooperative (8.00). Prerequisite: take 1 course from HIS.

HIS-463 Co-Op Work Experience (History) (3.00 cr.)

This course offers students an opportunity for supervised work in the field of history. Job assistance is available through the Co-Op office. Lecture (1.00), Cooperative (12.00). Prerequisite: take 1 course from HIS.

HRM – HOTEL/RESTAURANT/HOSPITALITY**HRM-101 Introduction Hospitality Management (3.00 cr.)**

This course is a study of the fundamental principles of hotel, restaurant, and food service operations. Basic managerial and operating functions prevalent in the industry are considered in conjunction with the various job opportunities available. Lecture (3.00).

HRM-102 Food Protection and Safety (3.00 cr.)

This course introduces the principles involved in identification and prevention of food contamination; the role of state, federal and local Public Health regulations; accident prevention; and the safety practices and control measures used in the various food service operations. Students will take the FDA Food Protection Certification exam as part of the course. Lecture (2.00), Laboratory (2.00).

HRM-103 Professional Food Preparing Techniques (3.00 cr.)

This course is the study of the techniques used in the preparation of such basic foods as vegetables, potatoes, eggs, fish, shellfish, and meats. Theories of grilling, frying, broiling, and sautéing, as well as demonstrations, lectures, and laboratory work on meat cuts and their utilization are included in the course. Lecture (1.00), Laboratory (4.00).

HRM-104 Front Office Procedures (2.00 cr.)

This course is a study of the principles of the organization and operation of public lodging facilities. Front office management and procedures covering duties of the manager, assistant manager, room clerk, night auditor, and cashier are discussed. Lecture (1.00), Laboratory (2.00).

HRM-106 Menu Planning and Nutrition (1.00 cr.)

This course is a study of the principles of menu planning for a variety of food service operations. The preparation of balanced menus to meet differing nutritional needs, the human digestive system, the importance of food and diet to health, and the values of nutrients and calories in maintaining good health are some of the subjects covered in the course. Lecture (1.00), Laboratory (1.00).

HRM-108 Computer Applications for the Hospitality Industry (1.00 cr.)

This course introduces students to computerized recording, forecasting and other analytical procedures used by management to control food and beverage costs. Laboratory (2.00).

HRM-110 Introduction to Baking (3.00 cr.)

This course is a study of the basic theory of baking and the skill of producing baked products. The content of the course includes types of flour, leavening agents, scaling, and icings. Hands-on baking in a laboratory setting includes the production of breads, cakes, pastries, and cookies. Lecture (2.00), Laboratory (2.00).

HRM-129 Event Planning and Management I (3.00 cr.)

This course will provide the information and tools needed to meet the needs and expectations of participants of meeting and event participants in an ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions. Lecture (3.00).

HRM-201 Food and Beverage Cost Control (1.00 cr.)

This course is a detailed study of the cost control procedures found within the hospitality industry. The content of the course includes the factors affecting purchasing, storage, issuing, receiving, and preparation. Lecture (1.00), Laboratory (1.00). Prerequisite: HRM-101.

HRM-202 Quantity Food Production and Service (Fall Only) (3.00 cr.)

This course concentrates upon the student operation of a cafeteria-type food service facility under an instructor's supervision and includes the preparation and service of various menu items. Students experience all phases of an institutional food service operation through rotation laboratory assignments. Lecture (1.00), Laboratory (4.00). Prerequisite: HRM-103.

HRM-203 Beverage Management (2.00 cr.)

This course is a study of the history, sources, production, uses, control, and legislation pertaining to alcoholic beverages. Bartending skills and mixology in hands-on laboratory settings are studied. Lecture (1.00), Laboratory (2.00). Prerequisite: HRM-101.

HRM-204 Food Purchasing (Fall Only) (2.00 cr.)

This course is the study of the types and kinds of meat, poultry, fish, shellfish, fruits and vegetables. An analysis of specifications and techniques in purchasing fresh, frozen, and canned products from commercial purveyors is presented. Lecture (1.00), Laboratory (2.00). Prerequisite: HRM-101.

HRM-205 Restaurant Service Management (3.00 cr.)

This course introduces the principles and techniques of waiting tables and doing table setups, and the course includes an analysis of the service management responsibilities associated with the operation of restaurants. Lecture (2.00), Laboratory (2.00). Prerequisite: HRM-101.

HRM-206 Commercial Restaurant Operation (Spring Only) (3.00 cr.)

This course concentrates upon the preparation and service of complete menus by students under the direction of program instructors. Students participate fully in the management and operation of a full-service formal restaurant. Lecture (1.00), Laboratory (4.00). Prerequisite: HRM-202.

HRM-207 Hotel Sales and Convention Planning (1.00 cr.)

This course is a study of the principles and techniques of group sales in the lodging industry. Topics of discussion include feasibility studies, advertising procedures, market development, identification of selling objectives, maximizing room occupancy, long-term sales planning, and convention operations. Lecture (1.00), Laboratory (1.00). Prerequisite: HRM-101.

HRM-212 International Cuisine (3.00 cr.)

This course is a study of the recipes for the preparation of foods from various countries around the world. French, Italian, German, Chinese, Japanese, Mexican, and American cuisine are considered. Lecture (2.00), Laboratory (2.00). Prerequisite: HRM-103.

HRM-213 Classical Garde-Manger (Fall Only) (3.00 cr.)

This course is a study of a wide variety of food decorating and garnishing techniques. Laboratory work includes fruit and vegetable decoration and the preparation of aspic, chaud, froid, hors d'oeuvre, and gelatin. Lecture (2.00), Laboratory (2.00). Prerequisite: HRM-103.

HRM-214 Banquet and Catering Management (2.00 cr.)

This course introduces students to the skills necessary to be qualified, competent and creative food service specialists. Lecture (2.00). Prerequisite: HRM-101.

HRM-216 Facilities Planning, Layout and Design (3.00 cr.)

This course includes blueprint interpretation, principles of design and layout rendering to redesign an existing Hospitality facility. This course also focuses on the development of work analysis and flow charts for selection and placement of equipment in production, storage and, in some cases, kitchen and dining areas. Lecture (2.00), Laboratory (2.00). Prerequisite: HRM-101.

HRM-217 Issues in the Hospitality Industry (2.00 cr.)

This course includes the evaluation of selected food service units; a discussion of current concerns and issues common to all food services; and contemporary trends in the application of advanced technology, menu implementation strategies, marketing strategies, beverage management, and personnel management. Lecture (2.00). Prerequisite: HRM-101.

HRM-219 Hospitality Law (3.00 cr.)

This course provides industry specific legal fundamentals to students and practicing professionals in the hospitality industry. It introduces basic foundations and principles of the law affecting the hospitality industry and introduces guidelines and techniques that show managers how to manage preventively and apply a practical legal awareness to their actions. Lecture (3.00). Prerequisite: HRM-101.

HRM-220 Advanced Baking Techniques (Spring Only) (3.00 cr.)

This course continues the theory of baking and the skill of producing baked products. Laboratory work includes elaborate cake and pastry making, showpiece desserts, and delicate marzipan, sugar and chocolate presentations. Lecture (2.00), Laboratory (2.00). Prerequisite: HRM-110.

HRM-229 Event Planning and Management II (3.00 cr.)

This course will provide the information and tools needed to meet the needs and expectations of participants of meeting and event participants in an ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions. Lecture (3.00). Prerequisite: HRM-129 or BUS-129.

HRM-462 Co-Op Work Experience (Hotel/Restaurant/Hospitality) (2.00 cr.)

This course requires part-time employment by the student in a college-approved business organization to help the student gain insight into marketing and administrative practices of the industry. This paid work experience is supervised and coordinated by a faculty member. Hospitality industry related jobs are required and must be approved by a faculty coordinator. Job assistance is available through the Co-Op office. Lecture (1.00), Cooperative (12.00). Prerequisite: HRM-101.

HRT - HORTICULTURE**HRT-101 Fundamentals of Horticulture (3.00 cr.)**

This course is designed to acquaint the student with the multifaceted field of ornamental horticulture. Topics for examination include the historical role of horticulture from the artistic and scientific perspectives, as well as its commercial and aesthetic significance and applications for the future. Discussion of current employment opportunities, trends and practices will be emphasized. Noted guest lecturers from all fields of horticulture will share their views and experiences. Lecture (2.00), Laboratory (3.00).

HRT-102 Plant Science (4.00 cr.)

This course is designed to familiarize the student with the horticultural relationship of plants to botanical anatomy and function, including the limiting factors that influence plant growth such as light, temperature, water and nutrients. The characteristics of soils, soil nutrient deficiencies, fertilizers and soil amendments, as well as their relationship to plant growth will be covered. Lecture (3.00), Laboratory (3.00).

HRT-103 Turf and Grounds Management (3.00 cr.)

This course is the study of turf and plant practices on the residential and commercial sites. Emphasis is placed on the structure and growth habits of commonly used species and cultivars including installation, renovation and maintenance practices. Exposure to grounds maintenance equipment commonly utilized in the installation and maintenance of the landscape is included. Lecture (2.00), Laboratory (3.00).

HRT-104 Landscape Plants and Materials 1 (2.00 cr.)

This course is an introduction to the basic genera of the most commonly utilized trees, shrubs and ground covers in the landscape. In addition to identification, growth form, color, texture and habitat requirements, and their uses in the residential and commercial sites will be studied. Lecture (1.00), Laboratory (2.00).

HRT-112 Pests Ornamental Plant (4.00 cr.)

This course introduces the student to the insects, diseases, and environmental disorders that affect plants. Identification of pests and methods of controlling them are emphasized. Lecture (3.00), Laboratory (3.00).

HRT-113 Principles of Landscape (3.00 cr.)

This course is a study of the design and development of landscape plans from plot plans and site analysis studies. Instruction in drafting and mechanical skills is included. Lecture (2.00), Laboratory (3.00). Prerequisite or Corequisite: HRT-104.

HRT-114 Computer Applications for Landscape Design (3.00 cr.)

This course will introduce students to the Computer Aided Design (CAD) and quotation software used by professionals in the green industry. The course's focus is on learning to use industry standard computer software such as Dynascape to develop landscape design projects. Students should be familiar with basic computer functions before enrolling. Lecture (2.00), Laboratory (2.00).

HRT-115 Floral Design (3.00 cr.)

This course is a study of the plants, supplies, and design skills used in flower arranging. Laboratory experiences include seasonal and non-seasonal arrangements for a variety of occasions. Lecture (2.00), Laboratory (3.00).

HRT-119 Greenhouse Operations and Production (3.00 cr.)

This course is a study of the management practices of field and greenhouse production of foliage and floral crops. Emphasis is placed on the commercial practices of purchasing, programming, cultural production, storage, handling, and sales of cut flowers and potted plant crops. The chain-of-life concept is discussed as it relates to the consumer's aesthetic use of cut flowers and plants. Lecture (2.00), Laboratory (3.00).

HRT-120 Interior Plantscaping (3.00 cr.)

This course acquaints the student with interior plant materials, with emphasis on their cultural requirements, maintenance practices and key ornamental aspects. Basic business applications regarding installation and maintenance contracts are covered. Emphasis will be placed on selection of appropriate plants in environments calling for a balance of human needs and plant culture. Lecture (2.00), Laboratory (2.00).

HRT-124 Irrigation Technology (2.00 cr.)

This is a course designed to expose students to landscape and turf equipment technology, system designs, installation and maintenance of a variety of irrigation types. Students will be involved with reading irrigation blueprints, troubleshooting potential problems and repair techniques. Lecture (1.00), Laboratory (2.00).

HRT-125 Equipment Management (2.00 cr.)

This course introduces the student to the selection, proper use, maintenance and repair of power tools that are used in the lawn and tree care industries. Lecture topics will focus on the necessary information needed to make purchasing decisions as well as safety and proper use practices. The lab section provides the student with a hands-on approach to troubleshooting engine problems and a variety of repair options. Students will be required to present projects relating to their industry's equipment needs. Lecture (1.00), Laboratory (2.00).

HRT-130 Landscape Contracting (1.00 cr.)

This course is a study of the basic requirements for developing landscape contracts and the writing of detailed specifications. Ethical practices and professional relationships among the client, consultant, contractor, other allied professions, and employees are also studied. Project costs and fee determination procedures are represented and simulated in the labs. Lecture (1.00), Laboratory (1.00).

HRT-204 Landscape Graphics (2.00 cr.)

This course emphasizes the techniques for formulating, presenting, and drafting landscape designs. In addition, the basic design elements of planting, including form, texture, color, sequence of bloom, and ecological associations will be studied. Lecture (1.00), Laboratory (2.00). Prerequisite: HRT-113.

HRT-213 Sustainable Design and Construction (3.00 cr.)

This course is a continuation of the advancement of the student's design skills and practices. This course will place special emphasis on the ecological association of the land and plants. Students will develop landscape plans utilizing green technology while addressing the environment and topographical concerns of a site. Lecture (2.00), Laboratory (2.00). Prerequisite: HRT-113.

HRT-214 Landscape Design/Build Capstone (4.00)

This course will continue improving the student's design skills with a series of group projects using a variety of sites. Students will polish their presentation skills while solving problems and business management issues of increasing complexity. Off-campus visitations to design/build facilities and project sites will offer students additional insight into the day-to-day experience of working in the green industry. Lecture (2.00), Laboratory (2.00). Prerequisite: HRT-213.

HRT-215 Landscape Design/Build Management (4.00)

This course brings together the student's knowledge of both horticulture and business. Students will take a residential design and a project of their own choosing from start to finish, combining design with construction. Emphasis is on design and construction details, estimating, specifications, and contract documents. Lecture (2.00), Laboratory (2.00). Prerequisite: HRT-214.

HRT-232 Plant Propagation (4.00 cr.)

This course is designed to familiarize the student with the techniques, facilities and materials needed for plant propagation in the greenhouse. Techniques of both vegetative and sexual reproduction of herbaceous and woody plants, as well as greenhouse crops and crops for the interior landscape are covered. Lecture (3.00), Laboratory (3.00). Prerequisite: HRT-102.

HRT-233 Landscape Plants and Materials II (4.00 cr.)

This course places emphasis on the identification, culture and use of both native and cultivated herbaceous materials used in the landscape and further continues with the identification and use of more specialized and unique woody plant materials. Laboratory and field exercises include studies and demonstrations of their applications and uses in both natural and designed settings. Lecture (3.00), Laboratory (3.00). Prerequisite: HRT-104.

HRT-234 Commercial Floral Design Management (4.00 cr.)

This course introduces the student to the production methods encountered in a commercial floral operation. Flower selection, basic and specialized supplies and their uses in all phases of the commercial operation will be discussed and demonstrated. In addition to designs of special occasion arrangements, students will be exposed to various marketing aspects of the floral industry including purchasing, sales and profitability. Lecture (3.00), Laboratory (3.00). Prerequisite: HRT-115.

HRT-235 Landscape Analysis (3.00 cr.)

This course acquaints the student with the different sites encountered by the landscape contractor, emphasizing appropriate planning in the development of both residential and commercial properties. Construction considerations will include drainage, irrigation, structures and the selection of materials. The integration of site analysis and construction materials in student projects will be stressed. Lecture (2.00), Laboratory (3.00). Prerequisite: HRT-104.

HRT-236 Horticulture Marketing and Sales (3.00 cr.)

This course introduces the student to concepts relating to preparation for a career in horticulture. Field studies into horticultural businesses, group discussions and consultations with industry professionals assist in formulating effective strategies and planning for a profitable business. Included are discussions of basic principles of marketing, current industry trends and sales. Lecture (3.00). Prerequisite: HRT-101.

HRT-237 Arboriculture/Plant health care (3.00 cr.)

This course is the study of the care of trees and woody plants. Emphasis is placed on pruning, pest control and proper cultural practices including planting procedures and fertilization schedules. Other important topics to be covered are the safety practices involved with tree climbing, pesticide application, and tree removal. The course will provide an understanding of the basic functions of woody plant systems. Lecture (2.00), Laboratory (3.00).

HRT-462 Co-Op Work Experience (Horticulture) (2.00 cr.)

This course is a supervised work experience program that 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. Lecture (1.00), Cooperative (11.00). Prerequisites: take 1 course from HRT.

HSE – HOMELAND SECURITY**HSE-101 Introduction to Homeland Security (3.00 cr.)**

This course focuses on a comprehensive, up-to-date overview of homeland security, from an all-hazards perspective. Students examine threats to homeland security, including natural and technological disasters, as well as intentional threats of domestic and international terrorism, including weapons of mass destruction. Students review the roles and responsibilities of government agencies, non-government organizations, and individual citizens in homeland security. Lecture (3.00).

HSE-102 Introduction to Emergency Management (3.00 cr.)

This course offers an in depth analysis of planning and administration of Emergency Management. The course addresses natural and manmade disasters, FEMA and state agencies, OSHA, National Incident Management System (NIMS,) Incident Command procedure, National Response Plan and safety in the working environment. Lecture (3.00).

HSE-103 Legal Aspects of Homeland Security and Emergency Management (3.00 cr.)

This course is an introduction to the legal and policy framework for emergency management and response to natural and technological hazards and disasters. The course addresses the role of local, state, and federal governments in an emergency or disaster response. The duty to act, liability and negligence, the use of volunteer resources and the role of counsel in emergency management is examined. Lecture (3.00).

HSE-104 Disaster Management, Risk Assessment and Mitigation (3.00 cr.)

This course covers the basic principles of disaster management due to natural or manmade events, the identification, and assessment and monitoring of risks and the mitigation of risks using available technological, human, and organizational resources. Lecture (3.00).

INF – INFORMATION TECHNOLOGY**INF-100 Keyboarding I (3.00 cr.)**

This course 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. Lecture (2.00), Laboratory (2.00).

INF-101 Introduction to Information Technology (3.00 cr.)

This course examines computing tools, processes, and applications and their appropriate use in society. Topics include hardware, software, the Internet and web, communications and networking, and the effective use of related tools. Labs will provide hands-on activities relating to the course content. Students will work in an online learning system. Lecture (2.00), Laboratory (2.00)

INF-107 Mini Computer Operation (3.00 cr.)

This course prepares the student to use the IBM AS/400 System. Topics include database concepts, display files control language commands, and source entry utility. Lecture (2.00), Laboratory (2.00).

INF-108 PC Upgrade, Maintenance and Diagnosis (3.00 cr.)

This course provides instruction in the infrastructure, configuration, upgrade, troubleshooting and repair of PC systems. Students will partially assemble and upgrade a PC. Topics include diagnosing problems; preventive maintenance; safety and environmental issues; motherboards (components and architecture); computer memory; input/output (I/O) interfaces; printer classes; basic networking and data communications concepts and components. This course assists with preparation for the CompTIA A+ Certification. Lecture (2.00), Laboratory (2.00).

INF-114 Microsoft Office (3.00 cr.)

(Office 2010) This course uses project-based exercises to teach the fundamentals of the Microsoft Office Suite - specifically, Word (word processing), Excel (spreadsheet), Access (database), PowerPoint (presentation), and Outlook (e-mail and calendar). Labs will include exposure to web development using the suite. Lecture (2.00), Laboratory (2.00).

INF-115 Desktop Publishing (1.00 cr.)

This course is a hands-on experience integrating text and graphics to design, edit, and produce a variety of business documents. Knowledge of word processing is helpful. Laboratory (2.00).

INF-119 Document Processing with Microsoft Word (3.00 cr.)

(Word 2010) This course provides hands-on instruction using a popular word processing program. Topics covered include the creation, modification, and printing of documents that include text and graphics. Emphasis will be given to the proper formatting of documents and the production of office publications. Students are expected to keyboard at 30 WPM. Lecture (2.00), Laboratory (2.00).

INF-120 PowerPoint (1.00 cr.)

(PowerPoint 2010) This course is an introduction to electronic presentations. Students will learn to create professional looking, computer-generated presentations that include use of design templates, graphics, sounds, animations, OLE and web links. Students will work in outline and slide views. Laboratory (2.00).

INF-124 Spreadsheet Excel (1.00 cr.)

(Excel 2010) This course is a hands-on experience of a state-of-the-art electronic spreadsheet. The course will provide step-by-step instruction in the various commands necessary for spreadsheet creation and the manipulation and management of spreadsheets. All lab work is done on a Microsoft Windows processing platform. Laboratory (2.00).

INF-130 Testing and Quality Assurance (3.00 cr.)

This course introduces methodologies associated with quality assurance testing. Students will learn about the role of testing in the software development life cycle and will develop systematic approaches to facilitate thorough testing. Issues specific to multi-platform environments will be investigated. Students will document their testing procedure and results using both verbal and written communication methods. The relationship between testing, product marketing, and customer service will be explored. Projects may include testing for game programming. Lecture (2.00), Laboratory (2.00).

INF-140 Introduction Multimedia (3.00 cr.)

This course introduces the student to the various applications of computer-based multimedia in industry, government, education, and entertainment. Hardware systems, distribution media, flowcharts, software tools, scripts, and production will be covered. Students will work in groups to design and prepare a multimedia presentation. Lecture (2.00), Laboratory (2.00).

INF-143 Web Publishing (1.00 cr.)

This course introduces the student to the principles involved in creating dynamic web sites. Students learn to use a variety of tools to make compelling and informative web pages applying current web productivity software. 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 is also discussed. Laboratory (2.00).

INF-144 Windows Desktop Operation (1.00 cr.)

(Vista) This course introduces the student to the basics of the Microsoft Windows desktop. Topics presented include working with files, organizing files with Windows Explorer, personalizing your Windows environment, bringing the Web to the desktop, searching for information, working with graphics, object linking and embedding, exploring your network, working with hardware, and managing Windows. Laboratory (2.00).

INF-145 Visual Basic Programming (3.00 cr.)

This course provides effective hands-on instruction in an event-driven, high level programming language, using a series of tools to design and control object-oriented graphical user interfaces in an integrated development environment. All lab work is done on a Microsoft Windows processing platform. Lecture (2.00), Laboratory (2.00).

INF-146 Web Development (3.00 cr.)

This course provides instruction in the development and composition of Web pages. Students will author pages that meet current professional standards as specified by the World Wide Web consortium. They will write HTML and CSS using a text editor and will be introduced to web authoring productivity software. Objects such as graphics and sound, style sheets, JavaScript, and issues surrounding cross-platform viewing will be discussed. The students will develop and publish a completed Web site. Recommended Corequisite: INF-101. (To be successful in this course, students should adhere to the recommendation.) Lecture (2.00), Laboratory (2.00).

INF-147 Web Development Using Dreamweaver (3.00 cr.)

This course introduces students to Web page authoring using a What-You-See-Is-What-You-Get editing environment. This course will focus on technical mastery of the software tools and techniques used to create Web pages with Dreamweaver, and on an understanding of the technical and environmental issues that affect Web page design, performance, and effectiveness. Graphic design issues will be addressed in this context. Lecture (2.00), Laboratory (2.00).

INF-150 Business Programming Logic (3.00 cr.)

This course develops and reinforces the student's logical thought processes using proper design techniques and tools, especially flowcharting. Topics presented include exploration of business programming considerations, such as input of data, output of information, accuracy and reliability, the use of objects and object-oriented programming, as well as data structures. Topics under data structures include linked-lists, hyperlinking, stacks, queues, trees, and traditional file structures. Lecture (2.00), Laboratory (2.00). Prerequisites: MAT-032, MAT-035.

INF-151 Database: Access (1.00 cr.)

(Access 2010) This course is a hands-on experience of a relational database management system. The course entails developing database management projects starting with the design of the structure of a database, entering and editing data, designing multi-table queries, and creating forms and reports. Various techniques of database applications development will be implemented. All work will be done on a Microsoft Windows processing platform. Laboratory (2.00).

INF-152 C/C++ Programming (3.00 cr.)

This course provides the foundations for programming in the C and C++ languages. Students code programs applying C/C++ operators, constructs, and functions. Topics covered include language version differences, definition of variables; Mathematics, relational, and logical operators; decisions; while and for loops; C/C++ functions, user written functions, and scope and passing values. Lecture (2.00), Laboratory (2.00).

INF-153 Java Programming (3.00 cr.)

This course provides effective hands-on instruction in this powerful and versatile object-oriented language. Students develop stand-alone applications as well as applets that run in Java-enabled environments. Topics explored 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 covered. Lecture (2.00), Laboratory (2.00).

INF-160 Networking Technologies and Data Communications (3.00 cr.)

This course offers comprehensive coverage of networking and data transmission key terms, concepts, and development strategies. Topics presented include the history of network development; network media; network protocols; network/data transmission theory (OSI layers and IEEE standards); network types; network design; server/client configuration; network administration; network remote access; wide area networks; and network troubleshooting. The course assists in preparing the student for the MCSE certification exams offered by Microsoft and the Foundations Level CIW certification. Lecture (3.00).

INF-161 Internet Research and Data Handling (1.00 cr.)

This course provides an in-depth view of the Internet and is designed to meet both professional and research needs. Topics covered include advanced searching strategies and techniques, data mining, information integrity and intellectual property, FTP sites, downloads, file types and their integration into applications, and connectivity issues. Laboratory (2.00).

INF-162 Introduction to the Internet (1.00 cr.)

This course introduces the necessary skills to access the Internet using leading Internet browsers. Topics covered include the Web, its components and organization; URLs; browsing Web 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. Course credit by exam is available. Laboratory (2.00).

INF-163 Internet Concepts and Applications (3.00 cr.)

This course provides comprehensive coverage of the Internet. Topics presented include the Internet's history; its composition and technologies; protocols; electronic mail systems; browser and Web concepts; source integrity; searching the Web for research and gaining market intelligence; commanding FTP, newsgroups, gopher, and Telnet; and objects, plug-ins and viewers. This course assists in preparation for Foundations Level CIW certification. Lecture (2.00), Laboratory (2.00).

INF-164 Networking Fundamentals I (4.00 cr.)

This course exposes students to the skills needed to design, build, and maintain small to medium-sized networks. Students are provided with classroom and laboratory experience in current and emerging networking technology. Focus is on the theory behind LANs. Topics include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol addressing, network standards, safety and environment issues. This course assists in preparation towards the CISCO CCNA certification. 3 lectures, 2 labs, 4 credits Prerequisites: None; Helpful: A+ Certification; Microsoft Office Skills; Introductory programming or multimedia courses; Introductory electronics Lecture (3.00), Laboratory (2.00).

INF-165 Introduction to Linux (1.00 cr.)

This course provides a hands-on introduction to this open-source operating system. Students learn to configure a graphical desktop environment, install and configure office-suite applications, create a Linux server environment, configure basic services, and use Linux commands. Laboratory (2.00).

INF-170 Networking Experience (3.00 cr.)

This course awards transfer credit, based upon proven extensive professional experience in Network Administration or completion of sufficient networking coursework, to students wishing to enter the Network Security Certificate of Achievement. New students also may satisfy this requirement by enrolling in INF-160. Lecture (3.00).

INF-208 Systems Analysis and Design (3.00 cr.)

This course addresses the effective use of equipment and management techniques in meeting the information needs of the contemporary business world. The techniques of analysis, specifications, selection, and implementation lead to the design of an optimal information system. A variety of hands-on tools

will be used to complement the covered concepts. Lecture (2.00), Laboratory (2.00). Prerequisites: BUS-101 and (INF-145 or INF-152 or INF-153).

INF-214 Administrative Simulation (2.00 cr.)

This course requires students to apply software products to perform general office functions. Students will prepare a variety of documents integrating multiple office software applications. Critical thinking and personal time management will be used to organize work and make effective decisions. Lecture (1.00), Laboratory (2.00). Prerequisites: INF-101, INF-114, and INF-119.

INF-217 Database for Applications (Oracle) (3.00 cr.)

This course focuses on database design and implementation. Topics of discussion include database planning and development, normalization theory, creation of the conceptual model, conversion to the physical model, data entry and processing using SQL commands, and data integrity. Students will develop databases from specifications and demonstrate their utility by performing SQL data retrieval. Database Administration topics will be introduced. This course assists with preparation for the OCA exam. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-101 or CIS-158 or CIS-165 or INF-145 or INF-152 or INF-153.

INF-218 Database Programming (3.00 cr.)

(Oracle-PL/SQL) This course covers the creation of database applications using a procedural language extension to SQL. Students learn some of the limitations of SQL and explore procedural logic constructs such as variables, constants, conditional statements, iterative controls, functions, and procedures. Students will use exception handlers to make their programs more robust. They will gain experience using, creating, and managing packages. The concepts will be explored using database software in a hands-on project-based environment. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-217.

INF-219 Database Administration (3.00 cr.)

This course covers the installation, configuration, deployment and administration of database servers. Beyond basic installation and configuration issues, students will learn how to back up and recover data, administer users, transport data between databases, manage data, and configure networks for database access. These concepts and skills will be explored using database software in a hands-on project-based environment. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-101.

INF-224 Advanced C++ Programming (3.00 cr.)

This course is a continuation of C/C++ Programming. Students code application programs in a complete object-oriented environment applying advanced concepts such as templates, inheritance, polymorphism, C style input/output streams, object-pointers, functions, the persistence of object, and attributes. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-152.

INF-228 Excel Problem Solving (1.00 cr.)

(Excel 2010) This course focuses on the practical applications of Excel. Business applications will be analyzed and developed. Topics covered include creating and using macros, linking among worksheets and between files, importing and exporting, databases, graphics, advanced functions, and other advanced spreadsheet topics as needed to develop applications. Laboratory (2.00). Prerequisite: INF-114 or INF-124.

INF-230 Advanced Multimedia (3.00 cr.)

This project-based course investigates selected areas of digital multimedia in depth. Students will work singly and in groups on hands-on projects that include subsets of the following: text as a visual design element, 2D bitmap and vector graphics, 3D modeling and animation, audio production, and video production. Open-source and commercial software tools will be used. Emphasis will be on mastery of underlying technologies, processes, techniques, and standards to achieve efficiency and optimization. Some projects may also involve the use of scripting. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-140. Corequisite: INF-150.

INF-232 Windows Client (3.00 cr.)

This course will introduce students to the current Microsoft Windows operating system through lectures, demonstrations, discussions, and hands-on lab exercises. Students learn about and use the various tools for administering and configuring Windows including the Microsoft Management Console, Task Scheduler, and the Control Panel. Students are instructed how to install and administer TCP/IP; install, share and administer print devices; and manage data storage. The course also assists in preparing to sit for the current Windows MCP exam. Lecture (2.00), Laboratory (2.00). Prerequisites: INF-101 and INF-160.

INF-237 Introduction to Business Expert Systems (3.00 cr.)

This course is an overview of the concepts and business applications of expert systems. Topics presented include expert systems' characteristics, components of expert systems, and methods of knowledge acquisition. Emphasis is placed on business applications and implementation issues. One or more microcomputer-based expert system shells are demonstrated and used by students to create an expert system prototype(s) in the labs. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-208.

INF-239 Applications Development (3.00 cr.)

This course is a capstone course using the case study approach to the design and implementation of an automated business system. Students work in groups or individually to develop a physical design for a contemporary application, from which the solution is coded and tested. The final project contains the full scope of systems and programming documentation. Lecture (2.00), Laboratory (2.00). Prerequisites: INF-217 and (INF-224 or INF-246 or INF-268).

INF-240 Client-Side Scripting Using JavaScript (3.00 cr.)

This course provides experience in building interactive and dynamic Web pages. Topics taught include variables, data types, objects, operators, control structures, functions, cookies, and browser issues. Examples will include interactive forms and visual effects such as animation. Lecture (2.00), Laboratory (2.00). Prerequisites: INF-101 and (INF-141 or INF-146).

INF-246 Advanced Visual Basic Programming (3.00 cr.)

This course continues effective hands-on instruction in the event-driven, high level programming language Visual Basic. Emphasis is on programming, using object-oriented graphical user interfaces in an integrated development environment. All work is done on a Microsoft Windows processing platform. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-145.

INF-248 ActiveX Control Development Using Visual Basic (1.00 cr.)

This course 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 presented in class include creating ActiveX clients, ActiveX code components and controls. Laboratory (2.00). Prerequisites: (INF-161 or INF-162 or INF-163) and INF-246.

INF-249 Visual C++ for Windows with MFC (3.00 cr.)

This course provides the C++ programmer with effective hands-on instruction in developing Visual C++ applications using Microsoft Foundation Class Library (MFC). This course introduces Windows programming concepts using Windows resource identifiers, dialog boxes, and controls. In addition, the course covers the use of Visual C++ for developing stand-alone interactive applications. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-224.

INF-251 Advanced Access (1.00 cr.)

(Access 2010) This course will focus on using the more powerful features of Microsoft Access including the organization of multiple databases, advanced methods of query, programming, and data manipulation. All work will be done on a Microsoft Windows processing platform. Laboratory (2.00). Prerequisites: INF-114 or INF-151.

INF-252 Windows Server (3.00 cr.)

This course introduces students to Microsoft Windows Server through lectures, demonstrations, discussions and hands-on labs. Students learn to install the current version of Windows Server, Active Directory, DHCP, DNS and also learn about the various file systems supported by Windows Server. Students use Microsoft Management Console, learn how to administer print services and install and administer network protocols and services. The course also assists in preparing to sit for the Windows Server MCP exam. (Completion of INF-232 is recommended before taking INF-252.) Lecture (2.00), Laboratory (2.00). Prerequisites: INF-101 and INF-160.

INF-253 Technical Communications (3.00 cr.)

This course employs computer-assisted methods for planning and presenting technical information in a clear and concise manner. Emphasis is placed on designing effective methods for determining the structure of oral, written, and graphic communications in a technical environment. Topics presented include preparation of end-user documentation, presenting technical information to non-technical individuals, reporting, extracting, charting, and summarizing data. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-101.

INF-254 Unix/Linux Network Administration (3.00 cr.)

This course provides comprehensive coverage of the UNIX/Linux operating system. Topics covered include all key aspects of the operating system including

installation procedures, command line usage, shell scripting and customization, commonly used tools and utilities, process control, Regular Expression (RE) pattern matching, and the X Windows system. The objective is to enable network administrators to utilize effectively the operating system and the tools it provides to automate their day-to-day activities. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-160.

INF-256 Topics in Networking (3.00 cr.)

This course focuses on the latest advances in networking theory and administration. Students study topics that are of current relevance within this dynamic and fast-growing field. As the topics will change each semester, emphasis will be on identifying changes in networking standards and protocols; media, architecture and hardware; network security; shifts in vendor product and market share; and future technologies. Students are expected to use the Internet as a key fact-finding resource. Lecture (3.00). Prerequisites: INF-160 and (INF-161 or INF-162 or INF-163).

INF-257 Network Troubleshooting (3.00 cr.)

This course establishes the methodologies and tools necessary to troubleshoot proactively computer networks. Topics covered include methods for identification and repair strategies for network faults caused by user, hardware, and software problems; disaster recovery and backup plans; network management record keeping; configuration management; and patch/service release installation procedures. Lecture (2.00), Laboratory (2.00). Prerequisites: INF-232 and INF-252.

INF-258 TCP/IP (3.00 cr.)

This course examines Transmission Control Protocol/Internet Protocol (TCP/IP) concepts with emphasis on planning, deploying and managing a TCP/IP network. Topics include the configuration and logistics of TCP/IP networks; IP addressing and subnetting; Multicast IP; Mobile IP; IPv6; FTP and Remote Access Protocol (PPP and SLIP). Students will learn how to troubleshoot and manage TCP/IP networks using a packet sniffer, TCP/IP utilities, and protocols such as Internet Control Message Protocol (ICMP). Lecture (2.00), Laboratory (2.00). Prerequisite: INF-160.

INF-260 Technical Support Operations (3.00 cr.)

This course introduces students to both the methodological and hands-on customer service-related world of end user support. Course topics examined include understanding the support profession and models; customer service; mission statements and service level agreements; implementing a help desk; troubleshooting; procurement; outsourcing; evaluation measurements; help desk certification. Lab topics studied include application installation; software and virus troubleshooting; call tracking; remote support; and support documentation. Students complete an individual support project with documentation. Lecture (2.00), Laboratory (2.00). Prerequisites: INF-108, INF-144, and (INF-161 or INF-162 or INF-163).

INF-263 Advanced Web Development (3.00 cr.)

This course investigates a broad spectrum of web tools and technologies that are required to build and maintain client and server sites on the Web. Both client-side and server-side technologies will be discussed including the deployment of web sites. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-146 and (INF-145 or INF-152).

INF-264 Networking Fundamentals II (4.00 cr.)

This course continues to build skills needed to design, build, and maintain small to medium-sized networks. The combination of laboratory and lectures focus on a more detailed understanding of the Open System Interconnection (OSI) models, Wide Area Networks (WANs), routers and using the routers and associated router components. Students learn how to start and set up routers while developing configurations consistent with the various operating systems and topologies. This course assists in preparation towards the CISCO CCNA certification. Lecture (3.00), Laboratory (2.00). Prerequisite: INF-164.

INF-265 Network Configuration I (4.00 cr.)

This course applies the concept and techniques acquired during prior coursework to perform LAN switching and LAN segmentation using routers, switches and bridges. Topics taught include Ethernet, Fast Ethernet, the benefits of segmentation, and LAN performance. Students work with the IPX protocol and configure interfaces as well as monitor the operation of the router. Benefits of the Spanning Tree Protocol and virtual LANs will be explored. This course assists in preparation towards the CISCO CCNA certification. Lecture (3.00), Laboratory (2.00). Prerequisite: INF-264.

INF-266 Network Configuration II (4.00 cr.)

This course seeks to differentiate among the following WAN services: LAMP, Frame Relay, ISDN/LAPD, HDLC, PPP and DDR. Key Frame Relay terms and features will be acquired to configure Frame Relays, LMI, maps and subinterfaces. Skills for identification of PPP operations to encapsulate WAN data on CISCO routers will be acquired. ISDN concepts and techniques will be introduced to enable identification of ISDN protocols, function groups, reference points, and channels. This course assists in preparation towards the CISCO CCNA certification. Lecture (3.00), Laboratory (2.00). Prerequisite: INF-265.

INF-267 Network Security (3.00 cr.)

This course provides a foundation-level course that focuses on securing an enterprise's systems and networks. Topics presented include email security; web security; system hardening; incident response; public key infrastructure; disaster recovery; basics of cryptography; and methods for combating spam, securing a server, and preventing denial of service attacks. Lecture (3.00). Prerequisite: INF-160 or INF-170.

INF-268 Advanced Java Programming (3.00 cr.)

Students code application programs in a complete object-oriented environment applying advanced concepts such as advanced GUI and graphics programming (Swing and 2D Graphics,) collections, exception handling, multi-threading, multimedia, file input/output, database connectivity (JDBC,) internationalization, and networking. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-153.

INF-270 Computer Crime (3.00 cr.)

This course explores the use of networks as a tool of criminals. Our networked world has become a place of criminal activity that threatens our national security. This course discusses how a "networked" world has bred new crimes and new responses to those crimes and addresses the ways in which emerging technologies challenge existing laws and criminal procedures. Detecting and remediating national network security breaches will be explored. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-160 or INF-170. Corequisite: INF-267.

INF-271 Ethical Hacking (3.00 cr.)

This course investigates the techniques used by malicious black-hat hackers to attack and penetrate a network. Students will learn to use these same hacking techniques to perform a white-hat ethical hack on the organization. Quantitative assessment and measurement of threats to information assets to determine where the organization is most vulnerable to hacking will be covered. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-160 or INF-170. Corequisite: INF-267.

INF-272 Windows Active Directory (3.00 cr.)

This course introduces students to the basics of managing enterprise level networks using Active Directory. Students learn to create users and groups, manage file permissions, configure server roles, use group policies to configure and secure the network, configure DNS and use certificates to secure the network. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-160 or INF-170.

INF-273 Intrusion Detection and Prevention (3.00 cr.)

This course introduces the tools, methods and resources to help identify, assess and report unauthorized or unapproved network activity. Students will learn to analyze packets to find special patterns in network traffic, to monitor network traffic and to take action based on prescribed rules when an intrusion occurs. Students will configure Intrusion Prevention Systems/Intrusion Detection Systems, analyze results, and prevent network intrusions. Lecture (2.00), Laboratory (2.00). Prerequisite: INF-160 or INF-170. Corequisite: INF-267.

INF-461 Co-Op Work Experience (Information Technology) (1.00 cr.)

This course is a recommended elective designed to provide the INF student with part-time paid work experience in an office of his/her specialty. The student has the opportunity to learn and practice data processing skills under professional guidance in a college-approved work environment. Evaluation visitations are performed by a trained faculty member. All student appointments must be approved by the Co-Op Coordinator. Job placement assistance is available through the Co-Op office. 60 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (3.00). Prerequisite: INF-101.

INF-462 Co-Op Work Experience (Information Technology) (2.00 cr.)

This course is recommended electives designed to provide the INF student with part-time paid work experience in an office of his/her specialty. The student has the opportunity to learn and practice data processing skills under professional guidance in a college-approved work environment. Evaluation visitations are performed by a trained faculty member. All student appointments must be approved by the Co-Op Coordinator. Job placement assistance is available

through the Co-Op office. 120 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (8.00). Prerequisite: INF-101.

INF-463 Co-Op Work Experience (Information Technology) (3.00 cr.)

This course is recommended electives designed to provide the INF student with part-time paid work experience in an office of his/her specialty. The student has the opportunity to learn and practice data processing skills under professional guidance in a college-approved work environment. Evaluation visitations are performed by a trained faculty member. All student appointments must be approved by the Co-Op Coordinator. Job placement assistance is available through the Co-Op office. 180 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (12.00). Prerequisite: INF-101.

INF-464 Co-Op Work Experience (Information Technology) (4.00 cr.)

This course is recommended electives designed to provide the INF student with part-time paid work experience in an office of his/her specialty. The student has the opportunity to learn and practice data processing skills under professional guidance in a college-approved work environment. Evaluation visitations are performed by a trained faculty member. All student appointments must be approved by the Co-Op Coordinator. Job placement assistance is available through the Co-Op office. 240 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (16.00). Prerequisite: INF-101.

IST – INTERDISCIPLINARY STUDIES**IST-101 Introduction to Technological and Information Literacy (TIL) (A) (1.00 cr.)**

This course introduces students to the history and use of contemporary computer technology and to the retrieval, evaluation, and management of electronic and print information. The course covers various types of computer systems, college library systems, the Internet and its applications, networked information systems, traditional scholarly resources, central concepts underlying the research process, the social impact of developments in information technology (IT), and ethical, legal, and political aspects of technology and information utilization. Laboratory (2.00).

IST-102 Introduction to Technological and Information Literacy (TIL) (B) (1.00 cr.)

This course introduces students to the history and use of contemporary computer technology and to the retrieval, evaluation, and management of electronic and print information. The course covers various types of computer systems, college library systems, the Internet and its applications, networked information systems, traditional scholarly resources, central concepts underlying the research process, the social impact of developments in IT, and ethical, legal, and political aspects of technology and information utilization. (Must be taken with a TIL-intensive section of a General Education course such as COM-100 or WRT-101) Lecture (1.00).

IST-121 Introduction to the College Experience (2.00 cr.)

This course combines academic subject matter and substantial writing assignments in a discipline context established by the individual instructor. This course provides a learning opportunity for the student that includes communication skills, critical reasoning, problem solving, study skills, time management, and goal setting. The objective of this course is to help students understand the value and benefits of higher education as a life experience. Lecture (3.00).

INF-123 Success 101 (2.00 cr.)

This course is designed to help students achieve success in college and in life. The course will focus on the strategies, habits, and values necessary for students to take charge of their own academic and personal development. Emphasis will be placed on self-assessment and goal setting, written and oral communication skills, critical thinking, time management, and study skills. Lecture (3.00).

IST-201 Pattern of Leadership (3.00 cr.)

This course explores the aspects of effective leadership. Students employ critical reasoning skills, problem solving, and communications in order to identify and develop their own leadership philosophy. Topics of study presented include the concepts of leadership, historical perspectives, personal skill development, leadership in organizations, and contemporary leadership. Lecture (3.00). Prerequisites: COM-100 and WRT-101.

IST-471 Co-Op Work Experience (Interdisciplinary Studies) (2.00 cr.)

This course provides the student with practical, supervised work experience in a professional environment. Through on-the-job experience, students can acquire

knowledge and skills to pursue a career in their area of interest. A faculty member supervises students, and job placement assistance is available through the Co-Op Office. Lecture (1.00), Cooperative (3.00).

IST-472 Co-Op Work Experience (Interdisciplinary Studies) (2.00 cr.)

This course provides the student with practical, supervised work experience in a professional environment. Through on-the-job experience, students can acquire knowledge and skills to pursue a career in their area of interest. A faculty member supervises students, and job placement assistance is available through the Co-Op Office. Lecture (1.00), Cooperative (8.00).

IST-473 Co-Op Work Experience (Interdisciplinary Studies) (3.00 cr.)

This course provides the student with practical, supervised work experience in a professional environment. Through on-the-job experience, students can acquire knowledge and skills to pursue a career in their area of interest. A faculty member supervises students, and job placement assistance is available through the Co-Op Office. Lecture (1.00), Cooperative (12.00).

IST-474 Co-Op Work Experience (Interdisciplinary Studies) (4.00 cr.)

This course provides the student with practical, supervised work experience in a professional environment. Through on-the-job experience, students can acquire knowledge and skills to pursue a career in their area of interest. A faculty member supervises students, and job placement assistance is available through the Co-Op Office. Lecture (1.00), Cooperative (16.00).

LAN – WORLD LANGUAGES & CULTURES

LAN-110 French I (3.00 cr.)

This course is an introduction to the pronunciation, basic comprehension, and communication of French through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-111 German I (3.00 cr.)

This course is an introduction to the pronunciation, basic comprehension, and communication of German through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-112 Italian I (3.00 cr.)

This course is an introduction to the pronunciation, basic comprehension, and communication of Italian through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-113 Spanish I (3.00 cr.)

This course is an introduction to the pronunciation, basic comprehension, and communication of Spanish through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-114 Russian I (3.00 cr.)

This course is an introduction to the pronunciation, basic comprehension, and communication of Russian through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-115 Arabic I (3.00 cr.)

This course is an introduction to the pronunciation, basic comprehension and communication of Arabic through active class use of simple vocabulary, grammar, and syntax. The class will hold group discussions that focus on Arab Culture and Traditions in various geographical areas in the Arab world. This course is recommended for students who have had one or no years of previous high school study of this language. Students with two or more years prior study, please refer to the World Languages and Cultures Placement Policy on syllabus. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-116 Chinese (Mandarin) I (3.00 cr.)

This course is an introduction to the pronunciation, basic comprehension, and communication of Chinese through active class use of simple vocabulary, grammar, and syntax. It is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-119 Latin I (3.00 cr.)

This course is an introduction to the pronunciation, basic comprehension, and communication of Latin through active class use of vocabulary, grammar, syntax, and to the culture of the ancient Romans. This course is recommended for students who have had one or less (including no) years of previous high school study of this language. Students with more than two or more years prior study should consult the World Languages and Cultures Placement Policy on this syllabus. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-120 Japanese I (3.00 cr.)

This course is an introduction to the pronunciation, basic comprehension, and communication of Japanese through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-144 Irish I (3.00 cr.)

This course is an introduction to the pronunciation, basic comprehension, and communication of Irish through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this Gaelic language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-150 Spanish for Health Professions (3.00 cr.)

This course is designed to enable individuals in the health career programs/professions to communicate with Spanish speaking clients in a variety of settings. Participants will learn interview and assessment skills, as well as other health related terminology. Through the acquisition of these skills, an understanding of Spanish speaking cultures will be attained. Lecture (3.00).

LAN-152 Spanish for Commerce and Business (3.00 cr.)

This is a course in basic Spanish for students in business and commercial studies programs. The course emphasizes practical vocabulary, technical terminology, and oral and written communication in the world of commerce and industry. Lecture (3.00).

LAN-165 Korean I (3.00 cr.)

This course is an introduction to the pronunciation, basic comprehension, and communication of Korean through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than 2 years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-170 American Sign Language I (3.00 cr.)

This course is an introduction to the expressive and receptive skills required for communication in American Sign Language (ASL). Through active class use of basic vocabulary, grammar, and syntax, students will begin exploration of Deaf Culture and begin to learn the language of that culture. This course is

recommended for students who have had less than one year of previous study of this language. Students with more than two years of prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-180 Hebrew I (3.00 cr.)

This course is an introduction to the pronunciation, basic comprehension, and communication of Hebrew through active class use of simple vocabulary, grammar, and syntax. It is recommended for students who have had less than one year of previous study of this language. Students with more than two years of prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance. >General Education Course. Lecture (3.00), Laboratory (1.00).

LAN-200 French II (3.00 cr.)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of French through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-110; minimum grade C.

LAN-201 Intermediate French I (3.00 cr.)

This course expands students' French vocabulary and enhances their conversational ability. The course is conducted entirely in French and features extensive discussion of contemporary France and some grammar review. >General Education Course. Lecture (3.00). Prerequisite: LAN-200; minimum grade C.

LAN-202 Intermediate French II (3.00 cr.)

This course is conducted entirely in French and develops students' French communication skills through a study of the cultural history of France. >General Education Course. Lecture (3.00). Prerequisite: LAN-201; minimum grade C.

LAN-203 French Conversation (3.00 cr.)

This course emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Topics of discussion may include current cultural, social, and literary events. Students receive individualized instruction in syntax and vocabulary. This course is conducted in the target language. >General Education Course. Lecture (3.00). Prerequisite: LAN-200; minimum grade C.

LAN-207 French Culture and Civilization (3.00 cr.)

This course surveys the unique geography, pertinent history, significant literary and artistic movements, and the current sociopolitical role of France in the world. The course discusses contributions to world agriculture, industry, and international trade. The course is taught in French using a variety of media and may provide out-of-class learning opportunities. Lecture (3.00). Prerequisite: LAN-200.

LAN-210 German II (3.00 cr.)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of German through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-111; minimum grade C.

LAN-211 Intermediate German I (3.00 cr.)

This course expands students' German vocabulary and enhances their conversational ability. The course is conducted entirely in German and features extensive discussion of contemporary Germany and some grammar review. >General Education Course. Lecture (3.00). Prerequisite: LAN-210; minimum grade C.

LAN-212 Intermediate German II (3.00 cr.)

This course is conducted entirely in German and develops students' German communication skills through a study of the cultural history of Germany. >General Education Course. Lecture (3.00). Prerequisite: LAN-211; minimum grade C.

LAN-213 German Conversation (3.00 cr.)

This course emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Topics of discussion may include current cultural, social, and literary events. Students receive individualized instruction in syntax and vocabulary. This course is conducted in the target language. >General Education Course. Lecture (3.00). Prerequisite: LAN-210; minimum grade C.

LAN-217 German Culture and Civilization (3.00 cr.)

This course surveys the unique geography, pertinent history, significant literary and artistic movements, and the current sociopolitical role of Germany in the world. The course discusses Germany's contributions to world agriculture, industry and international trade. The course is taught in German using a variety of media and may provide out-of-class learning opportunities. Lecture (3.00). Prerequisite: LAN-210.

LAN-220 Italian II (3.00 cr.)

This course offers students an opportunity to enhance skills in the speaking, reading, writing, and comprehension of Italian through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-112; minimum grade C.

LAN-221 Intermediate Italian I (3.00 cr.)

This course expands students' Italian vocabulary and enhances their conversational ability. The course is conducted entirely in Italian and features extensive discussion of contemporary Italy and some grammar review. >General Education Course. Lecture (3.00). Prerequisite: LAN-220; minimum grade C.

LAN-222 Intermediate Italian II (3.00 cr.)

This course is conducted entirely in Italian and develops students' Italian communication skills through a study of the cultural history of Italy. >General Education Course. Lecture (3.00). Prerequisite: LAN-221; minimum grade C.

LAN-223 Italian Conversation (3.00 cr.)

This course emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Topics of discussion may include current cultural, social, and literary events. Students receive individualized instruction in syntax and vocabulary. This course is conducted in the target language. >General Education Course. Lecture (3.00). Prerequisite: LAN-220; minimum grade C.

LAN-224 Advanced Italian Composition (3.00 cr.)

This course develops the students' ability to write in Italian and emphasizes the relationship between the spoken and written idiom. Letters, reports, creative writing, and expository forms serve as the basis for an in-depth study of advanced Italian grammar. Lecture (3.00). Prerequisite: LAN-221.

LAN-227 Survey Italian Literature (3.00 cr.)

This course is a study of the development of Italian literature from the Middle Ages through the 20th Century. Lecture (3.00). Prerequisite: LAN-221.

LAN-228 Elementary Spanish for Heritage Speakers (3.00 cr.)

This course is designed to address the needs of Hispanic/Latino students who can communicate in Spanish but need to develop and/or improve their reading and writing skills. It addresses specific linguistic issues such as diction, orthography, and sentence structure. The course is conducted entirely in Spanish and includes cultural discussion. Recommended for students with some previous Spanish language instruction. >General Education Course. Lecture (4.00). Prerequisite: Academic Department Chair's consent required.

LAN-229 Intermediate Spanish for Heritage Speakers (3.00 cr.)

This course is a continuation of Elementary Spanish for Heritage Speakers. It continues to develop reading and writing skills, and to address linguistic issues. The course is conducted in Spanish and includes cultural discussions. >General Education Course. Lecture (3.00). Prerequisite: LAN-228; minimum grade C.

LAN-230 Spanish II (3.00 cr.)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Spanish through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-113; minimum grade C.

LAN-231 Intermediate Spanish I (3.00 cr.)

This course expands students' Spanish vocabulary and enhances their conversational and reading ability. The course is conducted entirely in Spanish and focuses upon more complex grammatical structures as well as upon discussions about the Hispanic culture. >General Education Course. Lecture (3.00). Prerequisite: LAN-230; minimum grade C.

LAN-232 Intermediate Spanish II (3.00 cr.)

This course is conducted entirely in Spanish and develops students' Spanish communication skills through a study of the cultural history of Spain and Latin

America. >General Education Course. Lecture (3.00). Prerequisite: LAN-231; minimum grade C.

LAN-233 Spanish Conversation (3.00 cr.)

This course emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Topics of discussion may include current cultural, social, and literary events. Students receive individualized instruction in syntax and vocabulary. This course is conducted in the target language. >General Education Course. Lecture (3.00). Prerequisite: LAN-230; minimum grade C.

LAN-234 Advanced Spanish Composition (3.00 cr.)

This course develops the students' ability to write in Spanish and emphasizes the relationship between the spoken and written idiom. Letters, reports, creative writing, and expository forms serve as the basis for an in-depth study of advanced Spanish grammar. Lecture (3.00). Prerequisite: LAN-231.

LAN-235 Survey Spanish Peninsular Literature (3.00 cr.)

This course is a study of Spanish literature from the 12th century to the present. Lecture (3.00). Prerequisite: LAN-231.

LAN-236 Survey Spanish American Literature (3.00 cr.)

This course is a study of Spanish American literature from 1492 to the present. Lecture (3.00). Prerequisite: LAN-231.

LAN-237 Mexican Culture and Civilization (3.00 cr.)

This course surveys the unique geography, pertinent history, significant literary and artistic movements, and the current sociopolitical role of Mexico in the world. The course discusses Mexico's contributions to world agriculture, industry and international trade. The course is taught in Spanish using a variety of media and may provide out-of-class learning opportunities. Lecture (3.00). Prerequisite: LAN-231.

LAN-238 Spanish Culture and Civilization (3.00 cr.)

This course surveys the unique geography, pertinent history, significant literary and artistic movements, and the current sociopolitical role of Spain in the world. The course discusses Spain's contributions to world agriculture, industry, and international trade. The course is taught in Spanish using a variety of media and may provide out-of-class learning opportunities. Lecture (3.00). Prerequisite: LAN-231.

LAN-239 Italian Culture and Civilization (3.00 cr.)

This course surveys the unique geography, pertinent history, significant literary and artistic movements, and the current sociopolitical role of Italy in the world. The course discusses Italy's contributions to world agriculture, industry, and international trade. The course is taught in Italian using a variety of media and may provide out-of-class learning opportunities. Lecture (3.00). Prerequisite: LAN-221.

LAN-240 Russian II (3.00 cr.)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Russian through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-114; minimum grade C.

LAN-241 Intermediate Russian (3.00 cr.)

This course expands students' Russian vocabulary and enhances their conversational ability. The course is conducted entirely in Russian and features extensive discussion of contemporary Russia and some grammar review. >General Education Course. Lecture (3.00). Prerequisite: LAN-240; minimum grade C.

LAN-242 Intermediate Russian II (3.00 cr.)

This course expands the students' vocabulary and enhances their conversational and reading ability through class discussions, pair/group work, simulations, and oral presentations. The course is conducted entirely in Russian with some grammar review and features extensive discussions of contemporary Russian culture. >General Education Course. Lecture (3.00). Prerequisite: LAN-241; minimum grade C.

LAN-244 Irish II (3.00 cr.)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Irish, one of the Gaelic languages, through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-144; minimum grade C.

LAN-245 Intermediate Irish I (3.00 cr.)

This course expands students' Irish vocabulary and enhances their conversational ability in this Gaelic language. The course is conducted entirely in Irish and features extensive discussion of contemporary Irish-speaking regions in Ireland and some grammar review. >General Education Course. Lecture (3.00). Prerequisite: LAN-244; minimum grade C.

LAN-250 Hispanic Society (3.00 cr.)

This course is a study of the social, economic, political, and cultural histories of a variety of Spanish-speaking nations in Europe, America, and Africa. Prerequisite: Fluency in Spanish as determined by the Academic Department Chair is required. Lecture (3.00).

LAN-255 Arabic II (3.00 cr.)

This course offers students an opportunity to enhance skills in the speaking, reading, writing, and comprehension of Arabic through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-115; minimum grade C.

LAN-256 Intermediate Arabic I (3.00 cr.)

This course expands students' Arabic vocabulary and enhances their conversational ability. The course is conducted entirely in Arabic and features extensive discussion of the contemporary Arab World and some grammar review. >General Education Course. Lecture (3.00). Prerequisite: LAN-255; minimum grade C.

LAN-257 Intermediate Arabic II (3.00 cr.)

This course is conducted entirely in Arabic and develops students' Arabic communication skills through a study of the cultural history of the Arab World. >General Education Course. Lecture (3.00). Prerequisite: LAN-256; minimum grade C.

LAN-260 Japanese II (3.00 cr.)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Japanese through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-120; minimum grade C.

LAN-261 Intermediate Japanese I (3.00 cr.)

This course 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. >General Education Course. Lecture (3.00). Prerequisite: LAN-260; minimum grade C.

LAN-262 Intermediate Japanese II (3.00 cr.)

This course expands the students' vocabulary and enhances their conversational and reading ability through class discussions, pair/group work, simulations, and oral presentations. The course is conducted entirely in Japanese with some grammar review and features extensive discussions of contemporary Japanese culture. >General Education Course. Lecture (3.00). Prerequisite: LAN-261; minimum grade C.

LAN-265 Korean II (3.00 cr.)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Korean through active class use of vocabulary, grammar and syntax. >General Education Course. Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-165; minimum grade C.

LAN-266 Intermediate Korean I (3.00 cr.)

This course expands students' Korean vocabulary and enhances their conversations ability. The course is conducted entirely in Korean and features extensive discussion of contemporary Korea and some grammar. >General Education Course. Lecture (3.00). Prerequisite: LAN-265; minimum grade C.

LAN-270 American Sign Language II (3.00 cr.)

This course is a continuation of American Sign Language I designed to develop further competency in ASL. Students will be given the opportunity to enhance both expressive and receptive skills by increasing vocabulary and knowledge of grammar. Students will be expected to interact with the deaf community in real-life settings thereby enhancing their awareness of and sensitivity to various aspects of Deaf Culture and ASL. >General Education Course Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-170.

LAN-271 Intermediate American Sign Language I (3.00 cr.)

This course expands the students' vocabulary and enhances their expressive and receptive skills through class discussions, pair/group work, simulations, and presentations. The course is conducted entirely in American Sign Language. It includes grammar review and features extensive discussions of Deaf culture. >General Education Course. Lecture (3.00). Prerequisite: LAN-270; minimum grade C.

LAN-272 Intermediate American Sign Language II (3.00 cr.)

This course develops American Sign Language communication skills through the study of the cultural history of the Deaf community. It is conducted entirely in American Sign Language. >General Education Course. Lecture (3.00). Prerequisite: LAN-271; minimum grade C.

LAN-276 Chinese (Mandarin) II (3.00 cr.)

This course offers students an opportunity to enhance their skills in listening, speaking, reading, writing, and comprehension of Chinese through active class use of vocabulary, grammar, and syntax. >General Education Course Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-116; minimum grade C.

LAN-277 Intermediate Chinese (Mandarin) I (3.00 cr.)

This course expands students' Chinese vocabulary and enhances their conversational ability. The course is conducted entirely in Chinese and features extensive discussion of contemporary China and some grammar. >General Education Course. Lecture (3.00). Prerequisite: LAN-276; minimum grade C.

LAN-278 Intermediate Chinese (Mandarin) II (3.00 cr.)

This course is conducted entirely in Chinese and develops students' Chinese communication skills through a study of the culture of China and some grammar. >General Education Course. Lecture (3.00). Prerequisite: LAN-277; minimum grade C.

LAN-280 Hebrew II(3.00 cr.)

This course offers students an opportunity to enhance their skills in listening, speaking, reading, writing, and comprehension of Hebrew through active class use of vocabulary, grammar, and syntax. >General Education Course. Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-180.

LAN-289 Latin II (3.00 cr.)

This course offers students an opportunity to enhance their skills in translating, reading, writing, speaking, and comprehension of Latin through active class use of vocabulary, grammar, syntax, and their knowledge of Roman culture. Class sessions will include discussions, translations, pair/group work, simulations, oral presentations, and extensive discussions on Roman culture. >General Education Course. Lecture (3.00), Laboratory (1.00). Prerequisite: LAN-119; minimum grade C.

LGL – PARALEGAL STUDIES**LGL-101 Fundamentals of Law (3.00 cr.)**

This course is an introduction to the principles of substantive law in the fields of contracts, legal ethics, sales, consumer remedies, torts, crimes, and secured transactions, and analyzes the court systems. Lecture (3.00).

LGL-103 Legal Search and Writing (3.00 cr.)

This course is an introduction to legal practice. Topics covered include law office systems, legal research, legal forms, and briefs. Research problems and case memo term papers are assigned. Lecture (2.00), Laboratory (2.00). Corequisite: WRT-101.

LGL-110 Legal Ethics (3.00 cr.)

This is a survey course dedicated to the analysis and application of New Jersey Legal Ethics Issues. Emphasis is placed on understanding New Jersey Rules of Professional Responsibility, New Jersey Supreme Court Office of Attorney Ethics Advisory Opinions, ABA Model Rules, Canons of Professional Ethics, and the professional and regulatory structure of the practice of law. The course will also explore the disciplinary and licensing process applicable to legal professionals. Students to identify, evaluate, and respond to legal ethical issues. Lecture (3.00).

LGL-150 School Law (3.00 cr.)

This course is a study of New Jersey school laws, the rules and regulations of the New Jersey State Board of Education, the functions of the State Commissioner of Education, and the relationship of school district organization to other units of government. Lecture (3.00).

LGL-165 Elder Law (1.00 cr.)

This is a survey course of the law concerning the rights, duties, and responsibilities of persons over the age of 60. Topics covered include incompetency procedures, guardianships and other protective arrangements, Medicare and Medicaid, long-term planning and strategies, protection of the assets from creditors and family members, health benefits, social security, and special estate planning for the remarried elderly. Lecture (1.00).

LGL-200 Business Communications for Paralegals (3.00 cr.)

This course covers the communications skills of writing, speaking, and listening, with particular applications to paralegals. Emphasis is placed on effective techniques to be used in interviews and meetings. Students learn how to prepare letters, memos, and reports. Oral presentations are included. Lecture (3.00). Prerequisites: LGL-101, LGL-103.

LGL-202 New Jersey and Federal Courts (3.00 cr.)

This course is a study of the Rules of Court for the New Jersey Court System as they relate to court processes and procedures including pleadings, depositions, interrogatories, summary judgment, appellate practice, and rules of evidence. Lecture (3.00). Prerequisites: LGL-101, LGL-103, LGL-203, and LGL-220.

LGL-203 Paralegalism and Legal Procedure (3.00 cr.)

This course is a study of the role of a paralegal in the public sector. Topics of discussion include ethics and litigation support including methods of investigating cases and of preparing legal memoranda and other legal documents. Lecture (2.00), Laboratory (2.00). Prerequisites: LGL-101 and LGL-103.

LGL-205 Mechanics of Property Transactions(3.00 cr.)

This course is a study of New Jersey real estate legal practice and procedures concentrating on such topics as conveyance, forms, and the theory and practice of real estate transactions. Sample cases are used to illustrate the paralegal's role in a real property conveyance. Students examine case studies and prepare a sample problem from contract to closing. Lecture (3.00). Prerequisites: LGL-101, LGL-103, LGL-220, and REA-101.

LGL -206 Mechanics of Commercial Transactions (3.00 cr.)

This course is a study of legal forms, procedure and practice for organizing a business entity, sale of a business, equipment leasing, and other commercial transactions. Students examine case studies and prepare a sample problem for sale of a business. Lecture (3.00). Prerequisites: LGL-101, LGL-103, and LGL-220.

LGL-207 Wills and Administrations (3.00 cr.)

This course is a study of the New Jersey law of wills, probate, and estate administration. Topics of discussion include the preparation of wills, probate procedures, and the preparation of New Jersey Inheritance and Federal Estate Tax forms. Lecture (3.00). Prerequisites: LGL-101, LGL-103, and LGL-220.

LGL-208 Mechanics of Family Law (3.00 cr.)

This course is an introduction to New Jersey family law. Topics of discussion include divorce, annulment, equitable distribution of assets, child custody, alimony, and support and visitation of children. New Jersey forms and procedures are reviewed. Students examine case studies and prepare matrimonial pleadings and pretrial memoranda. Lecture (3.00). Prerequisites: LGL-101, LGL-103, and LGL-220.

LGL-209 Nonprofit Law (3.00 cr.)

This course is dedicated to the analysis and application of New Jersey Nonprofit Corporation Law. Emphasis is placed on understanding New Jersey Statutes Title 15A. The course explores the effective and practical use of the nonprofit corporation from formation, application in business practices to dissolution. Students learn about formation, corporate powers, specific purpose nonprofits, tax aspects, boards, officers, minutes, registered agents, meetings and dissolution of nonprofits. Lecture (3.00). Prerequisite: BUS-115.

LGL-210 Legal Accounting (3.00 cr.)

This course is a study of accounting concepts for the paralegal. The trust and escrow accounting reporting rules of the New Jersey Supreme Court are discussed. Hourly records, billing procedures, and accounting concepts are studied as they relate to legal situations. Lecture (2.00), Laboratory (2.00). Prerequisites: LGL-101, LGL-101, and LGL-203.

LGL-219 Hospitality Law (3.00 cr.)

This course provides industry specific legal fundamentals to students and practicing professionals in the hospitality industry. It introduces basic

foundations and principles of the law affecting the hospitality industry and introduces guidelines and techniques that show managers how to manage preventively and apply a practical legal awareness to their actions. Lecture (3.00). Prerequisite: HRM-101.

LGL-220 Computer Assisted Legal Research (3.00 cr.)

This course introduces the student to modern technologies that allow efficient and accurate legal research. The course incorporates Westlaw, legal software, and the Internet into the legal research process and requires students to complete assigned computer research projects. Lecture (2.00), Laboratory (2.00). Prerequisites: LGL-101 and LGL-103.

LGL-230 Bankruptcy Law (1.00 cr.)

This course teaches paralegals the procedures, forms, and schedules used in bankruptcy cases. Lecture (1.00). Prerequisites: LGL-202 and LGL-203.

LGL-231 Environmental Claims (1.00 cr.)

This course teaches paralegals the practice and procedures in the specialized field of environmental claims-tort liability. Lecture (1.00). Prerequisites: LGL-203 and LGL-205.

LGL-232 Immigration Law (1.00 cr.)

This course teaches paralegals the practices and procedures in the specialty of immigration law. Lecture (1.00). Prerequisite: LGL-203.

LGL-233 Intellectual Property (1.00 cr.)

This course teaches paralegals the practices and procedures used in the emerging specialty of filing and protecting intellectual property such as trade names, patents and copyrights. Lecture (1.00). Prerequisites: LGL-203 and LGL-206.

LGL-234 Personal Injury and Product Liability (3.00 cr.)

This course teaches paralegals the practice and procedures used in the developing specializations of personal injury and product liability torts. Students will examine case studies and will prepare legal forms for sample case problems. Lecture (2.00), Laboratory (2.00). Prerequisites: LGL-203 and LGL-220.

LGL-235 Tax Law (1.00 cr.)

This course teaches paralegals the tax implications of common problems faced in law offices. Topics covered include business acquisitions and IRS regulations. Lecture (1.00). Prerequisites: LGL-203 and ACC-103.

LGL-236 Employment Law (2.00 cr.)

This course is for employees and employers concerning hiring, managing, and terminating employees and special protections available to employers and employees under statutes and cases. The course emphasizes recent developments in the law. Lecture (2.00). Prerequisite: LGL-101.

LGL-237 Rules of Evidence (1.00 cr.)

This course is a review of the rules of evidence as applied to court proceedings that include competency to testify, best evidence, hearsay, relevancy, impeachment of a witness, and other evidence rules. Lecture (1.00). Prerequisite: LGL-101.

LGL-462 Co-Op Work Experience (Paralegal) (2.00 cr.)

This course requires part-time student employment in a law office, banking institution, court or other law-related position and aims at giving students insight into the methods and procedures used by paralegals. Job assistance is available through the Co-Op office. Lecture (1.00), Cooperative (12.00). Prerequisites: LGL-101, LGL-103, LGL-202, LGL-205, LGL-208, and LGL-220, WRT-101 minimum grade C.

LGN – LEGAL NURSE CONSULTANT

LGN-105 Principles of Legal Nurse Consulting (3.00 cr.)

This course examines the history and evolution of nurse consulting and legal theories. The role of the legal nurse consultant is explored as it relates to the review and analysis of medical records, litigation process, trial and witness preparation, standards of care, risk management, insurance issues, and alternative forms of dispute resolution. Business principles for legal nurse consultants are also covered. Lecture (3.00).

LGN-201 Health Law (3.00 cr.)

This course provides an overview of the American health care system, examining its historical origins and the interplay of competing interests. It

examines managed care organizations (MCOs) including (HMOs, PPOs, PHOs, IPAs, etc.); and MCO regulatory issues, such as licensing and certificate-of-need requirements and patient rights legislation; legal implications of the transactions engaged in by MCOs; fraud and abuse in the health care system; managed care contracting including contract drafting and analysis; legal issues concerning hospitals; Medicare and Medicaid; interaction health law with medical malpractice. Lecture (3.00). Prerequisites: LGN-105, LGL-101, and LGL-103.

LGN-204 Medical Legal Ethics, Records, and Writing (3.00 cr.)

This course requires the production and preparation of medical records summaries that includes identifying standards of care; accessing, interpreting and summarizing medical records; interviewing clients; medical witnesses and preparation of the legal nurse consultant's report. Additionally, the course covers legal and medical ethics. Lecture (3.00), Laboratory (1.00). Prerequisites: LGL-101, LGL-103, LGL-203, LGL-234, LGN-105, and LGN-201.

LGN-210 Advanced Medical Legal Research (3.00 cr.)

This course develops advanced research skills employing Westlaw, Medical, and Internet research. Students will become facile users of legal and medical databases online, including the Internet. Course focuses on medical and legal research used in determining appropriate standards of care. Lecture (3.00), Laboratory (1.00). Prerequisites: LGL-101, LGL-103, LGN-105, and LGN-204.

LGN-462 Co-Op Work Experience (Legal Nurse) (2.00 cr.)

This course requires that the student complete all legal nurse specialty courses with a grade of C or better. This course can only be taken in the last semester of the Legal Nurse Program. The student must meet with the instructor and jointly prepare an agreed 179-hour lab for the course that will include on-site study and assignments in a legal nurse setting such as a hospital, HMO, doctor's office or law office plus sample medical-legal research and document assignments from the instructor. In addition, the course will meet one (1) hour each week. Two or more class absences will require repeat of the course. Lecture (1.00), Cooperative (12.00). Prerequisites: LGN-105, LGN-201, LGN-204, and LGN-210.

LIT – LITERATURE

LIT-201 American Literature to 1880 (3.00 cr.)

This course is a study of representative American literature from its origins to the late nineteenth century. Students read selections from such areas as exploration narratives and Native American poetry, and from such authors as Bradstreet, Edwards, Douglass, Emerson, Hawthorne, Melville, Dickinson, and Whitman. >General Education Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-202 American Literature 1880 to Present (3.00 cr.)

This course is a study of representative American literature from the late nineteenth century to the present. Students read works by such authors as Twain, O'Neill, Hurston, Hemingway, Faulkner, Frost, Wright, Ginsberg, and Rich. >General Education Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-203 World Literature to 1650 (3.00 cr.)

This course is a study of world authors to the sixteenth century. Students read works such as Gilgamesh; selections from the Old and New Testaments, the Ramayana; and writings of such authors as Homer, Aeschylus, Li Po, Dante, Shakespeare, and Sor Juana. >General Education Course. >Diversity Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-204 World Literature 1650 to Present (3.00 cr.)

This course is a study of world authors from the sixteenth century to the present. Students read works by such authors as Wu Ch'Eng-En, Racine, Goethe, Flaubert, Tolstoy, Eliot, Mahfouz, and Achebe. >General Education Course. >Diversity Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-205 English Literature to 1800 (3.00 cr.)

This course is a study of British literature from Anglo-Saxon times to the late eighteenth century. Students read works such as Beowulf and such authors as Chaucer, Kempe, Shakespeare, Milton, Dryden, Pope, and Swift. >General Education Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-206 English Literature 1800 to Present (3.00 cr.)

This course is a study of British literature from the Romantic period to the present. Students read works by such authors as Blake, Wordsworth, Austen, Hardy, Dickens, Yeats, Lawrence, Woolf, and Thomas. >General Education Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-215 Black Literature in America (3.00 cr.)

This course is a study of major African-American authors. The course provides a literary, historical, and sociological survey of the African-American experience. Students read works by such authors as Wheatley, Douglass, Ellison, Hurston, Baldwin, Malcolm X, Morrison, and Walker. >General Education Course. >Diversity Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-216 European Literature to 1650 (3.00 cr.)

This course is a study of European authors from Greco-Roman times to the Renaissance. Representative works are studied in their historical context. The course includes selections from such works as the Bible, ancient Greek tragedies and comedies, medieval epics and dramas, and such authors as Sappho, Plato, Virgil, Dante, Marie de France, Shakespeare, and Milton. >General Education Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-217 European Literature 1650 to Present (3.00 cr.)

This course is a study of European literature from the Neoclassical period to the present. Representative works are studied in their historical context. The course includes selections from such areas as Romantic and Victorian poetry, the nineteenth century novel, and existentialism, and such authors as Racine, Voltaire, Austen, Goethe, Dostoyevsky, the Symbolists, Kafka, Woolf, Mann, and the Post-Moderns. >General Education Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-218 American Ethnic Literature (3.00 cr.)

This course examines the literature of America's ethnic groups. The course draws upon significant works of fiction, poetry, drama, and autobiography written by representatives of such groups as Native Americans, Hispanics, Irish, Jews, Asians, Blacks, and Italians. >General Education Course. >Diversity Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-219 Topics in American Literature (3.00 cr.)

This course is an exploration of major themes in the literature of the United States. Each semester a specific theme is developed through the study of literary works that are representative of the diversity of American culture. Lecture (3.00). Prerequisite: WRT-101.

LIT-220 Social Aspects of Literature (3.00 cr.)

This course examines various concerns and issues that exist within human communities. The course allows students to explore social structures and the role of the individual within a larger social context, with the aim of developing a greater understanding of the interaction of self and society. Literary texts provide the foundation for discussion and analysis. Lecture (3.00). Prerequisite: WRT-101.

LIT-221 Shakespeare (3.00 cr.)

This course is an introduction to the works of William Shakespeare. Students will read several plays and sonnets. The variety of Shakespeare's themes, such as the nature of love, betrayal, leadership, and the power of art, will be examined. >General Education Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-222 Introduction to Literary Criticism (3.00 cr.)

This course provides students with the tools of literary critical theory. Students will be exposed to a variety of critical theories and will gain proficiency in applying these theories to selected poems, short stories, and novels. Lecture (3.00). Prerequisite: WRT-101.

LIT-223 Contemporary Latin American Literature (3.00 cr.)

In this course, students will read poetry, essays, short prose, and novels from several Latin American nations including Colombia, Peru, Cuba, Argentina, Mexico, Brazil, Puerto Rico, Dominican Republic, and Chile. We will also examine Latin American literature from various critical perspectives. >Diversity Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-224 International Literature (3.00 cr.)

This course is an exploration of major themes in the literature of various cultures. Each semester a specific theme is developed through the study of literary works that are representative of a number of nations and cultures. >Diversity Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-225 Modern Irish Literature (3.00 cr.)

This course 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. Lecture (3.00). Prerequisite: WRT-101.

LIT-226 Introduction to the Novel (3.00 cr.)

This course is an introduction to the novel as a literary genre from its beginnings to the present. Authors to be studied may include, but are not limited to, Lady Murasaki, Cervantes, Richardson, Fielding, Voltaire, Austen, Melville, Dickens, Eliot, Flaubert, Dostoyevsky, James, Joyce, Garcia Marquez, Achebe, Mahfouz, and Bolano. Lecture (3.00). Prerequisite: WRT-101.

LIT-228 Women in Literature (3.00 cr.)

This course is a study of representative works by women writers in a variety of forms. The course provides a literary, historical, and sociological context for the study of this literature. Students read works by such authors as Julian of Norwich, Dickinson, Chopin, Woolf, Emecheta, Morrison, and Tan. >General Education Course. >Diversity Course. Lecture (3.00). Prerequisite: WRT-101.

LIT-230 Psychology Ideas in Literature (3.00 cr.)

This is a course in which students read and study psychological ideas in literature. Themes such as exile, the unconscious, psychosis, and dreams will be addressed. Works range from antiquity to the present. The basic objective of the course is to raise provoking questions about psychological ideas in literature and to draw out the many ways in which psychology informs and offsets a literary perspective. >General Education Course. Lecture (3.00). Prerequisite: WRT-101.

MAT – MATHEMATICS**MAT-010 Basic Mathematics Support (1.00 cr.)**

This course is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-011. Lecture (1.00).

MAT-011 Basic Mathematics (3.00 cr.)

This course is a study of the fundamental operations of arithmetic, intended for students whose placement examination indicates a need for review of arithmetic skills. Lecture (3.00).

MAT-012 Basic Mathematics Accelerated (Computer Assisted) (1.00 cr.)

This course is a computer-assisted class designed to provide the necessary reinforcement needed to complete the Basic Mathematics, MAT-011, requirements. Lecture (1.00). Corequisites: MAT-031/MAT-032 or MAT-035.

MAT-030 Algebra Review (1.00 cr.)

This course is designed for students with previous experience in high school algebra who wish to review prior to placement testing. Review topics include first and second-degree equations, rational expressions, polynomials, factoring, graphing, systems of equations, and radicals. While MAT-030 might help prepare students for placement testing, it does not replace the remedial algebra required of students once they fall below the cutoff scores on the placement exam. Lecture (1.00).

MAT-031 Algebra A (3.00 cr.)

This course is the first half of 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. Lecture (3.00). Prerequisite: MAT-011.

MAT-032 Algebra B (3.00 cr.)

This course is the second half of 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. Lecture (3.00). Prerequisites: MAT-011 or MAT-012, or MAT-031.

MAT-033 Algebra A Support (1.00 cr.)

This course is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-031. Lecture (1.00).

MAT-034 Algebra B Support (1.00 cr.)

This course is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-032. Lecture (1.00).

MAT-035 Algebra (4.00 cr.)

This course 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, exponents, polynomials, linear and quadratic equations, and rational expressions. Lecture (4.00). Prerequisite: MAT-011.

MAT-090 Intermediate Algebra Support (1.00 cr.)

This course is a recitation class designed to provide additional instructional time for students enrolled in or repeating MAT-160. Lecture (1.00). Prerequisite: MAT-032 or MAT-035; minimum grade C. Corequisite: MAT-160.

MAT-091 Pre-Calculus Support (1.00 cr.)

This course is a recitation class designed to provide additional instructional time for students enrolled in or repeating MAT-180. Lecture (1.00). Prerequisite: MAT-160; minimum grade C. Corequisite: MAT-180.

MAT-092 Calculus I Support (1.00 cr.)

Calculus I Support is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-280. Lecture (1.00). Prerequisite: MAT-180; minimum grade C. Corequisite: MAT-280.

MAT-093 Calculus II Support (1.00 cr.)

This course is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-281. Lecture (1.00). Prerequisite: MAT-280; minimum grade C. Corequisite: MAT-281.

MAT-130 Contemporary Mathematics (3.00 cr.)

This course is a study of some of the fundamental concepts in mathematics. Topics considered include set theory, symbolic logic, number systems, principles of counting, and probability. Applications of these topics in various fields of study are included in the course. >General Education Course. Lecture (3.00). Prerequisites: MAT-031/MAT-032, or MAT-035, or MAT-160.

MAT-150 Statistics I (3.00 cr.)

This course is a study of frequency distributions, measures of central tendency and dispersion, probability, the normal distribution, sampling and sampling distributions, the central limit theorem, confidence interval estimation, and hypothesis testing. >General Education Course. Lecture (3.00). Prerequisites: MAT-031/MAT-032 or MAT-035.

MAT-155 Finite Mathematics (3.00 cr.)

This course is an introduction to the solution of problems in the management, natural, behavioral, and social sciences. Topics covered include mathematical models, matrices, linear systems, and linear programming. >General Education Course. Lecture (3.00). Prerequisite: MAT-031/MAT-032 or MAT-035 or MAT-045.

MAT-160 Intermediate Algebra (4.00 cr.)

This course is the study of polynomial and rational expressions, integral and fractional expressions, roots and radicals, linear and quadratic equations, functions, elementary curve sketching, inequalities. Lecture (4.00). Prerequisite: MAT-031/MAT-032 or MAT-035; minimum grade C.

MAT-180 Precalculus: College Algebra and Trigonometry (4.00 cr.)

This course is a study of coordinate geometry; functions and graphing; polynomial and rational functions; exponential, logarithmic, trigonometric, and inverse trigonometric functions; analytic geometry, and applications. >General Education Course. Lecture (4.00). Prerequisite: MAT-160; minimum grade C.

MAT-223 Calculus for the Managers in the Social Sciences (3.00 cr.)

This course covers the essential ideas of the Calculus: functions, limits, continuity, differentiation and integration. The course includes applications to problems in business, economics, psychology, the social sciences and mathematical modeling. >General Education Course. Lecture (3.00). Prerequisite: MAT-160; minimum grade C.

MAT-250 Statistics II (3.00 cr.)

This course is an introduction to methods for the design of research studies and the interpretation of data that result from these studies. Topics considered include a brief review of elementary statistical concepts, additional cases of hypothesis testing and estimation, analysis of variance, analysis of enumerative data, linear regression and correlation, and nonparametric statistics. Laboratory assignments using a statistical software package are included in the course. >General Education Course. Lecture (2.00), Laboratory (2.00). Prerequisite: MAT-150; minimum grade C.

MAT-268 Statistical Methods (4.00 cr.)

This course provides the student with a foundation in the techniques that underlie more advanced courses in statistics. Topics include descriptive statistics, sampling distributions, hypotheses testing and estimation for one and two populations, goodness-of-fit and contingency tables, analysis of variance, linear regression and correlation, and nonparametric statistics. Lecture (4.00). Prerequisite: MAT-160; minimum grade C.

MAT-280 Calculus I (4.00 cr.)

This course is a study of limits, continuity, the derivative of a function, differentiation of algebraic, trigonometric, inverse trigonometric, exponential and logarithmic functions, applications of the derivative, antidifferentiation, area under a curve, the definite integral, the Fundamental Theorem of the Calculus and its applications. >General Education Course. Lecture (4.00). Prerequisite: MAT-180; minimum grade C.

MAT-281 Calculus II (4.00 cr.)

This course is a study of differentiation and integration of transcendental functions, methods of integration, applications of the integral, indeterminate forms, improper integrals, infinite series, and applications. >General Education Course. Lecture (4.00). Prerequisite: MAT-280; minimum grade C.

MAT-282 Calculus III (4.00 cr.)

This course is a study of vectors, parametric equations, polar coordinates, partial differentiation, directional derivatives, gradients, line integrals, multiple integrals and applications. >General Education Course. Lecture (4.00). Prerequisite: MAT-281; minimum grade C.

MAT-283 Differential Equations(4.00 cr.)

This course covers equations of order 1, linear equations with constant coefficients, non-homogeneous equations, variation of parameters, series solutions, equations with variable coefficients, Laplace transforms, convolutions, boundary value problems, Fourier transforms and applications. Lecture (4.00). Prerequisite: MAT-282; minimum grade C.

MAT-285 Discrete Mathematics (4.00 cr.)

This course is a study of mathematical concepts and techniques that form the foundation for many upper level mathematics courses. Topics considered include sets and logic, proof techniques, functions and relations, algorithms, introduction to number theory, counting techniques, discrete probability, recurrence relations, trees, graphs, networks, and Boolean algebra. Mathematical reasoning and proofs will be stressed. Lecture (4.00). Prerequisite: MAT-280; minimum grade C.

MAT-286 Linear Algebra (4.00 cr.)

This course is a study of finite dimensional vector spaces. Topics considered include vectors and vector spaces, matrices, determinants, systems of linear equations, linear transformations, quadratic forms, eigenvalues and eigenvectors, and applications. Lecture (4.00). Prerequisite: MAT-280.

MFG – MANUFACTURING TECHNOLOGY

MFG-119 Pro/Engineer Design I (3.00 cr.)

This course is a study of the basic functionality and use of Parametric Technology's (PTC) Pro/Engineer Wildfire 3D solid modeling software. Emphasis will be placed on the technology as well as the terminology in relation to this advanced tool. Lecture and lab will be used to teach not only how to use specific features of the software but also how to use it in design. Lecture (2.00), Laboratory (3.00).

MFG-122 Machine Tool Principles I (3.00 cr.)

This course introduces students to the basic hands-on theoretical skills necessary of a machinist. Machining processes such as drilling, milling, turning, and grinding will be studied and developed. Theoretical skills such as machine terminology, speeds and feeds, uses of machinery handbook, and safety issues are also included. It would be beneficial if incoming students had some exposure to basic machining principles and equipment. Lecture (2.00), Laboratory (2.00).

MFG-124 Applied Metrology (3.00 cr.)

This course is the study of the fundamental skills used by machinists for the calibration and quality control of measurements and their application. Students will study and use precision measuring equipment such as calipers, dial indicators, gauges, and hole measuring devices in a practical laboratory. Use of Coordinate Measurement Machine and Optical Comparator will also be Introduced. Lecture (2.00), Laboratory (2.00).

MFG-130 Welding Technology I (3.00 cr.)

This course is an introduction to metal joining techniques using welding, brazing, and soldering with an emphasis on safe work practices. This course provides students with a basic understanding of electricity as applied to electric arc welders, metallurgy of welding, welding processes and safe use of oxy/fuel welding and heating. Students will study theory and techniques in a classroom environment. Demonstrations and applications will be performed in a laboratory setting. Lecture (2.00), Laboratory (2.00).

MFG-206 Concepts of Industrial Design (3.00 cr.)

This course is an exploration of 2D and 3D techniques used by industrial designers to communicate ideas for new products and product designs. Course includes a brief history of industrial design. Exercises in ideation and conceptualization will be used to familiarize students with design development philosophy. Use of freehand drawing techniques and drafting skills will be explained to produce presentations of proposed product concepts. Model making techniques will be explored to develop 3D communication skills. Lecture (2.00), Laboratory (2.00). Prerequisite: DFT-107.

MFG-219 Pro/Engineer Design II (3.00 cr.)

This course is a study of the Intermediate to advanced functionality of Parametric Technology Corporation's Pro/Engineer 3D solid modeling software. Emphasis will be placed on the technology as well as the various design techniques in relation to this advanced tool. Lecture and lab will be used to teach not only how to use specific features of the software but also how to use it in design. Lecture (2.00), Laboratory (3.00). Prerequisite: MFG-119.

MFG-220 Pro/Engineer Design III (3.00 cr.)

This course includes advanced techniques for the design and analysis using Pro/Engineer, Pro/Sheetmetal, and Pro/Mechanica. Emphasis will be placed on the technology as well as utilizing advanced techniques in relation to both lab exercises as well as a practical design. Lecture, lab, and a comprehensive project will be used to teach how to use specific features of the software in relation to product design. Lecture (2.00), Laboratory (3.00). Prerequisite: MFG-219.

MFG-221 Pro/Engineer Design IV (3.00 cr.)

This course includes advanced techniques for the design and analysis using Pro/Engineer Pro/Mechanica. Emphasis will be placed on the technology as well as utilizing advanced techniques in relation to both lab exercises as well as practical design. Lecture, lab, and a comprehensive project will be used to teach how to use specific features of the software in relation to product design. Lecture (2.00), Laboratory (3.00). Prerequisite: MFG-220.

MFG-222 Machine Tool Principles II (3.00 cr.)

This course continues the work of Machine Tool Principles I by broadening the basic skills of a machinist by introducing Intermediate and advanced topics such as milling and turning tools and their geometry, tool inserts, coolants and basic metallurgy. Students will experience these topics both in theory and hands-on in a practical laboratory setting. Lecture (2.00), Laboratory (2.00). Prerequisite: MFG-122.

MFG-226 Methods, Fixture Design, and Estimating (3.00 cr.)

This course will explore and develop the skills necessary to visualize effectively and economically make precision-machined parts. Students will learn how to select materials, type of process, type of equipment, sequence of operations, fixtures, tools, etc. Methods development and documentation will be demonstrated and practiced. Jig and fixture types and design criteria will be reviewed. Lecture (2.00), Laboratory (2.00). Prerequisite: DFT-210 or MFG-119.

MFG-227 CNC Programming I (4.00 cr.)

This course provides the fundamentals of programming Computer Numerical Control equipment with a heavy concentration on CNC turning and machining centers. Included in this course will be language and graphics-based programming, automated features and capabilities, advanced CNC applications and integration. Students will receive hands-on programming experience using industry preferred software and controllers. Lecture (2.00), Laboratory (4.00). Prerequisite: MFG-229. Corequisites: DFT-210 and MFG-119.

MFG-228 CNC Programming II (4.00 cr.)

This course continues the work of CNC Programming I by expanding the skills of programming with advanced techniques and equipment such as 5-Axis programming, use of A, B, and C-Axes, development and use of macros, program verification, and troubleshooting. MasterCAM software for the use of part design, NC code production, and back-plotting will be introduced. Lecture (2.00), Laboratory (2.00). Prerequisite: MFG-227.

MFG-229 Materials Processing and Fabrication (4.00 cr.)

This course will include both an overview of materials and processes used in the manufacture of precision products and a practical exploration of fabrication techniques used in industry. A comparative study of casting, welding, heat treating, molding, laminating, EDM, CNC machining, grinding, etc. will be undertaken, as well as forming processes such as rolling, shearing, stamping, cutting, and joining methods for metallic and non-metallic materials. Lecture (2.00), Laboratory (4.00). Prerequisites: MFG-122, MFG-124, and DFT-107.

MFG-230 Welding Technology II (3.00 cr.)

This course expands on the concepts and applications presented in MFG-130. Further exploration of the construction of welded components and the metallurgical effects on more exotic materials will take place. Students will study the application of welding to aluminum, magnesium, copper alloys, nickel and cobalt alloys, lead, and zinc. Related safety and health considerations will be addressed. Lecture (2.00), Laboratory (2.00). Prerequisite: MFG-130.

MFG-463 Co-Op Work Experience (Manufacturing) (3.00 cr.)

This course provides the student with practical, supervised work experience within the broad field of manufacturing technology. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Co-op Office. 1 lecture, plus 180 minimum hours work experience distributed over the semester or over combined summer sessions. Lecture (1.00), Cooperative (12.00).

MFG-464 Co-Op Work Experience (Manufacturing) (4.00 cr.)

This course provides the student with practical, supervised work experience within the broad field of manufacturing technology. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op Office. 240 minimum hours work experience distributed over the semester or over combined summer sessions. Lecture (1.00), Cooperative (16.00).

MOA – MEDICAL OFFICE ASSISTANT**MOA-140 Medical Terminology (3.00 cr.)**

This course provides an introduction to the basic structure of medical words, including prefix, suffixes, roots, combining forms, and the formation of plurals. Emphasis is placed on the correct pronunciation, spelling, and definition of medical terms, allowing the student to build a professional vocabulary for working in the medical field. Lecture (3.00).

MOA-141 Introduction to Medical Assisting (3.00 cr.)

This course is a study of the professional attitudes and behavior required of medical assistants. The fundamentals of meeting the special needs of patients are also studied. The fundamental principles of human relations and the importance of professional growth and communication skills are stressed. Additional emphasis is placed on development of medical science, health agencies, medical specialties, and common disease processes. Lecture (3.00).

MOA-145 Medical Office Assisting: An Overview (3.00 cr.)

This course is offered to candidates for the Certified Medical Assistant Examination administered by the American Association of Medical Assistants. Subjects to be covered in the course are medical terminology, human relations, medical law and ethics, anatomy and physiology, administrative procedures, and clinical procedures. Lecture (3.00). Corequisite: MOA-244.

MOA-200 Pharmacology for Medical Office Assistants (2.00 cr.)

This course introduces the student to drug practices, procedures, and preparations utilized in ambulatory care settings. Topics include legislation, drug sources, classifications, and actions. Emphasis is placed on function of drugs, vitamins and minerals, and substance abuse, as well as the effects of medications on the various body systems. Lecture (2.00). Prerequisite: MOA-140.

MOA-201 Diagnostic and Procedural Coding (4.00 cr.)

This course enables the student to develop competence in coding systems, diagnoses, and procedures for data collection and processing. The student will follow federal regulations and guidelines for sequencing of diagnoses and processing activities. The laboratory component of the course is utilized to develop the skills and competencies to perform coding through both manual and computer-based methods. Lecture (3.00), Laboratory (3.00). Prerequisite: MOA-140.

MOA-203 Medical Office Assistant Administrative Procedures I (3.00 cr.)

This course provides a comprehensive medical office simulation. Students are trained in machine transcription and are given basic instruction in word processing operations. Lecture (2.00), Laboratory (2.00). Corequisites: MOA-140 and INF-119.

MOA-204 Medical Office Assistant Administrative Procedures II (3.00 cr.)

This course provides advanced training in medical office procedures and management. Special emphasis placed on medical transcription and medical written communications. Lecture (2.00), Laboratory (2.00). Prerequisite: MOA-203.

MOA-218 Medical Economics (2.00 cr.)

This course is a study of various types of medical practice and medical care, fee determination, health and accident insurance programs, and government medical care programs. Medical law and ethics are also emphasized. Lecture (2.00). Corequisite: MOA-141.

MOA-240 Clinical Office Practice (4.00 cr.)

This course enables the student to develop competence in examination room techniques. Special emphasis is placed on preparing the patient for examination, taking vital signs, preparing for sterilization and injection procedures, taking electrocardiograms, performing first aid and emergency procedures including CPR, and caring for supplies and equipment in the physician's office. Lecture (3.00), Laboratory (3.00). Prerequisites: MAT-032, MAT-035, MOA-140, and MOA-141.

MOA-241 Clinical Laboratory Technology (4.00 cr.)

This course enables the student to develop competence in the techniques of laboratory procedure commonly performed in a physician's office. Procedures studied include urinalysis, hematology, bacteriology, immunology, and basal metabolism. Lecture (3.00), Laboratory (3.00). Prerequisite: MOA-240.

MOA-243 Medical Office Assistant Externship I (1.00 cr.)

This course provides the student with 120 hours of directed experience in a physician's office or other relevant medical facility. Attendance is required at scheduled seminars. Laboratory (8.00). Prerequisite: MOA-240. Corequisites: MOA-203 and MOA-241.

MOA-244 Medical Office Assistant Externship II (1.00 cr.)

This course enables the student to continue with 120 hours of directed experience in an assigned physician's office or other relevant medical facility. Emphasis is on refinement of skills and performance of all administrative and clinical tasks. Attendance is required at scheduled seminars. Laboratory (8.00). Prerequisite: MOA-243.

MUA – APPLIED MUSIC**MUA-101 Bass I (1.00 cr.)**

This course provides instruction in bass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00).

MUA-102 Guitar I (1.00 cr.)

This course provides instruction in guitar designed to develop the students' level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00).

MUA-103 Percussion I (1.00 cr.)

This course provides instruction in percussion designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00).

MUA-104 Piano I (1.00 cr.)

This course provides instruction in piano designed to develop the students' level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00).

MUA-105 Strings I (1.00 cr.)

This course provides instruction in string instruments designed to develop the student's level of proficiency. The student attends one lesson per week. Half-hour individual lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00).

MUA-106 Voice I (1.00 cr.)

This course provides instruction in voice designed to develop the students' level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00).

MUA-107 Woodwinds/Brass I (1.00 cr.)

This course provides instruction in woodwinds and brass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00).

MUA-231 Bass II (1.00 cr.)

This course provides instruction in bass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-101.

MUA-232 Bass III (1.00 cr.)

This course provides instruction in bass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-231.

MUA-233 Bass IV (1.00 cr.)

This course provides instruction in bass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-232.

MUA-234 Guitar II (1.00 cr.)

This course provides instruction in guitar designed to develop the students' level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-102.

MUA-235 Guitar III (1.00 cr.)

This course provides instruction in guitar designed to develop the students' level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-234.

MUA-236 Guitar IV (1.00 cr.)

This course provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-235.

MUA-237 Percussion II (1.00 cr.)

This course provides instruction in percussion designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-103.

MUA-238 Percussion III (1.00 cr.)

This course provides instruction in percussion designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-237.

MUA-239 Percussion IV (1.00 cr.)

This course provides instruction in percussion designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-238.

MUA-240 Piano II (1.00 cr.)

This course provides instruction in piano designed to develop the students' level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-104.

MUA-241 Piano III (1.00 cr.)

This course provides instruction in piano designed to develop the students' level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-240.

MUA-242 Piano IV (1.00 cr.)

This course provides instruction in piano designed to develop the students' level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisites: MUA-241.

MUA-243 Strings II (1.00 cr.)

This course provides instruction in string instruments designed to develop the student's level of proficiency. The student attends one lesson per week. Half-hour individual lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-105.

MUA-244 Strings III (1.00 cr.)

This course provides instruction in string instruments designed to develop the student's level of proficiency. The student attends one lesson per week. Half-hour individual lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-243.

MUA-245 Strings IV (1.00 cr.)

This course provides instruction in string instruments designed to develop the student's level of proficiency. The student attends one lesson per week. Half-hour individual lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-244.

MUA-246 Voice II (1.00 cr.)

This course provides instruction in voice designed to develop the students' level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-106.

MUA-247 Voice III (1.00 cr.)

This course provides instruction in voice designed to develop the students' level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-246.

MUA-248 Voice IV (1.00 cr.)

This course provides instruction in voice designed to develop the students' level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-247.

MUA-249 Woodwinds/Brass II (1.00 cr.)

This course provides instruction in woodwinds and brass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-107.

MUA-250 Woodwinds/Brass III (1.00 cr.)

This course provides instruction in woodwinds and brass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-249.

MUA-251 Woodwinds/Brass IV (1.00 cr.)

This course provides instruction in woodwinds and brass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. Lecture (1.00), Laboratory (1.00). Prerequisite: MUA-250.

MUS - MUSIC**MUS-101 Music Appreciation (3.00 cr.)**

This course 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. >General Education Course. Lecture (3.00).

MUS-103 Fundamentals of Music (3.00 cr.)

This course is a study of such rudiments of music as notation, the structure of scales, intervals, keys, triads, and simple harmonic progressions. Lecture (3.00).

MUS-105 History of Jazz in America (3.00 cr.)

This course is a study of the historical development of jazz from its origin as a form of Black American folk music to its acceptance as a major expression of American art. Lecture (3.00).

MUS-107 History of Western Music Before 1750 (3.00 cr.)

This course is a study of the historical and stylistic development of music from the Gothic period through the Baroque period. >General Education Course. Lecture (3.00).

MUS-108 History of Western Music After 1750 (3.00 cr.)

This course is a study of the historical and stylistic development of music from the Classical period to the present. >General Education Course. Lecture (3.00).

MUS-109 History of Musical Theatre (3.00 cr.)

This course is a chronological survey course that explores musical theatre from its early beginnings to the present. In a lecture and discussion format, students will explore examples of musical theatre to illustrate musical elements, musical and theatrical techniques, and structural form. Selected works will be considered from the context of their relationship with historical and artistic values. >General Education Course. Lecture (3.00).

MUS-110 Music, Art, and Drama (3.00 cr.)

This course is designed to promote an understanding and appreciation of the human cultural heritage and concentrates upon major developments in music, art, and drama during the Baroque, Classical, Romantic, and Contemporary periods. >General Education Course. Lecture (3.00).

MUS-118 Vocal Workshop (2.00 cr.)

This course is an introduction to the basic principles of vocal production. Application of correct vocal techniques is introduced through a series of group and solo singing activities. Lecture (1.00), Laboratory (2.00).

MUS-119 Songwriting Workshop (2.00 cr.)

This course provides students with a solid background in the art and craft of songwriting. Students will study the elements of songwriting: lyrics, rhythm, melody, harmony, and song structure. Students will work on their original compositions through a series of group and solo activities. Lecture (1.00), Laboratory (2.00).

MUS-120 Pop/Rock Ensemble I (1.00 cr.)

This course requires students to study and to perform in a variety of popular music styles. Special attention will be given to the development of creative skills and reading pop charts. Students are expected to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00).

MUS-121 Chorus I (1.00 cr.)

This course requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00).

MUS-125 Chamber Ensemble I (1.00 cr.)

This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00).

MUS-131 Class Piano I (2.00 cr.)

This course is an introductory course designed to provide fundamental piano instruction. Lecture (1.00), Laboratory (2.00).

MUS-132 Music Theory I (2.00 cr.)

This course is a study of elementary diatonic harmony. It includes the study of major scales, natural, harmonic, and melodic forms of minor scales. Also included is the study of interval and triad construction, the figured bass, cadences, plus bass and soprano harmonization. (Fall Only) Lecture (1.00), Laboratory (2.00).

MUS-134 Ear Training and Musicianship I (2.00 cr.)

This is a basic course designed to develop a comprehension of musical structure and styles through sight singing and musical dictation. Lecture (1.00), Laboratory (2.00).

MUS-137 Guitar in Classroom (2.00 cr.)

This course is a systematic approach to basic guitar technique and an introduction to contemporary music. Lecture (2.00).

MUS-140 Jazz Ensemble I (1.00 cr.)

This course requires students to study and to perform in a variety of jazz styles. Special attention will be given to the development of improvisational skills and reading jazz charts. Students are expected to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00).

MUS-150 Introduction to MIDI Sequencing and Synthesis (3.00 cr.)

This course introduces students to the concepts of composing music and processing sounds using software-based sequencers and synthesizers. Topics covered include MIDI theory; composing with MIDI controllers, sequencing software and virtual instruments; synthesizing and manipulating sounds with synthesizers and audio processing tools; converting MIDI to audio; and mixing multi-track productions. Students will also be exposed to various forms of MIDI-based music as a basis for composing techniques. Lecture (2.00), Laboratory (2.00).

MUS-151 Introduction to Audio Recording (3.00 cr.)

This course introduces students to the concepts of recording, mixing, and other audio using computer-based Digital Audio Workstations (DAWs.) Topics covered include digital audio theory, DAW signal flow and system requirements, stereo mixing techniques, and use of software-based audio effects processors such as equalizers, compressors, reverbs, and amp simulators. Students are also introduced to the concepts of MIDI recording using virtual instruments and receive hands-on practice in digital music production in a state-of-the-art production lab. Lecture (2.00), Laboratory (2.00).

MUS-152 Introduction to Music Business (3.00 cr.)

This is a course designed to provide students with important skills and knowledge that will enhance their abilities for a career in fields combining music and business. Basic concepts of how the music industry works and how music is created and marketed will be presented along with discussions of numerous career options. Topics discussed will provide an overview of the record, radio, video, film, television, and advertising industries and how each uses music. Lecture (3.00).

MUS-153 Piano Pedagogy I (3.00 cr.)

This course studies effective teaching skills for elementary and Intermediate levels of piano instruction, including the investigation of specific solo and developmental piano repertoire and method books. It introduces fundamental business aspects of teaching private piano. Lecture (2.00), Laboratory (2.00). Corequisite: MUS-131.

MUS-163 Careers in Music (3.00 cr.)

This course is an introductory survey of career opportunities in the field of music, including music performance and composition, music publishing, sound recording, concert promotion, arts administration, music retail, music education, and music therapy. Students will prepare a portfolio including promotional materials necessary for embarking on a career in the music field. Lecture (3.00).

MUS-220 Pop/Rock Ensemble II (1.00 cr.)

This course requires students to study and to perform in a variety of popular music styles. Special attention will be given to the development of creative skills and reading pop charts. Students are expected to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00). Prerequisite: MUS-120.

MUS-221 Pop/Rock Ensemble III (1.00 cr.)

This course requires students to study and to perform in a variety of popular music styles. Special attention will be given to the development of creative skills and reading pop charts. Students are expected to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00). Prerequisite: MUS-220.

MUS-222 Pop/Rock Ensemble IV (1.00 cr.)

This course requires students to study and to perform in a variety of popular music styles. Special attention will be given to the development of creative skills and reading pop charts. Students are expected to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00). Prerequisite: MUS-221.

MUS-231 Class Piano II (2.00 cr.)

This course 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 students' piano technique. Lecture (1.00), Laboratory (2.00). Prerequisite: MUS-131.

MUS-232 Music Theory II (Spring Only) (2.00 cr.)

This course is a study of harmonization and harmonic progressions. The course includes the study of six-four chords, non-harmonic tones, modulation, and the dominant seventh chord. Laboratory (2.00), Lecture (1.00). Prerequisite: MUS-132.

MUS-234 Ear Training and Musicianship II (2.00 cr.)

This course is a continuation of Ear Training and Musicianship I focusing on the development of aural comprehension skills through sight-singing and music dictation exercises. Lecture (1.00), Laboratory (2.00). Prerequisite: MUS-134.

MUS-241 Class Piano III (2.00 cr.)

This is a course designed to develop skills in sight-reading, transposition, harmonization styles, and improvisation techniques. Included is the study of piano literature from the Baroque to the present. The emphasis is on good pianist technique. Lecture (1.00), Laboratory (2.00). Prerequisite: MUS-231.

MUS-242 Class Piano IV (2.00 cr.)

This is a course designed to develop further 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. Laboratory (2.00), Lecture (1.00). Prerequisite: MUS-241.

MUS-246 Jazz Ensemble II (1.00 cr.)

This course requires students to study and to perform in a variety of jazz styles. Special attention will be given to the development of improvisational skills and reading jazz charts. Students are expected to participate in concerts for the college ceremonies and functions. Lecture (1.00), Laboratory (1.00). Prerequisite: MUS-140.

MUS-247 Jazz Ensemble III (1.00 cr.)

This course requires students to study and to perform in a variety of jazz styles. Special attention will be given to the development of improvisational skills and reading jazz charts. Students are expected to participate in concerts for the college ceremonies and functions. Lecture (1.00), Laboratory (1.00). Prerequisite: MUS-246.

MUS-248 Jazz Ensemble IV (1.00 cr.)

This course requires students to study and to perform in a variety of jazz styles. Special attention will be given to the development of improvisational skills and reading jazz charts. Students are expected to participate in concerts for the college ceremonies and functions. Lecture (1.00), Laboratory (1.00). Prerequisite: MUS-247.

MUS-250 Electronic Music Composition (3.00 cr.)

This course introduces students to advanced concepts of creating standalone electronic music compositions as well as compositions for visual media. Topics covered include subtractive, additive, granular, FM and RM synthesis, mosque concrete composition, film/video scoring, and programming. Students will also be exposed to various forms of MIDI-based music as a basis for composing techniques and will use state-of-the-art music software and hardware to create compositions. Lecture (2.00), Laboratory (2.00). Prerequisite: MUS-150.

MUS-251 Studio Recording Techniques (3.00 cr.)

This course introduces students to the concepts of recording live instruments and vocals in a state-of-the-art digital recording studio. Students will learn techniques for recording orchestral instruments as well as instruments used in popular music. Topics covered include studio signal flow, microphone selection and placement, use of outboard and software-based effects processors, overdubbing, creating composite audio tracks, and mixing. Students are expected to spend additional time in the studio and/or music technology lab working on assigned projects. Lecture (2.00), Laboratory (2.00). Prerequisite: MUS-151.

MUS-252 Music in the Marketplace (3.00 cr.)

This course provides further study of the music industry for students who wish to seek employment in fields combining music and business. This course will provide an in-depth study focusing upon topics including music publishing, national and international copyright law, live performance, managers and agents, music organizations, recording agreements, music publishing, film and television music production, music merchandising, and other contractual obligations. Lecture (3.00). Prerequisite: MUS-152.I

MUS-253 Piano Pedagogy II (3.00 cr.)

This course continues the study of effective teaching skills for Intermediate to advanced levels of piano instruction, including the investigation of specific solo and developmental repertoire that are standard in the field of piano pedagogy and performance. The course surveys and examines current piano methods, literature and materials. It further delineates aspects of successful business practices for the private and/or non-profit piano studio. Lecture (2.00), Laboratory (2.00). Prerequisite: MUS-153.

MUS-255 Chorus II (1.00 cr.)

This course requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00). Prerequisite: MUS-121.

MUS-256 Chorus III (1.00 cr.)

This course requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00). Prerequisite: MUS-255.

MUS-257 Chorus IV (1.00 cr.)

This course requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00). Prerequisite: MUS-255.

MUS-258 Chamber Ensemble II (1.00 cr.)

This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00). Prerequisite: MUS-125.

MUS-259 Chamber Ensemble III (1.00 cr.)

This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00). Prerequisite: MUS-258.

MUS-260 Chamber Ensemble IV (1.00 cr.)

This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. Lecture (1.00), Laboratory (1.00). Prerequisite: MUS-259.

MUS-261 Advanced Studio Recording Techniques (3.00 cr.)

This course is a further study of recording technology as applied to music production. Topics covered include techniques of live multi-track recording and overdubbing, including microphone selection and setup, mixing techniques such as creating automated mixes using software- and hardware-based signal processors, as well as basic mastering techniques for CD, DVD and other consumer formats such as web-based audio and video. Lecture (2.00), Laboratory (2.00). Prerequisite: MUS-251.

MUS-262 Concert Promotion and Production (3.00 cr.)

This course is a practical introduction to the structure of the live performance industry. Topics covered include artist relations, talent and venue management, advertising and public relations, licensing, live sound reinforcement, stage and lighting systems, as well as performing arts administration. The student will gain practical experience by participating in the promotion and production of college sponsored events. Lecture (2.00), Laboratory (2.00). Prerequisite: MUS-152.

MUS-462 Co-Op Work Experience (Music) (2.00 cr.)

This course is designed to provide the student with hands-on experience in a work environment. It is an opportunity for a student to bridge classroom theory with on-the-job experience under professional guidance in a college approved work environment. Onsite evaluations are done by a faculty member/employer. 120 hours work experience distributed over the semester. Lecture (1.00), Cooperative (8.00). Prerequisite: MUS-252 or MUS-261.

MUS-463 Co-Op Work Experience (Music) (3.00 cr.)

This course is designed to provide the student with hands-on experience in a work environment. It is an opportunity for a student to bridge classroom theory with on-the-job experience under professional guidance in a college approved work environment. Onsite evaluations are done by a faculty member/employer.

180 hours work experience distributed over the semester. Lecture (1.00), Cooperative (12.00). Prerequisite: MUS-252 or MUS-261.

MUS-464 Co-Op Work Experience (Music) (4.00 cr.)

This course is designed to provide the student with hands-on experience in a work environment. It is an opportunity for a student to bridge classroom theory with on-the-job experience under professional guidance in a college approved work environment. Onsite evaluations are done by a faculty member/employer. 240 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (16.00). Prerequisite: MUS-252 or MUS-261.

NUR – NURSING**NUR-181 Physical Assessment (1.00 cr.)**

This course is a first-level course in the nursing sequence that focuses on taking a nursing history including a psychosocial assessment and performing a basic systematic head-to-toe physical assessment of adults using selected techniques. At the end of this course, students will be able to perform a beginning level physical assessment. Laboratory (2.00). Corequisites: NUR-182, NUR-183, BIO-109, and PSY-101.

NUR-182 Pharmacology for Nurses (1.00 cr.)

This course is a first-level course in the nursing sequence, which introduces the student to the drug classification system. Students will learn basic actions and side effects of drugs and drug regulations. Mathematical calculations necessary to the practice of nursing are taught, and students must achieve a passing score on a medication calculations test in order to pass this course. Lecture (1.00). Corequisites: NUR-181, NUR-183, BIO-109, and PSY-101.

NUR-183 Basic Concepts and Skills of Nursing (6.00 cr.)

This course is a first-level course in the nursing sequence. Concepts developed throughout the program are introduced. Orem's nursing model is presented as the organizing framework of the curriculum. The nursing process is introduced as a problem solving technique. Students will be required to pass performance tests and are expected to practice these skills to perfect techniques. Students will plan and implement nursing care in a variety of health care settings. Lecture (2.00), Laboratory (12.00). Corequisites: NUR-181, NUR-182, BIO-109, and PSY-101.

NUR-281 Adult Health Nursing A (4.00 cr.)

This course is a second-level course in the nursing sequence that 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. Lecture (4.00), Laboratory (12.00). Prerequisites: NUR-181, NUR-182, NUR-183, BIO-109, and PSY-101. Corequisites: BIO-209, NUR-282, and PSY-106.

NUR-282 Adult Health Nursing B (4.00 cr.)

This course is a second-level course in the nursing sequence that focuses on the health care of individuals and families who have needs related to nutrition and elimination. Students will use the nursing process in a variety of health care settings to assist individuals and families achieve optimum health. This course runs for half the semester concurrently with NUR-281. Lecture (4.00), Laboratory (12.00). Prerequisites: NUR-181, NUR-182, NUR-183, BIO-109, and PSY-101. Corequisites: BIO-209, NUR-281, and PSY-106.

NUR-284 Maternal-Child Health Nursing (5.00 cr.)

This course is a third-level course in the nursing sequence that focuses on family units, reproduction, childbearing, and the health care needs of infants, children and adolescents to meet universal self-care requisites. Students will use the nursing process in a variety of health care settings to assist individual families and groups achieve optimum health. Lecture (6.00), Laboratory (12.00). Prerequisites: NUR-281 and NUR-282. Corequisites: BIO-104, SOC-101, and NUR-285.

NUR-285 Mental Health Nursing (4.00 cr.)

This course is a third-level course in the nursing sequence that focuses on adaptive and maladaptive psychosocial behaviors. Concentration is on the interpersonal and intrapersonal relationships for infants, children, adolescents and adults. Students will use the nursing process in a variety of health care settings to assist individuals and families achieve optimum health. Lecture (4.00), Laboratory (12.00). Prerequisites: NUR-281 and NUR-282. Corequisites: BIO-104, SOC-101, and NUR-284.

NUR-290 Adult Health Nursing C (4.00 cr.)

This course is a fourth-level course in the nursing sequence that focuses on the health care of individuals, families and groups who have self-care deficits related to mobility and neurosensory problems. Students will use the nursing process in a variety of health care settings to assist individuals, families and groups achieve optimum health. Professional Role Management content will be integrated within this course during clinical conference time. Students will examine principles and skills inherent in advanced nursing practice, case management, health care economics and leadership. Critical thinking exercises, patient care scenarios, role-play and discussion will be utilized. Lecture (4.00), Laboratory (12.00). Prerequisites: NUR-284 and NUR-285. Corequisite: NUR-291.

NUR-291 Adult Health Nursing D (4.00 cr.)

This course is a fourth-level course in the nursing sequence which focuses on the health care of individuals and families who have self-care deficits related to cellular regulation, sexual practices and endocrine and immune function. Students will use the nursing process in a variety of healthcare settings to assist individuals, families and groups achieve optimum health. Professional Role Management content will be integrated within this course during clinical conference time. Students will examine principles and skills inherent in advanced nursing practice, case management, health care economics and leadership. Critical thinking exercises, patient care scenarios, role-play, and discussion will be utilized. Lecture (2.00), Laboratory (15.00). Prerequisites: NUR-284 and NUR-285. Corequisite: NUR-290.

PHR – PHILOSOPHY & RELIGION**PHR-100 Reasoning (3.00 cr.)**

This course is an introduction to the theory and practice of critical thinking. Topics covered may include the qualities and attitudes of the critical thinker; the nature and importance of rationality; the weighing of evidence and the rationality of belief; common errors in reasoning (e.g., fallacies); the evaluation of concepts and definitions; the analysis and evaluation of arguments in ordinary language; argument diagramming; and reasoning about causes and probability. >General Education Course. Lecture (3.00).

PHR-101 Introduction to Philosophy (3.00 cr.)

This course is a study of the basic problems and methods of philosophical inquiry, concentrating on the work of such major thinkers as Plato, Aristotle, Augustine, Aquinas, Descartes, Hume, Kant, Hegel, Marx, Kierkegaard, and Sartre. Topics of discussion include the nature and limits of human knowledge, the existence of God, the differences between right and wrong conduct, the nature of the good life, and the meaning and value of human existence. >General Education Course. Lecture (3.00).

PHR-102 Contemporary Moral Issues (3.00 cr.)

This course is an introduction to applied or practical ethics. This involves discussions of specific moral problems, issues, controversies, and questions. Topics may include abortion; euthanasia; the death penalty and other punishments; sexual morality; pornography and censorship; discrimination on the basis of race, gender, or sexual orientation; drugs; environmental ethics; the moral status of animals; and the meaning of virtue and vice. >General Education Course. Lecture (3.00).

PHR-103 Basic Logic (3.00 cr.)

This course is an introduction to the principles and methods of correct reasoning. Topics of discussion include the relationship between logic and language; the distinction between formal and informal logic; the detection and avoidance of formal and informal fallacies; the formulation and evaluation of deductive arguments; the differences between traditional and modern (symbolic) logic; and the nature, scope, and limits of inductive reasoning. >General Education Course. Lecture (3.00).

PHR-104 Topics in Philosophy (3.00 cr.)

This course is an Introductory study of major themes in both traditional and modern philosophical literature, concentrating on such topics as the human condition; the scope and limits of human freedom; the human experience of death; the nature of truth, beauty, and goodness; the relationship between liberty, equality, and justice; and the human search for the meaning of life. Lecture (3.00).

PHR-105 Professional Ethics (3.00 cr.)

This course is an Introductory study of major philosophical and moral issues, problems, and questions arising within the healthcare, legal, and business professions. General topics of discussion may include what counts as a profession; professional codes of conduct; the professional-client relationship;

the professional-employer relationship; privacy and confidentiality; informed consent; character, regulation, and training; and collective responsibility. Lecture (3.00).

PHR-106 Eastern Philosophy (3.00 cr.)

This course is an introduction to the major philosophical traditions of China and India, concentrating on the work of such major thinkers as Lao Tzu, Confucius, Nagarjuna, Vasubandhu, Shankara, and Ramanuja. Topics of discussion include the nature, problems, and methods of Eastern philosophy; the nature of ultimate reality; the nature of the self; the nature and existence of God; the nature and limits of human knowledge; human nature and the human condition; the meaning and value of life and death; the nature of the good life; and the search for enlightenment. >General Education Course. >Diversity Course. Lecture (3.00).

PHR-107 Introduction to the Philosophy of Art (3.00 cr.)

This course is a study of the basic problems, issues, and questions with respect to the understanding, interpretation, and evaluation of art and beauty. Readings may include philosophers such as Plato, Aristotle, Hume, Kant, Nietzsche, Beardsley, and representation in the arts; environmental aesthetics; the connections between art and ethics and politics; and the nature of aesthetic value. >General Education Course. Lecture (3.00).

PHR-110 Introduction Ethical Theory (3.00 cr.)

This course is a study of the basic theories, methods, and problems of ethics. Topics may include the study of the moral theories of Aristotle, Aquinas, Hobbes, Kant, Mill, and Rawls; the nature and meaning of moral terms; moral absolutism and relativism; the nature of moral reasoning; conceptions of the good life; free will, determinism, and moral responsibility. >General Education Course. Lecture (3.00).

PHR-111 Social and Political Philosophy (3.00 cr.)

This course is a general introduction to the broad themes of political philosophy and social theory. Discussions will include how human life is and should be organized into societies; the nature of political systems and different forms of government; the relationship between the individual and the state; the nature of justice; the influence of economy on society; how human nature influences social nature; and the meaning of freedom and democracy. >General Education Course. Lecture (3.00).

PHR-120 Introduction to Religion (3.00 cr.)

This course is a study of major themes in religious and theological thought. Topics of discussion include the nature and existence of God; the relationship between God, humanity, and the universe; human nature and the human condition; religious responses to the problems of human existence; and the relationship between religion and society. >General Education Course. Lecture (3.00).

PHR-121 Religions of the World (3.00 cr.)

This course is a comparative study of the history, basic beliefs, and characteristic practices of such major religious systems as Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. Some attention is also given to the religions of ancient Middle Eastern and Mediterranean peoples, to ancient and modern tribal religions, and to contemporary sectarian and cultic movements. >General Education Course. >Diversity Course. Lecture (3.00).

PHR-122 Women and Religion (3.00 cr.)

This course analyzes the relationship of women to the major religious traditions of the world, including Judaism, Christianity, Islam, Hinduism, Buddhism, and others. The course examines such issues as religious statements about the nature of women, religious codes of behavior for women, and the extent and nature of women's religious participation within the various traditions. >Diversity Course. Lecture (3.00).

PHR-124 The Christian Scriptures (3.00 cr.)

This course is an Introductory study of traditional and modern perspectives on the Old and New Testaments, with primary emphasis on the New Testament. >Diversity Course. Lecture (3.00).

PHR-125 The Hebrew Scriptures (3.00 cr.)

This course is an Introductory study of traditional and modern perspectives on the Hebrew Bible. The relationship between the Bible and the Talmud will also be discussed. >Diversity Course. Lecture (3.00).

PHR-126 The Islamic Scriptures (3.00 cr.)

This course is an Introductory study of the origins, content, and meaning of the primary sacred text of Islam, the Koran (Qur'an). The relationship between the Koran and the Hadith (a record of sayings and actions of Muhammad) will also be discussed. >Diversity Course. Lecture (3.00).

PHR-203 Intermediate Logic (3.00 cr.)

This course is a second-level course in logic for those students who are interested in studying advanced systems of logic and their philosophical foundations. Topics covered include the nature of formal deductive systems; sentential logic (advanced problems and methods); predicate logic and quantification theory; and issues in the philosophy of logic. Lecture (3.00). Prerequisite: PHR-103 or MAT-130.

PHY – PHYSICAL SCIENCES**PHY-100 Energy and Society (4.00 cr.)**

This course provides an overview of the nature of energy, its uses, and its effect on the individual, society and the environment. The course will explore the use of energy in contemporary society and the development of renewable energy technologies. Emphasis is placed on conservation, energy efficiency, renewable energy sources and technologies that can be utilized to create a sustainable energy society. The laboratory part of the course will involve service learning projects. >General Education Course. Lecture (3.00), Laboratory (3.00). Prerequisite: MAT-011. Corequisite: MAT-011.

PHY-111 Astronomy (4.00 cr.)

This course is a survey of the universe. Light, astronomical instruments and the historical development of Astronomy are topics to be studied to initiate a tour of the heavens, which include the Earth as a planet, the Moon, the Solar System, stars, galaxies, quasars, black holes, and scientific theories of the creation of the universe. The possibility of life elsewhere is discussed throughout. Labs supplement the course material and include an evening at our observatory. >General Education Course. Lecture (3.00), Laboratory (3.00).

PHY-112 Climatology (4.00 cr.)

This course is a study of the Earth's climate. Climate elements and atmospheric heat transfer processes will be studied and applied to climate classification schemes. The effects of climate on human activities will be considered. Special attention will be given to the greenhouse effect, El 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. >General Education Course. Lecture (3.00), Laboratory (3.00).

PHY-113 Geology (4.00 cr.)

This course is a study of the solid Earth. Topics include minerals and rocks, weathering and soils, groundwater, glaciers, deserts, earthquakes, and volcanism. Special attention will be given to mining and oil prospecting and their environmental effects, fossils and rocks, plate tectonics, analysis of the structure of the Earth's interior, and geologic time and Earth history. Laboratory work includes mineral and rock analysis, soil and vegetation studies, topographic mapping, and review of the geologic calendar. >General Education Course. Lecture (3.00), Laboratory (3.00).

PHY-114 Meteorology (4.00 cr.)

This course studies the physics of weather. All concepts are taught from their appropriate Physics principles. Our atmosphere's composition is studied along with those heat transfer mechanisms that lead to its thermal structure. Weather elements - temperature, humidity, clouds, pressure, winds, and precipitation - and their physical interactions are analyzed. The equations of motion are applied to the dynamics of hurricanes, cyclones, and anticyclones. Labs emphasize the Physics of sun-weather relationships, weather maps, and forecasting. >General Education Course. Lecture (3.00), Laboratory (3.00).

PHY-185 Introduction to Physics (4.00 cr.)

This course covers a series of topics selected from the following: Newton's Laws of Motion, mechanical energy, work and power, heat and heat transfer, electricity and magnetism, light, sound, atomic structure, and radioactivity and relativity. Conceptual principles are emphasized without dwelling on the rigorous mathematical aspects of the topics studied. Application of principles to environmental and health problems is included. >General Education Course. Lecture (3.00), Laboratory (3.00).

PHY-186 General Physics I (Fall Only) (4.00 cr.)

This course is the first half of a two-semester, algebra-based physics sequence, and is a study of mechanics (motion, forces, and the conservation laws), waves,

sound, and fluids. It covers kinematics, dynamics, energy, momentum, rotation, and the mechanical properties of matter. The laws of physics are investigated and applied to problem solving. >General Education Course. Lecture (3.00), Laboratory (3.00). Prerequisite: MAT-160; minimum grade C.

PHY-280 Physics I (4.00 cr.)

This course is the first semester of a three-semester, calculus-based physics sequence, and is a study of mechanics (motion, forces, and the conservation laws). It covers kinematics, dynamics, statics, energy, momentum, oscillations, gravity, and the properties of solid matter. The laws of physics are investigated and applied to problem solving. >General Education Course. Lecture (3.00), Laboratory (3.00). Prerequisite: MAT-180; minimum grade C. Corequisite: MAT-280.

PHY-286 General Physics II (Spring Only) (4.00 cr.)

This course is the continuation of PHY-186 General Physics I, and is a study of heat, electricity and magnetism, light, and modern physics. It covers thermodynamics, electrostatics, magnetic fields and forces, capacitance and inductance, electrical and electronic circuits, geometrical and physical optics, relativity, and quantum theory. >General Education Course. Lecture (3.00), Laboratory (3.00). Prerequisite: PHY-186; minimum grade C.

PHY-290 Physics II (4.00 cr.)

This course is the continuation of PHY-280 Physics I, and is primarily a study of electricity and magnetism. It covers electrostatics, electrical circuits, magnetic fields and forces, capacitance and inductance, Maxwell's equations, and the properties of fluids. >General Education Course. Lecture (3.00), Laboratory (3.00). Prerequisites: MAT-280, PHY-280; minimum grade C. Corequisite: MAT-281.

PHY-291 Physics III (Fall Only) (4.00 cr.)

This course is the continuation of PHY-290 Physics II, and is a study of waves, heat, and modern physics. It covers sound and light, geometrical and physical optics, thermodynamics, relativity, and quantum theory. >General Education Course. Lecture (3.00), Laboratory (3.00). Prerequisites: MAT-281 and PHY-290; minimum grade C.

PHY-294 Engineering Mechanics (Spring Only) (4.00 cr.)

This course is a study of the state of rest or motion of bodies under the action of forces. This course builds a foundation of analytic capability for the solution of a great variety of engineering problems. Topics covered include the statics and dynamics of particles and rigid bodies. Lecture (4.00). Prerequisites: MAT-282 and PHY-280; minimum grade C.

POL – POLITICAL SCIENCE**POL-101 American Government (3.00 cr.)**

This course is the study of the American national political system and the uses, options, patterns, and limitations of public power. The course examines the theoretical roots of government, the American adaptation of the Western political tradition, the Constitution, decision making structures, the role of the people in government, political parties, and civil rights. Current political problems are analyzed and discussed. >General Education Course. Lecture (3.00).

POL-102 International Relations (3.00 cr.)

This course is an examination of the basic elements and processes of the modern nation-state system. Political power, nationalism, diplomacy, international law, international organizations, balance-of-power strategies, imperialism, regionalism, polycentrism, and current world issues are analyzed. >General Education Course. Lecture (3.00).

POL-103 Political Ideology (3.00 cr.)

This course focuses on the ideologies that have dominated contemporary world politics. Such theories as Socialism, Communism, Fascism, and Democracy are studied. >General Education Course. Lecture (3.00).

POL-104 State and Local Government (3.00 cr.)

This course is the study of state, county, and municipal political systems. The course examines the making and enforcement of public policy and the political roles of the people, political parties, political machines, and pressure groups. Intergovernmental relations and evolving patterns of metropolitan government are analyzed with an emphasis on New Jersey and Bergen County. >General Education Course. Lecture (3.00).

POL-106 Themes in U.S. History (Modern American Presidency) (3.00 cr.)

This course is an analytical and historical examination of the development of the office and powers of the modern American presidency. Emphasis is placed on studying the roles of the president as described in the Constitution, the relationship of the executive with the other branches of government, presidential views of the office, the presidential election system, and presidential character and personality. Lecture (3.00).

POL-107 Introduction to Politics (3.00 cr.)

This course is a survey of the basic concepts and methodologies of political science. Topics considered include power, comparative and international politics, the state, government, forms of representation, and methods of social science analysis. >General Education Course. Lecture (3.00).

POL-116 Labor Law (3.00 cr.)

This course 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. Lecture (3.00).

POL-122 Collective Bargain (3.00 cr.)

This course 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. Lecture (3.00).

POL-461 Co-Op Work Experience (Political Science) (1.00 cr.)

This course provides a student with practical, supervised work experience in the area of political science. This program is under professional guidance in a college approved work environment. Job placement assistance is available through the Cooperative Education Office. Lecture (1.00), Cooperative (3.00). Prerequisites: take 2 courses from POL.

POL-462 Co-Op Work Experience (Political Science) (2.00 cr.)

This course provides a student with practical, supervised work experience in the area of political science. This program is under professional guidance in a college approved work environment. Job placement assistance is available through the Cooperative Education Office. Lecture (1.00), Cooperative (8.00). Prerequisite: take 1 course from POL.

POL-463 Co-Op Work Experience (Political Science)(3.00 cr.)

This course provides a student with practical, supervised work experience in the area of political science. This program is under professional guidance in a college approved work environment. Job placement assistance is available through the Cooperative Education Office. Lecture (1.00), Cooperative (12.00). Prerequisites: take 2 courses from POL.

PSY - PSYCHOLOGY**PSY-101 General Psychology (3.00 cr.)**

This course 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. >General Education Course. Lecture (3.00).

PSY-102 Introduction to Abnormal Psychology (3.00 cr.)

This course is an examination of psychological adjustment and of the prevention and treatment of psychological disorders. The course focuses on the framework established by the Diagnostic and Statistical Manual of Mental Disorders. Topics of discussion include community mental health problems, stress and coping mechanisms, anxiety disorders, sexual variations and dysfunction, and the more severe disorders such as schizophrenia. Lecture (3.00).

PSY-103 Educational Psychology (3.00 cr.)

This course introduces the student to psychology as applied to the teaching-learning process. Topics of discussion include the varieties of human learning, the physical, social, and cognitive development of the learner, the teacher's use of the environment to influence learning, the teacher's role in education, and education self-direction. Lecture (3.00).

PSY-104 Psychology of Human Relations (3.00 cr.)

This course is designed to encourage the active participation of each student in a series of activities and lectures that promote increased self-awareness and self-concept. Source materials in the psychology of human relations, communications, group behavior, adjustment, and leadership are studied and discussed. Lecture (3.00).

PSY-106 Developmental Psychology (3.00 cr.)

This course is a survey course that provides an overview of the psychological development of the individual through the lifespan. The changes during the childhood, adolescent, adult and elderly periods are 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. >General Education Course. Lecture (3.00).

PSY-110 Psychology of Sexuality (3.00 cr.)

This course emphasizes the changing concepts in human sexuality. Of importance are socialization, deviance, treatment, and psychotherapy in the field of sexuality. Of major interest are the paraphilia, victimization, homosexuality, gender identity, and the psychodynamics involved in sexual expression. >Diversity Course. Lecture (3.00).

PSY-111 Sport Psychology (3.00 cr.)

This course is an introduction to sport psychological theory, research, and application. Sport Psychology examines how psychological factors affect an individual's physical performance, and how participation in sport and exercise enhances psychological health and personal well-being. The topics covered include personality; motivation; arousal and anxiety; group cohesion and leadership; effective communication; imagery and skills training; and psychological reactions to athletic injuries. Lecture (3.00).

PSY-121 Comparative Psychology (3.00 cr.)

This course uses Bergen County as an environmental laboratory. Birds are studied in their natural habitat and used as a barometer of the changes that have developed in our immediate psychological environment. Behavioral comparisons are made between human and animal behavior. Such topics as the quality of life experience, psychophysiology, group or single living disturbances, sexual behavior, territoriality and self-preservation are discussed. Lecture (3.00).

PSY-127 Stress Management (3.00 cr.)

This course is a study of stressful tension and of its psychological and physiological management. Students practice several techniques of coping with stress including problem solving, relaxation techniques, biofeedback, exercise, and work strategies. Personal stress management approaches are emphasized. Lecture (3.00).

PSY-201 Child Psychology (3.00 cr.)

This course is designed to help the student understand the significant stages of motor, cognitive, linguistic, emotional, and social development of the child as these are influenced by genetic, cultural, and individual forces from the prenatal period through middle childhood. >General Education Course. Lecture (3.00). Prerequisite: PSY-101.

PSY-207 Psychology of Women (3.00 cr.)

This course is an in-depth examination of the psychology of women. The course analyzes the interplay of biological and cultural factors as they affect gender roles. '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. >Diversity Course. Lecture (3.00). Prerequisite: PSY-101.

PSY-210 Social Psychology (3.00 cr.)

This course is an introduction to social psychological theory, research, and application. It examines how people perceive, influence, and relate to others. It also investigates the diverse cultural contexts that shape social interactions. The topics covered will include social perception, attitude formation and change, persuasion and social influence, cultural norms, interpersonal attraction, prejudice and stereotyping, group interaction, aggression, and helping behavior. >Diversity Course. Lecture (3.00). Prerequisite: PSY-101.

PSY-461 Co-Op Work Experience (Psychology) (1.00 cr.)

This course provides the student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. The program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement

assistance is available through the Co-Op office. Lecture (1.00), Cooperative (3.00). Prerequisite: PSY-101.

PSY-462 Co-Op Work Experience (Psychology) (2.00 cr.)

This course provides the student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. The program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op office. Lecture (1.00), Cooperative (8.00). Prerequisite: PSY-101.

PSY-463 Co-Op Work Experience (Psychology) (3.00 cr.)

This course provides the student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. The program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op office. Lecture (1.00), Cooperative (12.00). Prerequisite: PSY-101.

RAD - RADIOGRAPHY

RAD-180 Introduction to Radiography (3.00 cr.)

In this course, the healthcare system and the radiography profession are studied. Specific topics related to patient care management include communication, medical law, ethical practice, vital signs, basic pharmacology, infection control, transfer techniques, medical equipment and emergencies are addressed. Lecture (3.00). Prerequisite- admission to the program. Corequisites: RAD-181 and RAD-182.

RAD-181 Radiography I (5.00 cr.)

This course introduces the study of radiography. The theory and application of positioning of the chest, abdomen, and upper limb will be explored. Basic principles of radiation protection and radiographic exposure and medical terminology will be reinforced in class and in the laboratory. Lecture (3.00), Laboratory (6.00). Prerequisite- admission to the program. Corequisites: RAD-180, RAD-182, and BIO-109.

RAD-182 Radiography Clinical I (1.00 cr.)

This course is designed to introduce the student to the physical layout and operation of a department of radiology. This course requires the performance of some routine examinations under the direct supervision of a registered radiographer and a college clinical instructor. The student rotates throughout three affiliated hospitals during this experience. Laboratory (8.00). Corequisites: RAD-180 and RAD-181.

RAD-183 Radiographic Pathology (2.00 cr.)

This course is a survey of medical and surgical diseases designed to acquaint the student with changes caused by diseases, which have a relation to the scope of medical and imaging diagnostics. Lecture (2.00). Prerequisites: BIO-209, RAD-283. Corequisites: RAD-184, RAD-285, and RAD-286.

RAD-184 Advanced Imaging Equipment and Patient Care (2.00 cr.)

This course focuses on advanced diagnostic imaging systems and equipment, quality management, and patient care practices. Topics of this course include advanced principles of pharmacology, venipuncture, contrast media, and complications. This is an exploration of all imaging equipment and quality management practices. Lecture (2.00). Prerequisites: RAD-180, RAD-276. Corequisites: RAD-183, RAD-285, and RAD-286.

RAD-250 Cross-Sectional Anatomy for Specialty Imaging (4.00 cr.)

This course involves the study of the structure and function of human anatomy in the cross-sectional mode. Among the topics included are abdomen, thoracic, neck and cranial imaging. The course content will be presented through lectures, discussion and laboratory exercises. Anatomy identification plates and a workbook will be utilized in this course. Lecture (3.00), Laboratory (3.00).

RAD-251 Computer Tomography (3.00 cr.)

This course 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. Lecture (3.00).

RAD-252 Magnetic Resonance Imaging (3.00 cr.)

This course 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 MRI, 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. Lecture (3.00).

RAD-253 Magnetic Resonance Imaging Clinical Practicum (1.00 cr.)

This course 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. Laboratory (75.00). Prerequisite: RAD-252.

RAD-254 Composition Tomography Clinical Practicum (1.00 cr.)

This course 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. Laboratory (75.00). Prerequisite: RAD-251.

RAD-275 Special Imaging Equipment and Therapeutic and Imaging Modalities (1.00 cr.)

This course offers students an exploration of advanced imaging techniques and related imaging sub specialties. This course also offers legal and ethical issues as they pertain to radiography. Lecture (1.00). Prerequisites: RAD-184, RAD-285, and RAD-286. Corequisites: RAD-288 and RAD-289.

RAD-276 Principles of Imaging Equipment (3.00 cr.)

The overall focus of this course is to orient the student radiographer to the fundamental principles, operation, and application of radiation-producing imaging equipment used in diagnostic imaging. Topics in this course include atomic structure, radiation, diagnostic x-ray circuit, tomography, image intensification, mobile and automatic exposure control units. Radiation safety and patient care principles are reinforced. Lecture (3.00). Prerequisites: RAD-180, RAD-181, and RAD-182. Corequisites: RAD-281 and RAD-282.

RAD-280 Image Production and Evaluation (3.00 cr.)

This course involves the study of the theoretical and practical aspects of image creation. The photographic, geometric, and imaging systems will be explored. Evaluation of changes caused in the radiographic image with equipment and recording systems, demonstrated, and discussed. Also included in this course are the basic concepts of the origin and effects of ionizing radiation on the patient and radiographic image. Lecture (3.00). Prerequisites: RAD-181, RAD-182, and RAD-276. Corequisite: RAD-283.

RAD-281 Radiography II (4.00 cr.)

This course is the continuation in the study of radiographic procedures. The theory and application of positioning of the lower limb, spinal column, and an introduction to the contrast studies will be explored. Principles of positioning techniques, exposure, and critique will be explored in the laboratory. Lecture (3.00), Laboratory (3.00). Prerequisites: RAD-180, RAD-181, and RAD-182. Corequisites: RAD-276, RAD-282, and BIO-209.

RAD-282 Radiography Clinical II (2.00 cr.)

This course requires students to spend two clinical days a week in a radiology department where students will perform routine as well as some complex examinations under the direct supervision of a registered radiographer and a college clinical instructor. Procedures performed are evaluated based on a competency-based clinical education system. Laboratory (16.00). Prerequisite: RAD-182.

RAD-283 Intermediate Radiography Clinical (2.00 cr.)

This course requires students to spend two clinical days a week in a radiology department where students will perform routine as well as some complex examinations under the direct supervision of a registered radiographer and a college clinical instructor. Procedures performed are evaluated based on a competency-based clinical education system. Laboratory (32.00). Prerequisites: RAD-281 and RAD-282.

RAD-285 Radiography III (4.00 cr.)

This course continues with the study of radiographic procedures, theory, and application of basic skull, advanced skull, an overview of the management and care of trauma, geriatric and pediatric patients. It also includes a study of contrast agents typically utilized and their respective radiographic examinations. This course includes a component of faculty guided independent study of medical terminology. Lecture (3.00), Laboratory (3.00). Prerequisites: RAD-281 and RAD-283. Corequisites: RAD-183, RAD-184, and RAD-286.

RAD-286 Radiography Clinical III (2.00 cr.)

This course requires the performance of routine, complex, and advanced X-ray procedures under the supervision of a registered radiographer and college clinical instructor in a Radiology Department. Students spend 16 hours a week for 15 weeks meeting the established requirements for competency based clinical education. Laboratory (16.00). Prerequisites: RAD-282 and RAD-283.

RAD-288 Radiography IV (4.00 cr.)

This course incorporates three major areas of study - radiation protection, computed tomography, and sectional anatomy. There will be an introduction to sectional anatomy. The use of computer software programs will also be used in the laboratory. Lecture (3.00), Laboratory (3.00). Prerequisites: RAD-275, and RAD-289. Corequisites: RAD-285, RAD-286, RAD-183, and RAD-184.

RAD-289 Radiography Clinical IV (2.00 cr.)

This course requires the performance of routine, complex, and advanced X-ray procedures under the supervision of a registered radiographer and a college clinical instructor in a radiology department. Students spend 24 hours per week for 15 weeks meeting the established requirements for competency based clinical education. Rotations into specialty areas and elective rotations are also begun. Laboratory (24.00). Prerequisites: RAD-276, RAD-285, RAD-286.

RAD-290 Senior Student Seminar (3.00 cr.)

This seminar course involves the performance of routine, complex and advanced radiographic procedures under the supervision of a registered radiographer and college instructor in the radiography department. The students will spend twelve (12) weeks meeting the established requirements for a competency-based clinical education. The specialty elective rotations will continue. Upon completion of all required radiography core and clinical competency based requirements, the students are eligible to apply to the ARRT for the radiography certification examination. Laboratory (32.00). Prerequisites: RAD-182, RAD-276, RAD-282, RAD-283, RAD-286, and RAD-289.

REA – REAL ESTATE**REA-101 Principles of Real Estate I (3.00 cr.)**

This course is an introduction to real estate law. Topics covered include property rights, title concepts, liens, contracts, mortgages, deeds, and other property instruments. Students must complete this course and REA-201 in same or consecutive semesters to qualify for the New Jersey Real Estate Salesperson's Examination that must be taken within 1 year after completion of REA-201. Lecture (3.00).

REA-102 Acquisition and Financing of Real Estate (3.00 cr.)

This course will include property rights, title concepts, liens, contracts, mortgages, deeds, and other property concepts. This course should not be taken by Real Estate Sales Licensees or Paralegal Students. Lecture (3.00).

REA-201 Principles of Real Estate II (3.00 cr.)

This course is a structured review of real estate law with emphasis on leases, landlord-tenant relations, appraisals, the law of agency, the License Act and Regulations, and other state and municipal laws and regulations. Students must complete this course and REA-101 in same or consecutive semesters to qualify as a candidate for the New Jersey Real Estate Salesperson's Examination that must be taken within 1 year after completion of this course. Lecture (3.00). Prerequisite: REA-101.

REA-202 Zoning, Planning, and Land Use (3.00 cr.)

This course is a study of Land Use Law as set forth in New Jersey Statutes and Case Law with emphasis on the law, practice and procedures before Municipal Zoning and Planning Boards. Lecture (3.00). Prerequisites: BUS-101 and REA-101.

REA-203 N.J. Environmental Regulations (3.00 cr.)

This course is a study of Environmental Regulations in New Jersey and their impact on development, expansion of existing structures, and infrastructure serving municipal land use. Existing statutes, administrative regulations, and

recent news articles will be reviewed. Students will be required to submit a research paper involving an assigned problem. Lecture (3.00). Prerequisites: BUS-101 and REA-101.

REA-204 Real Estate Leasing (2.00 cr.)

This course is a study of New Jersey commercial and residential leasing, civil rights leasing laws, condominiums and cooperatives. Lecture (2.00). Prerequisites: BUS-101 and REA-101.

REA-205 Real Estate Financing (1.00 cr.)

This course is a study of Real Estate Finance including introduction to appraisal, mortgage calculations, and investment analysis. Lecture (1.00). Prerequisites: BUS-101 and REA-101.

RSP – RESPIRATORY THERAPY**RSP-119 Introduction to Respiratory Therapy (4.00 cr.)**

This course 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 patient 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. Lecture (3.00), Laboratory (3.00).

RSP-121 Respiratory Clinical Externship I (2.00 cr.)

This course introduces the student to the hospital environment. The student studies the relationship of the respiratory therapy department with other medical departments in the hospital. The student learns charting, patient rounds, equipment, and medical ethics during this rotation. Laboratory (16.00).

RSP-122 Clinical Medicine (3.00 cr.)

This course offers the student an opportunity to study the various disease entities and their effect on the cardiopulmonary system. The pathophysiology, diagnosis, and treatment of pulmonary disease are presented in this course. Lecture (3.00).

RSP-200 Pharmacology for Respiratory Therapists (2.00 cr.)

This course introduces the student to the medications utilized in the treatment of patients with acute and chronic cardiopulmonary disorders. Lecture (2.00). Corequisites: RSP-119 and RSP-121.

RSP-222 Cardio-Pulmonary Anatomy and Physiology (4.00 cr.)

This course 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. Lecture (3.00), Laboratory (3.00). Prerequisite: BIO-109. Corequisite: BIO-209.

RSP-225 Respiratory Clinical Externship II (2.00 cr.)

This course provides the students with an opportunity to administer aerosol therapy treatments, perform cardiopulmonary resuscitation, and evaluate infection control. Laboratory (16.00). Prerequisites: RSP-119 and RSP-121.

RSP-226 Respiratory Clinical Externship III (2.00 cr.)

This course gives the student a further opportunity to develop clinical skills of airway management, cardiopulmonary resuscitation, aerosol therapy, and patient evaluation rounds. Laboratory (40.00). Prerequisites: RSP-222 and RSP-225.

RSP-227 Management in Health Care (2.00 cr.)

This course 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 health profession computer labs. Lecture (2.00). Prerequisite: RSP-231.

RSP-229 Mechanical Ventilation (4.00 cr.)

This course provides the student with the skills necessary to evaluate patients in need of ventilator support, to select mechanical ventilator parameters, and to monitor the patient laboratory exercises. It provides the student with an opportunity to operate ventilators, to change ventilator modalities, and to repair

ventilators. Lecture (3.00), Laboratory (3.00). Prerequisite: RSP-226. Corequisite: RSP-231.

RSP-231 Respiratory Clinical Externship IV (2.00 cr.)

This course provides the students with clinical experiences in the complete cardiopulmonary assessment of the patient. Emphasis of clinical training is in the critical care areas. Lecture (16.00). Prerequisite: RSP-226. Corequisite: RSP-229.

RSP-235 Respiratory Clinical Externship V (2.00 cr.)

This course 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. Laboratory (16.00). Prerequisite: RSP-231.

RSP-240 Diagnostic Monitoring and Patient Assessment (4.00 cr.)

This course provides the student with an understanding of logical therapeutic interventions based upon pulmonary and hemodynamic procedures utilized in the collection, analysis, and the interpretation of this data in diagnosis and evaluation of treatment of the patient. Attention is given to fundamental physiological concept because these concepts provide a foundation for discussion of cardiopulmonary pathophysiology and common cardiopulmonary abnormalities that occur in patients. Lecture (3.00), Laboratory (3.00). Prerequisites: RSP-222 and CHM-112.

RSP-241 Neonatal and Pediatric Respiratory Care (3.00 cr.)

This course is a comprehensive overview of pediatric and neonatal respiratory care. Special considerations of respiratory care practice unique to pediatrics and neonatology are discussed. Topics include pediatric anatomy and physiology, fetal development, clinical assessment, oxygen therapy, airway management, mechanical ventilation, resuscitation, cardiopulmonary pathophysiology and disorders specific to this specialty. Lecture (2.00), Laboratory (2.00). Prerequisite: RSP-229.

RTT – RADIATION THERAPY

RTT-110 Introduction to Radiotherapy and Patient Care Management (2.00 cr.)

This course is an exploration of the foundation of radiation therapy practices and variety of roles for the professional in the delivery of health care. Principles of practice, professional responsibilities, medical law and ethics will be addressed. Lecture (2.00). Corequisites: RTT-120, RTT-121, RTT-130, and RTT-150.

RTT-120 Radiation Therapy Practices I (4.00 cr.)

This course introduces the student radiation therapist to treatment equipment and techniques. Topics include patient immobilization, localization, simulation, documentation, patient positioning, treatment delivery parameters, prescriptions, and patient care. Lecture (3.00), Laboratory (3.00). Corequisites: RTT-110, RTT-121, RTT-130, and RTT-150.

RTT-121 Radiation Therapy Clinical Practicum I (2.00 cr.)

This course serves as a clinical orientation to radiation therapy where students are afforded an opportunity to develop professional clinical skills and knowledge through structured rotations and assignments in radiation therapy. Treatment competencies and related objectives will be used to measure clinical outcomes. Students will be afforded 352 hours for this clinical experience. Clinical (40.00). Corequisites: RTT-110, RTT-130, and RTT-150.

RTT-130 Radiation Biology and Safety (3.00 cr.)

This course explores the cellular and systemic effects of radiation exposure. Radiation health, safety, and federal and state requirements will be enforced. Lecture (3.00). Corequisites: RTT-110, RTT-120, RTT-121, and RTT-150.

RTT-150 Principles Diagnostic Radiation Physics (3.00 cr.)

This course is a continuation of the exploration of radiation physics. Emphasis will be on basic principles of physics, atomic structure, electro-magnetic and particulate radiation, x-ray circuits, radiographic tubes and radiation production. Lecture (3.00). Corequisites: RTT-110, RTT-120, RTT-121, and RTT-130.

RTT-200 Survey of Diseases (3.00 cr.)

This course orients students to disease and disorders that compromise the human body. Emphasis is on cellular, systemic and manifestations. There will be an emphasis on the management of pathologies as well. Lecture (3.00). Prerequisite: RTT-120. Corequisites: RTT-210, RTT-220, RTT-221, and RTT-230.

RTT-210 Dosimetry and Treatment Practices (3.00 cr.)

This course applies the concepts of radiation physics to therapy practice. Treatment units, scatter radiation analysis, isodose curves, patient contouring, dosimetric calculations, compensating filtration and equipment calibration are introduced. Lecture (3.00). Prerequisites: RTT-110 and RTT-150. Corequisites: RTT-200, RTT-220, RTT-221, and RTT-230.

RTT-220 Radiation Therapy Practices II (4.00 cr.)

This course is an exploration of cancer; its detection, diagnosis, correlation and prognosis. The focus of the course is on the management of neoplastic disease and its mechanism of spreading. Various laboratory experiments will be used to demonstrate the role of radiation therapy in the treatment of cancer. Lecture (3.00), Laboratory (3.00). Prerequisite: RTT-120. Corequisites: RTT-200, RTT-210, RTT-221, and RTT-230.

RTT-221 Radiation Therapy Clinical Practicum II (2.00 cr.)

This course affords student radiation therapists an avenue to continue their development of professional skills through rotations on various treatment machines, treatment planning, and simulation. Objectives and treatment competencies will be used to assess outcomes. Students will be given 352 hours for this clinical experience. Clinical (40.00). Prerequisite: RTT-121. Corequisites: RTT-200, RTT-210, RTT-220, and RTT-230.

RTT-222 Radiation Therapy Clinical Practicum III (2.00 cr.)

This course affords student radiation therapists with an avenue to continue the development of advanced professional clinical skills through the correlation of didactic theory. Students continue towards competency and mastery and will be given 408 hours of clinical experience. Clinical (40.00). Prerequisites: RTT-121 and RTT-221. Corequisites: RTT-120, RTT-121, RTT-130, and RTT-150.

RTT-230 Advanced Procedures (2.00 cr.)

This course explores advanced practices that the student will incorporate into their foundation of knowledge. Cross-sectional anatomy will be presented through didactic presentation. Quality control parameters for therapeutic and simulation equipment will be presented through a synchronous didactic and laboratory presentation. There will be an introduction to computing, information processing, computer concepts and various laboratory experiments. Lecture (1.00), Laboratory (2.00). Prerequisites: RTT-120 and RTT-150. Corequisites: RTT-200, RTT-210, RTT-220, and RTT-221.

SOC – SOCIOLOGY

SOC-101 Sociology (3.00 cr.)

This course is an examination of the culture and structure of human societies. The course focuses on social groups and institutions, their norms and controls, and how and why they change. Topics of discussion covered include the family, education, deviance, race and ethnicity, gender roles, social change, and social inequalities. >General Education Course. Lecture (3.00).

SOC-102 Introduction Human Services (3.00 cr.)

This course is an analysis of social service systems in the United States. The course provides an overview of educational, mental health, childcare, and recreational social service agencies. Through group participation, lectures, role-playing, and field trips, students learn to recognize the common aspects of helping within the broad field of human services. Lecture (3.00).

SOC-103 Sociology Family (3.00 cr.)

This course is a study of the oldest and most fundamental social institution. This course analyzes various types of courtship, parenting, human sexuality, marital breakup, and family patterns. Family life is viewed from the perspective of society and of the individual. Students are encouraged to examine their own family patterns in relation to the broad range of possibilities that are discussed. >General Education Course. Lecture (3.00).

SOC-113 Social Problems (3.00 cr.)

This course is the study of contemporary social issues and problems in the United States. Various theoretical perspectives are utilized in an effort to understand why particular issues become defined as problems, to determine the origin of social problems, and to assess critically proposed solutions to these perceived problems. Topics of discussion can include crime and delinquency, poverty, family violence, overpopulation, war, AIDS, sexual assault, mental illness, racism, sexism, and classism (social inequality). >General Education Course. Lecture (3.00).

SOC-115 Introduction to Substance Abuse (3.00 cr.)

This course presents an Introductory systems-oriented approach to addressing alcohol and other drug problems. Providing an overview of chemical dependency and addiction services, the course examines causal theories, models, and definitions. In addition, intervention and prevention strategies, as well as public policy issues will be explored. Special attention will be given to the family systems perspective in theory, research, and treatment. Lecture (3.00).

SOC-116 Substance Abuse Counseling (3.00 cr.)

This course offers an introduction to the field of substance abuse counseling, and examines the impact of substance abuse on individuals, families and society. Specific techniques for counseling the alcoholic and the problem drinker are presented. Additionally this course will address the etiology of substance abuse, intervention tactics, and primary/relapse prevention strategies will be discussed. Special attention will be given to substance abuse problems in diverse populations. Lecture (3.00).

SOC-120 Sociology of Gender Roles (3.00 cr.)

This course is a study of the changing roles of men and women in contemporary society. Topics of discussion covered include the biological bases for differentiation in gender roles, male and female roles in a cross-cultural perspective, changing expectations for men and women in work and sports, the sexual revolution, and the consequences of gender role change. >General Education Course >Diversity Course. Lecture (3.00).

SOC-121 The Changing Roles of Women (3.00 cr.)

This course is an Introductory, interdisciplinary study of the changing roles of women today. Topics of discussion include women's roles in a cross-cultural and historical perspective, the influence of biology, sexuality, and psychology on the roles of women, women in the work force, women as portrayed in literature, the impact of religious beliefs on women, women's changing family roles, and traditional and present-day feminism. >Diversity Course. Lecture (3.00).

SOC-222 Ethnic-Minority Groups Relations (3.00 cr.)

This course is a study of the diverse ethnic and multicultural structure of the United States. Particular attention is given to Native Americans, Hispanic Americans, Asian Americans, African Americans, Italian Americans, Irish Americans, and Jewish Americans. Topics taught include social, economic, and familial structures of various ethnic groups, the dislocation of new immigrants, prejudice and discrimination, and the life styles of various minority groups. >General Education Course. >Diversity Course. Lecture (3.00). Prerequisite: SOC-101.

SOC-461 Co-Op Work Experience (Sociology) (1.00 cr.)

This course provides a student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. This program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op office. Lecture (1.00), Cooperative (3.00). Prerequisite: SOC-101.

SOC-462 Co-Op Work Experience (Sociology) (2.00 cr.)

This course provides a student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. This program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op office. Lecture (1.00), Cooperative (8.00). Prerequisite: SOC-101.

SOC-463 Co-Op Work Experience (Sociology) (3.00 cr.)

This course provides a student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. This program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-Op office. Lecture (1.00), Cooperative (12.00). Prerequisite: SOC-101.

SPE – SPEECH**SPE-001 Speaking/Listening I for International Students (3.00 cr.)**

This course for International Students is designed for beginning students whose native language is not English. The course aims at developing comprehension of the spoken language, greater fluency, and intelligibility in speaking American English. This course should be taken in conjunction with American Language I. Lecture (3.00).

SPE-002 Speaking/Listening II for International Students (3.00 cr.)

This course is designed for Intermediate students whose native language is not English. The course aims at extending and reinforcing students' skills in listening comprehension, pronunciation, and fluency through extensive practice in using spoken American English. This course should be taken in conjunction with American Language II. Lecture (3.00). Prerequisite: SPE-001.

SPE-003 Speaking/Listening III for International Students (3.00 cr.)

This course 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 their English speaking skills. This course should be taken in conjunction with American Language III. Lecture (3.00). Prerequisite: SPE-002.

SPE-005 Basic Communication (3.00 cr.)

This is a practicum course specifically designed to improve general communication skills. The course provides usable techniques in speaking and listening skills. Lecture (3.00).

SPE-006 American Language Pronunciation (1.00 cr.)

This is a course designed to help the nonnative speakers of English improve their American pronunciation. Basic drill material on all the individual sounds, the more important combinations of the English sound system, and the study of intonations and stress in ordinary speech patterns will be provided for practice. Laboratory (2.00).

SPE-007 Advanced Pronunciation English Language Learners (1.00 cr.)

This course is designed to help the advanced nonnative speakers of English to polish their American pronunciation. The primary goals of pronunciation training are clarity of speech and effective communication. Emphasis of this course is placed on rhythm, phraseology, intonation, thought groups, and linking. Individual challenging vowels and consonant blends are addressed. This course offers many opportunities to help students internalize and use their new skills through interactive activities. Laboratory (2.00). Prerequisite: SPE-006.

SPE-009 American Language Foundations: Speaking and Listening (3.00 cr.)

This course is for international students with little or no exposure to English. It provides them with instruction in basic expression and understanding simple oral language, including following instructions. They will learn to use vocabulary in everyday speaking situations. Lecture (3.00).

SUR – SURGICAL TECHNOLOGY**SUR-101 Principles of Surgical Technology I (Fall Only) (6.00 cr.)**

This course is a study of the surgical technologist's role as a member of the surgical team. Surgical principles, technique, and procedures are taught. The laboratory segment consists of demonstrations and return demonstrations of performance skills. Lecture (5.00), Laboratory (3.00). Corequisites: SUR-102, SUR-103 and SUR-104.

SUR-102 Surgical Technology Externship I (Fall Only) (2.00 cr.)

This course introduces the student to the operating room environment. Approximately six weeks are spent on campus in a preclinical segment, during which time the student is exposed to background information and practice of entry-level skills. The remaining time is spent in the clinical area with directed experience in surgical procedures and operating room practice. Laboratory (16.00). Corequisites: SUR-101, SUR-103, and SUR-104.

SUR-103 Surgical Terminology (Fall Only) (1.00 cr.)

This course is a study of the basic structure of medical and surgical words, including roots, combining forms, prefixes and suffixes. Emphasis is placed on correct pronunciation and definition of surgical terms, allowing the student to build a professional vocabulary for working in the operating room. Lecture (1.00). Corequisites: SUR-101, SUR-102, and SUR-104.

SUR-104 Microbiological Applications in Surgery (Fall Only) (2.00 cr.)

This course is a study of microorganisms and their relationship to disease. This overview of the fundamentals of Microbiology includes historical aspects, cell structure, and the functions of microorganisms. Emphasis is placed on infectious disease, modes of transmission, infection control and their clinical application in surgery. Discussion is centered on the role of the Surgical Technologist regarding operating room techniques, infection control and sterilization, and disinfecting of supplies, instruments and the environment. Lecture (2.00). Corequisites: SUR-101, SUR-102, and SUR-103.

SUR-201 Principles of Surgical Technology II (Spring Only) (5.00 cr.)

This course is an in-depth study of specialty surgical procedures with emphasis on common diseases and surgical procedures in relation to the various body systems. Lecture (5.00). Prerequisites: SUR-101, SUR-102. Corequisite: SUR-202.

SUR-202 Surgical Technology Externship II (Spring Only) (2.00 cr.)

This course gives the student the opportunity for further directed experience in the operating room. The student will scrub for procedures in general and specialty areas surgery. A study of surgical instrumentation and equipments is also included in this course. Laboratory (24.00). Prerequisites: SUR-101 and SUR-102. Corequisite: SUR-201.

SUR-203 Surgical Technology Externship III (Summer) (1.00 cr.)

This course enables the student to continue with directed experience in the operating room. Emphasis is on refining skills and scrubbing for a wide variety of surgical procedures. Laboratory (24.00). Prerequisites: SUR-201 and SUR-202.

TEC – TECHNOLOGICAL SCIENCES**TEC-145 Introduction to Quality Control (4.00 cr.)**

This course is designed to give students theoretical background and a working knowledge of Quality Control systems used in various Biotechnology, Pharmaceutical, Personal Care, Food and related industries. The course will include an introduction to the statistical methods used to implement Quality Control goals. Lecture (3.00), Laboratory (3.00).

TEC-150 Quality Control Biotechnology I (3.00 cr.)

This course is designed to familiarize students with the instrumentation and methods commonly used to insure Quality Control in the Biotechnology, Pharmaceutical, Personal Care, Food and related industries. Students will become familiar with the safety standards, documentation methods, instrumentation and regulatory agencies that set the standards. Students will learn to evaluate processes for adherence to industry safety and quality standards and to maintain a laboratory notebook that meets FDA standards. Lecture (2.00), Laboratory (3.00).

TEC-180 Problem Solving Using Technology (4.00 cr.)

This course is a hands-on course using computers and graphic calculators to solve problems related to various industrial and engineering technologies. Lecture (3.00), Laboratory (3.00).

TEC-190 Introduction to Geographic Information System (3.00 cr.)

This course 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. Lecture (2.00), Laboratory (2.00).

TEC-191 Introduction to Mapping and Cartography (3.00 cr.)

This course 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. Lecture (2.00), Laboratory (2.00).

TEC-201 Science Laboratory Technology I (4.00 cr.)

This course 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. Laboratory (8.00). Prerequisite: CHM-212.

TEC-202 Science Laboratory Technology II (4.00 cr.)

This course 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. Laboratory (8.00). Prerequisites: PHY-186 and TEC-201.

TEC-203 Work Based Learning for Science Technology I (1.00 cr.)

This course is designed to give students experience in on-the-job laboratory situations to which they can apply the lessons of their interdisciplinary, advanced laboratory-based science technology courses. Students in this course will be counseled by industry and faculty mentors. Laboratory (4.00). Prerequisite: TEC-201. Corequisite: TEC-202.

TEC-204 Work Based Learning for Science Technology II (2.00 cr.)

This course is the second semester of Work Based Learning for Science Technologies designed to give students experience in on-the-job laboratory situations to which they can apply the lessons of their interdisciplinary, advanced laboratory-based science technology courses. Students in this course will be counseled by industry and faculty mentors. Laboratory (6.00). Prerequisite: TEC-203.

TEC-235 Procedure Writing (4.00 cr.)

This course is designed to develop the students' ability to appreciate the significance of documentation in assuring product integrity. The student will learn to write basic procedures that conform to regulatory guidelines and to analyze existing documentation for adequacy. The course will consist of taking a process such as the manufacture of a solution, and using Excel to develop the documentation required for product development, manufacture, safety, quality control, and non-conformance. Procedures will be peer evaluated in the laboratory for ease of comprehension and implementation and for adherence to industry safety and quality standards. Student SOPs will be approved and filed in accordance with FDA guidelines. Lecture (3.00), Laboratory (3.00). Prerequisite: TEC-145.

TEC-240 Quality Control: Microbial Contamination (4.00 cr.)

This course is designed to familiarize students with monitoring methods commonly used to prevent contamination and spoilage in the Biotechnology, Pharmaceutical, Personal Care, Food and related industries. Students will be introduced to the microbial world and become familiar with the biology of the common microbial contaminants. Students will learn the common laboratory procedures used to monitor microbial contamination. Students will learn the documentation methods, the contamination standards, for various devices and preparations and the regulatory agencies that set the standards. Students will learn how to adhere to industry safety and quality standards for microbial contamination and maintain a laboratory environment that meets FDA standards. Lecture (3.00), Laboratory (3.00). Corequisite: TEC-145.

TEC-250 Quality Control Biotechnology II (3.00 cr.)

This course is designed to familiarize students with the maintenance and operation of the instrumentation commonly used in the Pharmaceutical, Personal Care, Food and related industries according to industry standards of quality control. Students will learn the basic principles and mechanics of the common instruments used to assess quality control, e.g. the pH meter, spectrophotometer, filtration instrumentation, centrifuges, HPLC etc. Students will learn to validate and maintain instrumentation and keep maintenance records. Students will learn to evaluate processes used in the laboratory for adherence to industry safety and quality standards and will maintain records that meet FDA standards. Lecture (2.00), Laboratory (3.00). Corequisite: TEC-150.

TEC-292 Introduction to Remote Sensing (3.00 cr.)

This course 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. Lecture (2.00), Laboratory (2.00). Prerequisite: TEC-191.

TEC-293 Advanced Geographic Information Systems (3.00 cr.)

This course 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. Lecture (2.00), Laboratory (2.00). Prerequisite: TEC-190.

THR – THEATRE**THR-101 Introduction to the Theatre (3.00 cr.)**

This course is a study of live theatre and of how it is produced, how it has developed historically and culturally, and how it is analyzed and evaluated. This is primarily a theory course, but it also includes theatre-going assignments. >General Education Course. Lecture (3.00).

THR-109 History of Musical Theatre (3.00 cr.)

This course is a chronological survey course that explores musical theatre from its early beginnings to the present. In a lecture and discussion format, students will explore examples of musical theatre to illustrate musical elements, musical and theatrical techniques, and structural form. Selected works will be considered from the context of their relationship with historical and artistic values. >General Education Course. Lecture (3.00).

THR-110 Basic Acting Techniques (3.00 cr.)

This course utilizes practical exercises to aid the beginning actor in developing technique from which to build self-confidence and believable characterizations. The course stresses the importance of self-discipline in developing creativity and freedom in voice and movement. Assignments include the presentation of scenes from various works during the semester. Lecture (2.00), Laboratory (2.00).

THR-111 Oral Interpretation of Literature (3.00 cr.)

This course explores the development of performance and vocal techniques in the oral presentation of all types of literature. The use of variety in pitch, volume, tempo, and attitude is stressed in communicating the author's meaning through the reader to the audience. Following specific guidelines, most of the literature is selected directly by each student. Lecture (3.00).

THR-113 Movement for the Performing Artist (2.00 cr.)

This is a practicum course in directing the student to experience, explore, and visualize movements. The aim of the course is to help the actor become a more physically secure and expressive performer. Lecture (3.00).

THR-120 Stage Make-Up (1.00 cr.)

This course provides a practical approach to makeup techniques for theatre and related arts. Through practical experience, students investigate basic, character, and stylized makeup. Lecture (1.00), Laboratory (1.00).

THR-124 Dance Experience (3.00 cr.)

This is a practicum course that introduces the student to various dance forms. By attending performances, tracing the development of the particular form, studying the demands the art form makes upon its performers, discussing critics' views, and evaluating the experience, students are exposed to broad representation of dance experiences. Lecture (3.00).

THR-131 Introduction to Stagecraft and Lighting (3.00 cr.)

This course introduces the student to the theory and practice of stagecraft. It includes study in scene design, practice in construction of sets, and the setting and control of lighting. Lecture (2.00), Laboratory (2.00).

THR-140 Introduction to the Cinema (3.00 cr.)

This course is a study of film as an art form. The course is designed to awaken a more sensitive and critical response to the cinema through an understanding of its form, content, development, and criticism. Films are screened to demonstrate these elements. >General Education Course. Lecture (2.00), Laboratory (2.00).

THR-150 Summer Theatre Workshop (6.00 cr.)

This is an intensive, practicum course in the requisite skills in producing a live theatrical production. Students will be exposed to all areas of the theatre crafts. A selected play will be completely produced for public presentation. This will be accomplished through collective class involvement in play selection, casting, rehearsal, stage management, makeup, set design and construction, lighting, costuming, promotion, and performance. Lecture (3.00), Laboratory (6.00).

THR-210 Scene Study (3.00 cr.)

This course includes advanced work in characterization, vocal and body control, and exercise in the development of style and technique relevant to scenes and plays selected for study and presentation. Lecture (2.00), Laboratory (2.00). Prerequisite: THR-110.

THR-214 Audition Techniques (2.00 cr.)

This is a practicum course that helps the student investigate, select, and prepare audition material appropriate to the individual and the audition call. The course includes exercises in handling 'cold' readings and in learning to look at auditions from the casting director's point of view. Lecture (2.00) Prerequisite: THR-110.

THR-215 Directing for the Stage (3.00 cr.)

This course is designed to instruct students in the fundamentals of direction for the stage. Student directors will learn how to analyze a script, cast, block, and direct a scene that will be presented in a performance for the public. This course explores various directing techniques that emphasize not only the artistic

approach but also the practical and technical elements of the theatre. Lecture (2.00), Laboratory (2.00). Prerequisites: THR-101 and THR-110.

THR-216 Theatre Production Workshop (4.00 cr.)

This is a practicum course that produces a selected dramatic work as a result of collective class involvement in casting, set design and construction, lighting, costuming, makeup, promotion, rehearsal, stage management, and performance. The workshop culminates in a public performance of the project. Lecture (4.00). Prerequisites: THR-110 and THR-131.

THR-217 Theatre Performance and Production (2.00 cr.)

This is a practicum course in which students are introduced to acting and/or technical production. As a part of the course, students will actually be involved in theatre productions. Lecture (1.00), Laboratory (2.00). Prerequisite: THR-131.

THR-231 Stage Electrics (3.00 cr.)

This course is designed to familiarize the student with the fundamental skills requisite to actualizing lighting and sound designs. Emphasis is given to the identification, use, and maintenance of equipment, as well as to basic electronics theory and practice. Special attention is given to basic theories and aesthetics of light and sound as design elements. Lecture (4.00). Prerequisite: THR-131.

THR-232 Stage Management (1.00 cr.)

This course is an analysis of the techniques and responsibilities of the stage manager in the various forms of the performing arts. Areas of study covered include stage management in the theatre, concerts, and television. Lecture (1.00). Prerequisite: THR-131.

THR-236 Lighting Design (3.00 cr.)

This is a practicum course in the principles and actual techniques of lighting design. Course work includes lectures, demonstrations, and lab sessions on equipment, color optics, and the setting and control of lighting for all forms of stage performance. A portion of the course is devoted to the contemporary lighting techniques used in clubs and rock concerts. Lecture (2.00), Laboratory (2.00). Prerequisite: THR-136.

THR-240 The Classic Cinema (3.00 cr.)

This course is an in-depth study of the style, philosophy, and significance of selected directors and films. Lecture (3.00). Prerequisites: CIN-140/THR-140.

THR-464 Co-Op Experience (Stage Technology) (4.00 cr.)

This is a fieldwork course in preproduction, production, and/or shop work arranged on an individual basis by the student. The student must attend periodic seminars and/or prepare reports or other projects as required by the Theatre Arts faculty. Credit is based on a predetermined number of hours/weeks worked in an approved theatre shop, or other entertainment facility. Job placement assistance is available through the Co-Op office. 240 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (16.00).

VET – VETERINARY TECHNOLOGY**VET-102 Introduction to Veterinary Technology (1.00 cr.)**

This course introduces the student to the profession of veterinary technology through a study of the duties and responsibilities of the graduate veterinary technician and available career opportunities. In addition, other basic issues such as occupational safety and health, membership in professional organizations, certification and licensing, professional standards and behavior, the human-companion animal bond, and Introductory animal restraint and handling will be covered. The course is the prerequisite to all other VET courses. Lecture (1.00). Corequisite: VET-103.

VET-103 Veterinary Medical Terminology (1.00 cr.)

This course introduces the student to prefixes, suffixes, and word roots used in the language of veterinary medicine. Topics presented include veterinary medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems in the various species. Upon completion, students should be able to pronounce, spell, and define medical terms as related to body systems and their pathological disorders. Lecture (1.00). Corequisite: VET-102.

VET-104 Research Animal Technology (Spring Only) (3.00 cr.)

This course is an introduction to the handling, husbandry, and nursing care of the common laboratory animals. In addition, classroom study will cover the

principles and ethics of animal research, as well as the laws that regulate the use of animals to ensure that they are treated humanely. Laboratory sessions provide hands-on training in restraint, drug administration, sample collection, anesthesia and research techniques. Dissection is required. Lecture (2.00), Laboratory (3.00). Prerequisites: VET-102 and VET-103.

VET-110 Nutrition and Principles Feeding (Spring Only) (2.00 cr.)

This course is designed to introduce the fundamentals of nutrition. Materials cover the six classes of nutrients (water, protein, carbohydrates, lipids, minerals, and vitamins); their general functions, deficiencies, and toxicities; general digestion, absorption, utilization, and excretion of these classes in domestic animals. We will cover the feeding of animals in health and disease during various stages of the life cycle. Of primary concern will be the dietary management of specific diseases that affect domestic animals. Lecture (2.00). Prerequisites: VET-102 and VET-103.

VET-112 Veterinary Pharmacology (Spring Only)(3.00 cr.)

This course is a study of pharmacology and its practical applications. This course is designed to give the student a basic understanding of drugs and other substances used in the treatment of disease. Emphasis is on classification of drugs based on their effects and therapeutic usage, sources of drugs, standards and regulations, weights and measures, conversions, labeling, and pharmacy maintenance. In addition, the student studies possible toxicological effects of these drugs and other toxic plants and substances. Lecture (3.00). Prerequisites: VET-102 and VET-103.

VET-203 Veterinary Nursing I (Fall Only) (3.00 cr.)

This course will furnish the skills and considerations necessary for the nursing duties of the veterinary technician. Topics include general animal care, handling and restraint, administration of medications and bandaging techniques. Special emphasis will be placed on safety of both patient and handler. Includes laboratory demonstrations and practice on live animals. Lecture (1.00), Laboratory (6.00). Prerequisites: VET-102, VET-103, VET-110, VET-112, BIO-115, and BIO-215.

VET-204 Veterinary Dental Techniques (3.00 cr.)

This course encompasses various procedures in veterinary dentistry along with the skills necessary to assist the veterinarian in a complete dental prophylaxis and other complicated dental procedures. Oral and dental anatomy will be reviewed. The course will focus on the operation and maintenance of dental equipment, including dental radiography; the performance of a small animal dental prophylaxis procedure; and a survey of dental diseases in small and large animals and exotics. Emphasis will be placed on the scope of services that may be provided by the veterinary technician, including client education. Lecture (2), Laboratory (3.00). Prerequisites: BIO-215 and VET-112; Corequisite: VET-207.

VET-205 Clinical Laboratory Procedures I (Fall Only) (3.00 cr.)

This course deals with the examination of blood, urine, and other body substances for diagnostic and prognostic purposes in veterinary practice. Students will learn to perform complete blood counts, blood chemistries, serological tests, and urinalysis. Lecture periods will cover the theories on which the tests are based and the relevance of laboratory results in the evaluation of the health of animals. Lecture (2.00), Laboratory (3.00). Prerequisites: VET-102, VET, 103, BIO-115, and BIO-215.

VET-207 Diagnostic Imaging (Fall Only) (3.00 cr.)

This course is an introduction to basic radiology, ultrasound and associated diagnostic techniques. The student will learn how to position correctly a patient, calculate exposure values, expose radiographic film, and process radiographs of diagnostic quality, both manually and automatically, for the veterinarian to examine. Special emphasis is placed on the potential hazards of radiation and occupational safety. Laboratory experiences provide skills practice in radiographic technique. Lecture (2.00), Laboratory (3.00). Prerequisites: VET-102, VET-103, BIO-115, and BIO-215.

VET-214 Veterinary Nursing II (Spring Only) (3.00 cr.)

This course is a continuation of Veterinary Nursing I. Principles of emergency care, intensive care, administration of drugs and fluids, shock therapy, oxygen therapy and the application of indwelling catheters will be discussed. This course will include a general study of diseases, their definition, etiology, pathogenesis, clinical signs, diagnosis, prevention, and treatment. Intensive care nursing will include hands on experience with animals and models. Lecture (1.00), Laboratory (6.00). Prerequisite: VET-203.

VET-216 Veterinary Office Management (Fall Only) (2.00 cr.)

This course is designed to introduce the student to modern veterinary hospital business practices. A study of inventory procedures, accounting and computer

skills, medical records, personnel management, and psychology of client and staff relations will be addressed. The course emphasizes professional ethics, interpersonal, and client communication. Lecture (2.00). Prerequisites: VET-102 and VET-103.

VET-217 Clinical Laboratory Procedures II (Spring Only) (3.00 cr.)

This course will cover basic parasitology, cytology, histology and necropsy techniques. The student will study the life cycles, pathogenesis, identification, prevention, control and public health concerns of internal and external parasites in domestic animals. Cytological specimens will be collected and processed. A necropsy prosection will be performed, with the collection of specimens and preparation of histology slides for examination by the veterinarian. Lecture (2.00), Laboratory (3.00). Prerequisite: VET-205.

VET-218 Farm Animal Nursing (3.00 cr.)

This course is designed to teach the student the skills associated with assisting the large animal practitioner. The essential tasks relating to handling, restraint, treatment, venipuncture 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. Lecture (2.00), Laboratory (3.00). Prerequisites: VET-110 and VET-112.

VET-219 Surgical Assistance and Anesthesia (Spring Only) (3.00 cr.)

This course includes in-depth discussion and hands-on experience with hygiene of the surgical suite and surgical prep room, asepsis, surgical instruments, and sterilization. The student will learn the basics of animal anesthesia as used in surgical procedures. It includes drugs and equipment for anesthetic administration, recovery, and emergencies, along with management of these preparations. We will also provide the student with in-depth coverage of preoperative and postoperative patient care. Lecture (2.00), Laboratory (3.00). Prerequisite: VET-203.

VET-220 Veterinary Technology Externship I (1.00 cr.)

This course is a clinical experience providing the student with the opportunity to refine technical skills developed in areas such as animal handling, nursing care and treatment, surgical assistance, radiology, anesthesia, dental prophylaxis, diagnostic laboratory procedures, practice management, and client communication. Students spend 12 weeks in total in a pre-approved 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. Laboratory (16.00). Prerequisites: VET-207, VET-214, VET-216, VET-217, VET-218, and VET-219.

VET-221 Veterinary Technology Externship II (1.00 cr.)

This course is a clinical experience providing the student with the opportunity to refine technical skills developed in Externship I. Students spend 12 weeks in total in a pre-approved small animal hospital, animal research facility, or other allied animal health facility within the metropolitan area. Students train under the supervision of licensed veterinarians and graduate veterinary technicians. Veterinary Technology Externship II is the second half of the students' clinical experience. Laboratory (16.00). Prerequisite: VET-220.

WEX – WELLNESS & EXERCISE SCIENCE

WEX-101 Dynamics of Health and Fitness (2.00 cr.)

This course is a theory-based study of exercise and its effects on humans. Topics investigated are lifestyle issues in wellness including cardiovascular function, weight management and nutrition, strength, flexibility, stress management and principles/programs of exercising. Lecture (2.00), Laboratory (1.00).

WEX-104 Aquacise (1.00 cr.)

This course is an opportunity for the student to increase fitness through selected aquatic activities such as in the water stretching, running, and calisthenics movements. A comfortable exercise program will be adapted to each person's tolerance level. No swimming ability is required. Laboratory (2.00).

WEX-105 Fitness Center Plus (1.00 cr.)

This course is a physical activity that provides students with the opportunity to participate in personal conditioning programs. Fitness evaluations and computer prescribed exercise programs are generated for each student. All equipment in the Fitness Center is employed to develop and maintain these individualized fitness programs. Laboratory (2.00).

WEX-106 Nutrition, Exercise and Fitness (3.00 cr.)

This course explores concepts of nutrition as they apply to exercise and performance. Topics include bioenergetics, thermodynamics and the energy equation, ergogenic aids, supplements and computerized diet analysis. Required for Exercise Science Certificate and Degree. Lecture (3.00).

WEX-125 Introduction to Recreation (3.00 cr.)

This course is a historical and philosophical study of leisure and recreation and of the agencies and institutions that serve the recreational needs of society. Lecture (3.00).

WEX-126 Sports Administration (3.00 cr.)

This course provides an overview of the general principles of management, applies them to the sports industry, and sports organizations in particular. The course includes basic organizational business structures, trends, and observations. Students will also consider the ethical and moral dilemmas facing sports managers as well as the role of sports in society, and explore career opportunities. Lecture (3.00).

WEX-127 Introduction to Facility and Events (3.00 cr.)

This course provides the student with an overview and examination of the facility master planning process, including legal requirements and economic considerations. This course includes planning, supervising, maintaining and evaluating sports facilities and events. Financial considerations for both the private and public sector will be emphasized. Everyday supervision of maintenance, inventory, potential vandalism, and comprehensive event planning management is included. Lecture (3.00).

WEX-128 Sports Fundamental (3.00 cr.)

This course is a practical study of the fundamental principles and techniques of major sports. Students experience and practice various common sports activities. Lecture (3.00).

WEX-129 Organization and Direction of Recreational Activities (3.00 cr.)

This course is a study of the nature and function of play and recreation and of the general principles of organization in the recreational field. Lecture (3.00).

WEX-159 Cardiopulmonary Resuscitation and Emergency First Aid (3.00 cr.)

This course provides the student with the knowledge and practical skills needed to respond to various emergency situations including: burns; wounds; respiratory and cardiac problems; broken bones; poisoning; etc. Students will receive certification in CPR and First Aid upon successful completion of the course. Lecture (3.00).

WEX-130 Massage for Sport and Leisure Activity (3.00 cr.)

This course is the theory and practice of manual manipulation and its role in exercise. Topics will include basic anatomy, physiologic concepts relative to massage and the healing process, as well as assessment of selected musculoskeletal issues. Included in the course will be the opportunity to investigate and practice a variety of techniques that can be applied to these situations. Lecture (3.00)

WEX-160 Kinesiology for Personal Training and Exercise (3.00 cr.)

This course is the study of movement and the neuromuscular skeletal structures and their function in relation to activity. The purpose is to analyze human movement through applied anatomy for injury protection during exercise and sport. The role of muscles during movement and types of muscle contractions will be explored. Emphasis of kinesiology will be explored through related research. Lecture (3.00).

WEX-163 Nutrition Today (3.00 cr.)

This course is an investigation of basic nutrition concepts. Current studies and findings are explored and evaluated. Information is used to formulate practices that maximize health benefits. Lecture (3.00).

WEX-164 Exercise Science (3.00 cr.)

This course is a theory-based investigation of the effects of exercise on human health, fitness, and sport performance. Emphasis is on basic principles of exercise physiology, exercise prescription, bioenergetics, body composition, training programs, and practical applications to the exercise setting. Recommended as a prerequisite to WEX-106, WEX-183 and WEX-184. Requirement for Exercise Science Certificate and Degree. Lecture (3.00), Laboratory (1.00).

WEX-167 Self-Defense (1.00 cr.)

This is a course that provides the opportunity to learn basic techniques in judo, karate, and jujitsu. (Yellow belt promotion is optional.) Laboratory (2.00).

WEX-170 Yoga (1.00 cr.)

This is an introductory level course to the practice of yoga with emphasis on flow and energy. The fundamentals of yoga practice, including mediation and breathing techniques, basic yoga postures (Asanas) and basic flow sequences (Vinyasa) will be the focus. Laboratory (2.00).

WEX-171 Beginning Golf (1.00 cr.)

This course is a study of the fundamental theories, skills, etiquette and rules needed to play the game of golf. Laboratory (2.00).

WEX-172 Intermediate Golf (1.00 cr.)

This course is designed to acquaint further the student with the game of golf beyond the beginner level, reviewing fundamental skills and developing shot-making strategies. Some previous golf experience recommended either having played the game or taking golf lessons. Laboratory (2.00).

WEX-173 Beginner Tennis (1.00 cr.)

This is a course that provides the student with the opportunity to develop the fundamental skills of the game. It also acquaints students with the basic rules, regulations and strategy of both singles and doubles play. Laboratory (2.00).

WEX-174 Volleyball (1.00 cr.)

This is a course that provides fundamental skills, strategies, and knowledge of power volleyball through teaching learning experiences and active participation. Laboratory (2.00).

WEX-175 Beginner Level Swimming (For Non-Swimmers) (1.00 cr.)

This is a basic course for non-swimmers that includes fundamental water safety and survival, crawl stroke, back crawl, breaststroke, sidestroke, and recreational aquatic activities. Laboratory (2.00).

WEX-182 Fitness Measurement and Interpretation (3.00 cr.)

This is a course involving analysis of the parameters of fitness, sport performance, and their assessment. Topics include measurement protocols and the quantitative expression of body composition, aerobic capacity and energy expenditure, strength, endurance, flexibility and sport specific elements relative to exercise application. Requirement for Exercise Science Certificate and Degree. Lecture (3.00).

WEX-183 Programs and Principles of Conditioning (3.00 cr.)

This course is an application of theories explored in Exercise Science (WEX-164). This course is designed to provide the student with opportunities to apply conditioning concepts, teaching methodology and presentation experience in a one-on-one and Co-Op teaching setting. Lecture (3.00).

WEX-184 Sports Medicine – Theory and Practice (3.00 cr.)

This course develops an awareness of sports medicine and provides the student with concepts, knowledge, and practical skills in the areas of prevention, evaluation, management, and rehabilitation of exercise-induced trauma. Athletic taping for support of joints and muscles is taught and practiced. Lecture (3.00).

WEX-201 Aerobic Conditioning (Dynamics of Health and Fitness) (1.00 cr.)

This course is an application of the theories explored in WEX-101. The course is designed to provide students with opportunities to improve cardiovascular health, muscle endurance, flexibility and stress reduction. Different modes of aerobic training will be used which may include movement to music. Laboratory (2.00). Prerequisite: WEX-101.

WEX-202 Body Conditioning (Dynamics of Health and Fitness Experience) (1.00 cr.)

This course is an application of the theories explored in WEX-101. The course is designed to effect changes in such fitness areas as cardiorespiratory endurance, flexibility, strength, and body composition thorough aerobic conditioning, progressive resistance exercises, and flexibility exercises. The development of personal exercise regimens for lifelong participation is emphasized. Laboratory (2.00). Prerequisite: WEX-101.

WEX-204 Keep Young, Fit, and Alive (Dynamics of Health and Fitness Experience) (1.00 cr.)

This course is an application of the theories explored in WEX-101. The course is designed to emphasize the management of musculoskeletal concerns such as low back and stress reduction. It may include aerobic, flexibility and various

resistance modalities. Dietary practices may also be addressed. Laboratory (2.00). Prerequisite: WEX-101.

WEX-205 Swimming for Conditioning (Dynamics of Health and Fitness Experience) (1.00 cr.)

This course is an application of the theories explored in WEX-101. The course is designed to effect changes in cardiovascular endurance, muscular strength, and flexibility. Students must have good swimming ability. Laboratory (2.00). Prerequisite: WEX-101.

WEX-206 Weight Training (Dynamics of Health and Fitness Experience) (1.00 cr.)

This course is an application of the theories explored in WEX-101. The course is designed to effect changes in muscular strength and endurance through a variety of appropriate training techniques and applications. The development of personal exercise regimens for lifelong participation is emphasized. Laboratory (2.00). Prerequisite: WEX-101.

WEX-207 Core Stability Ball Training (Dynamics of Health and Fitness Experience) (1.00 cr.)

This course is designed to strengthen the core musculature of the body. Students will strengthen abdominal and low back core musculature, improve posture and balance, enhance flexibility, and decrease occurrence of injury and low back pain. This course will also implement resistance training with the use of free weights and the stability balls to improve upper and lower body strength. The use of specific core and balance equipment will be a focus of this experience. Laboratory (2.00). Prerequisite: WEX-101.

WEX-208 40+ Fitness (Dynamics of Health and Fitness Experience) (1.00 cr.)

This course 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. Laboratory (2.00). Prerequisite: WEX-101.

WEX-223 Beyond Beginning Tennis (1.00 cr.)

This course provides the student with an opportunity to refine the fundamental tennis skills and to learn more advanced skills and strategies. Laboratory (2.00). Prerequisite: WEX-101.

WEX-230 Skin and Scuba Diving (1.00 cr.)

This is a course that allows students to develop basic skills in skin and scuba diving by means of lectures, demonstrations, and class practice. Students must have good swimming ability. (International certification is optional.) Laboratory (2.00).

WEX-260 Exercise Physiology (3.00 cr.)

This is a course that investigates how the human body responds to exercise. Theory and practical application will draw from musculoskeletal, cardiovascular, endocrine and neuromuscular considerations. Lecture (3.00). Prerequisites: WEX-164 and WEX-182.

WEX-262 Senior Fitness Training I (3.00 cr.)

This is a course that explores and analyzes specific criteria for planning and implementing exercise programs for seniors. Specific needs for this age group and program characteristics will be stressed. Lecture (3.00). Prerequisites: WEX-164, WEX-159, and WEX-182.

WEX-263 Senior Fitness Training II (3.00 cr.)

This course focuses on organizing, designing and presenting various adult fitness programs. Specific gerontological factors such as medical limitations and high/low fitness levels that apply to senior fitness will be explored as well as marketing and business considerations. Lecture (3.00). Prerequisite: WEX-262.

WEX-471 Co-Op Work Experience/Exercise Science (1.00 cr.)

This course enables the student to gain essential hands-on experience in a fitness center under professional guidance and supervision. 60 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (3.00). Prerequisites: WEX-164 and WEX-183.

WEX-473 Co-Op Work (Sports Management) (3.00 cr.)

This course provides students with practical experience in professional, collegiate, amateur, or business institutions in sports-related industries. Students can pursue their individual interests and goals through the Co-Op program in

Sports Management. 180 minimum hours work experience distributed over the semester. Lecture (1.00), Cooperative (12.00). Prerequisite: WEX-127.

WRT - WRITING

WRT-101 English Composition I (3.00 cr.)

This course 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. >General Education Course. Lecture (3.00). Prerequisite: EBS-012, EBS-021, or ALP-063.

WRT-201 English Composition II (3.00 cr.)

This course continues the emphasis of English Composition I on the writing process, and on critical reading and thinking skills. Particular attention is devoted to writing with sources and to argumentative writing. Emphasis is placed on correct language usage and on research and the techniques of MLA documentation. >General Education Course. Lecture (3.00). Prerequisite: WRT-101.

WRT-202 Technical Writing (3.00 cr.)

This course is an introduction to the theory and practice of expository writing in the business, scientific, and industrial fields. Special attention is given to the writing of progress reports, sales and statistical reports, and other types of office, clinical, and scientific material. Lecture (3.00). Prerequisite: WRT-101.

WRT-204 Creative Writing (3.00 cr.)

This is a course in which students write in such forms as poetry, fiction, and drama. Students read and discuss each other's work as well as that of published authors. Lecture (3.00). Prerequisite: WRT-101.

WRT-205 Creative Writing in Fiction (3.00 cr.)

This course gives students the opportunity to focus on the elements of fiction writing. Students read and discuss each other's work. Lecture (3.00). Prerequisite: WRT-101.

WRT-206 Memoir and Creative Non-Fiction (3.00 cr.)

This is a course in which students write memoir and creative non-fiction using such forms as essay, narrative, and poetry. Students read and discuss each other's work as well as that of published authors; they utilize blogs to store and share their writings. Lecture (3.00). Prerequisite: WRT-101.

WRT-207 Creative Writing – Poetry (3.00 cr.)

This is a course in which students write poetry using both lyric and narrative styles. The course will focus on a study of contemporary poetry, but students will also gain an understanding of traditional poetic forms such as the sonnet, villanelle, sestina, ode, and elegy. In addition to producing a portfolio of original poems, students will read and discuss each other's work as well as that of published authors. Lecture (3.00). Prerequisite: WRT-101.

WRT-208 Creative Writing – Playwriting. (3.00 cr.)

This course allows students to experience and practice the creative process involved in writing. This course provides students with an understanding of dramatic text, the skills necessary to create character, relationship, dialogue, and dramatic action. In addition, the course introduces students to the process of stage performance and managing their scripts for this medium. Lecture (3.00). Prerequisite: WRT-101.

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. The curriculum is accurate as of January 2011. For the most current curriculum, see the e-catalog at <http://www.bergen.edu/apps/ecatalog/index.asp>.

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, including veterans of the Vietnam era.

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, and the New Jersey Law Against Discrimination. Complaints or questions concerning violations of these laws and policies should be addressed to: James Miller, Chief Human Resources Officer, Bergen Community College, 400 Paramus Road, Paramus, New Jersey, 07652; (201) 447-7124 (voice mail) or jmiller@bergen.edu (e-mail), or to the Secretary, Department of Education, Washington, D.C. 20201.

Bergen Community College

400 Paramus Road, Paramus, New Jersey 07652-1595
(201)447-7100 • (201)447-7845 (TTY)



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VISION STATEMENT

As a college of choice, Bergen Community College provides a comfort level that enables students of all abilities to mature as learners and engaged citizens. A leading community college in the nation, the College creates a stimulating, rigorous, and inclusive learning environment. Use of innovative technology enhances learning experiences and widens access to learning media. Community and business leaders value the College as a reliable partner and principal provider of work force development. Bergen County residents of all ages and cultural backgrounds appreciate the College as the hub of their educational and cultural activities.

MISSION STATEMENT

Bergen Community College educates a diverse student population in a supportive and challenging academic environment that fosters civility and respect. The College offers a comprehensive set of accessible, affordable, high-quality credit and non-credit courses as well as degree and non-degree programs. Bergen provides life-long learning opportunities for all members of the community. The College responds to community needs through work force training and continuing education, and by developing programs for employers.



**Serving the Community at these Convenient Locations:
Hackensack • Paramus • Meadowlands**

A Message from the President

Bergen Excellence - A Smart Start to Success

It is my privilege to serve as the fifth president of Bergen Community College – the largest community college in New Jersey – serving 33,000 students at three locations in Paramus, Hackensack and Lyndhurst.

Bergen is a college of choice for students who are seeking to reach higher in their pursuit of a college degree, career certificate and lifelong learning. Ninety percent of students say they attend Bergen as an affordable start to a four-year degree. Students can transfer to more than 140 four-year colleges and universities (see pages 20-21 for a complete listing of schools). The cost-savings in tuition, quality of learning and transfer options are among the top reasons students select Bergen.

I encourage you to explore the College's 141 degree and certificate programs through the School of Arts, Humanities and Wellness; the School of Mathematics, Science and Technology; the School of Business, Social Sciences and Public Service; the School of English; the School of Health Professions; and the School of Virtual Extended Studies. The School of Continuing Education, Corporate and Public Sector Training provides a number of options for career training.

Students are additionally challenged through programs such as The Judith K. Winn School of Honors, which offers selected Honors courses to individuals with a grade-point average of 3.4 or higher, and Phi Theta Kappa, an international honor society for community college students.

With students representing more than 100 countries, Bergen offers events to enhance students' cultural understanding and awareness. By participating in various clubs and organizations, such as the Student Government Association and the Latin American Student Association, students become involved in community issues. Bergen's International Student Center provides students from foreign countries with a single point of entry for admission services and support.

Bergen's academic advisement services and student support network is enhanced by the Center for Academic Planning and Student Success, which features academic planning and advisement tools to connect students with faculty mentors and advisers any time of day through Personal Online and Offline Discussions.

In 2010, the Carnegie Foundation for the Advancement of Teaching recognized Bergen with an award for Community Engagement. This classification places Bergen in the top tier of national colleges that offer civic-and community-based learning opportunities for students. Bergen was one of 12 community colleges in the nation to receive the Carnegie Classification, and is in the company of highly respected universities such as Notre Dame, Cornell and Bucknell universities.

Through service learning projects, students expand their knowledge beyond the classroom and give back to the community. Projects range from helping children with autism to mentoring third-graders at the College Now Academy. Students are recognized for service learning achievements on their transcripts and with a medal at commencement.

Excellence at Bergen is defined by the quality of faculty and staff dedicated to engaging students in a learning experience that inspires students to reach their full potential.

I wish you much success on this journey.

Sincerely,

A handwritten signature in black ink, reading "G. Jeremiah Ryan". The signature is written in a cursive, flowing style.

Dr. G. Jeremiah Ryan

Travel Directions to Bergen Locations

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

From the North

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

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

From the East

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

From the South

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

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

From the West

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

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

Public Transportation:

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

From the West

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

From the North

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

From the South

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

From the East

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

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

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

Garden State Parkway North

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

New Jersey Turnpike North

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

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

General information

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

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

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

Philosophy

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

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

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

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

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

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

Statement on Civility

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

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

2. To reflect on our own life experiences that contribute to our current views and how these experiences and views may differ from those of others.
3. To seek out opportunities and experiences that will lead to greater understanding of the ways in which the diverse members of our community are at once the same and different.
4. To seek out truth and knowledge by challenging the basis of unfamiliar, new and untested ideas, while acting respectfully towards fellow seekers, especially with whom we strongly disagree.

Academic Year

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

Fall Semester – September to December

Spring Semester – January to May

Summer sessions – May to August

Winterim – January

7-week Cycles – September to August (ESL and GED Courses – only in Hackensack)

History

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

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

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

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

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

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

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

The College registered its first class of day and evening students in September 1968, in interim buildings designed to accommodate more than 1,300 full-time students. The Master Plan, approved by the Board of Trustees on July 19, 1967, called for two phases of construction. Phase I, completed in 1973, cost about 21 million dollars and totaled 430,000 square feet. In 1987, the Board of Trustees approved a Facilities Master Plan, which called for the construction of the Student Center, the Theatre, and the C-wing of the Pitkin Education Center, which provides classrooms for technology enhanced instruction. The plan included the renovation of the Sidney Silverman Library and barrier-free access for disabled students. With the completion of the Technology Education Center, which opened September 2003, the 1987 Facilities Master Plan was completed.

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

Bergen Community College dedicated its newest building at 1280 Wall Street West in Lyndhurst on October 15, 2010. Bergen Community College at the Meadowlands serves as the College's hub for economic and workforce development initiatives designed to boost the region's business sector driven by transportation, wholesale trade, manufacturing and retail. Other resources offered at the Meadowlands include programs for jobseekers: the Employment Pathways Initiative and the MOSAIC Center, which assists people with disabilities. The College is currently renovating the five-story, \$125,000-square-foot facility, which will support the goal of making Bergen Community College at the Meadowlands a branch campus for students to complete designated degree programs.

Dr. Sidney Silverman was named as the first president of the College and consultant to the Board of Trustees in August 1966. He served as president from February 1, 1967, until his retirement on June 30, 1977. Dr. Alban E. Reid was appointed as the second president of Bergen Community College on July 1, 1977. Dr. Jose Lopez-Isa became the third president on July 1, 1982. Dr. Judith K. Winn became the fourth president on July 1, 1995. Dr. G. Jeremiah Ryan became the fifth president on July 1, 2007.

Accreditations

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

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

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

The Nursing Program is approved by the New Jersey State Board of Nursing, 124 Halsey Street, 6th Floor, Newark, NJ 07101 and is also accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA, 30326.

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

The Radiography Program and Radiation Therapy Program are accredited by the Joint Review Committee on Education in Radiologic Technology.

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

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

Title V Grant

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

Carnegie Foundation for the Advancement of Teaching

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

Bergen Community College Foundation

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

Bergen Community College Alumni Network

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

The Network offers members extensive benefits and services:

- Use of College facilities including the Library, pool, computer labs, and athletic facilities
- Special Career services including employment skills workshops, job listings, and assistance with resume writing
- A variety of social activities including seminars, receptions, and special trips
- A newly established business forum and networking component for business leaders from throughout the region

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

Suburban Studies Faculty Group

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

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

The Center for Suburban Criminal Justice

The Center for Suburban Criminal Justice focuses on the study of suburban crime locally, nationally and internationally. Since its inception in 2005, faculty and college officials have been awarded more than \$255,000 in grant funding to examine the topic and develop suburban crime awareness programs. Partnering organizations include various state, county and local officials – including the Bergen County Sherriff's and Prosecutor's offices, the Bergen County Police Chiefs Association and the New Jersey State Police; along with organizations from throughout New York, Connecticut, Canada and Mexico.

The Department of Public Service (Criminal Justice and Homeland Security)

This academic department, which works in partnership with Center officials, offers such initiatives as the “criminal justice special police officer” program, which allows students to gain field work experience. Further, the department provides homeland security training for members of local communities.

Suburban Reentry Summit

Designed by Center officials, this project will assist former prisoners in adapting to the suburban society. Seminars will allow former inmates to restore their value to the community.

The Nonprofit Institute on Philanthropy and Leadership

An advisory board of corporate and local nonprofit leaders collaborated to form the Institute in July 2008. The goal is to help students and the public develop knowledge regarding philanthropy, leadership, and the nonprofit sector. A symposium introduced the Institute to the region, while a seminar series and certificate program are offered at the College as part of the Institute.

Suburban Staff Council

An often overlooked group in many colleges is the professional staff – many colleges engage faculty and students, but leave out this important stakeholder group. The Center will work with the College's professional staff to learn more about the individuals that comprise it: Are they local leaders? How can they contribute to finding a “sense of place?” Through working with the professional staff, new opportunities will emerge.

Torch Television

Bergen Community broadcasts original programming on channel 26 of the Verizon FIOS cable system – the first college in the U.S. to do so. The College provides all content and manages a programming schedule for the channel. Programming includes live and taped debates/speeches/interviews of high-profile guests who have appeared at the College, documentaries and College President Dr. G. Jeremiah Ryan's public affairs shows: “In the Public Interest” and “On Campus.” Torch Television is broadcast 24 hours a day, seven days a week on all Verizon FIOS cable television packages in all of Bergen and part of Hudson and Passaic counties. Many programs are taped in the College's high- technology and high-definition television studios located in West Hall on the College's main campus in Paramus.

Admissions

Bergen Community College maintains an open door policy for degree and non-degree-seeking students. Most of Bergen's academic programs are open to anyone with a high school diploma. Some health programs have limited space and specific entrance requirements.

About Bergen

Since its founding in 1965, Bergen Community College has been proud of its mix of tradition and innovation in the process of challenging students to raise questions, examine evidence, validate opinions, make decisions, and communicate ideas effectively. Whether experienced through engaging classroom teaching or through an independent online class, Bergen's faculty and technological resources are top-notch. Bergen's extensive fiber-optic and wireless networks covering the library, the classrooms, the Information Commons and Smart Classrooms, permit e-mail and the Internet to be incorporated into all facets of the College's curriculum and daily activities.

At Bergen, the 15,500 students from around the world are united in their common pursuit of knowledge and in their participation in and enjoyment of sports, the arts and activities. Bergen is a place where students are encouraged to reach for levels of achievement that they have never attempted before. This is a personal process that can often have profound results because Bergen instills in students the knowledge and the professionalism needed to succeed in the workplace or to go on to earn their bachelor's degree. Applicants-both degree-seeking and non-degree-seeking-must apply for admissions to the College.

All applicants are encouraged to apply online at admissions.bergen.edu, and then click on apply online.

Non-Degree-Seeking Students

- Students must have graduated from high school or be over the age of 18.
- The Basic Skills Placement Test need not be completed before registering for class; however, it must be completed before registering for the 12th credit or before registering for an English or Mathematics course.
- Financial aid is not available to non-degree-seeking students.

Degree-Seeking Students

- Students seeking admission to the Health Professions or Nursing programs should refer to minimum entrance requirements and application deadlines. Space in these programs is limited.
- Students seeking admission on an F-1 visa must apply no later than March 1 for fall admissions or October 1 for spring admissions.
- Official high school transcripts are required for Health Professions candidates, International F-1 visa-holders, those with foreign credentials and NJ STARS applicants.

Students with foreign secondary school credentials must submit officially translated copies.

Prior to registering for classes, students must complete the Basic Skills Placement Test requirement.

Additionally, students who have attended other colleges or universities and would like to transfer credits to the college, must have their transcripts sent to the Office of Admissions and Registration for evaluation .

Those with foreign post-secondary credentials should submit course-by-course evaluations.

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

General Educational Development (GED) Diploma

Students ages 16 years of age or older who do not have a high school diploma may qualify for a GED diploma by:

- Passing the official GED test
OR
- Completing a program of 30 General Education college credits.

Please call the Bergen Community College GED Testing Site located at the Ciarco Learning Center in Hackensack at (201) 301-9655 for more information.

Second Bergen Community College Degree

Students who have completed a certificate or degree program at Bergen Community College and wish to pursue another certificate or degree at the College must complete and submit a new application for admission. Credits earned toward or for a prior degree or certificate are considered transfer credits and apply toward a second degree as outlined in the College Residency Policy. Such applicants should write "Second degree" at the top of their applications.

Students may earn only one Associate in Arts (A.A.) and one Associate in Science (A.S.) degree at Bergen Community College. Two or more Associate in Applied Science (A.A.S.) degrees and certificates are permissible if in different majors.

Visiting Students

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

Special Notes

International applicants cannot apply for Health Professions and/or Nursing upon initial application to the college. They can later apply for these programs once they are enrolled at Bergen Community College through a change of curriculum. There are some prerequisites that must be completed prior to admissions to these curricula.

Students placed in the American Language Program (ESL courses) cannot take college-level courses until they have successfully completed all the required levels of the program as well as having passed the required exit examination. These students upon completion of required ESL (American Language Program) courses must take a mathematics placement test or be granted a waiver.

Testing Services

The Bergen Community College Office of Testing Services (OTS), is located in Room S-127. OTS serves the college community by identifying, developing, procuring, administering, processing, and/or evaluating examinations, which meet a variety of administrative and instructional needs. To contact the OTS, please call (201) 447-7202.

General Test Taking Requirements

The Office of Testing Services will not administer examinations to test takers unless they provide the following:

- Valid Identification. Acceptable identification is a Bergen Community College student identification card, a driver's license with photo, a Bergen County photo identification card or a valid U.S. passport.
- Student Identification Number. A student identification number is either a social security number or a Bergen Community College student identification number issued by the Office of Admissions and Registration, Room A-129.

Basic Skills Placement Testing

Bergen Community College requires that all degree-seeking students and all non-degree-seeking students who reach their 11th attempted credit take a Basic Skills Placement Test in reading, writing, computation, and algebra. The results of this test determine a student's required entry-level in both English and Mathematics courses. Under specific conditions, a student may have the placement test requirement waived. For information about waivers as well as placement test information bulletins and subject matter review sheets, visit the Office of Testing Services, Room S-127. There is no fee for this examination.

Levels of English Proficiency Testing

International students or students for whom English is not their native language may be required to take the Levels of English Proficiency Test (LOEP). This test measures proficiency in reading, writing, and listening and may place students in the American Language Program (ALP). Students 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 LOEP are then required to take the mathematics portion of the Basic Skills Placement Test. Under specific conditions, a student may have the LOEP and/or mathematics test requirement waived. Further information about waivers, the LOEP, and the ALP is available at the Office of Testing Services, Room S-127. There is no fee for this examination.

Challenge Testing

Due to a variety of circumstances students may not perform to the best of their abilities on the Basic Skills Placement Test. To assess 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 current schedule of test dates may be obtained in person from the Office of Testing Services, Room S-127.

Proficiency Testing

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 Services, Room S-127. There is a \$30 fee for each proficiency test taken.

Credit-by-Examination

The Office of Testing Services administers credit-by-examination (CBE) for several college-level courses. In order to receive college credit for a particular course, a student must earn a passing grade on specific subject examinations. Upon successful completion of an examination, the student will pay a \$15 per-credit fee and will receive a CBE grade. The CBE grade is not included in attempted credits but is included in earned credits. The CBE grade is not computed in a student's cumulative grade point average. Registration information may be obtained at the Office of Testing Services, Room S-127. There is a \$30 fee for each test.

College Level Examination Program

Bergen Community College students may earn college credit for learning achieved outside formal college courses through the College Level Examination Program (CLEP).

Advanced Placement Examinations

Bergen Community College students may earn college credit through Advanced Placement examinations (AP).

General Educational Development (GED) Test

Bergen serves as a test center for the official GED test. The GED test consists of five parts: Writing, Social Studies, Science, Mathematics, and Reading. Advanced registration is required. Registrants are required to:

- Register in person on specific dates.
- Pay \$50 for the initial test and \$10 for each re-test in the form of a money order payable to *Bergen Community College*.
- Present valid picture identification with signature.
- For candidates 16 and 17 years old, a Certificate of Consent to Participate Form must be signed by a parent or legal guardian and submitted at registration. Please contact the GED Testing Center at (201) 968-9473, ext. 272 for a copy of this form.
- Present all test scores from previous GED tests.
- We offer special accommodations for the GED tests for those with documented disabilities. Please contact the GED Testing Center at (201) 968-9473, ext 272 to obtain a special accommodation application or visit the State website: www.state.nj.us/education

Special Accommodations Testing

A variety of accommodations can be provided to students if they are disabled.

The Office of Testing Services (OSS) will provide special testing based on approval from the Office of Specialized Services, Room L-116.

Instructional Makeup Testing

The Office of Testing Services administers makeup tests as a service for students who, for compelling and exceptional reasons, have missed a scheduled classroom examination. Students must receive prior permission from and make arrangements with their course instructors to take these examinations, under specific conditions, in the Office of Testing Services, Room S-127.

Testing for Online Courses

The Office of Testing Services (OTS) administers examinations to students who are enrolled in online courses originating at Bergen Community College.

Students may take their required examinations during posted testing office hours and must follow the General Testing Requirements.

World Language Testing

The College awards credit for World Languages through 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 Services at (201) 447-7202, Room S-127.

International Students

Bergen Community College is enriched by the diverse population it serves. Over 100 countries are represented by Bergen students. For the Spring 2011 semester, the College currently has 745 F-1 students total. The top ten countries, representing 570 of the 745, are as follows, in descending order, with the exception of the last two that are “tied”:

Korea (376)	China (19)	Russia (8)
Turkey (51)	India (16)	Germany (8)
Poland (39)	Colombia (14)	
Brazil (29)	Peru (10)	

Please note that these numbers represent only the international students studying at Bergen on an F-1 immigration student status, this does not represent international students studying at the College on other kinds of visas.

International Student Center

The International Student Center (ISC) assists international (F-1 visa) students with admission to the College, immigration and academic counseling, and F-1 visa status maintenance. The ISC also promotes intercultural learning through workshops and quality programming. The International Student Center strives to serve as a “home away from home” for those international students who have chosen to study at Bergen Community College.

Bergen Community College is a Student and Exchange Visitor Information System (SEVIS) approved school. The Designated School Officials at Bergen Community College are authorized by the U.S. Department of Homeland Security to endorse I-20 forms, travel documents, and immigration documents related to F-1 student employment. The form I-20 will be issued by a Designated School Official for those international applicants seeking admission to the College or a change of status or reinstatement to F-1 only when all requirements are fulfilled by the applicant.

The International Student Center is located in the Pitkin Education Center in Room A-126 on the College’s main campus in Paramus.

International Student Admissions

Applicants residing outside of the U.S. may apply for admission to Bergen Community College. After applying to the College, international applicants must also submit documentation proving completion of high school (or equivalent) and sufficient financial sponsorship. Each applicant must be able to show sponsorship of at least \$18,000 USD in the form of an agreement of support and bank statement. Students may sponsor themselves. All documentation must be translated into English by a certified translator. The complete list of items necessary for admission as an F-1 student is available in the International Student Center.

Applicants may email intadmissions@bergen.edu to request an admissions packet. Depending upon the applicant’s present immigration status, certain United States Citizenship Immigration Services forms may need to be completed and submitted to USCIS. Upon admission to Bergen Community College, the applicant will be issued the proper immigration documents necessary for obtaining or maintaining F-1 visa status. Local international (F-1) applicants are welcome to visit the International Student Center to meet with an international admissions counselor to discuss the process of transferring to Bergen Community College.

In general, non-immigrants maintaining legal status can apply for the change of status to F-1, but there are some exceptions which should be discussed with an International admissions counselor. Prospective international students may contact the International Student Center to make an appointment with an International Student Counselor at (201) 689-7601.

Recommended deadlines for submitting applications and supporting documents:

For the Fall (September – December) semester, the recommended deadline is March 1; for the Spring semester (January-May) the recommended deadline is November 1.

The recommended deadline for international students transferring to Bergen Community College from another U.S. institution is August 15 for the Fall semester and January 15 for the Spring semester. All deadlines are flexible.

International Student Counseling

Counselors are available to assist current international students in F-1 status with immigration and academic advisement, cultural adjustment and orientation to Bergen Community College. The International Counselors facilitate an orientation program for all incoming international students in F-1 visa status. Students must attend this mandatory orientation to receive valuable information about the College as well as their immigration status and life in the U.S. Students are required to submit copies of their immigration documents at orientation to satisfy reporting regulations implemented by the United States Citizenship and Immigration Services.

Current international students may contact the International Student Center to inquire about walk-in counseling hours or to make an appointment with an International Student Counselor at (201) 689-7601.

Students with Disabilities

Bergen Community College is fortunate to be an educational institution that is accessible to students with disabilities. The Office of Specialized Services (OSS) serves students with physical, visual, learning, hearing, emotional and other documented disabilities. Continuous utilization of academic support services should be maintained throughout a student's college experience in order to assist the student in attaining the desired academic goals.

A student with a disability who plans to attend Bergen Community College should provide documentation of the disability to the Office of Specialized Services as soon as possible. The deadlines for submitting disability documentation are: August 1 for Fall Semesters and December 1 for Spring Semesters. Students should indicate that they have a disability on the postcard insert in the paper application to the College or on the Web application. Disclosure on the application is voluntary but will ensure a timely response when seeking academic support services.

These services can include sign language interpreters, adaptive technology, C-Print Captioning, print enlargers and scribes, note takers, tutors, alternative testing arrangements, and counseling.

Transfer to Bergen

Through its many articulation agreements, Bergen Community College makes it easy for its students to transfer to a four-year institution, while New Jersey's transfer law allows students a seamless transition to the state's finest institutions.

Transfer to Bergen

Transfer Evaluation of Credit from Other Post-Secondary Institutions

Transfer Policy

Bergen Community College will accept credits for courses taken at regionally accredited colleges and universities provided that the course is compatible with the curriculum of Bergen Community College, as approved by the faculty, and the course is applicable to the requested program of study. Bergen Community College also accepts transfer credits based on statewide agreements and will consider awarding credits based on established articulation agreements. Only those courses that have received a grade of "C" or better are accepted for transfer. Transfer credits are not included in computing the grade point average and are recorded as "TR" grades.

It is the student's responsibility to provide, in a timely manner, all the transcripts and documents needed to evaluate any previous educational experience.

No more than 45 transferred credits will be applied toward earning an associate degree, and no more than 18 transferred credits will be applied toward earning an academic certificate. These credits may be earned from a prior Bergen Community College degree/certificate, transfer credits from other institutions, and proficiency and/or CLEP examinations. The list of approved subject examinations for CLEP credits may be obtained at the Office of Testing Services. The balance of credits required for any degree or certificate must be earned through actual course enrollment at Bergen Community College.

Transfer Requirements

Submit an application for admission online at www.bergen.edu/admissions. Click on "Apply Online." Please indicate the degree in the space marked curriculum code. A student must apply to a degree or certificate program in order for his/her official transcript to be reviewed, evaluated and credits transferred. Applications can be transmitted via the web, mailed, faxed, or delivered in person.

If a student is unsure of which degree to apply to, a basic liberal arts program, AA.LA.GEN, is suggested. If a student subsequently decides to change his/her curriculum, a change of curriculum form can be obtained from Counseling, Room A-118, on the College's main campus in Paramus.

Please note that Associate in Arts (A.A.) and Associate in Science (A.S.) degrees are transfer degrees. An Associate in Applied Science degree (A.A.S.) and certificate programs prepare students for a career. Some A.A.S. degrees have articulation agreements to four-year-post-secondary institutions.

Please submit an official high school transcript and an official college/university transcript from every school/college/university attended to the Admissions Office, 400 Paramus Road, Paramus, NJ 07652. Only official transcripts are accepted for transfer of credits. Transcripts also may be delivered in person as long as they are in an envelope stamped and sealed by the registrar's office of the sending institution. Transcripts from other institutions will not be released to the students or a third party.

Unofficial transcripts are only acceptable to waive the English/Mathematics basic skills test requirements. Waivers are determined by the Testing Office. (For more detailed information regarding Testing, please refer to the Testing Website).

Students must be placed or waived from the Basic Skills Test prior to registration.

Students can access a transfer equivalency report via WebAdvisor, <http://go.bergen.edu>>Log In>WebAdvisor for Students>Academic Profile>Program Evaluation. For questions or appeals, students can contact the Transfer to BCC Office. TransfertoBCC@bergen.edu

It is strongly suggested that students bring their program evaluation to CAPSS (Center for Academic Planning and Student Success), Room A-118, on the College's main campus in Paramus, in order to facilitate the process of advisement and registration.

Graduation Residency Policy

Students must be enrolled in the semester in which the degree will be conferred. Exceptions are made on a case by case basis for those students who complete their degree requirements elsewhere for up to two courses and up to five years from the last date of attendance. Students must abide by the Transfer Admissions Policy as stated above.

Degree-seeking students desiring to take a course or courses at another institution must obtain the form entitled "Request Permission to Take a Course at Another Institution" at the Office of Registration, Room A-129, on the College's main campus in Paramus and have it completed and signed by the appropriate Department Head.

College Level Examination Program (CLEP)

Bergen Community College may award credit to individuals who have received a minimum score of 50, unless otherwise stated (see table below) for the following examinations. Scores must be received directly from the College Entrance Examination Board before credit is awarded. Credit received through CLEP is not necessarily transferable to other colleges and universities.

SUBJECT EXAMINATION	REQUIRED SCORE	CREDIT GRANTED	BERGEN COURSE CREDIT
American Literature	50	3	LIT 201
English Literature	50	3	LIT 206
College French Level I	50	6	LAN 110 and LAN 200
College French Level II	59	6	LAN 201 and LAN 202
College German Level I	50	6	LAN 111 and LAN 210
College German Level II	63	6	LAN 211 and LAN 212
College Spanish Level I	50	6	LAN 113 and LAN 230
College Spanish Level II	63	6	LAN 231 and LAN 232
American Government	50	3	POL 101
History of the US I: Early Colon. 1877	50	3	HIS 111
History of the US II: 1865-Present	50	3	HIS 112
Introduction to Educational Psychology	50	3	PSY 103
Introduction to Psychology	50	3	PSY 101
Human Growth and Development	50	3	PSY 106
Principles of Macroeconomics	50	3	ECO 101
Principles of Microeconomics	50	3	ECO 201
Introduction to Sociology	50	3	SOC 101
Western Civ. I: Anc. Near East-1648	50	3	HIS 101
Western Civ. II: 1648-Present	50	3	HIS 102
Precalculus	50	4	MAT 180
Calculus with Elementary Functions	50	4	MAT 280
General Biology	50	8	BIO 101 and BIO 203
General Chemistry	50	6	CHM 140 and CHM 240
Information Systems and Computer Applications	50	3	INF 101
Principles of Accounting	50	6	ACC 101 and ACC 201
Principles of Management	50	3	BUS 207
Principles of Marketing	50	3	BUS 201
Introduction to Business Law	50	3	BUS 233
College Composition	50	3	WRT 101
Humanities (choice of 2)	50	6	Music Appreciation MUS 101 Intro to Art & Visual Culture ART 101
World Literature I LIT			
Mathematics	50	3	Contemporary Math MAT 130
Natural Sciences	50	8	Intro to Physics PHY 185 and General Biology BIO 101
Social Sciences and History	50	6	Sociology SOC 101 and Western Civ I HIS 101

Minimum Scores Required To Earn Credit Through The General Examinations

Advanced Placement Examinations (AP)

Students who have taken one or more of the following advanced placement examinations may receive course credit with a

score of three or above (see table below). Scores must be received directly from the College Entrance Examination Board (CEEB) before credit is awarded.

CREDIT	SCORE	BERGEN CREDIT	CREDITS GIVEN
History of Art	3, 4, 5	ART 102 and 103	6 credits
Biology	3, 4, 5	BIO 101 and 203	8 credits
Calculus AB	3, 4, 5	MAT 280	4 credits
Calculus BC	3, 4, 5	MAT 280, 281	8 credits
Chemistry	3, 4, 5	CHM 140, 141, 240 and 241	8 credits
Computer Science A	4, 5	INF 153	3 credits
Computer Science AB	4, 5	INF 153	3 credits
Economics	3, 4, 5	ECO 101 and 201	6 credits
Environmental Sciences	3, 4, 5	BIO 108	4 credits
History, European	3, 4, 5	HIS 101 and 102	6 credits
History, U.S.	3, 4, 5	HIS 111 and 112	6 credits
Physics B	3, 4, 5	PHY 186 and 286	8 credits
Physics C: Mechanics	3, 4, 5	PHY 280	4 credits
Physics C: Electricity & Magnetism	3, 4, 5	PHY 290	4 credits
Language and Composition	3, 4, 5	WRT 101	3 credits
Literature and Composition	3, 4, 5	WRT 101 and 201	6 credits
Spanish	4, 5	LAN 113, 230, 231, 232	12 credits
Spanish	3	LAN 113, 230	6 credits
French	4, 5	LAN 110, 200, 201, 202	12 credits
French	3	LAN 110, 200	6 credits
German	4, 5	LAN 111, 210, 211, 212	12 credits
German	3	LAN 111, 210	6 credits
Psychology	4,5	PSY-101	3 credits

Transfer from Bergen

Transferring successfully takes planning and preparation

Recently, the Governor and state legislature created a law that established a statewide transfer agreement for students transferring from a New Jersey community college to a New Jersey public four-year college or university.

Bergen students can now seamlessly transfer their academic credits from a completed community college Associate of Arts (A.A.) or Associate of Science (A.S.) degree program to a Bachelor's degree program at New Jersey's public four-year colleges and universities. Associate in Applied Sciences (A.A.S.) degrees, which typically prepare students to enter a career, are not covered by the new transfer law.

While the law does not cover New Jersey's private colleges and universities, many of those institutions have established similar policies that allow community college graduates to transfer with full junior standing.

Transfer to other institutions

What colleges do students attend after Bergen? Many of them transfer to New Jersey colleges. Bergen sends the largest number of its students to Montclair State University, William Paterson University, Ramapo College, Rutgers University (all campuses), and the New Jersey Institute of Technology. In addition, Bergen students have been accepted to and attended the following schools:

American University	Brown University	Fordham University
Arizona State University	Cornell University	Georgetown University
Baruch College (CUNY)	East Stroudsburg University	Hampton University
Boston College	Fashion Institute of Technology	Harvard University
Boston University	Florida International University	James Madison University

John Jay College (CUNY)
Johnson and Wales University
Lehigh University
Long Island University
Washington University
Manhattan College
New York University
Pace University
Parsons School of Design

Penn State University
Rensselaer Polytechnic Institute
School of Visual Arts
Smith College
SUNY: Albany, Binghamton
New Paltz, Stony Brook
The New School
University of Connecticut
University of Delaware

University of Maryland
University of Massachusetts
University of Michigan
University of Rochester
University of Vermont
University of Virginia
Yale University

Transfer Agreements with Other Schools

Bergen Community College has formal transfer agreements for one or more degrees or programs with the following colleges. In addition, Bergen's general education courses and transfer degrees are generally accepted at most colleges without formalized articulation agreements. Agreements are reviewed and updated every year. For a complete list of transfer agreements pick up a copy of the Artifacts booklet in the counseling center.

Berkeley College
Caldwell College
Capella University
Centenary College
Columbia University
Dominican College
Fairleigh Dickinson University
Felician College
Johnson & Wales University
Long Island University Brooklyn
Manhattan College

Mercy College
Montclair State University
New Jersey Institute of Technology
New York Institute of Technology
New York University - The
Steinhardt School
Pace University
Palmer College of Chiropractic
Ramapo College
Rutgers University
St. John's University

Saint Peter's College
Seton Hall University
St. Thomas Aquinas
Strayer University
SUNY Maritime
SUNY New Paltz
Thomas Edison State College
University of Phoenix
Wesley College Delaware
William Paterson University

NJ Transfer

Given the rigorous academic standards set by the state's community colleges, New Jersey colleges now maintain a statewide transfer agreement, which permits a seamless transfer of credits earned at Bergen Community College to any public four-year institution in the state. The law reduces the amount of time (and cost) a student commits to a four-year institution, and simplifies the process of graduating from a community college and moving on to a baccalaureate program. Please note, students must still submit for acceptance into four-year institutions. Additionally, some required prerequisite courses for specific baccalaureate degree programs may need to be taken once the student enrolls at a four-year institution, since they are not offered at the community colleges.

Transferring with an Associate of Arts or Associate of Science Degree

An Associate of Arts (A.A.) degree will be applied to a Bachelor of Arts (B.A.) degree, and an associate of science (A.S.) degree will be applied to a Bachelor of Science (B.S.) degree as half of the credits required for that basic four-year degree.

To transfer most effectively, community college students should select an associate degree program that aligns with their anticipated bachelor degree major. Five-year degree programs will require transfer students to complete all credits required for the bachelor's degree beyond the initial 60-64 credits that will transfer with the associate degree.

The A.A. and A.S. degrees will satisfy all lower-level General Education requirements, unless there are graduation requirements or major-specific prerequisites that were not completed within the associate degree.

Students should use NJ Transfer www.NJTransfer.org when choosing courses so that they can be sure to complete any prerequisites required by the four-year college or university for their major. Consult with a transfer counselor for additional information.

The statewide transfer agreement does not guarantee admission to any four-year institution. Admission requirements vary by college, and many majors have a competitive admission process. It is a student's responsibility to research and fulfill all admission requirements, and complete the application process for each institution he/she applies to.

After a student has been admitted, the four-year institution will identify the remaining courses a student will need to take to earn a bachelor's degree.

Each New Jersey public four-year college or university has a minimum grade requirement for community college courses to count as transfer credit. In most cases, the minimum grade requirement is the same for transfer students as it is for students who attended the four-year institution during their freshmen and sophomore years. However, it is a student's responsibility to check with the four-year college or university that he/she is interested in to find out the minimum transfer grade requirement.

Scholarships

Many colleges offer scholarships to students who graduate with an A.A. or an A.S. degree. These scholarships vary in terms of grade point averages and the amount of money awarded.

Scholarships also are available for graduates who are members of Phi Theta Kappa (The International Honor Society of the Two- year College). These awards usually cover full tuition. A helpful Website for the Phi Theta Kappa awards is www.njccc.org, which lists all of the New Jersey colleges offering Phi Theta Kappa scholarships and the person to contact for additional information.

Transfer counselors and Phi Theta Kappa advisors will be able to give students more information about the criteria for these awards.

Transcript Request Forms

Transcript request forms are available in the Office of Admissions and Registration. College policy requires that a student's signature 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.

Health Professions

According to the U.S. Bureau of Labor Statistics, employment in health care has continued to grow even during the current recession: health care has added 559,000 jobs since the beginning of the recession in December 2007. Bergen offers many programs preparing the next generation of health professionals.

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

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

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

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

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

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

Entrance Requirements for Health Professions Programs

Admission to college programs in health professions is limited to a specific number of candidates each year because of requirements imposed by accrediting agencies and by the availability of faculty, college laboratory, and clinical agency resources. To insure that all applicants are evaluated in the same way, within each discipline, criteria for acceptance have been developed by the School of Health Professions and Student Services. These criteria will be utilized in determining the candidates who will be offered admission. Admission will have a step process: academic eligibility will be determined, as well as a criminal history background check, basic skills testing, and admissions examination for the Dental Hygiene, Nursing, Radiography, Diagnostic Medical Sonography and Veterinary Technology programs.

All eligible candidates for admission to the Dental Hygiene, Diagnostic Medical Sonography, Nursing, Radiography and Veterinary Technology programs are required to take a national Nursing/Health Professions standardized admissions examination - The Admissions Assessment Examination by HESI. There is a fee that is payable directly to the examination company. The examination is given off-campus at a testing center. All eligible Dental Hygiene, Diagnostic Sonography, Nursing, Radiography and Veterinary Technology candidates with a clear background report will receive an invitation to take the examination. The invitation will outline all information related to the examination.

If students have not taken the necessary high school prerequisites, the courses can be made up by substituting courses taken at Bergen. These courses must be taken before students apply to Nursing or any Health Professions program. To be considered for most programs, science prerequisites must have been completed within the last five years. Applicable college science courses taken more than five years ago are not transferable.

All students applying to Health Professions programs must take the basic skills test and successfully complete all remedial course-work prior to application. High school students applying to Dental Hygiene, Diagnostic Medical Sonography, Nursing, Radiography and Veterinary Technology programs must sit for the basic skills test prior to being eligible to sit for the Admissions Exam.

A successful candidate for a health professions program at Bergen Community College must possess certain abilities and skills necessary to provide and maintain safe and effective care administered to the patient. The candidate must be able to function on an independent level without any intermediary. These skills and abilities include: observation, communication, motor skills, cognitive and intellectual skills, behavioral, and social attributes.

Health Professions students must carry personal medical health insurance, professional liability insurance, and be certified in cardio-pulmonary resuscitation (CPR) by the American Heart Association (Healthcare Provider with AED) or the American Red Cross (Professional Rescue Certification). In addition, all health professions students are required to complete health examination forms upon admission to the program and fulfill the requirement for a yearly Mantoux skin test for tuberculosis.

Students seeking admission to Nursing (Day), Dental Hygiene, Diagnostic Medical Sonography, Radiography, Respiratory Therapy and Surgical Technology must submit completed applications including transcripts by February 1 for fall (September) admission. Nursing (Evening) and Veterinary Technology applications are due by October 1, for spring (January) admission.

Criminal History Background Check Requirement

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks before admission may be offered. These checks are conducted by an external company, and the information is sent to the Dean of Health Professions. All background reports must be clear to be eligible for admission and to be invited to take any Admissions Examination. Any applicant with a background report that is NOT clear will not be eligible for consideration.

Minimum Entrance Requirements for Health Professions

Degree Programs

Dental Hygiene Program AAS.HP.DENTL

Program length: 24 months

Preadmission Test: Dental Hygiene Admissions Exam

GPA for admissions eligibility: 2.50

High School prerequisite courses: Chemistry, with lab; Biology, with lab; Algebra

College substitutions: BIO109; MAT035; CHM100

Application Deadline: February 1 of the current year

Program Admits: Fall semester

Please Note: High school Biology is waived if college Biology, preferably BIO 109 is successfully completed

Diagnostic Medical Sonography AAS.HP.DMS

Program length: 24 months

Preadmission Test: Diagnostic Medical Sonography Admissions Exam

GPA for admissions eligibility: 2.50

High School prerequisite courses: AP level science; AP level physics; Algebra

College substitutions: BIO109 (recommended); PHY185; MAT035

Application Deadline: February 1 of the current year

Program Admits: Fall semester

Please Note: This is a regional program that utilizes clinical education centers throughout the state of New Jersey. Students might be required to travel to distant sites and provide their own transportation.

Medical Office Assistant Program AAS.HP.MOA

Program length: 24 months

GPA for admissions eligibility: 2.00

High School prerequisite courses: None

Application Deadline: There is no deadline date for

admission.

Program Admits: Fall/Spring semester

Radiography Program AAS.HP.RAD

Program length: 24 months

Preadmission Test: Radiography Admissions Exam

GPA for admissions eligibility: 2.50

High School prerequisite courses: 1 year science (College Placement Bio and Lab); 1 year algebra (Algebra II);

College substitutions: BIO109; BIO209; MAT035

Application Deadline: February 1 of the current year

Program Admits: Fall semester

Please Note: High school Biology is waived if college Biology, preferably BIO109 is successfully completed.

Respiratory Therapy Technology AAS.HP.RESP

Program length: 24 months

GPA for admissions eligibility: 2.00

High School prerequisite courses: Chemistry with lab; Biology with lab; Math

College substitutions: BIO109; CHM100; MAT035

Application Deadline: February 1 of the current year

Program Admits: Fall semester

Please Note: High school Biology is waived if college Biology, preferably BIO109 is successfully completed.

Veterinary Technology AAS.HP.VET

Program length: 24 months

Preadmission Test: Veterinary Technology Admissions Exam

GPA for admissions eligibility: 2.00

High School prerequisite courses: No high school prerequisites

College substitutions: BIO115; VET102; VET103;

CHM112

Application Deadline: October 1 of the current year

Program Admits: Spring semester.

Please Note: Applicants will only be accepted once the pre-requisites stated above have been successfully completed. Applicants are strongly encouraged to meet with a program official regarding application procedures. Travel is required for all students enrolled in this program.

Nursing AAS.NURS.DAY

Program Length: 2 academic years

Preadmission Test: HESI Admission Exam

GPA Requirement: 2.5

High School prerequisite courses: Chemistry and biology with Lab; Algebra

College substitutions: CHM100, BIO109 and MAT035 or

MAT031/032

Application Deadline: February 1 for Fall admission

Program Admits: Fall semester

Nursing Evening Program AAS.NURS.EVE

Program Length: 2 academic years

Preadmission Test: HESI Admission Exam

GPA Requirement: 2.5

High School prerequisite courses: Chemistry and biology with Lab; Algebra

College substitutions: CHM100, BIO109 and MAT035 or MAT031/032

College prerequisite courses: BIO109 and BIO209; WRT101 and WRT201; PSY101 and PSY106; SOC101

Application Deadline: October 1 for Spring admission

Program Admits: Spring semester

Certificate Programs

Medical Office Assistant Program CERT.MOAA

Program length: 12 months

GPA for admissions eligibility: 2.00

High School prerequisite courses: None

Application Deadline: There is no deadline date for admission.

Program Admits: Fall/Spring semester.

Radiation Therapy Technology Program

CERT.RAD.THERAPY

Program length: 12 months

GPA for admissions eligibility: 2.50

Prerequisite courses:

Registered or registry eligible Radiologic Technologist; two biology, with labs (BIO109 and 209); Algebra/MAT160; General physics, PHY185. In addition to the above stated requirements, candidates cannot be accepted into the program until at least 2 of the 5 general education courses have been completed: MAT180, MAT250, CIS158, WRT201, COM100. Three of the above listed general education courses may be taken concurrent with the program. Successful completion of all 5 courses is required by the American Registry of Radiologic Technologists and the NJ Department of Environmental Protection.

Application Deadline: February 1 of the current year.

Program Admits: Fall semester only.

Please Note: Students who are interested in the program

should make an appointment to meet with the coordinator regarding admissions.

Surgical Technology Program CERT.SURG

Program length: 12 months

GPA for admissions eligibility: 2.00

High School prerequisite courses: High school graduate, or GED

College substitutions: none

Application Deadline: February 1 of the current year

Program Admits: Fall semester only.

Vascular Technology CERT.VAS.TECH

Program length: 12 months

GPA for admissions eligibility: 2.50

Admissions Requirement: ARDMS Registry Status.

Applicant must be a graduate of a CAAHEP approved sonography program. Students with a bachelor's degree are eligible.

Application Deadline: February 1 of the current year.

Program Admits: Fall semester

Please Note: This is a regional program that utilizes clinical education centers throughout the state of New Jersey. Students might be required to travel to distant sites and provide their own transportation.

Health Science Program AAS.HP.HLTH.SCI

Program length: 12 months

GPA for admissions eligibility: 2.50

Application Deadline: February 1 of the current year.

Program Admits: Fall and Spring Semester
Please Note: Qualified students will be awarded 30 transfer credits. The credits will be applied to the degree in Health Science upon the completion of the curriculum.

It is essential to understand that this program does not entitle the graduate eligibility to advanced certification or licensure within the Health Professions discipline.

Students who enter into this program must be aware of the Bergen Community College policy on the number of credits that must be taken at this college. Students enrolled in the AAS degree in health sciences must satisfy the English, Mathematics and algebra basic skills requirements.

Applicant graduated from a program that has acceptable accreditation agencies that is comparable to the College's Health Professions disciplines. Transcripts and credentials will be evaluated by an appointed admissions committee.

Special Student Programs

Educational Opportunity Fund (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. In addition to the grant, students accepted into the program have access to a number of support services including tutoring and counseling.

Tutoring is offered in Mathematics, English, Science and English-as-a-Second Language. Tutoring in other disciplines may be offered if there is a need. Personal, academic and career counseling is available in both individual and group settings. Each student is required to meet with his or her counselor on a regular basis. Additionally, the counseling staff, working together with the Financial Aid Office, can offer financial aid advice as well as help with the preparation and follow-up of applications.

All students who are deemed eligible for admission to the EOF Program and who are entering college for the first time are encouraged to attend a six-week summer program immediately prior to the fall semester of the freshman year. The summer programs helps students smoothly transition to the college environment, and also focuses on academic preparation for the fall semester. The program features orientation presentations and the opportunity to take developmental courses.

To be eligible for an Educational Opportunity Fund grant, a student must:

- Be a United States citizen or have a permanent visa.
- Be a legal resident of the State of New Jersey for at least 12 months.
- Enroll or be enrolled as a full-time student (12 or more credits) in a curriculum leading to a degree or certificate.
- Exhibit evidence of financial need and an educational background indicating a need for improvement in basic skills.

Dependent and independent students are financially eligible for an EOF grant based on household income.

The EOF Program is not an entitlement program. Initial EOF eligibility is determined on the basis of both economic and educational criteria. Because a student or a student's family currently falls within the income criteria does not make the student automatically eligible for EOF. 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.

Those interested in the Educational Opportunity Fund Program should contact the EOF office in Room A-123, or call (201) 447-7139.

College Experience Program (CLEP)

The College Experience Program is intended as a mechanism for talented high school juniors and seniors to pursue advanced education at an early stage in their academic life. Students completing their sophomore year at the time of application for any Summer Session will be considered. Courses should represent an advanced experience and reflect an accelerated academic interest. This program is not intended to compensate for high school course failures or remedial work.

Approved applicants will be permitted to take:

- Up to 2 courses or 6 credits in the Fall or Spring Semesters.
- 1 course or 4 credits in any Summer Session.

Students who participate in the College Experience Program should note that all grades earned as a result of courses attempted or completed serve to establish a permanent record at Bergen Community College.

Eligibility Requirements:

In order to be considered for the College Experience Program, the student must meet all of the following criteria:

1. Be between the ages of 16 and 18 years old.
2. Have an overall average of a 3.0 or better.
3. Have permission from their high school Principal or Guidance Counselor.
4. Have permission of their parent or legal guardian.
5. Home schooled students must meet all eligibility requirements and supply a school transcript.

All interested students may obtain the College Experience Application/Registration form from the most current online registration booklet at www.bergen.edu or contact the Office of Registration at 201-447-7218.

Developmental English and Mathematics

All degree-seeking students and all non-degree-seeking students who reach their 11th attempted credit must take a Basic Skills Placement Test in both English and Mathematics unless they qualify for a waiver. Students placed into English Basic Skills must enroll in these developmental courses in their first semester at the College and continue to enroll in them until the requirements are completed. Students matriculated in degree programs must begin their required Developmental Mathematics courses by their 16th attempted credit.

These preparatory courses emphasize the development of basic reading, writing, computation, and algebra skills, which will help students perform successfully in college-level courses. Students are urged to seek academic advisement in choosing these and other courses.

English Basic Skills Requirements. Based on the results of the English portion of the Basic Skills Placement Test, native speakers of English or those who have resided in the U.S. for eight or more years may be placed into one of four entry-level English courses: Developmental Skills I and II, English Skills, Directed Studies in Writing and Composition I, or Composition I alone. Students placed in Developmental Skills I and II or English Skills must enroll in their required course in their first semester at the College and remain in these courses in order to take other College credit-bearing courses.

Math Basic Skills Requirements. Based on the results of the Mathematics portion of the Basic Skills Placement Test, a student may be placed into developmental math courses: Basic Mathematics (MAT-011) or the sequence of Algebra A and B (MAT-031 and MAT-032), or Algebra (MAT-035).

Students are encouraged to begin developmental mathematics as soon as they enroll at the College. Students matriculated in A.A. and A.S. degree programs must begin their developmental math placement sequence of courses by their 16th attempted college credit.

Academic Intervention and Monitoring System

Academic Intervention and Monitoring System (AIMS) is an academic and personal support program designed for students who are most at risk in a college environment because of deficiencies in reading, writing, and mathematical skills. AIMS exists to help these students achieve academic success, remain in school, and develop a greater sense of independence and self-esteem. The AIMS program offers full-time, first semester students at Bergen the following advantages:

- Special orientation and registration session.
- Preselected program of courses, including Basic Mathematics (Computation), Developmental Skills I (English), Basic Communications (Speech), Introduction to College Experience course, and tutoring.
- Prescheduled patterns of courses.
- Small classes, averaging 15-18 students.
- A full-time credit limit of 14 institutional credits.
- Individualized attention from both classroom instructors and counselors.

To discuss the advantages of the AIMS program in further detail, please contact the AIMS program coordinator, located in Room A-333E, on the main campus in Paramus.

American Language Program (ALP)

The American Language Program is the College's academic English-as-a-Second language program. Students whose native language is not English, who have been admitted to or are planning to attend Bergen Community College, are given an English proficiency test. These test results are used to place students into American Language Program (ALP) courses.

Levels and Courses

The ALP is divided into four levels: Foundations (low beginner), Level 1 (high beginner), Level 2 (intermediate), and Level 3 (advanced).

Each level is composed of four courses: Grammar (Parts A and B), Reading, Writing and Speaking/Listening.

ALP

Students placed in the ALP may enroll for a maximum of 15 credits per semester. Students who wish to enroll on a part-time basis should seek advisement on proper course selection.

Non-degree college credits earned upon successful completion of American Language Foundations, Level I, II, or III may not be used to fulfill degree requirements. Students placed in the American Language Program cannot take college-level courses until they have successfully completed all levels of the program and have passed required exit examinations.

Upon completion of required ALP courses, students must take a mathematics placement test or be granted a waiver. English Composition I and II "N" sections are for students whose native language is not English regardless of whether or not they have taken courses in the ALP. The "N" sections fulfill the same college degree requirements as English Composition I and II.

Transfer and Career Center

The Transfer and Career Center is located in Room A-123, on the main campus in Paramus. The Center involves students in the process that helps develop self-concept and decision making skills. As educators, the Center staff strives to prepare students to meet their individual goals by delivering comprehensive service through career and transfer advisement and programs, academic guidance, experiential learning and employment services. For additional information, contact the office at (201) 447-7171.

Service Learning is academically-based community service. While studying theory and course content in their classes, students have the opportunity to contribute to the community by working in a community-based organization or nonprofit

agency. Students participate in Service Learning by choosing this option offered in a number of academic courses each semester and then select an assignment with a community partner organization, which corresponds to their course content. Students have worked with social service organizations, government agencies, hospitals, mental health centers, schools and many other organizations and agencies. For further information, please call (201) 447-7171 or visit the Center, located in Room A-123 on the main campus in Paramus.

Cooperative Education is an academic program that provides students the opportunity to apply classroom learning to practical work experiences. Each year several hundred students and employers participate in this experiential learning program that provides students with meaningful and valuable learning, as well as an opportunity to obtain specific skills related to career goals. On campus, students continue their usual academic program and participate in a Co-op seminar in which they explore the relationship between academics and day-to-day work situations. Students receive academic credit for successful completion of the Co-op Work Experience.

To be eligible, a student must have fulfilled the prerequisite requirement(s) of the Co-op course. Interested students should contact the Transfer and Career Center to meet with a counselor and obtain assistance in locating positions related to their educational and career goals. For information, please call (201) 447-7171, or visit the Center located in Room A-123.

Transfer and Career Planning is encouraged at any time during a student's college experience, but is especially effective when students explore their options early in their education. Counselors help students develop an understanding of themselves; they guide students in selecting an academic program, choosing a career path, and preparing for employment. The Center also offers interest assessment and vocational inventories. They are easy to use and provide students with a realistic view of educational and career options for their future success. Throughout the year, there are many workshops and special events, hosted by the Transfer and Career Center, designed to help students to move forward by transferring to a four-year school or into a career.

Employment Services are available to students needing a part-time or summer job to pay expenses or a full-time position upon graduation. Students can use the current listing of employment opportunities, attend a job fair, and/or participate in on-campus recruiting. Assistance with resume writing, interviewing skills, and job search strategies on an individual and/or group basis is provided for students.

College and Employment Recruitment is offered throughout the fall and spring semesters in front of the Cafeteria and in the Student Center. Transfer Fairs, Job Fairs, and Volunteer Fairs are some of the events that are sponsored by the Center.

Federal Work Study

Each year student aides work on-campus in a wide variety of positions such as tutors, computer support, media technicians, laboratory assistants, receptionists, and Student Ambassadors. The College Work Study program is located in the Transfer and Career Center, Room A-123, on the main campus in Paramus, and assists both Federal Work-Study (FWS) students and student aides with departments needing student employees.

Federal Work-Study is a federally funded program. Students who are United States citizens or permanent resident aliens may apply and be awarded federal work-study that is based on financial need. FWS students may then earn up to the award specified by the Financial Aid Office in its award letter for the academic year. To be eligible, students must file a Free Application For Federal Student Aid (FAFSA). The Financial Aid Office will notify all eligible students of FWS award and will monitor their earnings. Students are referred to the College Work Study Program for employment, based upon student interests and skills, as well as position availability.

Federal Work-Study recipients who can provide their own transportation are invited to explore off-campus opportunities at community service agencies. These positions (up to fifteen hours weekly) can prove to be personally enriching while providing exposure to professional contacts that may be beneficial in furthering career goals. Off-campus job opportunities at community service agencies can be arranged by visiting the Transfer and Career Center. For information, call (201) 447-7171, or visit the Center, located in Room A-123.

The Transfer and Career Resource Library is available to all students for research on colleges, career fields, salaries, resume writing, interviewing techniques, and job search strategies. The Resource Library is open Monday through Friday, from 9:00 a.m. to 5:00 p.m. and Wednesdays, 9:00 a.m. to 7:00 p.m. There is no need for an appointment to use the library.

Dual Enrollment

As part of the dual enrollment agreement, students will continue to take college-level courses at their high schools while they are completing the necessary coursework to earn their high school diplomas. As part of this program, students can earn up to 18 college credits prior to High School graduation.

Honors Program

Honors sections of General Education courses are offered during the fall and spring semesters. The Honors Program offers courses in the Humanities, the Social Sciences, Business, Science, and Math. A complete listing of honors courses being offered in a given semester is available on WebAdvisor (check the Honors box below the days of the week). Students with a strong high school record, SAT scores of 1700 or higher on the new test, 1100 or higher on the old test, or a college GPA of at least 3.4 are eligible for the program and are invited to enroll.

Honors students enjoy smaller and more challenging classes taught by excellent faculty. They have access to an honors advisor each semester, may attend transfer seminars specifically designed for honors students, and have their honors courses designated as such on transcripts. They also have the opportunity for priority registration during each semester when they are eligible to take honors courses. Participation in the Honors Program also enhances students' prospects for transferring to desirable universities, often with scholarships.

For further information, please contact Honors co-directors

Dr. Dorothy Altman, daltman@bergen.edu Room L-329; (201) 493-3544 and

Dr. Kathleen Williams kwilliams@bergen.edu Room L-336; (201) 689-7633

Study Abroad

Through Bergen Community College's membership in College Consortium for International Studies (CCIS), Bergen students have more than 50 programs in over 30 countries throughout the world from which to choose. Programs are offered in Africa, Asia, Europe, and Latin America. Programs are available in Argentina, Australia, Austria, Belize, Bulgaria, Canada, Chile, China, Costa Rica, Czech Republic, Denmark, Dominican Republic, Ecuador, England, France, Germany, Greece, Hungary, India, Italy, Jamaica, Mexico, Morocco, Namibia, Netherlands, New Zealand, Northern Ireland, Peru, Russia, Scotland, Spain, and Switzerland.

Study abroad experiences range from a summer, a semester or an academic year. The programs are, for the most part, designed for undergraduate credit. Academic studies may include the language and culture of the host country, as well as business, art, the European Union, service-oriented work experiences and more. Study abroad programs are designed for cultural immersion and many sites offer a chance to live with a family in the host country. Students must have completed one semester of college level courses at Bergen, be a full-time student, and be in good academic standing in order to participate. At least a 2.5 cumulative grade point average on a 4.0 scale is required. Certain programs require a 3.0 grade point average.

Financial aid may be used for study abroad programs. It is a good idea to apply early. Early application allows the Financial Aid Office to complete the review of eligibility for financial aid and to get all of the paperwork done. Be sure to apply no later than fifteen weeks prior to departure. Special scholarships are also available for students receiving Pell Grants. Application deadlines for special scholarships are March 1, for summer and fall programs, and October for spring programs.

To find out more about this opportunity, make an appointment with the Study Abroad Advisor, Dean Amparo Coddling, at (201) 447-7133.

Continuing Education

The School of Continuing Education embodies commitment to lifelong learning. The School emphasizes social enterprise which we define as economic development through job training and career enhancement. Continuing Education serves as a testing ground for new programs, many in partnership with associate degree programs. It also serves as a pathway for adults who seek to pursue higher learning. Educational programming for young adults, teens, and children allow for exploration in a number of compelling pre-college options. A wide range of programming is offered for ages 8 to 13, 14-17, 18 and older.

Through the School of Continuing Education, students are able to sample a variety of learning formats. Classes are often hands-on. Students learn in the classroom, through field trips and online. The School often brings training to the student's workplace either through the Center for Customized Corporate Training or through a worksite-based open enrollment program. Classes are offered in the evening or on weekends to accommodate working adults and school children. Daytime schedules and asynchronous online courses mean that there is a program to meet almost any schedule.

To ensure the School remains current with the needs of Bergen County residents, the staff reaches out to create partnerships with industry groups, non-profit organizations and other educational institutions. Course topics are relevant, with new titles offered continuously based upon labor market and recreational trends.

Programs offered to the business community include leadership and management skills, project management, presentation and business writing skills, conflict resolution, customer service, as well as all levels of computer training and English as a Second Language. Additionally, The School of Continuing Education partners with the New Jersey Community College Consortium for Workforce and Economic Development in order to bring the services of the entire network to businesses located throughout the state. The Center also provides assistance with customized training grant applications so that training may be underwritten by funding through the department of Labor and Workforce Development.

For more detailed information on the School of Continuing Education and a comprehensive course catalog, please call (201) 447-7488, menu option #4, or visit the Registration Office located in the Technology Education Center, Room 115 on the College's main campus in Paramus. Office hours are Monday through Thursday 8:30 a.m. to 7:00 p.m., and Friday, 8:30 a.m. to 5:00 p.m. Information may also be viewed online at www.bergen.edu/continuinged.

Continuing Education Programs

The American Experience

The courses in this section will explore the U.S. Constitution; what it says and does not say. Students will gain knowledge about New Jersey born Alice Paul and the Suffragette Movement from 1900 to 1920, and have the opportunity to discover the interesting lives and times of Theodore Roosevelt and Mathew B. Brady, Civil War photojournalist.

Bergen Goes Green

Bergen Community College recognizes the importance and increased interest in Green technologies and their applications. The School of Continuing Education will offer courses in Solar Powered Paneling for the Contractor and Smart Home Construction and Sustainability including the EPA Renovator Certification. For those students seeking employment within the green energy workforce, a student may choose one or all of the courses in the new Green Pathways Employment Certificate Program.

Business & Industry

Center for Customized Corporate Training

The College draws upon the expertise of professional business practitioners and facilitators who specialize in on-the-job training. Using proven training curriculum and techniques, staff members offer flexible, customized solutions at an affordable price.

Services include:

- Needs Assessment
- Customized Training Solutions
- Follow-up Evaluations and Recommendations
- Assistance with Department of Labor and Workforce Development Grant Applications

The School of Continuing Education, Corporate & Public Sector Training has the answers.

To address the needs of clientele, Continuing Education has developed a spectrum of programs in key strategic areas. Some of the courses offered are listed below; however, there are many more available.

Specialty areas include, but are not limited to:

- Leadership Skills, Sales, Communication
- Management, Six Sigma, Computer Skills
- Performance, Management, Team Building, Customer Service
- Interpersonal Skills, Basic Math and other Math, English-as-a-Second-Language (ESL)
- Conflict Resolution, Basic Skills, Project Management
- Diversity (Reading, Writing and Grammar), Sexual Harassment
- Goal Setting, Basic Supervision, Strategic Planning
- Presentation Skills, Business Writing, Time Management
- Electronic Technician

The Corporate and Public Sector Training department has a full staff of professionals to customize and tailor programs specifically for students. Trainers are experts in adult learning and have extensive experience in the corporate training

environment. The department can provide organizational development consulting to ensure that training is strategic and practical. Since Bergen is a public institution, students may find the College to be a cost-effective way to incorporate training into their business strategy. Bergen welcomes the opportunity to discuss this and other venues that may be able to support individual training needs.

NJ Community College Consortium for Workforce & Economic Development

The New Jersey Business and Industry Association (NJBIA), the New Jersey Department of Labor (LWD) and the New Jersey Community College Workforce Consortium (NJCCWC) has partnered to offer "The Basic Skills Workforce Training Program." As a full partner of the NJCCWC, the College's School of Continuing Education, Corporate and Public Sector Training offers programs to update employees' basic skills to improve productivity. Programs are offered at campus sites or can be conducted at a business location. All consortium courses are offered in conjunction with the Department of Labor and are presented at no cost to members of the local Chambers of Commerce or the New Jersey Business & Industry Association.

Additional Programs in Business and Industry include:

- Administrative Professional Certificate Program
- Executive Assistant/Secretary Certificate Program
- Government Contract Workshop: Contracting Opportunities for Small Business
- The Entrepreneur Certificate Program
- Social Media for Business Certificate Program
- Tax and Estate Planning Professional Education Seminars

Computer Training

Continuing Education bridges the digital divide by extending opportunities for training and lifelong learning to all members of the community. Computer training in the School of Continuing Education is designed to teach computer skills to the adult learner. It is composed primarily of certificate programs and six-hour, one-subject classes. Certificate programs consist of multiple courses aimed at providing proficiency in the subject area. Single application classes provide intensive, corporate - style training aimed at introducing selected topics to participants.

Construction

These courses focus on the technical needs of contractors, estimators, architects, engineers, construction, and government officials as they relate to the design, construction, and maintenance of building structures. They are also open to individuals in the field who would like to have a working knowledge of the Uniform Construction Code.

Uniform Construction Code Program

The School of Continuing Education, Bergen Community College, has been approved to offer courses in accordance with N.J.A.C. 5:23-5.20 and approved for credit toward licenses issued by the NJ State Department of Community Affairs.

Information concerning Licensing Requirements and Application Procedures can be obtained by contacting:

The State Department of Community Affairs

Bureau of Construction Code Services

Telephone: (609) 984-7834

CornerStone: Government Leadership Certificate Program

The CornerStone Government Leadership Certificate Program is designed to give managers, directors and executives in all levels of local government and public service institutions a firm foundation of skills and understanding on which to build vibrant organizations for the 21st century. The Effective Campaign Certificate encourages individuals who seek to engage their communities through service in public office.

Culinary Arts

Food preparation is both an art and a science. Bergen Community College is the resource for food enthusiasts. Bergen has it all – Award-winning recipes and expert culinary advice. Come and experience culinary excellence.

Fashion Design

Learn to design clothes and develop an eye for fashion detail. In these “hands on” courses, students will learn the basic principles and small details of drawing fashion figures that will enable them to design an entire wardrobe. Learn to design clothes and develop an eye for fashion detail. After completing these courses, students will receive a Certificate of Completion in Fashion Design.

Finance Program

A Certified Financial Planner is an individual who has completed the CFP®, Professional Education Program, received the CFP designation conferred by Certified Financial Planners Board of Standards and achieved a high level of technical knowledge in Financial Planning Process and Insurance, Investment Planning, Income Tax Planning, Retirement Planning and Employee Benefits, and Estate Planning.

Green Pathways to Employment Certificate Program

The Green Pathways to Employment Certificate Program is targeted to offer workforce skills training in a variety of fields with options to test for industry certifications. The program’s focus is the preparation of job ready skills to assist displaced or unemployed workers in obtaining immediate employment opportunities.

Health Professions

The School of Continuing Education provides initial job training in health care as well as career enhancing professional development programs. Bergen Community College is an approved provider of continuing education units (CEU’s) and contact hours for multiple accrediting organizations.

Human Resource Professional Development Certificate Program

This in-depth program is ideal for the Human Resource or business professional seeking to develop or expand their knowledge base for their current job role, to prepare for newly acquired responsibilities or to explore a new career in Human Resources. Through interactive exercises and case studies, the comprehensive workshops offer participants opportunities to gain confidence as well as knowledge in all functional areas of HR for successful on the job performance.

Institute for Learning in Retirement (ILR)

Senior citizens over 55 years of age participate in Bergen Community College’s Institute for Learning in Retirement (ILR). Short courses covering everything from Ancient History to the Theory of Relativity are offered during the afternoons in the Spring and Fall semesters.

The College’s ILR is one of 300 institutes, affiliated with Elderhostel, established to meet the needs and interests of adults who share a love of learning. Membership includes pool and library privileges and other benefits. There are no prerequisites, exams, or grades for participants. For further information or to be placed on the mailing list, please call (201) 612-5464 and leave your name, address, and telephone number.

Interior Design

Interior design is one of the fastest growing professions. Interior designers engage both public and private spaces. An interior environment serves the needs and requirements of the users and provides a sense of space for individual and group activity. The Interior Design Certificate Program will train and assist students in career advancement, career change or personal and professional enrichment. A certificate of completion is awarded to students who successfully complete any one course, some of which require final projects. To be eligible for the Interior Design Certificate, students must successfully complete eight core courses.

Kids & Teens Programs

Join one or more non-competitive, enriching and fun-filled classes. Make new friends while discovering talents and interests.

Language

The School of Continuing Education at Bergen Community College will help students expand their language skills. Whether students are interested in improving their understanding and use of American English, learning a foreign language, or exploring the beauty of American Sign Language, the College has courses available with talented instructors who make learning fun and practical.

Nonprofit Leadership Institute

This certificate program was designed to strengthen the leadership and management capacity of nonprofit practitioners and those wishing to work in the nonprofit sector. The coursework provides both current and future leaders with the skills and knowledge necessary to respond to the growing complex challenges and opportunities of nonprofit organizations. These courses are ideal for experienced professionals contemplating a career change into the nonprofit sector or for those in government and business interested in learning more about the nonprofit organization with whom they volunteer and support.

Online Courses

These interactive non-credit courses allow students to learn from any PC with Internet capabilities. Upon registering, students will receive instructions, along with dates classes are being held. All courses begin either the second or the third Wednesday of every month. Most classes offer 12 lessons over a six-week period. An instructor monitors classes daily. Final exams are given for feedback. A completion letter showing a final grade and achievements can be provided upon request.

Personal Development

Make the time to take a class. Find a passion and enrich your life. Join the College for classes in art, gardening, pet care, and more.

Pest Control

The School of Continuing Education presents a complete range of pest control courses for those who wish to be informed about the New Jersey Environmental Protection Agency's requirements. These courses offer credits to pesticide handlers, landscapers, food handlers, and health department officials. These credits are for recertification on a pre-existing pesticide license.

Property & Facility Management Online Program

Whether a student is new to the building profession or working in the field, this interactive one-stop educational training resource will enhance core building technology knowledge from a PC with internet capabilities. Courses run for 15 weeks. Final exams are required. A certificate is issued at the completion of the program.

Quality Assurance Certificate Program

Bergen Community College has partnered with North Jersey and Metropolitan Divisions American Society for Quality to provide businesses and business professionals with up-to-date training in quality systems and regulatory issues.

Real Estate

New opportunities begin here with a career in real estate. Independence, financial success, and professional growth are some of the advantages that can be gained with a career in real estate sales and real estate appraisal.

Teacher Education

New Pathways to Teaching in New Jersey (NPTNJ) is a New Jersey Department of Education (NJDOE) approved Alternate Route teacher education program designed for candidates who hold a completed Bachelor's degree with a minimum GPA of 2.75. The NPTNJ program is offered through a consortium of collaborating New Jersey community colleges and New Jersey City University (NJCU) and meets regularly at Bergen Community College's main campus in Paramus.

Wedding/Event Planning

These classes introduce students to wedding planning as a career or offer help in planning a student's own wedding. Participants will receive a Bergen Community College certificate after completing the course.

Stephen J. Moses Center for Civic Engagement

Built on the concept of local and regional service, a community college must recognize the mentorship and resources it can provide its students and area residents beyond academics. Through a community college, individuals can develop lasting relationships and can learn the value of service and "giving back." With proper amenities and support, a community college can host a wide-range of professional and entertainment functions, special events and unique experiences.

The Stephen J. Moses Center for Civic Engagement at Bergen Community College organizes many of these areas of outreach and remains the catalyst behind them. The College's administration remains deeply committed to creating interaction between students, the general public and civic leaders in order to forge kinship, gratitude and lasting bonds with one another.

The Center was established in 2007, under the leadership of College president Dr. G. Jeremiah Ryan. The Center operates under the auspices of the College and facilitates efforts between civic leaders and the College including: encouraging the College's students to serve their community through service learning; providing assistance to faculty performing civic-related research; and promoting the College as a venue for the discussion of national, state and local issues. In 2009, the Center was renamed for the deceased past chairman of the Bergen Community College Board of Trustees, Stephen J. Moses, an active member in many civic organizations and causes.

The Women's Institute

Bergen Community College's Women's Institute, formed in 2009, is a community outreach board dedicated to developing the skills and innate abilities of all women who care about taking greater control of their lives. The Institute is a consortium of local businesses, on site teaching, and professional mentorship programs at Bergen Community College. The Women's Institute offers women the opportunity to build new skills, impart their lifelong set of values, and develop competence in networking and leadership, while partnering with a wide variety of business and educational leaders to become more influential and stronger contributors to the local community.

Philip Ciarco Jr. Learning Center

Providing community service initiatives such as English as a Second Language and General Educational Development programs, Bergen Community College's Philip J. Ciarco Learning Center opens the doors of education to everyone in Bergen County – no matter their goals.

The Philip Ciarco Jr. Learning Center, located at 355 Main Street in Hackensack, was founded by the College in 1970 primarily to provide educational and counseling services for adults who have not completed a formal high school education and for adults who are interested in studying English as a Second Language. Since then, many thousands of adults have enrolled at The Center. Students have enrolled to improve their quality of life through language acquisition, acculturation, and development of workplace skills for employment and job advancement. A significant number of these students have gone on to college and other post-secondary training. The Center offers a variety of courses on-site and off-site for adults who wish to enhance their education. With Ciarco's individualized approach to instruction, adults seeking to complete one

educational level, or aspiring to the next, can enroll in the Center's programs at any time and at any level of ability. Ciarco offers comprehensive placement testing, and the courses and opportunities for students to achieve their goals no matter the point or level of entry.

Beginning in Spring 2009, the Ciarco Center will offer Career Pathways – Certificate of Completion Courses in industries including Hospitality, Restaurant, Healthcare, Landscaping/Green Industry, and Public Safety. Students pursuing goals from basic remediation to preparation for college admission, to pathways to employment and career advancement, find the stepping stones to achieving their goals, and setting new ones, at The Ciarco Learning Center.

Adults seeking to earn a Bergen Community College associate degree or certificate can also begin their program at the Ciarco Learning Center. The facility offers spacious seminar rooms, computer laboratories, and student lounge areas, and is fully accessible. The Ciarco Center provides a welcoming and supportive environment for all learners. In the recent past, the Ciarco Center has begun a number of partnerships and collaborations to bring youth to the Center to inspire them to bright futures that include higher education, career exploration and training. For further information on all Ciarco programs, the newest initiatives, or for an appointment with one of The Center's counselors, call the Ciarco Learning Center at (201) 489-1551.

The following courses are offered each year:

- Beginning English - Level I
- Beginning English - Level II
- Intermediate English - Level I
- Intermediate English - Level II
- Advanced English - Level I
- Advanced English - Level II
- Basic/Academic Skills
- GED Preparation
- American Pronunciation

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

- Adult Basic Skills
- Community Counseling Services
- NJ Public Information Job Search Network Site
- Workplace Employability Skills
- High School Equivalency (GED) preparation courses
- SIGI (System Information Guidance Interaction) Career Information
- English-as-a-Second Language (ESL)
- College-Level Courses
- Inmate Education (Bergen County Sheriff's Department)
- Work First New Jersey Programs
- On-site Corporate/Business Training
- On-site Workforce Development
- Cisco Networking Academy
- Union Leadership Academy Courses
- Official State of New Jersey GED Testing Site
- NJ Department of Labor Workforce Learning Link
- IBM Adult Literacy Reading Recognition Program
- NJ Department of Labor Basic Skills/GED, ESL and Civics Program
- Learning Assistance Center

The Philip Ciarco Jr. Learning Center is home to the Small Business Development Center.

Community Counseling Services

Free counseling services for adults include:

- Career guidance, employability and job skills/advancement
- Guidance in completing high school education
- Planning college education/academic advisement
- Locating special educational and training programs
- Social services referral/seeking help with personal issues
- Academic counseling for enrolled students
- Scholarship identification and application assistance (including a variety targeted for Ciarco students)

The Ciarco Learning Center collaborates with organizations such as the Bergen County Workforce Investment Board (WIB), The Bergen County One-Stop Career Center, The Bergen County Community Action Partnership (BCCAP) and the New Jersey Community College Consortium for Workforce Economic Development and linking students and local residents to community resources.

Links with Business and Industry

The Ciarco Learning Center extends its scope of services by providing customized training programs for business and industry that stress the attainment of measurable objectives by the student. Specific components of these programs focus on Basic Skills development (reading, math, and critical thinking skills); English as a Second Language, which includes work-related communication skills and general communications; Work Place Maturity Skills, together with basic computer literacy and software applications; and GED preparation. These programs can be sponsored solely by the company, labor union, or through collaborative ventures with the Department of Labor and the federal TRA Program.

Additional partnerships for Workforce Economic Development are provided through linkages with the Bergen County Workforce Investment Board (WIB), The Bergen County One-Stop Career Center, and the New Jersey Community College Consortium.

The Helen L. Haber Scholarship offers a \$500 scholarship awarded annually to a qualified woman on the basis of financial need and educational commitment. Other scholarships are available as well.

NJ Small Business Development Center

The New Jersey Small Business Development Center (NJSBDC) at Bergen Community College is one of eleven regional centers statewide with headquarters at the Rutgers University Graduate School of Management and is part of a national network of over 1,100 centers nationwide. These centers offer comprehensive management consultations and technical assistance to the small business community. Expert advice is provided at no cost, on an ongoing, confidential, one-on-one basis by SBDC professional staff and private consultants. Areas of counseling include, but are not limited to:

- Accounting/Recordkeeping
- Advertising
- Business Planning
- Cash Flow Management
- Employment Issues
- Financial Management
- Government Procurement
- International Trade
- Marketing Strategies
- Start-up/Acquisition Sale

The SBDC regularly conducts low-cost workshops covering entrepreneurial subjects such as start-up issues, marketing, financing, and the business plan. The College's state-of-the-art technology, library, and research resources are available. For further information, visit the SBDC, located in the Philip Ciarco Jr. Learning Center or call (201) 489-8670. Consult the Continuing Education catalog for more information or visit www.bergen.edu/sbdc

The New Jersey Small Business Development Centers (NJSBDC) network is partially funded by the U.S. Small Business Administration, the State of New Jersey, Bergen Community College and Rutgers Business School. Small Business Administration's funding is not an endorsement of any products, opinions, or services. All SBA funded programs are extended to the public on a nondiscriminatory basis.



Bergen Community College at the Meadowlands

Bergen Community College at the Meadowlands continues to serve the educational and economic needs of southern Bergen County with affordable tuition, flexible scheduling and a convenient location. The College's newest facility serves as the hub for the North Jersey Retail, Hospitality and Entertainment Pathway Initiative that expands retail and hospitality curricula, employment training and job placement programs offered by the College and through its partners. The initiative is interconnected with the Regional Center for Disability Employment, known as the "MOSAIC Center," which aims to increase the number of people with disabilities who secure employment, retain jobs and advance their careers, while increasing the number of employers who employ people with disabilities. Bergen Community College at the Meadowlands also holds workforce development workshops.

Mission Statement

The mission of Bergen Community College at the Meadowlands is to work in collaboration with the community and businesses to provide educational resources and job training initiatives to help students reap the benefits of the region's service-sector economy. The College also provides customized training services to support the workforce development needs of businesses.

History

In 2008, College officials opened Bergen Community College at the Meadowlands at 1280 Wall Street West in Lyndhurst. The opening realized the long-standing desire of College officials to bring a Bergen educational facility to the southern end of Bergen County. Bergen at the Meadowlands encompasses over 125,000 square feet of space in a Lyndhurst office complex. Twenty nine classrooms - including two fully-equipped with high technology capabilities; a state-of-the-art conference room; and a cafeteria highlight the site's amenities.

Facility

Bergen Community at the Meadowlands offers a full slate of credit-bearing, non-credit bearing, professional development and continuing education courses. Bergen Community College at the Meadowlands is a beautiful and spacious, newly renovated facility. As the educational hub for the Meadowlands and southern Bergen County, it offers:

- Smart Computer Labs
- Technology in the Classrooms
- Science Labs in Collaboration with the Meadowlands Environmental Center
- Tutoring Center
- Cafeteria
- Computer Classrooms
- Student Computer Work Stations
- Lecture Rooms - Conference Rooms
- Ample Parking

Bergen Community College at the Meadowlands operates year-round, including winter and summer sessions.

To view a full listing of courses that are being offered, please call (201) 460-0610.

Bergen Community College at the Meadowlands is also home to:

Employment Pathways Initiative (EPI) – (Hospitality, Retail and Entertainment Industries)

The Employment Pathways Initiative (EPI), based at Bergen Community College at the Meadowlands, provides employment training and job placement services for youth and adults. In consort with EPI, the Regional Center for Disability Employment known as the MOSAIC Center helps adults with disabilities obtain job-training and placement.

The College also partners with groups such as workforce investment boards and chambers of commerce to host events, including job skills workshops, discussion forums and job fairs.

MOSAIC Center

The Regional Center for Disability Employment, known as the MOSAIC Center at Bergen Community College at the Meadowlands, was jumpstarted with a \$500,000 grant from The Henry H. Kessler Foundation. The MOSAIC Center supports workers with disabilities throughout the region by providing job-training and placement services.

Stärke: Sports Management Certificate Program

Bergen Community College's School of Continuing Education, Corporate and Public Sector Training, and Bergen Community College at the Meadowlands, have created a certificate program to empower students in the principles, concepts, and practices of sports management. This certification program is designed to foster leaders in sports management who understand and appreciate sports dynamics in the domestic and international communities. The courses will prepare individuals already in the sports management for higher-level roles within their organization, as well as introduce the field of sports management individuals interested in entry-level positions.

Enrollment Services

Bergen Community College provides the option of registering in person or online. WebAdvisor accounts are available for all students enrolled in credit programs. Sign up for a WebAdvisor account by visiting go.bergen.edu and selecting WebAdvisor for Students. Registration books, containing the course schedules, are published each semester.

Enrollment Services

Academic Advisement

Student course advisement is provided by faculty throughout the year on a drop-in basis in the Academic Advising Center, Room A-118, in the Student Center, and at Late Registration. Counselors are available by appointment in the Counseling Center as well.

New Student Orientation

Prior to the start of classes, an orientation program is held to provide an opportunity for new students to become acquainted with college objectives, facilities, and programs. Students also can tour the campus and attend various social functions. Information pertaining to the orientation program is mailed to all new students.

Registration

A course schedule is published each semester that provides all necessary course information, the academic calendar,

deadlines for the next semester, registration forms and policy. Effective fall 2010, the Registration Booklet and instructions is available via WebAdvisor.

Priority Registration

Currently enrolled students are given priority over all new students at the start of each semester's registration period. Students who have earned the most credits will be invited to register first. Returning students may visit the Registration Center in Room A-129, on the College's main campus in Paramus, to request a priority registration date based on their completed credits.

Early Registration

After the Priority Registration period, all students will be permitted to register.

Ongoing Registration

Payment of tuition and fees is expected at the time of registration. A payment plan is available at the Bursar's Office.

Special Registration

Waivers will be accepted and applied only if the student registers on the designated date(s). If a student registers prior to the designated date(s), waivers will not be accepted; in these instances, the student will be responsible for all tuition/fees.

Drop/Add Change of Registration

Through the first week of classes, late and drop/add change of registration will be accepted. There is a fee for each occurrence, if applicable.

Web Registration via WebAdvisor

WebAdvisor is a Web interface that allows students to register online and access their records at the College. WebAdvisor accounts are available for all students enrolled in credit programs. Eligible students may sign up for a WebAdvisor account online by visiting go.bergen.edu and selecting < WebAdvisor for Students > I'm new to WebAdvisor. A valid e-mail address on file with the College is required to use WebAdvisor.

Cancellation of Classes

The College reserves the right to cancel a class for which there is insufficient enrollment or to make changes in prerequisites, instructor assignments, course descriptions, credits, and scheduled offerings in the academic year as it may deem necessary for the proper and efficient functioning of the College.

Should a course be cancelled by the College, students enrolled will be given the opportunity to enroll for other courses in which seats remain. Those choosing not to enroll will receive a full refund.

Student Responsibility

Students will be held responsible for reading all pertinent information in college publications regarding withdrawals, course drops, college deadlines, and tuition refunds. Students are responsible for compliance with the rules and regulations as stated in college publications. Students who have holds or violations on their records will not be permitted to register for classes, receive final semester or session grades, or obtain copies of their academic transcripts or other college records.

Academic Calendar

Students are responsible for referring to the official academic calendar and complying with the dates and procedures contained therein. The calendar is published in each semester's registration booklet and on the College Website.

Special Registration

Waivers will be accepted and applied only if the student registers on the designated date(s). If a student registers prior to the designated date(s), waivers will not be accepted; in these instances, the student will be responsible for all tuition/fees.

Senior Citizens

Bergen County residents who have reached their 65th birthday on the date of Senior Citizen Registration, may enroll in any credit courses offered by the College without payment of tuition, provided space is available following the registration of all other students. All applicable fees must be paid. Senior Citizens Registration will occur in person on the specific dates and times designated. All pre-requisites and basic skills testing requirements must be met. Persons participating in the Senior Citizens program must have established residency within New Jersey for a period of 12 months prior to enrollment at Bergen Community College.

Veterans

Students planning to receive Veterans Administration educational benefits should report to the Registration Center, Room A-129, on the College's main campus in Paramus, or call (201) 447-7218, before the beginning of each semester of attendance, including summer session. Applications for benefits are also available and processed in this office. It is the student's responsibility to notify the office of any changes in enrollment during the school year.

New Jersey National Guard

A New Jersey resident who is currently an active member of the New Jersey National Guard or a child or spouse of an active member killed in the performance of military duty, is entitled to enroll in a maximum of 16 credits per semester without paying tuition. Tuition-free enrollment is permitted only to the extent that federal and state financial aid does not cover tuition costs; however the appropriate financial aid forms must be filed and reviewed by a Financial Aid advisor. Applicable fees must be paid by the student. Additionally, any child or surviving spouse of a member of the New Jersey National Guard, who has completed Initial Active Duty Training and was killed in the performance of military duties while on Active Duty Training, shall be permitted to attend regularly-scheduled courses and receive up to 15 credits per semester tuition-free as per the "Higher Education Incentive Funding Act."

New Jersey World Trade Center Scholarship Program

Scholarships are available to eligible students enrolled in an institution of higher education. This program also includes a dependent child or surviving spouse who must be enrolled on a full-time basis. Students who are in possession of a bachelor's degree are not eligible. Scholarships shall be awarded annually for the cost of a degree for dependent children or surviving spouses of persons of New Jersey residents on September 11, 2001 who were killed in the terrorist attack on September 11, 2001, or who subsequently died as a result of injuries received in this attack, or who were missing and officially presumed dead as a direct result of the attack. This tuition-free program shall include the hijackings of American Airlines Flight 11, American Airlines Flight 77, United Airlines Flight 175 and the crashes at the World Trade Center in New York City, the Pentagon in Washington, D.C. and in Somerset County, Pennsylvania. In order to be granted this award, those students must be deemed to have financial need. In order to apply for the New Jersey World Trade Center Scholarship, the student must complete a scholarship program application and submit it to the Higher Education Student Assistance Authority. The Authority will determine the student's eligibility for the scholarship and obtain verification from the New Jersey Department of Law and Public Safety concerning the relationship of the dependent child or surviving spouse to the terrorist attack of September 11, 2001.

Before payment may be made to an eligible student, the institution must first certify that the student has registered full-time for an academic term and that the student is meeting the minimum standards for academic performance and academic progress at the institution in accordance with NJCAC 9A9-210.

Law Enforcement Officer Memorial Scholarship Program

The Law Enforcement Officer Memorial Scholarship Program—administered by the New Jersey Higher Education Student Assistance Authority—applies to a surviving spouse and/or to a dependent spouse of a law enforcement officer killed in the line of duty during the September 11, 2001 attack. Enrollment must occur within eight years of the death of the law enforcement officer, following graduation from high school. These scholarships shall be awarded annually to the dependent children of New Jersey law enforcement officers who were killed in the line of duty for the costs of their undergraduate study.

The dependent child must be enrolled or plan to be enrolled as a full-time student in good standing in a curriculum leading to a valid degree at an institution of higher learning in New Jersey, in order to be eligible to receive a Law Enforcement Officer Memorial Scholarship. Students who already possess a baccalaureate degree are not eligible. Before payment may be made to an eligible student, the institution must certify that the student has registered on a full-time basis.

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

New Jersey residents who are active members 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 and be eligible to receive tuition credit in an amount not to exceed \$2,400. Students will be eligible for this tuition credit provided that available classroom space permits and those tuition-paying students constitute the minimum number required for the course. Registration must occur on designated days only. A letter from the municipality must accompany the registration to the Financial Aid Office. The forms needed to apply for this tuition-credit program are available at local municipal offices.

In order to be eligible to receive tuition credit, a person shall agree to serve as a member of a volunteer fire company or first aid squad for a minimum of four years and sign an agreement with the municipality pledging four years of service in exchange for the tuition credit. Following each year of volunteer service performed, the volunteer, dependent, or spouse shall be entitled to receive tuition credit of up to \$600 per year, not to exceed a maximum of \$2,400 over a four-year period. Upon completion of each semester, the volunteer shall submit a transcript to the municipality to be maintained in a permanent record. The volunteer or the dependent child or spouse shall maintain a "C" grade average in order to continue eligibility for the tuition credit program. Students should contact the Financial Aid Office at (201) 447-7148 for additional information.

Unemployed Persons

Bergen County residents who have been in the labor market (full-time employment or active pursuit of full-time employment, or a combination of the two) for at least two years and who are unemployed, or in receipt of a layoff notice, are entitled to enroll in credit courses on a tuition-free basis. Enrollment is on a space available basis and registration must occur on the designated days only.

Tuition-free enrollment is permitted only to the extent that federal or state financial aid does not cover tuition cost; therefore, you must file the Free Application for Federal Student Aid (FAFSA) by June 1 for the fall semester waiver; October 1 for the spring semester waiver; and April 1 for the summer sessions waiver. The student must pay applicable fees. All registrations under this program are on a space available basis at time of registration.

To be eligible for the tuition waiver, students must submit to Bergen Community College, the New Jersey Department of Labor's Unemployed Person Training Form (Tuition Waiver Program). Students must submit this statement each semester or session, and it must be dated within 30 days of the tuition waiver registration date for that semester or session.

For additional information, please visit www.bergen.edu> Student Services > Financial Aid > Unemployment Tuition Waiver.

Bergen County Employee Registration

Persons employed full-time by the county of Bergen may register for six credits without payment of tuition, provided space is available. County employees are responsible for payment of all applicable fees. This registration is conducted in person only on the date(s) and time so designated in the college calendar. County employees must bring a letter from their employer. All pre-requisites and Basic Skills Testing requirements must be met.

Tuition and Fees

Bergen Community College is the affordable solution to higher-cost higher education. At Bergen, students enjoy all the learning advantages of a big-name school at a fraction of the cost. In all respects, beginning an education at Bergen is a smart start.

Tuition and Fees

Tuition and fees are payable online at WebAdvisor, go.bergen.edu and at the Bursar's office, located in Room A-229, on the College's main campus in Paramus. Checks and money orders must be made payable to Bergen Community College and have student's College ID number on the face. Visa, MasterCard, and Discover are also accepted. Cash payments are accepted in person at the Bursar's Office, Room A-229, on the main campus in Paramus.

Students who register in person will be given a bill with a due date at the time of registration. Students are responsible for withdrawal from classes if they do not plan to attend. Information on the student account and on-line payment is available on Web Advisor go.bergen.edu. Students also may take advantage of the College's deferred payment plan by calling SallieMae Tuition Pay at (800) 635-0120.

Students also may visit the Financial Aid Office to explore other options for payment of tuition and fees. The Financial Aid Office is located in Room L-123, on the College's main campus in Paramus, and can be reached at (201) 447-7148 or via email at financial.aid@bergen.edu.

A student with outstanding charges must resolve those charges with the Bursar's Office, located in Room A-229, on the College's main campus in Paramus, or by calling (201) 447-7105 or via email at bursaroffice@bergen.edu.

A non-refundable tuition deposit is required of full-time and part-time first-year Nursing and Health Professions students at the time of their acceptance. The Acceptance Form will contain a specific due date for payment of the deposit and the return of the form. An accepted student may submit a written request for an extension until May 1. Written requests for extensions will be granted and will not jeopardize a student's admission to the College.

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.

Tuition

Payable by all students each semester or session on a per credit basis.

General Fee

Payable by all students each semester or session, the general fee partially defrays the following costs: registration, library, laboratory breakage, student and intercollegiate activities, student government, and graduation cost. This general fee is non-refundable and payable each semester or session on a per credit basis.

Technology Fee

Payable by all students each semester or session. The technology fee partially defrays the cost of the development and replacement of instructional technology, including expanding and improving internet access, maintenance of academic computing labs and networks, maintenance of desktop computers and multimedia labs, and expanding distance learning opportunities for students. This technology fee is non-refundable and payable each semester or session on a per credit basis.

Special Registration Fee

Payable by all students each semester or session. The special registration fee covers the cost of transcripts, parking permits, student ID cards, and readmission fees.

Add/Drop Fee

Any student who adds and/or drops a course section during Change of Registration will incur a fee per occurrence. Change of Registration takes place during the first week of the semester. The actual dates are published in the Registration booklet each semester. "Weeks" are figured based on the starting date of the semester. For example, if the semester starts on a Wednesday, the first week of classes ends on the following Tuesday. Appeals for a refund of the drop/add fee may be made by filing the appropriate form located at the Office of Admissions and Registration, Bursar's Office or online. Forms may be mailed to the Office of Admissions and Registration or faxed to (201) 670-7973.

Security Fee

Payable by all students each semester or session. The security fee partially defrays the cost of campus security. This security fee is non-refundable and payable each semester or session on a per credit basis.

Applicable Course Fees

In courses where additional instructional cost factors are incurred, the student will be charged a course fee. Schedules and bills will indicate which courses have an additional cost factor.

Students in Health Career Programs incur additional costs for items such as uniforms, instruments, liability, insurance, and transportation. These costs vary by program and are factored into financial aid benefits.

Returned Check Fee

Any check not honored by the bank will incur a returned check fee and will require restitution in cash, money order, or certified check. All future transactions with the College also must be made by cash, money order, or certified check.

Stop Payment

Students who issue stop-payment authorization against checks paid to the College for tuition, fees, and other services are held responsible for such payment. A returned check fee for such stop payment authorizations also will be assessed. Once the outstanding financial obligations have been met in the Office of the Bursar, students are eligible to withdraw from classes according to the guidelines indicated under WITHDRAWAL FROM CLASSES (in this section) and the posted college deadlines for withdrawal from classes.

Students with Outstanding Charges

Students who have outstanding financial obligations to the College or those who fail to return college materials on loan or assignment to them will have a hold placed on their record. Such students will not receive copies of academic transcripts and will not be permitted to register for the next session. In the case of a graduating senior, conferment of the degree will be withheld. When materials cannot be returned because of loss or damage, the student is liable for the full retail price of a replacement.

Transcript Fee

All transcripts take 3-5 days to produce. The transcript is mailed after production. Any hold on a student's account will delay transcript production. Once a hold is resolved by the student, the transcript will be mailed out the next day. Please allow extra processing time for end-of-semester grades. There is no fee for this service.

Other Fee Information

Nursing Fee for NUR 183	\$500.00
Nursing Fee for NUR 281, 282, 284, 285, 290, 291	\$250.00
Applied Music Course Fee for all "MUA" Course Sections	\$175.00

Horticulture Program Fee for HRT 101, 102, 103, 104, 112, 113, 114, 115, 119, 120, 124, 125, 130, 204, 213, 214, 215, 232, 233, 234, 235, 237	\$45.00
Dental Hygiene Program Fee for DHY 101, 201, 202, 203	\$100.00
Sonography Program Fee for DMS 102, 218, 220, 221	\$100.00
Medical Office Asst. Program Fee for MOA 241, 243, 244	\$50.00
Radiography Program Fee for RAD 182, 282, 286, 289	\$100.00
Respiratory Therapy Program Fee for RSP 121, 225, 231, 235	\$100.00
Surgical Tech Program Fee for SUR 102, 201, 202.....	\$50.00
Radiation Therapy Program Fee for RTT 120, 121, 221, 230.....	\$50.00
Veterinary Tech Program Fee for VET 203, 205, 214, 217	\$50.00
Food Service Program Fee for HRM 103, 202, 206, 213.....	\$100.00
Biology Consum. Fee for all "BIO" Course Sections	\$45.00
Chemistry Consum. Fee for all CHM 100, 102, 110, 112, 141, 212, 241, 250, 260, 262.....	\$30.00
Physics Consum. Fee for all PHY 185, 186, 280, 286, 290, 291	\$15.00
Industrial Consum. Fee for all "MFG, ELC, and TEC" Course Sections	\$15.00
Music Technology Fee for MUS 150,151	\$50.00
Animation Technology Fee for ART 290, 291, 292, 293, 298	\$50.00
Drafting & Design Technology Fee for DFT 107, 207, 208, 209, 210, 211, 212, 215, 216, 220, 262, 263, 265, 266, 282 \$50.00	
Music Equipment Fee for MUS 103, 118, 119, 131, 132, 133, 134, 137, 153, 231, 232, 241, 242, 253	\$50.00
Early Childhood Education Program Fee for EDU 120, 220	\$50.00

Student Accident and Sickness Insurance

Students (12 credits or more) will be automatically billed for medical insurance coverage. Any student who changes status from full-time (12 credits or more) to part-time (less than 12 credits) by the last business day of September for the Fall semester and the last business day of January for the Spring semester, will not be billed for medical insurance coverage and any fee collected will be refunded to the student. The plan is specifically designed for students and is offered at a reasonable premium. If students already have health/hospital insurance and do not wish this coverage, they must request a waiver of the insurance fee. A waiver form will be available at the time of registration. Students must complete the form and provide their insurance carrier's name, address and policy number. Upon receipt of the form, the fee will be waived and/or the payment refunded.

The deadline for submitting waivers for the Fall semester is the last business day of September, and the last business day of January, for those students enrolling for the Spring semester. Students may wish to retain this coverage regardless of other

insurance since it may help to cover part or all of their medical/hospitalization costs. Part-time students (less than 12 credits) are offered the option of purchasing a medical benefit plan through the College. Specific information is available in a brochure, which may be obtained at the Bursar's Office, Room A-229, or the Health Services Office, Room HS-100, on the College's main campus in Paramus.

Residency Requirements

According to regulations of the State of New Jersey (N.J.A.C.9A:5), tuition charges are determined by the student's permanent place of residency, or domicile (home). A residence established solely for the purpose of attending a particular college cannot be defined as a person's true, permanent domicile.

To be considered a resident of the state, a student must have resided in New Jersey for one day before enrolling at a public college in this state. To be considered a resident of Bergen County, a student must be a state resident as defined above, and must show proof of having a permanent residence in the county. The Office of Admissions and Registration of Bergen Community College must make a determination of the residency status of students, and as such, reserves the right to require students to show proof of residency prior to enrolling.

When Do You Prove Residency?

Residency should be proven at registration or prior to the start of the semester/session. If residency is not proven, students will be charged at the out-of-county or out-of-state rate. Once the semester/session has begun, proof of residency can be submitted for the subsequent semester/session. Tuition charges will not be adjusted for the current or previous semesters/sessions.

How Do You Prove Residency?

U.S. citizens or permanent residents should submit to the Office of Admissions and Registration one of the following in the student's name:

- A copy of a valid Driver's License/Permit
- A recent Tax, Water or Utility Bill
- A copy of a current Lease or Deed
- A Bergen County ID card, which can be obtained at the County Clerk's Office in Hackensack, One Bergen Plaza, Room 120; or call (201) 336-7000 (please follow menu instructions).

AND

If an independent student: A copy of the most current and previous year's New Jersey 1040 Income Tax form.

OR

If a dependent student: A copy of the parents' or legal guardian's current and previous year's New Jersey 1040 Income Tax form.

All students on non-immigrant visas are charged at a non-immigrant visa rate, which is equivalent to the out-of-county rate. All students will be asked to submit evidence of residency.

Online applicants who cannot bring required proof in person may fax a copy of required documents to the Admissions and Registration Office. The fax number is (201) 670-7973. Name, address, telephone number and student's college ID number should be included on all faxes. The College reserves the right to request to see original documents.

Out-of-County

Out-of-county residents who are enrolled in a program or course not offered by their home county community college may pay in-county rates if they present a completed out-of-county charge-back form with their tuition payment. The forms and instructions for a chargeback are available at the Admissions and Registration Office (Room A-128), on the College's main

campus in Paramus. Depending upon home county requirements, a new chargeback will be needed for each academic year, or in some cases, for each semester.

F-1 Student Fee

This is a one-time fee paid by F-1 visa holders and those changing to F-1 visa status upon initial registration for the Fall and Spring semesters. This fee will enable the College to meet U.S. government requirements surrounding F-1 visa regulations and will enhance the services that are offered by the International Student Center. This fee does not apply to F-1 Visiting Students and these fees are non-refundable.

Withdrawal from Classes

Students may officially withdraw from courses either via WebAdvisor or in person (see below). Refunds are based on the date that the drop or withdrawal form was filed. See the Refunds sections for more information. Students are responsible for being aware of refund and last-day-to-withdraw deadlines, which are published in the Registration booklet.

- Failure to officially withdraw from a course a student is no longer attending will result in a grade of “E” or “F” that will be calculated into the student’s grade point average as a failing grade.
- Students are required to initiate the official withdrawal process from the College or from an individual course; instructors cannot initiate the process for students.
- Once students file the request, students will be given a receipt, either a bill/schedule showing the drop or withdrawal, or a copy of the withdrawal form. Students should keep this for future records. Students withdrawing via WebAdvisor should confirm that the process was completed by checking and printing the page, “MyClassSchedule.”
- The liability for tuition and fees is based on the refund schedule and the date that the withdrawal request was submitted.
- An “E” grade impacts negatively on a student’s Grade Point Average; therefore, instructors should always encourage the student to officially withdraw if the student indicates he/she can no longer attend class. An “E” grade is given when a student is enrolled but neglected to officially withdraw prior to the deadline. The “E” grade is intended to designate an unearned failure and should not be issued to a student whose performance while attending the course would ordinarily have resulted in an “F” grade.
- A student whose name appears on the roster but has never attended a class is to be assigned an “E” grade, as he/she is not eligible for any other grade.
- A student who has been attending class sporadically from the beginning of the semester and who has discontinued attendance completely during the final weeks of class should be assigned an “E.”

Withdrawal Offices

Student Status	Place	Room
AIMS students	English Dept.	A-333
EOF students	EOF Office	A-123
International students on F-1 Visas-1students on F-1	Counseling Center	A-126
Health Professions & Nursing students withdrawing from one or more courses	Counseling Center	A-118
Full-time degree-seeking students withdrawing from all courses	Counseling Center	A-118
OSS students	OSS Office	S-131
All other students	Office of Admissions	A-129 and Registration

Refunds

Withdrawal Schedule	Fall/Spring	Summer
Withdrawal before scheduled opening day of the semester or session*	100%	100%
Withdrawal before the start of the second week of classes*	100%	50%
Withdrawal before the start of the third week of classes*	50%	25%
Withdrawal before the start of the fourth week of classes*	25%	0%
Withdrawal after the end of the fourth week of classes*	0%	0%

Refunds are based on the date that the drop or withdrawal form was filed (See Withdrawal from Classes) and are

*The actual dates are published in the Registration booklet each semester. "Weeks" are figured based on the starting date of the semester. For example, if the semester starts on a Wednesday, the first week of classes ends on the following Tuesday. Due to the compressed nature of Summer semesters, please refer to the Registration booklet for specific dates.

Method of Refund

Refunds will be made by college check in the name of the student and mailed to the address of record. Credit card refunds will be processed to the account originally charged. Students on scholarship or other tuition assistance who withdraw in time for a refund may receive the refund based on the stipulation of the grantor. Refunds for special sessions conducted by the College are paid in accordance with the local calendar covering that specific session and within the College framework and guidelines.

Refund Guidelines

The following fees and deposits are non-refundable: Tuition Deposit for Health Professions Admitted Students Reinstatement Fee General Fee (per credit) Technology Fee (per credit) Security Fee (per credit) and Special Registration Fee (per semester).

Refunds for Military Service

Students who are called to active duty in the Reserve or National Guard or who are inducted in to other branches of the military may apply for a full refund of tuition and fees or re-enroll in the course upon the completion of military service. Students must be actively attending the course to within seven days of departure. Application for refund must be processed before the end of the semester in which the withdrawal occurs. In those cases where the instructor agrees to assign a grade because the student has completed most of the work for the course, there will be no entitlement to a refund of tuition and fees. Financial Aid Students should refer to the Financial Aid Section for information on refunds.

Method of Return of Funds by the Student

The student (or parent, if a Federal PLUS loan) must return the unearned funds for which they are responsible to loan programs in accordance with the terms of the loan, and to grant programs as an overpayment. Grant overpayments are subject to repayment arrangements satisfactory to the school, or over-payment collection procedures prescribed by the Secretary of the U.S. Department of Education.

Financial Aid

Bergen Community College offers financial aid to help students progress through their academic studies. These programs include scholarships, federal grants and tax incentives.

Financial Aid

The College is committed to counseling and aiding current and prospective students with financial need through the Financial Aid Office, which is located in Room L-123, on the College's main campus in Paramus. The office may be reached at (201) 447-7148, or by e-mail at financial.aid@bergen.edu. Students may track the status of their aid application by logging onto the WebAdvisor account at www.bergen.edu.

Types of Financial Aid

Grants and scholarships are gift aid that do not have to be repaid and are the most desirable form of aid. Students must file a FREE APPLICATION FOR FEDERAL STUDENT AID www.fafsa.ed.gov to determine grant eligibility. Information regarding scholarships for Bergen Community College students may be obtained through the Office of Enrollment Services located in Room A-129G, on the College's main campus in Paramus, or by calling (201) 689-7073.

Financial Aid programs (Grants) available for eligible students include:

- Federal Pell Grant (PELL)
- Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- New Jersey Distinguished Scholars (DSP)
- New Jersey Educational Opportunity Fund (EOF)
- New Jersey Garden State Scholars (GSS)
- New Jersey Pilot (Part-Time Tuition Aid Grant) (TAG)
- NJ STARS (Student Tuition Assistance Reward Scholarship) (NJSTARS)
- New Jersey Tuition Aid Grant (TAG)
- New Jersey Pilot (Part-Time Tuition Aid Grant) (TAG)
- New Jersey Urban Scholars (USP)
- Private and Institutional Scholarships
- Veterans' Administration Educational Benefits

Loans are funds that are awarded based on need, eligibility and credit worthiness and must be repaid by the borrower. Students must have filed a FAFSA prior to applying for a loan.

Available loan programs include:

- Federal Direct Stafford Loans/Federal Direct Plus Loan
- William D. Ford Federal Direct Loan Program for all Federal Stafford Loans. (By participating in the Federal Direct Loan Program, the College and the students will be assured of guaranteed access to funding through the Federal Government as Financial Aid will be processing all loans directly through the U.S. Department of Education (not through individual banks). The Federal Direct Loan Program as currently structured, provides the best benefits available to student and parent borrowers.
- New Jersey Class Loans www.hesaa.org
- Federal Work-Study (FWS) is a program which provides part-time employment to students attending institutions of higher education who need the earnings to help meet their cost of postsecondary education and encourages students receiving FWS assistance to participate in community service activities. Students must be eligible for FWS in order to participate in the program. Placement of students is done by Office of Cooperative Education and Career Development, Room C-100, on the College's main campus in Paramus.

NJ STARS

NJ STARS (New Jersey Student Tuition Assistance Reward Scholarship) is a State-sponsored program that provides New Jersey's brightest students with free tuition at their local community college regardless of their financial need. The program covers up to five semesters of approved tuition at the New Jersey Community College in their home county (unless their

major is unavailable, in which case a student can attend an out-of-county college). Students must first apply for all need-based federal Free Application for Federal Student Aid (FAFSA) and merit-based state financial aid grants within established State deadlines. NJ STARS will cover 12-18 college level credits per semester of approved tuition less other need and merit-based aid.

To qualify for NJ STARS Scholarships, students must be U.S. citizens or have permanent resident status in the State of New Jersey. Students and parents must be residents of the State of New Jersey as per the guidelines established by the State. Students also must have attended their full senior year at a New Jersey high school and have graduated in the top 15 percent of their class. (Students have up to two years to enroll in NJ STARS if they have graduated in the classes of 2009 or 2010).

Other requirements are:

- NJ STARS students must be enrolled in an associate degree program at their home county's community college. Students seeking to attend an institution outside of their home county must be enrolled in a degree program not offered at their home county's community college. Out-of-county residents MUST complete the Chargeback process EVERY semester.
- NJ STARS students must maintain continuous full-time enrollment at a New Jersey community college.
- NJ STARS students must be enrolled in a minimum of 12 college-level credits each semester, unless it is their final semester. This must be approved by a NJ STARS Academic Counselor.
- All remedial coursework must be completed within 1 year, and if not, the student will no longer be eligible for NJ STARS. All semesters containing less than 12 college level credits and remedial coursework will not be funded.
- NJ STARS students MUST renew their FAFSA by June 1 annually to remain eligible for scholarship renewal.
- NJ STARS students must maintain a 3.0 grade point average by the beginning of their third semester to be eligible for scholarship renewal for the second year.
- Students must maintain all requirements of NJ STARS I, and graduate with a minimum GPA of a 3.25 in order to be eligible for NJ STARS II at any of the public 4-year institutions in New Jersey.

Please note that all NJ STARS qualification and funding information is subject to change.

Qualifications for Financial Aid

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

1. Be accepted in a degree program or eligible certificate program by the Office of Admissions and Registration.
2. Complete and submit the Free Application for Federal Student Aid (FAFSA). This is the application document used for determining eligibility for both federal and state financial aid programs. The Bergen Community College's Title IV Federal School code is 004736 and must be included in the section "What Colleges Do You Plan To Attend?" Online FAFSA applications are highly recommended and FAFSA on the Web can be found at www.fafsa.ed.gov. Because electronic signatures hold the same legal status as written signatures, students and parents applying for aid must sign their FAFSA on the Web applications by using their PIN Numbers, allowing the process to be completed totally online. If students or their parents do not have a PIN Number, the PIN Number can be requested at www.pin.ed.gov before completing the FAFSA. PIN numbers can be requested as early as the student's senior year in high school. Students who are in need of assistance in completing the FAFSA can contact the Federal Student Aid information center at 1-800-433-3243 during the student's senior year in high school.
3. Meet the standards of Academic Progress as set by the College to conform with federal and state regulations. These standards are in addition to the Satisfactory or Conditional Academic Standing Regulations. (See the section on Academic Regulations in this catalog).

4. Register for classes and meet the required enrollment status for each financial aid program. Most state and federal financial aid programs require a minimum of six college credits for eligibility. Enrollment status is determined by the students' official enrollment at the census date.

Please refer to the following table for enrollment status definition:

Full Time	12 credits or more
Three Quarter Time	9-11 credits
Half Time	6-8 credits
Less than Half Time	1-5 credits

5. Eligible non-citizens must submit a copy of their Alien Registration card.
6. Students selected for verification by either the Federal or State Government will be required to submit relevant documents/forms to the Financial Aid office to determine aid eligibility.
7. *State grant recipients must meet the enrollment status requirement at the time of disbursement.
8. *Loan recipients must be enrolled in at least six credits before loan funds will be disbursed.

Application Deadlines for Financial Aid

Students interested in receiving financial assistance, including student loans are encouraged to apply for financial aid beginning January 1 and must be prepared to submit all required documentation as requested by the Financial Aid Office. Students interested in applying for State of New Jersey Aid (TAG) are required to file by the following deadlines:

Prior year Tuition Aid Grant recipients: June 1

All other Applicants:

October 1 (Fall and Spring term)

March 1 (Spring term only)

Students must adhere to published deadline dates to ensure receipt of all eligible aid and payment of term tuition and fees.

Book Voucher Process

Students who have filed for Financial Aid/Loans and have an estimated or final award from Bergen Community College, may be eligible for a book voucher. Eligibility is determined based on the amount of credits enrolled for the current semester and the available funds remaining. A student can qualify for the following amounts:

- Full Time 12+ credits: up to \$700 per semester
- Quarter Time 9-11 credits: up to \$575
- Part Time 6-8 credits: up to \$450

Note: Nursing students can qualify for an additional \$200 towards textbooks and supplies.

All eligible students are notified via email with a book voucher release form. Upon returning the signed release form to Financial Aid, students will receive an eligibility purchase email notice and may proceed to the Follett's Book Store.

Satisfactory Academic Progress Standards

The College is required to establish satisfactory academic progress standards for its federal and state financial aid recipients in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational program continue to receive financial aid.

Whether a student is considered to be making satisfactory academic progress depends on successful completion of courses (credit hours), cumulative grade point average (GPA), and maximum time limits to complete his or her course of study. Students must meet all of the requirements shown below.

Completion Requirement for students in a Degree program:

Total number of credits attempted	Completion requirement
1 – 28 credits	60%
29 or more credits	70%

Completion Requirements for students in a Certificate program:

Total number of credits attempted	Completion requirement
1 – 14 credits	60%
15 or more credits	70%

Attempted hours are defined as the hours for which the student is enrolled and charged on the census date (the 10th day of enrollment) of the semester. Earned or completed hours are defined as the hours for which the student has earned a grade of A, B, C or D. Withdrawals, incompletes, audits and failures are not considered earned hours. Remedial courses and repeated courses are included in the calculation of attempted and earned hours. *Note that a student may repeat a course only twice.

- Remedial Credits count towards grade point average (GPA) and attempted credits. Financial aid will fund up to 30 credits of remedial courses:
- Grade Point Average Requirements - Financial aid recipients must maintain the following cumulative GPAs in order to meet satisfactory academic progress requirements.

Cumulative GPA credits	GPA required
12 - 23 credits	1.70
24 - 35 credits	1.80
36 - 47 credits	1.90
48 or more credits	2.00

- **Maximum Time Limit Requirements:** In addition to meeting the above requirements, students must complete their course work within the maximum time frame, which is 150 percent of the published length of the educational programs measured by the attempted and transferred credits.

For all A.A., A.S., A.A.S. Degrees:

The maximum number of credits that may be attempted equals 85 (plus 1.33 x the number of required remedial credits).

For all Certificate programs:

The maximum number of credits that may be attempted equals 43 (plus 1.33 x the number of required remedial credits). Hours attempted is the sum of all Bergen Community College hours for which tuition was charged (10th day of enrollment) whether or not financial aid was received, plus all transfer hours accepted for credit. If a student changes his or her course of study, the hours attempted under all courses are included in the calculation of attempted and earned hours.

- **Evaluation of Academic Progress** - A financial aid recipient's academic progress is evaluated after the end of the academic year. At that time, a student will either be in good standing, be placed on financial aid probation, or suspended from the federal student aid programs. To remain in good standing, the student must meet all three progress requirements (completion rate, GPA, and maximum time frame). Students who are placed on probation or suspension will be notified by the Financial Aid Office.
- **Probation status** - If students fail to meet satisfactory academic progress requirements, they will be placed on financial aid probation for the subsequent semester. To avoid having their aid suspended, students must resolve any and all deficiencies by the end of that semester. Probation status will not prevent the students from receiving financial aid. The probationary semester is intended to inform students of potential academic problems and provide time for corrective action.
- **Suspension status** - During periods of suspension, students are not eligible to receive federal student aid. To regain eligibility, all deficiencies must be resolved.
- **Appeals and Reinstatement** - Students may appeal their suspension status by submitting an appeal form to the Financial Aid Appeals Committee by the deadline date indicated on appeal the form. An appeal form may be picked up and submitted to the Financial Aid Office at the end of the semester. Extenuating circumstances that may be considered include medical problems and illness or death in the family as well as certain other types of catastrophic events. The Committee will review the appeal and contact the student within 15 days. If the student finds the Committee's decision unsatisfactory, the student may appeal to the Vice President of Administrative Services for further review. The decision of the Vice President of Administrative Services will be final. Please note that failure to meet Financial Aid Satisfactory Academic Progress standards does not preclude a student from enrolling in subsequent semesters, provided the student meets the academic requirements of the College.

Return of Federal Student Financial Aid Funds when a Student Withdraws from All Classes During a Semester

The new federal requirements for return of Student Financial Aid Awards prescribe a statutory schedule to determine the amount of Student Financial Aid Program funds a student has earned, when the student ceases attendance based on the period of time the student was in attendance.

Up through the 60 percent point in each payment period (semester) a pro rata schedule is used to determine how much Student Financial Aid Program funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period, a student has earned 100 percent of the Student Financial Aid Program funds. If a student receiving federal financial aid withdraws from all classes before completing 60 percent of the semester, a calculation is performed to determine if a portion of the financial aid received must be returned.

The amount of Student Financial Aid Program assistance earned is the percentage of Student Financial Aid Program assistance that has been earned, multiplied by the total amount of Student Financial Aid Program assistance that was disbursed (and that could have been disbursed) for the payment period as of the day the student withdrew.

The percentage earned is one of the following:

- If the day the student withdrew occurs after the student has completed 60 percent of the payment period, the percentage earned is 100 percent.
- If the day the student withdrew occurs on or before the student completed 60 percent of the payment period for which the assistance was awarded, the percentage earned is equal to the percentage of the payment period for which assistance was awarded that was completed. That is, if a student completed 30 percent of the semester, the student earned 30 percent of the assistance he or she was originally scheduled to receive.

The percentage of the payment period completed is the total number of calendar days in the payment period for which the assistance is awarded, divided into the number of calendar days completed in that period, as of the day the student withdrew. If the student receives less Student Financial Aid Program assistance than the amount earned, the school must comply with the procedures for late disbursement specified by the U.S. Department of Education in regulations.

Financial Aid Refund Policy

If the student receives more Student Financial Aid Program assistance than the amount earned, the school, or the student, or both, must return to the Student Financial Aid Program the unearned funds as required below. The school must return the lesser of:

- The amount of Student Financial Aid Program funds that the student does not earn; or
- The amount of institutional costs that the student incurred for the payment period, multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, the remaining unearned Student Financial Aid Program grant and loan funds.

Method of Return of Funds by the Student

The student (or parent, if a Federal PLUS loan) must return the unearned funds for which they are responsible to loan programs in accordance with the terms of the loan, and to grant programs as an overpayment. Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the Secretary of the U.S. Department of Education.

Education Tax Credits Available to Federal Tax Filers

Both the Hope and Lifetime Learning Tax Credits-which directly reduce the amount of federal income tax owed-are targeted to help working and middle income families afford college. The following are guidelines on what the tax credits cover, who qualifies, and IRS sources to contact for information.

A Hope Tax Credit of up to \$1,650 can be claimed for each of the first two years of post-secondary education college or vocational school for each eligible student in a family. The student must be enrolled at least half-time at an eligible educational institution and not have completed his or her first two years of study. The credit is 100 percent of the first \$1,100 of payments for qualified tuition and fees and 50 percent of the second \$1,100. The goal of Hope is to make it possible for all Americans to afford the cost of the first two years of a college education. In most states, the Hope credit will cover the tuition

and fees of a community college education. There is no limit on the number of eligible students who can claim a Hope credit in a household in any given year.

The Lifetime Learning Tax Credit picks up where Hope leaves off and is available for post-secondary education to vocational, college, graduate and professional students; adults who want to upgrade their job skills or acquire new ones or pursue another course of study; and even to students taking a single course as long as it is job related. Filers can claim a Lifetime Learning Credit up to \$2,000. A taxpayer can claim only one Lifetime Learning Credit per tax return year for the aggregate amount of the qualified tuition and fees of those students in the family for whom no Hope credit is claimed. There is no limit, however, on the number of years a taxpayer may claim the Lifetime Learning Tax Credit.

Taxpayers cannot claim both credits for the same student in one tax year, even if the student is a sophomore at the beginning of the tax year and a junior in the second half of the tax year. Families will be able to claim the Lifetime Learning Tax Credit for some members of their family and the Hope Tax Credit for others who qualify in the same tax year. Qualified expenses covered by the tax credits are tuition and required fees, less any grants and scholarships that are received tax free. Room, board, books, and supplies are not covered.

To take advantage of the Hope and Lifetime Learning Tax Credits, taxpayers must complete and submit IRS form 8863 with their federal tax return. For more information, call the IRS Help Line at 1-800-829-1040, read IRS publication 970 or visit the Treasury Department's Website at www.irs.gov

Foundation - Scholarships Available for BCC Students

Bergen Community College Foundation administers several funds and endowments that provide annual graduation and scholarship awards for BCC students. All full and part-time students are encouraged to apply for these awards regardless of financial aid status. Each award has a separate set of qualifying criteria so, in most cases students may qualify for one or more awards. Please visit the Foundation Office Website for further details.

Academic Affairs

The Office of Admissions and Registration of Bergen Community College maintains the academic records of all students. Students are responsible for personal academic progress. Academic advisors, tutors, and counselors are available to help students achieve academic success. Attaining an associate degree is the first step toward realizing academic goals.

Academic Affairs

Academic Records

The Office of Admissions and Registration maintains an academic record for each student. Students receive specific and cumulative reports of their achievement and status at the end of each semester or session.

Verification or Certification of Student Status

Verification or certification of student enrollment status can be done only with the student's signed consent. Verification or clarification can be requested at the Service Window, Room A-129, in Admissions and Registration, on the College's main campus, by filling out a Verification Authorization form, or by mailing or faxing a request to the Admissions and Registration Office 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 individual academic progress and standing, for preparing and participating in those classes in which they are enrolled, and for attaining the best possible academic record. The instructors assign a grade

based on a composite of course elements, which represents an evaluation of performance, scholarship, and competence of the student.

Mid-Semester Grades

At the mid-semester point, students may confer with their instructors regarding individual academic performance. Formal mid-semester grades are not issued.

Final Grades

Final grades are assigned by instructors at the end of each semester or session. Final grades may be viewed through WebAdvisor at go.bergen.edu. Students may also request an academic report reflecting their final grades from the Office of Admissions and Registration.

Incomplete Grades

The grade incomplete "INC" indicates that a portion of required course work has not been completed and evaluated by the end of the semester due to unforeseen, but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The instructor may not issue the "INC" grade unless it is requested by the student and the conditions for resolving the incomplete are agreed upon in a contract, with the exception of missing the final exam due to an emergency. All grades of "INC" that are not resolved by the deadline in the academic calendar will be converted to grades of "F."

A student is not eligible to receive a degree until outstanding "INC" grades are resolved either by completion with a passing grade or by acceptance of an "F" (failing) grade. At that time a supplemental graduation check will be done by the Office of Admissions and Registration and the degree awarded if appropriate.

Repeating of Courses

1. A student shall have the option to repeat once any course in which a grade of D, C, C+, B or B+ was earned, and only the higher earned grade shall be computed in the grade point average (GPA). The lower grade will be marked with an "R" and will be excluded from the GPA calculation.
2. A student shall have the option to repeat an "F" or "E" grade earned once. If the student fails to complete the course after two attempts, the student may appeal, in writing, to the appropriate department head, stating any extenuating circumstances which should be considered, for permission to repeat the course again. If the student successfully repeats a course, the higher grade shall be computed in the GPA. The "F" or "E" grade will be marked with an "R" and will be excluded from the GPA calculation. ***Note:** A student who does not successfully complete a course after two attempts may be unable to complete a degree program. Permission to repeat is not automatic.
3. It is understood that a student who earns a "D" grade in a given course generally shall be able to pursue the next higher course. Exceptions should be noted for all Health Professions courses and for selected courses as noted in individual course descriptions.
4. A student may not repeat a course in which a grade of "A," "CBE" (credit by exam), "TR" (transfer credit), or "INC" (incomplete) was received.

Course Grade Appeal Policy

1. A student raising a complaint or concern about a course grade may discuss the matter with the individual faculty member no later than the first two weeks of the semester, immediately following receipt of the grade.
2. If the grade appeal is not resolved, the student may bring the matter to the appropriate department head within two weeks of discussion with the instructor.
3. The department head will investigate the appeal and attempt to resolve the matter as expeditiously as possible. The department head will notify the student either in writing or orally of the result.
4. If the appeal is not resolved, the student may put the appeal in writing, attaching copies of any supporting information and send it to the appropriate divisional dean within two weeks of hearing from the department head.

5. The divisional dean may consult other faculty in the discipline and the department head and may choose to meet with the student. The dean will notify the student in writing of the resolution. A grade appeal is sometimes a lengthy process and may take several weeks to resolve at this stage. Every effort will be made to notify the student within one month.
6. After receipt of the dean's written response, a student may continue the appeal process by writing to the Academic Vice President. The student should attach copies of all previous correspondence regarding the appeal and copies of supporting documentation.
7. The Academic Vice President will consult all parties involved in the appeal process and may choose to meet with the student. Grade appeals may also take several weeks to resolve at this stage.
8. The Academic Vice President will notify the student in writing of the results of the appeal. Every effort will be made to notify the student within one month.

Auditing Classes

Students who wish to take courses with the understanding that they will not receive a grade or credit for them may do so as auditors.

- An application for audit status must be obtained from the Office of Admissions and Registration.
- Auditors are subject to the same tuition and fee structure as credit students.
- Once enrolled as an auditor, a student may not change to credit status, nor may a student who is enrolled for credit change to audit, unless such a change is requested prior to the end of the third week of instruction.
- The "AU" grade will be recorded on college transcripts for an audited course. This is an administratively assigned grade, which indicates a student has purchased a seat for a particular class. It does not denote mastery of subject material.
- Audited courses do not satisfy prerequisites, or count towards the student's load for financial aid or sports eligibility purposes.

Grades

The following grades may be assigned by instructors:

Grade	Point Value	Description	Included in Attempted Credits	Included in Earned Credits	Included in Cumulative Average
A	= 4.0	Excellent	Yes	Yes	Yes
B+	= 3.5	Very Good	Yes	Yes	Yes
B	= 3.0	Good	Yes	Yes	Yes
C+	= 2.5	Above Average	Yes	Yes	Yes
C	= 2.0	Average	Yes	Yes	Yes
D	= 1.0	Below Average	Yes	Yes	Yes
E	= 0.0	Unofficial Withdrawal	Yes	No	Yes
INC	= None	Incomplete	Yes	No	No
F	= 0.0	Course must be repeated to earn credit	Yes	No	Yes

Note: An "@" preceding any of these grades indicate that Academic Forgiveness has been granted, in which case the grade will be excluded from the GPA calculation.

The following grades are administratively assigned, and are not assigned by instructors:

Grade	Point Value	Description	Included in Attempted Credits	Included in Earned Credits	Included in Cumulative Average
AU	= None	Auditor	Yes	No	No
TR	= None	Transfer credit from another institution	No	Yes	No

W	=	None	Official withdrawal	Yes	No	No
CBE	=	None	Credit by examination equivalent to earned grade of "C" or better	No	Yes	No

Grades of A, INC, TR, and CBE cannot be repeated. Grades of B, C, D, E, AU, and F may be repeated only once. The higher grade is retained and the lower grade is marked "R" and is not figured in the GPA.

How to calculate grade point average (gpa):

Grades of A, B, C, D, E, and F are assigned a point value (A = 4 points, B+ = 3.5 points, B = 3 points, C+ = 2.5 points, C = 2 points, D = 1 point, E = 0 points, F = 0 points). GPA is calculated by multiplying the point value of the grade received in each course by the number of credits offered for the course. The resulting number is called "quality points." Next, add up the total quality points and divide by the number of graded credits. Include only the grades of A, B, C, D, E, and F; other grades do not affect the GPA.

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

Semester I	Grade	Point value of grade	Credits for course		Total Quality Points
U.S. History	C	2	5	3 =	6
Foundations of Phys. Ed.	B	3	5	2 =	6
Speech Communication	A	4	5	3 =	12
Statistics	C	2	5	3 =	6
English Composition I	D	1	5	3 =	3
				14 Total GPA Credits	33 Total Quality Points

This student earned a semester GPA of 2.36 for Semester I. This was arrived at by dividing the total quality points (33) by the total GPA credits (14). The student's semester GPA was 2.36.

Semester II	Grade	Point value of grade	Credits for course		Total Quality Points
English Composition	F	0	5	3 =	0
U.S. History II	B	3	5	3 =	9
General Biology I	A	4	5	4 =	16
Music Appreciation	C	2	5	3 =	6
				13 Total GPA Credits	31 Total Quality Points

The student earned a semester GPA of 2.38 for Semester II (31 divided by 13).

A "Cumulative GPA" for this student is arrived at by adding the "Semester I Total Quality Points" (33) to the "Semester II Total Quality Points" (31). The resulting figure is called the "Cumulative Quality Points." In the example, the Cumulative Quality Points add up to "64." Add the Semester I Total GPA Credits (14) to the Semester II Total GPA Credits (13). The resulting figure is called "Cumulative GPA Credits." Divide the Cumulative Quality Points by the Cumulative GPA Credits. The resulting figure is called the "Cumulative GPA" as it reflects all of the grades earned at Bergen. Therefore, for the purpose of the example, this student has a Cumulative GPA of 2.37: 64 Cumulative

Quality Points divided by 27 Cumulative Credits = 2.37 Cumulative GPA.

Students wishing further assistance in understanding their grade point average should contact the Academic Advising Center in Room A-101, on the College's main campus in Paramus.

Academic Honors

Dean's List

The Dean's List is official recognition by the faculty of outstanding academic accomplishment. Any degree-seeking student who has maintained a cumulative scholastic average of 3.5 or better (minimum 24 credits) qualifies for this honor. The Dean's List is compiled each semester several weeks after grades are processed. (Students with unresolved "INC" grades at the time of compilation are ineligible).

Honors List

The Honors List is an official recognition by the faculty of outstanding academic achievement during the course of one semester. Any degree-seeking student who has attained a scholastic average of 3.5 or better (minimum 12 credits) qualifies for this honor. The Honors List is compiled each semester several weeks after grades are processed. (Students with unresolved "INC" grades at the time of compilation are ineligible).

Chi Alpha Epsilon

Membership in Chi Alpha Epsilon is offered through local campus chapters to eligible students and alumni. Students who hold a 3.0 cumulative GPA for two consecutive full-time semesters and who were admitted to the College through the Educational Opportunity Fund Program are eligible for membership. Alumni who graduate with a 3.0 or better cumulative average prior to the formation of a campus chapter may, once a chapter is founded, be organized into graduate chapters.

The first 14 members of Chi Alpha Epsilon were inducted at Bergen Community College in 2003. This honor society recognizes the academic achievements of students admitted to the College through non-traditional criteria. Its purposes are to promote continued high academic standards, to foster increased communication among its members, and to honor academic excellence achieved by students admitted to College via developmental programs.

Phi Theta Kappa

Phi Theta Kappa (PTK), 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: A.A. Degree, A.S. Degree, A.A.S. Degree.

B. Membership Requirements

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 College President. 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 in the 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*	Credits Attempted**	Credits Earned**
1	4.0	12 - 15	12 - 15
2	3.9 - 4.0	16 - 31	16 - 31
3	3.8 - 4.0	32 - 47	32 - 47
4	3.65 - 4.0	48+	48+

* 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.

2. 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.
3. Continued Membership. Students must maintain a cumulative GPA of at least 3.5. Students who fall below a 3.5 cumulative grade point average will lose their membership in the Alpha Epsilon Phi Chapter.
4. 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.
5. 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.
6. 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 enhanced membership within the Chapter, attendance at meetings and/or service is necessary. Participation equates to approximately eight hours per year, and the type of service changes from year to year, depending on the chapter's executive committee. Independent community service will not be considered as service to the Chapter. During the past ten years, the annual time devoted to Phi Theta Kappa by a member is approximately 15 hours.

Alpha Mu Gamma – The National Collegiate Foreign Language Honor Society

Alpha Mu Gamma is a nationally recognized, collegiate, world language honor society with more than 300 chapters in both state and private universities and colleges across the United States and Puerto Rico. The purpose is to honor students for outstanding achievement during their first year of world language study in college. However, students may be admitted into Alpha Mu Gamma at any stage in their college careers.

Nu Pi is Bergen Community College's chapter of Alpha Mu Gamma. It was chartered in the Spring Semester of 2006. Students are eligible to join Nu Pi as full members or as associate members depending on the requirements they meet. To qualify for full membership, students need to have a minimum cumulative GPA of 3.0 in college level work and have earned a Final Grade of "A" in two college level courses of the same world language. Membership dues are also required. For additional information, please contact Professor Magali Jerez at (201) 447-7167.

Degree Requirements

Bergen Community College offers degree programs leading to Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) degrees. A student is required to complete a minimum of 64 degree credits for graduation. The College also offers a number of one-year certificate programs and short-term certificates of achievement.

Students may be required to take courses in English, Mathematics, and/or Elementary Algebra, which are not part of their curricula to remove deficiencies or to upgrade skills as indicated by the results of the Basic Skills Placement Test. Students in all A.A. and A.S. degree programs and in certain A.A.S. and Certificate programs are required to successfully complete a course in basic algebra if indicated by the placement test. Students in A.A.S. and Certificate programs should refer to the catalog curriculum guides for their specific programs to determine whether they must successfully complete a course in basic algebra.

To be eligible for an Associate Degree (A.A., A.S., A.A.S.) or a certificate, a student must be degree-seeking and in good standing, and have completed the number of degree credits specified for the particular curriculum with a 2.0 or better cumulative grade point average. The student also must have satisfied or waived any course requirements resulting from the Basic Skills Placement Test.

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

Catalog Under Which a Student Graduates

Students maintaining continuous enrollment at Bergen Community College may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment.

Application for Degree and Graduation

It is the responsibility of the student to apply for a degree or certificate by completing an Application for Degree, which can be obtained from the Registration section of the College's Website or at the Office of Admissions and Registration window, Room A-129, on the College's main campus in Paramus.

Degrees are conferred in accordance with the calendar shown:

If completing

requirements by:

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 Admissions and Registration immediately. The Application for Graduation will not be automatically extended. The candidate will be required to submit a new application for the semester/session of anticipated completion. Please note that, although degrees are awarded at three times during the academic year, there is only one commencement ceremony, which takes place in May (please check the academic calendar for the exact date). Diplomas will be withheld from all students who have outstanding holds and/or violations. Students wishing to participate in the May Commencement ceremony must notify the Director of Student Life and Judicial Affairs by March 3. Lists for graduation are compiled as of this date.

Allocation of Credit Hours to Courses

Bergen Community College operates on a semester credit hour basis. Generally, one credit hour is assigned for each 800 minutes of lecture-discussion or for each 1,600 to 2,400 minutes of laboratory experience during a semester or session.

(Certain clinical experiences, cooperative education, or courses delivered through non-traditional means may be assigned credit by different formulas).

Course Load and Restrictions

Full-Time Students. A full-time program consists of 12 to 18 credit hours of course work per semester.

Part-Time Students. A part-time program consists of 1 to 11 credit hours of course work per semester during the fall or spring semesters.

Summer Session Students. All students are restricted to a maximum of 8 credit hours during summer sessions I and II. Credits for eleven-week summer courses count into the 8-credit limit for each summer session.

Change of Curriculum

A student desiring a curriculum change should discuss the possibilities with the academic counselor to determine degree requirements, prerequisites, and the appropriateness of the contemplated new curriculum. A student may change curriculum by the following procedure:

1. Arrange an appointment with a counselor in the Division of Student Services.
2. Obtain the approval of the counselor on the appropriate form for the curriculum change he or she wishes to make. Curriculum changes requested after the completion of 32 credits, may require the approval of the Office of the Vice President of Student Services.

Academic Regulation

Academic Integrity/Discipline

Bergen Community College is committed to academic integrity – the honest, fair, and continuing pursuit of knowledge, free from fraud or deception.

Students are responsible for their own work. Faculty and academic support services staff will take appropriate measures to discourage academic dishonesty.

The College recognizes the following general categories of violations of academic integrity. Academic integrity is violated whenever a student does one or more of the following:

- A.** Uses unauthorized assistance in any academic work.
 - copies from another student's exam
 - uses notes, books, electronic devices or other aids of any kind during an exam, when doing so is prohibited
 - steals an exam or possesses a stolen copy of any exam
- B.** Gives unauthorized assistance to another student
 - completes a graded academic activity or takes an exam for someone else
 - gives answers to or shares answers with another student before or during an exam or other graded academic activity
 - shares answers during an exam by using a system of signals
- C.** Fabricates data in support of an academic assignment
 - cites sources that do not exist
 - cites sources that were not used
 - submits any academic assignment which contains falsified or fabricated data or results
- D.** Inappropriately or unethically uses technological means to gain academic advantage
 - inappropriately or unethically acquires material via the Internet or by any other means
 - uses any devices (electronic or hidden) for communication or unauthorized retrieval of information during an exam

Plagiarism

Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws. Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own.

Examples of plagiarism include instances in which a student:

- knowingly represents the work of others as his/her own
- represents previously completed academic work as current
- submits a paper or other academic work for credit, which includes words, ideas, data or creative work of others without acknowledging the source
- uses another author's exact words without enclosing them in quotation marks and citing them appropriately
- paraphrases or summarizes another author's words without citing the source appropriately

***Note:** An instructor may establish other guidelines regarding academic integrity consistent with the College policy.

Sanctions Against a Student for a Classroom Violation

1. The faculty member must report all incidents to the chair of the department.
2. The faculty member, in consultation with the chair, will determine the course of action to be followed. This may include:
 - assigning a failing grade on the assignment
 - assigning a lower final course grade
 - failing the student in the course
 - other penalties appropriate to the violation
3. The faculty member, after making a decision, must notify the Director of Student Life and Judicial Affairs and Vice President of Student Services of the violation and the penalty imposed.
4. The student has the right to appeal the decision of the faculty member by writing to the appropriate Department Head and then to the Academic Vice President.

***Note:** An instructor may establish other guidelines regarding academic integrity consistent with the College policy.

Satisfactory Academic Standing

Any student who maintains a grade point average based upon the following scale shall be classified as a student with satisfactory academic standing:

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

Academic Probation

Any degree-seeking or non-degree-seeking student, whether full- or part-time, who fails to achieve the minimum grade point average as stated above, shall be classified as a student on academic probation and will be sent a letter to that effect by the Office of Admissions and Registration.

Academic probation is a warning that a student's cumulative grade point average is unsatisfactory and that the student will be academically suspended unless a minimum grade point average is met. Students on academic probation will not be permitted to register until they meet with a counselor in the Counseling Center. Students registered with the EOF Office or Specialized Service Office should meet with their appropriate counselor.

Removal of Academic Probation Status

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

Academic Suspension

A student with conditional academic standing, who fails to achieve the required grade point average at the end of the students' conditional academic standing semester, will be placed on academic suspension. Suspended students will be reclassified with a status of unsatisfactory academic standing.

A student on academic suspension will not be allowed to register for one semester (fall or spring) and will be classified as a student with unsatisfactory academic standing. The suspended student will not be permitted to register for any intervening summer sessions. Notification of academic suspension will be sent to the student by the Office of Admissions and Registration, 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 meet with a counselor before registration.

A request for reinstatement can only be initiated by a written application to the Committee on Academic Standing in accordance with the posted college deadline. The Committee on Academic Standing shall review the reinstatement application and render a decision or delegate the authority for reinstatement to Counseling faculty. There is a \$25 fee for the reinstatement application.

Appeals of 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, on the College's main campus in Paramus. Students registered with the EOF or Specialized Services Office should meet with their appropriate counselor.

Academic Forgiveness Policy

Academic Forgiveness is designed to allow students who have gotten off to a bad start a chance to get poor grades removed from their GPA. The Academic Forgiveness Policy at Bergen Community College contains two options:

- Option I - Academic Forgiveness based upon past academic performance.
- Option II - Academic Forgiveness based upon change of curriculum.

A student may request Academic Forgiveness once under Option I and once under Option II.

Option I: Past Performance

After three consecutive years of non-attendance, a student may request Academic Forgiveness based upon past academic performance. The request will be reviewed after the student has completed at least one semester. The student must complete 9 credits and earn a GPA of 2.5 for the request to be approved. When the student's request is approved, grades of "F," "E," "R," and optionally "D" for the courses from the prior attendance period will be removed from the student's GPA. However, the courses will remain on the student's official transcript designated with a special code for Academic Forgiveness.

Option II: Change of Curriculum

A student may request Academic Forgiveness based upon a change of curriculum at any time after matriculation and after credits have been attempted. If a student's request is approved, grades of "F," "E," "R," and optionally "D" in courses that were required by the student's former program, but are not required by the new program, will be removed from the student's GPA. However, the courses will remain on the student's official transcript designated with a special code for Academic Forgiveness.

Committee on Academic Standing

The Committee on Academic Standing is comprised of faculty members from each of the divisions within the College and student government representatives. It is chaired by the Vice President of the Division of Student Services. The committee reviews all reinstatement applications and special appeals and renders decisions. Appeals to the committee will be considered only if initiated within a two-year period of the end of the semester, in which the appeal issue occurred. The committee also takes responsibility for reviewing and recommending policies and procedures pertaining to the overall academic regulations of the College.

Class Attendance

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

Suspension of Classes

Students should listen to local broadcast stations or check Bergen's Website at www.bergen.edu in the event of emergencies when classes may have to be suspended; they should not telephone College offices or broadcast stations for information. (See Emergencies in the Student Life section).

Absence of Instructor

Students are expected to wait twenty minutes for a faculty member to come to class. If at the end of twenty minutes, the faculty member does not come, the students should sign an attendance sheet, which indicates the course, date, and time. A student should deliver the attendance sheet to the divisional office if between 9:00 a.m. and 5:00 p.m. or to the Evening Office if before 9:00 a.m. or after 5:00 p.m. Students cannot be penalized by faculty for not waiting longer than twenty minutes.

Procedure for Student Complaints About Faculty

1. A student raising a complaint or concern about an individual faculty member should discuss the matter with the involved faculty member.
2. If it is not resolved, the student should then bring the matter to the appropriate department head.
3. The department head will hear both sides orally and attempt to resolve the issue as expeditiously as is possible (usually within one week).
4. The student will be informed by the department head as to the outcome. If the student is still not satisfied, the student should put the complaint in writing, addressed to the appropriate divisional dean.
5. The matter then becomes a formal complaint or concern and will be dealt with as such.
 - a. Other faculty in the discipline may be consulted by the involved faculty member and divisional dean.
 - b. Counselors from the Counseling Center may be consulted by any involved party.
 - c. A meeting of all concerned may be set up.
 - d. Recommendations may be solicited orally or in writing from each participant. The student will be informed by the divisional dean as to the outcome.
6. If the student is still not satisfied, the student should refer the matter to the Academic Vice President in writing.

Acceptable Use of Information Technology Resources

Bergen Community College provides a rich information technology environment to support its educational activities and administrative functions. These resources, including computing systems and software, as well as internal and external data, voice, and video networks, are shared resources. To preserve them for the common good, the College expects all users, including students, faculty, staff, administrators, other employees, and members of the general public using the College's information technology resources to comply in all respects to institutional and external standards for their appropriate use. Although incidental personal use is permitted, these resources should be used primarily for College educational and administrative purposes, and such incidental personal use must conform to these same standards of appropriate use. By using College information technology resources, users agree to abide by all College acceptable use and related policies and procedures, as well as applicable federal, state, and local laws. The College reserves the right to bar access to its network or other information technology resources to those who violate its acceptable use and related policies and procedures. Further, violations may result in disciplinary action, including suspension, dismissal, and legal proceedings.

Administrative Guidelines, Regulations, and Procedures

Bergen Community College reserves the right to monitor its information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities, and to ensure compliance with all acceptable use and related policies and procedures. To this end, the College reserves the right to inspect any and all computer systems or data that reside on its telecommunications network for violations of any acceptable use and related policies and procedures.

Acceptable and Unacceptable Use

Because of the richness of the Internet and the College's information technology resources, it is not possible to catalog exhaustively all acceptable and unacceptable uses. The lists below are meant to be illustrative. Employees and students should consult with their supervisors or classroom instructors, respectively, about the appropriateness of other uses. In free time areas, users should address questions to lab supervisors or other responsible parties.

In deciding what is and is not an acceptable use, there are two overriding principles: (1) the College's information technology and telecommunication resources exist to support the College's mission, and (2) the College is committed to ensuring a positive learning environment for all members of its community. Thus, all users are obliged to demonstrate civility in any and all exchanges and postings, including the content of Web pages, both official and unofficial. The College reserves the right to remove from its telecommunications networks any content judged to be racist, pornographic, cyber bullying, or designed to denigrate members of the College community.

Acceptable Use

- | | | |
|--|--|---|
| <ul style="list-style-type: none">• Gathering and providing research material and data.• Analyzing research data.• Preparing course materials.• Completing class and homework assignments.• Enhancing coursework.• Enhancing educational approaches and teaching methods. | <ul style="list-style-type: none">• Obtaining and disseminating college related knowledge.• Developing and administering targeted demographic surveys.• Using WebAdvisor to register online for courses or to access information | <ul style="list-style-type: none">• about one's own academic performance.• Using Datatel's Colleague or other institutional software within the scope of one's normal duties |
|--|--|---|

Unacceptable Use

- | | | |
|---|--|--|
| <ul style="list-style-type: none">• Using the network for gambling, any other illegal activity, or any activity prohibited by the College's | <ul style="list-style-type: none">• acceptable use and related policies and procedures, including but not limited to violations of copyrights, | <ul style="list-style-type: none">• software agreements and other contracts. |
|---|--|--|

- Using the College systems for commercial or profit-making purposes.
- Altering system software or hacking in any form.
- Gaining unauthorized access to resource entities, including use of others' passwords.
- Invading the privacy of individuals.
- Posting anonymous messages.
- Creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail.
- Disobeying lab and system policies, procedures, and protocols (e.g., time limits on workstation usage).
- Using the network in support of groups outside the College when such use is not in keeping with the mission of the College.
- Creating and using individual Web pages not primarily focused on the mission of the College.
- Using WebAdvisor to access information about someone other than oneself.
- Accessing data or making use of data in Datatel's Colleague or other administrative systems software not relevant to the scope of one's job responsibilities.
- Attaching any network devices not specifically authorized in writing by the Office of Information Technology.

Security Breaches

Attempts to alter system software, to bypass security protocols, to introduce viruses, worms, or other malicious or destructive programs, or otherwise "to hack" are expressly forbidden. Any member of the College community, including a student, who intentionally breaches security, will be subject to disciplinary action, including suspension and dismissal.

E-mail

E-mail is defined as all technologies used to transfer messages, including e-mail, instant messaging and peer-to-peer file exchange. E-mail is a tool for business purposes. Users have a responsibility to use this resource in an efficient, effective, ethical and lawful manner. In general, e-mail communications should follow the same standards expected in written business communications and public meetings.

Accounts

It is the intention of the College to have on file e-mail addresses for all full-time faculty, administrators, adjuncts, and students. E-mail accounts are also provided for staff, whose job responsibilities include regular computer access. Generally, e-mail accounts are closed when employment ends. Upon request, the College will keep active e-mail accounts for Professors Emeriti and retired full-time faculty.

Students

All students enrolled in credit courses are required to have a valid e-mail address on file in Colleague. Students are required to enter a preferred e-mail address in Colleague using WebAdvisor. This e-mail address is required to allow the student to administer their WebAdvisor password.

Broadcast E-mail

Authority to send e-mail to all students using the Colleague system rests with the Vice President of Administrative Services and the Vice President of Student Services. Such e-mail is strictly limited to the official conduct of College business, and is not to be used for promotion or marketing purposes. All Colleague broadcast e-mail must include the following footer: "You have received this e-mail because you are or have been a student at Bergen Community College. If you do not wish to be contacted by e-mail, please reply to noemail@bergen.edu."

Student Clubs and other groups wishing to use e-mail to promote events or other activities should maintain separate distribution lists, targeting only those who have indicated interest in receiving such communication.

Strictly Prohibited

The following use of e-mail is strictly prohibited. Employees receiving such material should immediately report it to their immediate supervisor. Students with Bergen e-mail accounts should contact the Coordinator of Judicial Affairs.

- The creation and exchange of messages that is offensive, harassing, obscene or threatening.
- The exchange of privileged, confidential or sensitive information to inappropriate persons.
- The creation and exchange of advertisements, solicitations, chain letters, or other spam.
- Use of e-mail for commercial purposes.
- The creation, storage or exchange of information in violation of copyright laws.
- Reading or sending messages from another person's account, except under proper delegate arrangements.
- Copying or forwarding messages belonging to another user, which have been altered in such a way as to change the intent of the author.

Guidelines

Users should follow these guidelines and conventions:

- a. Ensure that messages are addressed to the appropriate recipient(s).
- b. Do not subscribe to list servers or other distribution lists that are not college related. Such lists tend to overload and affect the performance of the e-mail system.
- c. Users must not compromise the privacy of their passwords by giving them to others or exposing them to public view. Passwords should be changed on a regular basis.
- d. Retain messages only if relevant to the work or an anticipated litigation. The College's e-mail system is set to retain messages for no more than six months. Messages having a legitimate business purpose greater than six months should be archived to a desktop folder or printed and filed.
- e. Address messages to recipients who "need to know." Messages sent unnecessarily to a long list of recipients, lowers system performance, and may annoy recipients.
- f. Avoid opening messages or attachments received from unknown senders or responding to instant messages or other peer-to-peer technologies from strangers. Messages and attachments can carry viruses, and IM and peer-to-peer technologies are often used by intruders with malicious intent.
- g. Construct messages professionally (spelling and grammar) and efficiently (subject field, attachments).

Account Logons and Passwords

Account logons and passwords, including e-mail, are issued to individuals for their sole use and are non-transferable. Owners are responsible for all usage of their assigned accounts, logons, and passwords.

WebAdvisor

WebAdvisor is a Web interface that allows students to access information contained in Datatel's Colleague, the administrative database used by Bergen Community College. Students may use WebAdvisor to register for classes, to pay tuition and fees, to view their class schedules, to check grades, to check on progress toward degree requirements, etc. The College expects to add additional features to WebAdvisor in the future.

WebAdvisor accounts are available for all students enrolled in credit programs. New students are strongly encouraged to attend an in-person registration or advisement session before using a WebAdvisor account. Eligible students without WebAdvisor user names and passwords may access their WebAdvisor account by going to go.bergen.edu and selecting "I'm new to WebAdvisor." Then, follow the on-screen directions. Check the WebAdvisor FAQ for answers to common questions, such as how to reset your password. Students must have a valid e-mail address on file with the College to use WebAdvisor.

Violations of Acceptable Use and Related Policies and Procedures

Users are expected to notify the Office of Information Technology, classroom instructor, free time lab supervisor, or other responsible party, as appropriate, of intentional or unintentional breaches in access and data security of which they become aware. In addition, employees aware of serious violations of acceptable use or related policies and procedures (including malicious tampering, virus infection, or “hacking”) are required to report such activity to their immediate supervisors. In the case of complaints about materials believed to be offensive or otherwise inappropriate, users are encouraged to express their concerns directly to those believed to be misusing the systems and/or to lab supervisors. If the situation persists, users should bring the matter to the attention of Public Safety or other responsible parties. Individuals who violate acceptable use and related policies and procedures will be subject to appropriate sanctions, including suspension, dismissal, and legal proceedings.

According to the U.S. Copyright Act, illegal reproduction of software or other material is an offense which will subject the violating individual to civil and monetary damages. The use of e-mail or any college system for harassment or criminal activity may result in criminal penalties, including fines and imprisonment.

Bergen Website Guidelines

Bergen encourages the use of the Internet by faculty, staff, and students as both an information resource and as a method of communication. In keeping with this, members of the college community may have Web pages on the Bergen servers. All Web page developers are expected to act responsibly and to adhere to both the Bergen Acceptable Technology Use Guidelines and to the procedures established by the College for Web pages. In particular, the College expects that all members of the college community will (1) obey all applicable federal, state, and local laws, including copy right law; (2) adhere to fair use guidelines; (3) give proper attribution of any sources; (4) not use College hardware, software, or communications for personal profit; and (5) not place any information on the Web pages, which reflects negatively on the College or any member of its community. Further, all Web page developers are expected to make every effort to ensure that the Bergen Website, and all pages contained within it, is accessible to students with disabilities. The College has the right to monitor all Web pages placed on its servers and remove any that violate the College’s guidelines or procedures. Further, the College has the right to prohibit access to its computing resources to anyone who violates either the guidelines or subsequently established procedures.

1. Student Organization Home Pages

Official student organizations, that is, those recognized by the Office of Student Activities, may have Web pages on a Bergen server. Student organizations that wish to have a page loaded on the servers are to have approval from the Director of Student Life; designate a member of the club as Web page manager and the Web page manager must be identified on the page; commit to updating all information in a timely fashion; abide by the College’s Acceptable Use Policy and Administrative Guidelines, obey all federal, state, and local laws, including copyright law; adhere to fair use guidelines; and give proper attribution of any sources; not post anything which reflects negatively on the College or any member of its community; and verify regularly that all links from their page are active. Club Web pages will be limited by available resources.

2. Individual Student Home Pages

Individual students may only have Web pages on the Bergen server when required as part of a course. The faculty member for the course is responsible for establishing standards for student Web pages and for ensuring that students have adhered to these standards before the pages are uploaded to the Bergen servers. Student Web pages will be limited by available resources and will be deleted when the course is complete.

Wireless Access

Wireless access is available in many areas of the campus, including the Library, Ender Hall, the Student Center, Cafeteria, West Hall, and the TEC Building, as well as outdoors in front of the Pitkin Education Center to allow students and faculty to access Bergen’s collection of computers, software, and their Internet connections. The Bergen OIT Website provides details on the continually expanding wireless coverage. All wireless users are required to authenticate and are subject to the College’s Acceptable Use Policy.

Student Life

Students at Bergen are encouraged to participate in student government, various student clubs and organizations, student publications and athletics. The Office of Student Life provides and promotes campus programming that is representative of the student population and is consistent with the mission of the College and the Division of Student Services. The programs enhance student success, enrich the College experience, and help encourage a sense of community while providing opportunities for leadership and personal development.

Student Life

Student Government Association (SGA)

All full-and part-time students attending Bergen Community College are members of the student government. The SGA is the student governing body at Bergen Community College. It is comprised of an Executive Board of the president, vice president, treasurer and secretary, as well as a general membership of club representatives and class senators. They serve as a link between the student body and the College administration. If students want a challenging and rewarding extra-curricular option, this is it. Elections of the Executive Board of the Student Government Association are held in April and the elected officers start their terms at the end of the spring semester.

Student Activities Board

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

How to Join a Club?

- Check the bulletin boards around campus for information about club meeting times.
- Ask about the club at the Student Life Office (Room A-115), on the College's main campus in Paramus.
- Sign up with the group at Club Day, held every semester.
- Visit the club's office and let them know you're interested.
- Follow up with the groups you've chosen.

Don't give up. New members are always welcome.

When Do They Meet?

Most clubs meet during the time periods referred to as activity hour. These periods are Tuesdays and Thursdays from 12:40 p.m. to 1:30 p.m. If students are planning to get involved in various aspects of campus life at Bergen Community College, they should plan their academic class schedule around the activity hour periods. Classes scheduled during activity hour can usually be taken at other times.

How Do I Form a New Club?

Bergen Community College also provides students with the opportunity to start new student clubs. Before a new organization can be officially recognized, the club must have an advisor, a constitution, a membership list, and a club leadership roster (president, secretary, treasurer, etc.). Assistance in preparing this paperwork can be obtained from the staff in the Office of Student Life (Room A-115).

Student Clubs

Students at Bergen Community College are encouraged to enrich their college experience through participation in a variety of

activities including Student Government, Student Activities Board, and a rich array of clubs and organizations. There are many active clubs on campus that appeal to a variety of student interests. To find out how to become involved in these clubs, call the Office of Student Life at (201) 447-7215 or visit Room A-115.

(Please note: This is only a partial listing. Not all clubs listed below are active every semester. New clubs are also added occasionally – check with the Office of Student Life for an updated list.)

African Student Union

The purpose of this club is to help serve the social and general welfare of Bergen Community College by promoting awareness and cross-cultural understanding of the African cultures, context and current issues.

Anime Club

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

Community Services Club

This club gives students an opportunity to receive service learning recognition on their transcripts for having been active members who volunteered for one of several possible activities within the semester, such as fund raisers, food drives, public education programs, and other projects designed by the members each semester. The club's motto: "It's your world. How are you going to help do your part?"

Bergen Honors Association

As part of an exciting community of students who share common academic goals, members can: serve as part of a student advisory board for honors faculty; plan and participate in honors events throughout the year; and learn about transfer agreements, scholarships, and the benefits of graduating with an honors degree. All Bergen students interested in the honors program are eligible for membership.

Bards and Scribes

The club is intended for students with an interest in creative writing and reading. Students meet to read and critique each other's work.

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 Black Culture in America. The club also promotes political awareness with visits from local government officials.

Chess Club

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

Chinese Club

The Chinese Club brings students together to share traditions and celebrate the Chinese culture through meetings and events.

Christian Student Association

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 Bergen student.

Dance Club

Students studying or interested in pursuing the art of dance are welcome to join this club, which meets in the rehearsal studio Room C-106D, on the College's main campus in Paramus. Free dance lessons in a variety of dance styles are offered throughout the year, culminating in a summer dance intensive.

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 Early Childhood Education Club meets to discuss issues in childcare. 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 responsible for many of the "Green" initiatives on campus. Students interested in preserving the environment, recycling, environmental issues and concerns are welcome.

Filipino-American Association (PASALUBONG)

The Filipino-American Association promotes the Philippine heritage through its various cultural and social events, workshops, and lectures. It is open to all students of Filipino descent and also to those interested in the rich history and culture of the Philippines.

Gay/Lesbian/Bisexual/Transsexual Alliance (GLBT)

The organization strives to create an environment conducive to the personal and social development of individuals who identify as gay, lesbian, bisexual, and transgendered, and to advance awareness and unity among the entire Bergen community.

Han Hak Hwae (Corean Student Association)

Students get together to share their culture and experiences. The club also sponsors activities to promote awareness of Corean culture at Bergen Community College.

Hillel

The purpose of Hillel at 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.

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.

Italian Club

This club is for any student interested in learning about Italian culture. Members celebrate this culture through food, music, film, and art.

Latin American Student Association (LASA)

The Latin American Student Association is a student organization interested in promoting the culture of Spanish speaking countries. The Latin American Student Association 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 (MSA)

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.

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 Student's Association Convention.

Paralegal Club

The Paralegal Club is open to any students studying or interested in the legal assistant field.

Philosophy Club (LOGOS)

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.

Ping-Pong Club

The club will pursue the promotion and growth of one of the biggest sports in Europe and Asia, by playing and competing through its general enjoyment.

Polish Club

The Polish Club brings students together to share in their culture and hosts events that celebrate Polish culture. The club recently sponsored Counsel General Kasprzyk as a keynote speaker.

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 Therapy 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.

Russian and Company (RUCO)

This club is for students with an interest in Russian language and culture. The club brings various speakers, artists, and performers to the College to give the entire Bergen community a chance to share in Russian culture.

Staff and Student Club

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

Theatre Club

Students interested in performing or participating in any area of theatrical productions are invited to join the Bergen Community College Theatre Club. During the fall and spring semesters, the Theatre Club presents 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 Bergen Community College student newspaper, The Torch keeps the College community informed about on-campus events, student activities, student and faculty achievements, and other news of interest to the student body. Journalism experience is not always necessary for staff writers and all students are encouraged to join.

Vet Tech Club

The objective of this organization is to expose students of the Northern New Jersey Consortium for Veterinary Technician education to the field of veterinary technology and to join together to promote animal welfare.

Women's Club

This club invites women and men from all backgrounds, and of all of all interests and opinions.

Club and Student Organization 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 Bergen Community College 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. These funds are approved in the spring semester.

1. All clubs and other student organizations must be chartered by the Office of Student Life.
2. The Office of Student Life does not charter a club or other organization unless:
 - a. There is ample evidence that it has a meaningful place in student life;
 - b. It will observe college rules and regulations 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 Vice President 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 Office of Student Life;
 - j. Each club or other student organization to be considered must register each semester by submitting a list bearing the names, home addresses, and telephone numbers of its officers to the Office of Student Life.
3. College facilities will only be granted to an organization that has correctly registered, whose treasurer's books have been audited and approved, whose debts have been cleared, and whose constitution is on file. A policies and procedures manual is available through the Office of Student Life.

Financial Responsibilities

- The president of the organization, the chairman of the function, and the club advisor 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.
- All contracts must be signed by the Vice President of Student Services, or his designee. Copies of the contract must be filed in the Office of Student Life.

Club Event Chaperones

One chaperone is required at all events, although it is recommended that two 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:

On campus events Chaperones

- To supervise the activity and assure adherence to college policies and regulations.
- To enforce Bergen's policy on zero alcohol consumption.
- To cooperate with the committee chairperson in seeing that good taste and proper standards of conduct are maintained.
- To submit a brief summary report/evaluation to the Office of Student Life after the event.

Off campus events Chaperones

Abide by the duties listed below:

- To present the Office of Student Life with a list of all students attending the event, as well as an emergency contact form for each attendee.
- If it is an overnight event (conference, seminar, etc.), the Office of Student Life must be provided with all information regarding the trip. This includes transportation, hotel and conference information.
- To have all emergency numbers. In the event of an emergency the chaperone must contact the Assistant Dean of Student Services and the Vice President of Student Services. The chaperone must be at each event from the beginning to the end.

Club Event Guest Speaker Program Policy

1. The Office of Student Life is to be notified one month in advance of the purpose, time, place, speaker(s), topic(s), and other preparations as necessary.

2. When such notification has been received, the Office of Student Life will follow one of the following alternatives:
 - a. Record the appropriate information thus enabling the organization to extend an invitation. 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.
5. Literature may be posted on authorized bulletin boards only; nothing may be posted on the exterior of college buildings or elsewhere on the campus.
6. The program sponsors are responsible for assuring proper compliance with all the rules and regulations.

Social and Educational Functions Policy

As a matter of policy, scheduling of all social and educational functions other than regular classes and field trips must be cleared and approved through the Office of Student Life.

Off-Campus Trips

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

Health Insurance for Travel/Special Events

All students and their guests are required to have health insurance (either Bergen Community College issued insurance or personal insurance) before they can participate in any Bergen Community College travel event. This includes sporting events, Broadway plays and trips to New York City, Boston or the surrounding areas.

Refreshments

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

Special Equipment

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

Notifications

The supervisor of Public Safety should be notified of all on-campus social or academic functions.

Hours

Persons must leave the College buildings and grounds by 11:00 p.m. When use of the College facilities beyond the limits set above is deemed necessary, approval must be obtained from the appropriate cabinet officer, and arrangements made in writing through the Office of Public Safety.

Noise and Sound

Bergen Community College values an environment conducive to learning. It is expected that students respect and support

that concept. Noise created by electronic devices cannot and will not be tolerated. Students who disturb the normal operation of the College may be subject to disciplinary action. This includes the entire property, parking lots and gym facilities.

Petitions

If a petition is circulated on campus, a copy must be approved by the Office of Student Life. Each copy must bear the words "Bergen Community College," the name of the group or groups sponsoring the petition, and the petition itself. The Office of Student Life will provide guidelines for this activity to the individual organizing the event.

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 Life one month prior to the date of the event. All solicitation or fundraising activities must be directly related to and clearly supportive of the purposes and objectives of the club or organization.

Solicitation

There is no solicitation of commercial items on campus including the outside areas. In the case of special events, approval must be given by the Office of Student Life.

Athletics

At Bergen Community College, the institution believes that athletics is an integral part of the educational experience. The Athletics Department offers programs that provide students with the opportunity to participate in intercollegiate and intramural athletics in a wide variety of sports, including basketball, baseball, track and field, soccer, golf, softball, cross country, and volleyball. The Bergen Community College Bulldogs regularly place athletes on all-American, all-region, and all-conference athletic and scholastic teams.

Bergen believes that athletics is an important way in which students can maintain good health, learn, and grow. In order to benefit from the athletic experience, the athletics department is committed to the following concepts and principles:

The Student-Athlete – at Bergen, the College firmly believes that each participant is a student first, then an athlete. Bergen provides each student-athlete with the best educational opportunities and support programs to help them grow and succeed in the classroom as well as on the playing field.

Bergen values competitive athletic and academic experiences that build self-esteem, a sense of responsibility, civility and an understanding of how to interact with others.

Integrity – positive attitude and good sportsmanship characterizes every aspect of policy, performance, and competition in athletics at Bergen. All participants are expected to exemplify honesty and integrity whether they are athletes, coaches, fans, administrators, or support staff of the Athletics Department.

Respect for the individual – Bergen reinforces and enhances the climate of mutual respect as outlined in the student-athlete code of conduct. Bergen values the contribution of individuals in all the organized team sports and encourages open communication and participation for all.

A tradition of leadership – in all aspects of athletics, Bergen strives to nurture the inherent opportunities for leadership that come from playing a competitive sport. The College believes the qualities of leadership and goal setting reside within each individual athlete and strive to create the environment needed to allow these qualities to develop.

Bergen Community College is a Division III (non-scholarship) member of the Garden State Athletic Conference (GSAC) and Region XIX (comprised of two-year colleges in New Jersey, Delaware, and Eastern Pennsylvania) of the National Junior College Athletic Association (NJCAA). Individual teams also occasionally schedule games with two-year colleges from other

states and Canada. All students interested in participating are required to undergo a physical examination before any type of activity. More information is available from the Athletic Department at (201) 447-7182.

The Bergen athletics department offers varsity intercollegiate programs in the following 12 sports:

Fall Sports

Men's Soccer
Women's Soccer
Cross Country (Men and Women)
Women's Volleyball

Winter Sports

Men's Basketball
Women's Basketball
Wrestling

Spring Sports

Baseball
Softball
Track and Field (Men and Women)
Tennis
Golf

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. Students interested in getting involved in intramurals, should call (201) 447-7182.

Safety and Fire Regulations

Bergen Community College observes all safety and fire regulations and supports the local agencies charged with the responsibility for their enforcement. In the event of an emergency situation requiring evacuation of the facilities, alarms will be sounded throughout the buildings. Students are instructed to take their personal belongings with them and immediately leave the building by the nearest stairway. Do not use the elevators.

Policy for On-Campus Activity by Non-College Organizations/Vendors

External groups or members of the campus community wishing to distribute or post flyers, circulars, or any other material on campus must apply for permission to do so at the Office of Student Life, Room A-115, at least three days prior to any planned distribution. A copy of materials to be distributed must be submitted along with the application for permission to distribute. The College will identify locations on campus where materials may be distributed or posted to ensure that normal college operations or traffic are not adversely affected. Pressure is not to be exerted upon individuals to accept materials. Generally, these materials may not be distributed to faculty to be read in class. Any request to do so must be explicitly approved by the Vice President of Student Services. Placing flyers or other materials on car windows is prohibited.

College Name or Seal Usage

Students may not use the name or official seal of Bergen Community College in correspondence with other student groups, colleges or outside organizations, unless this is done in an official capacity by a recognized student organization and approved by the respective Offices of Student Life and Public Relations.

Dress Regulations

Students are expected at all times and in all places to exercise discretion and dress in accordance with propriety, good taste, and public health requirements. It is further expected that the students' habits will reflect cleanliness, good grooming, and a concern for personal health.

Eating and Drinking

Eating or drinking in classrooms, lecture rooms, laboratories, gymnasium, swimming pool, or passageways is forbidden. Covered beverages only are permitted in the library. Eating and drinking are permitted in cafeteria and vending areas only.

Gambling

All forms of gambling are prohibited on the Bergen Community College campus and during all college-connected activities. Offenders are subject to disciplinary action that may result in suspension or dismissal.

Good Neighbor Policy

It has been previously stated that each student is expected to exercise discretion and act within the limits of decorum and propriety at all times and places. This statement cannot be too strongly emphasized in relation to property immediately adjacent or close to the College. Students are cautioned not to trespass on the neighboring golf courses; offenders will be subject to disciplinary action by the College.

Parking and Traffic Regulations

The county and municipal police, as well as campus public safety officers, enforce all traffic and parking regulations on campus. Students violating traffic and parking regulations on campus are subject to fines, penalties, and/or disciplinary action that could lead to suspension or dismissal from the College. Students planning to use campus parking facilities must obtain a parking permit decal for their vehicle. Extra cars may be registered at a cost of \$3.00 each. This sticker is obtained after proper registration of the vehicle has been completed at the Department of Public Safety, Room L-154, on the College's main campus in Paramus. Students must present a valid driver's license and the current bursar's receipt, and/or I.D. Card. Campus parking and traffic regulations for the academic year are published in a separate pamphlet available in the Department of Public Safety. Parking is permitted only in designated areas. Individuals violating college regulations are subject to fines as outlined in the Motor Vehicle Regulation Booklet.

Parking

Student parking is available in lots A through E. Unless given advance authorization and permit by Public Safety (Room L-154), use of all other parking areas is prohibited. Parking along curbs, fire, handicapped or medical zones, and loading/unloading areas is prohibited. Disabled or severely injured students can make arrangements for special parking privileges at the Department of Public Safety. The application for temporary medical parking is available in the Health Services Office.

Policy and Procedures for Displaying Flags on Campus

The main campus flag pole is located at the entrance of Bergen Community College (near Paramus Road) and is reserved solely for displaying the United States, State of New Jersey and Bergen Community College flags. The U.S. Flag will be lowered to half staff at the direction of the President of the United States or the state flag at the direction of the Governor of the State of New Jersey. In special circumstances, the College flag will be lowered to half staff at the direction of the President's Office. Flags of countries will be displayed throughout the Bergen Community College campus as a symbol of Bergen Community College's commitment to diversity and international understanding. Flags are symbols that identify people belonging to a group. The flags, especially those of a nation, embody the honor and pride of the people they represent and need to be treated with respect.

It is very important that the display of country flags be treated with consistency so as not to offend the very groups we intend to honor by displaying the flag. Flags are to be the same size. If possible, flags are to be hung or displayed horizontally. If flags must be hung vertically, they must all be hung in the same orientation. Given that many international members of the College community are interested in displaying on campus the flags of their home countries, the following procedures have been established by the College:

1. The flags of countries that are recognized by the United Nations (i.e., those countries that are listed by the U.N. as member states, nonmember states with permanent observer status, or national "entities" with permanent observer missions) will be displayed in the hallways of the school. Determination of the flags to be displayed will be made by the Vice President of Student Services.
2. The flags of countries that are recognized by the U.N. (as defined above) may be displayed at campus events to recognize and represent international students studying at the College. Flags of Native American nations will be

recognized as sovereign entities. Flags representing groups, cultures, or nations not specified above may not be displayed unless prior written approval is obtained from the Vice President of Student Services or the President's designee whose decision shall be final. Inquiries about the flag policy should be directed to the Associate Dean of Student Services.

Demonstrations

The philosophy of Bergen Community College is to encourage freedom in the expression of ideas presented in a scholarly and law-abiding manner. Demonstrations that interfere with the daily operations of Bergen Community College or cause personal injury to individuals or damage to property will not be permitted on campus. Students involved in the planning or implementation of such a demonstration shall be subject to disciplinary action by the College and prosecuted to the fullest extent of the law. The President is authorized to employ the process of criminal and civil law to terminate any campus disruption and to restore college function and prevent injury to persons or property. The college permits demonstrations when conducted in accordance with the following conditions:

1. That they are not designed to and do not interfere with the daily operations of Bergen Community College;
2. That they are not designed to and do not cause personal injury to individuals or damage to property;
3. That they are limited to exterior areas (sidewalks and lawns); no activity will be permitted inside college buildings or in doorways leading to buildings. There shall be no interference with building or campus ingress and egress. The demonstration must be conducted without harassment and without detaining any individual on or off campus.
4. That the intention to hold a demonstration and all its particulars must be filed 48 hours in advance of the event. The statement of intention must include date, time, and location of demonstration, purpose of the demonstration, approximate number of participants, type of activity involved (e.g., picketing, distribution of leaflets, chanting) and names of three individuals responsible for maintaining reasonable order.

Emergencies

All emergencies, accidents, or injuries which occur on college property are to be reported to the Public Safety Department or the Health Services Office within 48 hours of the accident. In the event that any condition threatens to close the College temporarily, listen to the following broadcasting stations for official instruction: WCBS/880, WOR/710, 1010 WINS, WVNJ 1160, and Cablevision/ NEWS 12 NJ, or log on to the College's web site, <http://www.bergen.edu>.

Emergency 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 following offices: Research and Planning; Student Center; Library; Financial Aid; Admissions; Registration; Student Information Services; and the Athletic Department.

Alcohol and Drug Use Policy

As stated in the Bergen Community College catalog, "in accordance with public law 101-226, Bergen Community College declares that it will endeavor to provide its employees and students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illicit drugs." Bergen Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as part of any of its students and employees activities. Bergen Community College further prohibits the possession or consumption of alcohol on the College campus, with the exception of special, approved receptions in the meeting and training center. Violators may be subject to suspension or dismissal. Intoxication and/or disorderly conduct resulting from consumption of alcoholic beverages will be

considered a serious violation of campus regulations and may result in disciplinary action. Local, state, and federal laws that apply to unlawful possession, use, or distribution of illicit drugs and alcohol will be enforced. Individuals and organizations in violation of college policy and regulations are subject to disciplinary sanctions. As appropriate, sanctions may range from verbal warning up to dismissal. Sanctions may also include completion of an appropriate rehabilitation program or referral to appropriate legal authorities for prosecution. These policies apply to all Bergen Community College employees and students as well as visitors to the College. The possession or sale of illicit drugs is a violation of the law. Bergen Community College will uphold the law and render assistance and support to law enforcement agencies, while at the same time rendering assistance to employees and students when needed or necessary. Bergen Community College's drug policy is as follows:

1. Employees and students are asked to report or submit to the Vice President of Student Services or the Associate Dean of Student Services any knowledge or evidence directly or indirectly relating to the possession or sale of drugs anywhere on the College campus or at any time during a college-related activity.
2. The Vice President of Student Services shall submit to the College president all information that she or he has knowledge of regarding the possession, or sale, or use of drugs on the College campus or during any college-related activity and will recommend a course of action.
3. Bergen Community College students convicted of a criminal drug statute or who admit, in writing, to the possession or sale of drugs anywhere on the College campus or during any college-related activity will be subject to dismissal from the College.
4. Information given to a counselor during the privacy of a counseling session will not be divulged by the counselor unless, in the judgment of the counselor, the student presents a danger to himself or others.
5. Students should refer to the document "Bergen Community College student program to prevent illicit use of drugs and abuse of alcohol" available through the offices of the Vice President of Student Services, Health Services, Counseling, and the Department of Public Safety.

Discrimination and Harassment Policy

Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination.

1. Discrimination, harassment or disrespect on the basis of age, race, creed, color, national origin, ancestry, religion, gender, (including gender identity or expression or disability), marital status, affection or sexual orientation, military service, political affiliation, veteran status, genetic information, atypical hereditary cellular or blood trait or any other legally protected classification.
2. Sexual harassment in any form constitutes prohibited, unprofessional, and unacceptable conduct and is a violation of Title VII of the Civil Rights Acts of 1964 and 1990, as amended, Title IX of the Education Amendments of 1972, the New Jersey Law Against Discrimination, established case law and State policies. The policy applies to all persons. Administrators, faculty, staff, and students are all covered.

Harassment of students by faculty and staff as well as by other students is covered, as is harassment of faculty and staff by students. The College will not tolerate, condone or allow sexual harassment of any of its students or employees, by any instructional, supervisory, managerial or administrative personnel, co-workers, students, independent contractors, vendors or others with whom the College does business. Bergen Community College will enforce this policy and expects all employees and students to be diligent in preventing, detecting, and reporting any incidents of sexual harassment. Bergen Community College expects each employee and student to avoid any acts or statements that may constitute sexual harassment and to ensure that his or her conduct complies with this policy. The College will take appropriate disciplinary action when an investigation reveals that an individual has engaged in any such prohibited conduct.

For purposes of this policy sexual harassment is defined as unwelcome, sexual advances or sexually explicit comments, requests for sexual favors, and/or other verbal or physical conduct based on the gender of the affected individual when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic achievement;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual's work or academic performance;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or academic performance or creating an intimidating, hostile or offensive working or educational environment, including but not limited to:
 - a. Generalized gender-based remarks and behavior.
 - b. Inappropriate, unwanted, offensive physical or verbal sexual advances and comments.
 - c. Solicitation of sexual activity or other sex-linked behavior by promise or reward.
 - d. Coercion of sexual activity by threat of punishment.
 - e. Gross sexual imposition such as touching, fondling, grabbing, or assaulting.
4. An individual need not be a personal target of harassment to file a complaint. The individual instead may show that other individuals were sexually harassed and that this harassment created a hostile or intimidating work or academic environment.

Conduct under (a-e) above by any instructional, supervisory, managerial or administrative personnel, co-workers, students, independent contractors, vendors or others with whom the College does business constitutes prohibited sexual harassment when a reasonable person of the same sex as the aggrieved individual would consider it sufficiently severe or pervasive to alter the conditions of employment or education or to create an intimidating, hostile, or offensive working or educational environment. Members of the College community who believe they are being or have been sexually harassed or discriminated against in violation of the Policy Prohibiting Sexual Harassment should report the incident. Reports of sexual harassment should be made in writing, as soon as reasonably possible after the alleged incident(s), to the Manager of Training and Compliance, Room A-330, telephone number (201) 612-5331.

Requests for a complete copy of the Policies and Procedures should be directed to the Manager of Training and Compliance. Student-On-Student Harassment will be handled through the College's policies that address student conduct, including the Rules and Regulations found in the College Catalog, not the Complaint Process for resolving Sexual Harassment Complaints.

Policy Prohibiting Sexual Harassment

Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination. Sexual harassment in any form constitutes prohibited, unprofessional, and unacceptable conduct, and may be a violation of Title VII of the Civil Rights Acts of 1964 and 1990, as amended, Title IX of the Education Amendments of 1972, the New Jersey Law Against Discrimination, established case law or State policies. The policy applies to all persons: administrators, faculty, staff, students, guests and visitors are all covered.

The College will not tolerate, condone, or allow sexual harassment of any of its students or employees, by any instructional, supervisory, managerial, or administrative personnel, co-workers, students, independent contractors, vendors, or others with whom the College does business. The College will enforce this policy and expects all employees and students to be diligent in preventing, detecting, and reporting any incidents of sexual harassment. Every employee and student is expected to avoid any act or statement that may constitute sexual harassment and to ensure that his or her conduct complies with this policy. The College will take appropriate disciplinary action when an investigation reveals that an individual has engaged in any such prohibited conduct.

- 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;
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual;

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 Section A, Paragraphs 1-3 above by any instructional, supervisory, managerial, or administrative personnel, co-workers, students, independent contractors, vendors, or others with whom the College does business constitutes prohibited sexual harassment when a reasonable person of the same sex as the aggrieved individual would consider it sufficiently severe or pervasive to alter the conditions of employment or education or to create an intimidating, hostile, or offensive working or educational environment.
- D. Student-on-student harassment is a violation of the Policy Prohibiting Sexual Harassment and must be reported to the Manager of Training and Compliance, Room A-330, telephone number (201) 612-5331. Unwelcome sexual conduct by one student that disrupts another student's ability to learn, or conduct that creates a hostile learning environment, will be handled through the College's policies that address student conduct, and not the Complaint Process for resolving Sexual Harassment Complaints.
- 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 and correct such behavior, and if necessary, take disciplinary action against an individual whose behavior violates this policy. Disciplinary action for employees can range from reprimands to dismissal. Students violating this policy may be reprimanded, suspended, or dismissed from the College.

Campus Sexual Assault Victim's Bill of Rights

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of providing an intellectually stimulating environment where a diversity of ideas is valued. Its rules must be promulgated for the purpose of furthering and protecting the rights of all members of the College community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault, and non-consensual sexual contact, respect for the individual and human dignity is of paramount importance. The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures, and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity. The following rights shall be accorded to victims of sexual assault that occur:

- On the campus of any public or independent institution of higher education in the state of New Jersey, and
- Where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights

- To be free from any suggestion that victims must report the crimes in order to be assured of any other right guaranteed under this policy.
- To have any allegations of sexual assault treated seriously; the right to be treated with dignity.
- To be free from any suggestion that victims are responsible for the commission of crimes against them.

- To be free from any pressure from campus personnel.
- Report crimes if the victim does not wish to do so.
- Report crimes as lesser offenses than the victim perceives the crime to be.
- Refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources On and Off Campus

- To be notified of existing campus and community based medical, counseling, mental health, and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
- To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling.
- To be informed of and assisted in exercising.
- Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
- Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

- To be afforded the same access to legal assistance as the accused.
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
- To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing Board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
- Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document.
- Nothing in this act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Violence Prevention and Response

The procedure for dealing with incidents of violence at Bergen is as follows:

Minor incidents such as argument, verbal assault, use of profanity, or any incident short of physical confrontation are primarily handled through referral from faculty or Public Safety officers to the Vice President of Student Services. The follow-up to such incidents may involve referral to the Center for Academic Planning and Student Success or a community agency (which provides anger management, psychiatric, or medical screening). In those incidents where a student has been previously sanctioned for disruptive behavior, the student may be placed on disciplinary probation or suspension. Serious incidents involving sexual harassment, physical violence, or destruction of property are immediately referred to Public Safety. In those instances where there is evidence of imminent danger, Public Safety will contact the Paramus Police Department for assistance.

Smoking Policy

Introduction

1. The New Jersey State Legislature and the New Jersey Department of Health have found that tobacco smoke is a substantial health hazard to both the smoking and non-smoking public. As such, smoking on Bergen Community College property by any person at any time anywhere is still prohibited. The property of the College includes all College vehicles as well as real estate owned by the College.
2. The effect of this policy is to prohibit smoking in all buildings and areas of College property. This entails that smoking is prohibited on the grounds, playing fields, walkways, roadways, parking lots, in and around the perimeter of any building.

“Smoking Defined”

For purposes of this policy, “smoking” is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter of substance that contains tobacco as well as the use of smokeless tobacco, snuff, or similar substance.

Legal Authority

This policy has been enacted in accordance with the provisions of Chapter 383, Public Laws of 2005, and codified in N.J.S.A26:3D- 55et SCQ.

Sanctions Against Violations

Any employee who violates this policy shall be subject to appropriate disciplinary action. Any student who violates the policy shall be subject to disciplinary measures, in accordance with the provisions of the Student Code of Conduct. Other individuals, including visitors to the College, who violate this policy, may be asked to leave the College premises. All violators are also subject to sanctions provided by applicable laws and regulations.

Policy:

1. First offence will result in a 25.00 fine.
2. Second offence will result in a 50.00 fine.
3. Third offence will result in a 100.000 fine.

Students who continually violate the policy will be required to appear before the Bergen Community College Judicial Board.

Signage

Signs designating Bergen Community College a smoke free campus are posted. This policy also is noticed in appropriate publications of the College.

Available Assistance

For any student or personnel of the College who desires to stop smoking, assistance is available through staffs of the Health Services, Wellness Center and Counseling. In addition, there are programs that are provided throughout the semester which are well publicized and are accessible to everyone.

Alumni Affairs

The Bergen Community College Foundation Alumni Network was created to advance the mission of Bergen Community College by promoting ideas, leadership and personal relationships among alumni, current students, faculty, staff and administration of the College.

Bus Service

Regular bus service is provided to the Bergen Community College campus by several New Jersey Transit routes. To obtain a bus schedule, please stop by the Welcome Center for more information. For schedules, contact the Bergen Community College Information Center at (201) 447-7200 or the Bergen County Transit Information Center at (201) 488-0840.

Lockers

College student lockers are the property of Bergen Community College. Students may not use the property as a depository for any substance or object which is prohibited by law or college policy or which constitutes a threat to the health, safety, or welfare of any member of the College community utilizing this campus. In emergency situations which constitute a threat to the safety, health or welfare of the College community, lockers will be searched. Lockers are available for students and assigned by Public Safety. The college assumes no responsibility for personal student property placed in lockers.

Lost and Found

Public Safety serves as the College lost and found area.

Student Accident / Health Insurance

The Student Health Insurance is provided by Bollinger and is available to all students. Students should familiarize themselves with benefits and limitations. The College is not responsible for any expenses which exceed the limits of policy payments. If students have questions about the policy, they should call the insurance company directly.

Full-time students are required by the state of New Jersey to have medical insurance, which includes hospitalization. Students who register for 12 credits or more will automatically be billed for medical insurance coverage. If students already have health/hospital insurance and do not want this coverage, they must request a waiver of the insurance fee. A waiver form will be available at the time of registration at the Bursar's Office, Room A-229, on the College's main campus in Paramus. Students must complete the form and provide their insurance carrier's name and address and their policy number. Upon receipt of the form, the fee will be waived and/or their payment refunded. Students are advised to read the policy carefully.

Pets on Campus

No pets, with the exception of service dogs, are permitted on campus grounds or in campus buildings. If pets are required for a classroom assignment or a planned part of an authorized campus activity, the owner must have secured previous approval from the classroom instructor or the Director of Student Life and Public Safety.

Visitors

Bergen Community College hosts many organizations and community activities throughout the year. Visitors who do not have an appointment with a specific campus official should first report to the Public Safety Office. Visitors who are guests of current students are the responsibility of the host student and will be expected to abide by the policies and procedures set forth for all Bergen Community College students. Visitors/guests will not be permitted to enter classrooms where instruction is being provided without prior approval by the classroom instructor.

Children on Campus

Children are not authorized on campus property at any time unless under the immediate supervision of a parent/guardian or enrolled in some special program supervised by the College. Students who bring small children to the campus may not leave them unattended at any time, especially in the Student Center, Library, and lounge areas. Children will not be admitted to instructional classrooms, while classes are in session, without prior approval by the instructor.

Veterans Affairs

Contact the Admissions Office for specific information concerning veterans' benefits. Veterans are requested to contact the Admissions Office at the beginning of each semester to verify enrollment information and during the semester to report any changes in semester hour loads. Failure to do so may result in termination of VA benefits.

Solicitation

There is no solicitation of commercial items on campus including the outside areas. In the case of special events, approval must be given by the Office of Student Life.

Posters, Notices, Circulars

Posters and notices are not to be sent to instructors to read in class. If a group wishes to distribute circulars to the faculty, approval must be received directly from the Office of Student Life. Notices for students are to be distributed in such a fashion so as not to interfere with student traffic or with the regular functioning of the College. Pressure is not to be exerted upon individuals to accept notices. General postings must be approved by the Office of Student Life.

Bulletin Board Posting Guidelines

1. Only one authorization stamp will be considered for the Pitkin Education Center and Ender Hall student bulletin boards and will be issued by the Student Life Office, Room A-115. A student bulletin board is any bulletin board not specifically designated for a department, organization, or event series. All student bulletin boards will be numbered in the lower right corner and are listed on the next page.
2. Only authorized personnel or their designees may issue a stamp.
3. The stamp will be valid for one month or until the day after the event.
4. Posters may not exceed 11" x 17;" preferred size is 8 1/2" x 11" or smaller.
5. Groups or individuals posting materials are responsible for removing their flyers in a timely manner.
6. Posting and removal of materials from any designated bulletin board (advertising for a specific academic department or service branch) will be the sole responsibility of that department.
7. Flyers or posters from outside organizations, sponsoring events or services, (which are deemed beneficial to the student body by the Office of Student Life) will be allowed to post 15 copies in the Pitkin Education Center and Ender Hall (on student bulletin boards).
8. Flyers or posters from any outside organization, sponsoring a service, that requires a monetary contract commitment by our students will not be approved.
9. Flyers, advertisements, or posters that promote the use of alcohol will not be approved.
10. No local, county, state, or national political material is allowed.
11. Advertisements that are placed over other postings (valid or expired) will be removed without notification. If the board is full, you may rearrange (but not remove) advertisements to fit yours.
12. No staples are permitted to hang materials. Please use thumbtacks or pushpins only. Articles violating this policy will be removed immediately and repeat offenders will no longer be permitted to post on campus.

If advertisements violate these policies and procedures, students may lose their posting privileges for the remainder of the semester. Repeat violations may result in a longer suspension period. The Office of Student Life must authorize any special considerations that do not adhere to these policies. Such requests must be submitted in writing to the Office of Student Life, two days in advance of the desired posting date.

Judicial Affairs

School Rules, Disciplinary Procedures and Expectations

In order that a community of people may live and work together in harmony, there must be a commitment to its policies and procedures including behavioral expectations. A community has the right to expect of its members certain standards of achievement and of social behavior, and to this end, Bergen Community College has established a framework of rules and academic expectations. Above all else, personal honesty and academic integrity are the fundamental ingredients for success at Bergen Community College.

Community Statement of Rights

As a member of Bergen Community College, I have the right:

- to exist, in this community free from sexual, racial, ethnic, or religious discrimination or harassment or bullying of any kind;
- to believe, act or appear in ways I choose as long as I am in accord with Bergen Community College's rules, regulations, and expectations, and so long as I do not infringe on the rights of others;
- to be trusted and treated with respect and with dignity. I understand that any act of theft, lying, cheating, or violence against another will compromise trust and respect and brings serious disciplinary consequences.

Social Expectation/Disciplinary Procedures

It is the school's expectation that all members of the Bergen Community College community will, at all times conduct themselves in a manner which evidences respect for self, for others faculty, students, staff, guests and visitors and for the school; the quality of interpersonal relationships among people committed to a common goal is the cornerstone upon which all else is built. Continuance at Bergen Community College for the following school year will be predicated upon students having met this expectation. The granting of a Bergen Community college diploma will presume the same. In cases where the Associate Dean of Student Services determines that these expectations have not been met, Bergen Community College may opt not to allow a student who has been asked to leave to return and this can preclude the granting of a Bergen Community College diploma.

Student Judicial Affairs Policy and Procedures

Purpose: To establish guidelines and procedures to ensure just and fair disciplinary action, determined by the nature of the offense and to ensure the right of appeal in situations involving minor offenses.

Standards of Conduct

Upon accepting admittance to Bergen Community College, all students acknowledge that while participating in activities on- and off-campus, they are governed by College rules and regulations as well as those set by the Student Senate. 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 accountable for behavior contributing to, or resulting in:

1. Danger to the safety and well-being of themselves or others;
2. A breach of College rules and regulations to include fighting and/or threatening to do bodily harm, possession of firearms or other weapons, sexual assault and/or harassment, the use of intimidation or threatening behavior, use and possession of controlled substances and alcoholic beverages on College property, violation of the College's computer use policy, theft, the use of abusive and profane language, cheating, and failure to heed instructions of College officials or Public Safety officers, in regards to display of appropriate College ID or personal identification;
3. Disobedience to local, state or federal laws;
4. A disruption 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 College will use the process of criminal and civil law to terminate any campus disruption and to restore College function and prevent injury to persons or property.

Rules and Regulations Governing Conduct

At the beginning of the academic semester, each incoming student is expected to obtain either a hardcopy or a CD of the Student Handbook. The handbook contains information about the College in general; courses of study; student activities; and rules, regulations and procedures essential to student life on campus. Every student is responsible for knowing the information included in the Student Handbook. The handbook will be available in the Office of Student Life, the Welcome Center and the Evening Office. Students attending orientation will be informed of the availability. The handbook is also available on the web site and to each student attending the Introduction to the College Experience course.

Rules and Regulations

1. The primary expectation about dress and grooming at Bergen Community College is that people will understand that different occasions call for different attire and that they will keep themselves neat, clean, and modestly dressed. The class dress code is meant to promote a community-wide seriousness of purpose and to minimize distraction, while still allowing students to be comfortable.
2. Weapons and any objects resembling weapons are not permitted on the Bergen Community College campus at any time. Given heightened concerns about school violence, students must understand that possessing anything that appears to be a weapon while on school property will be treated as a serious breach of the community's safety. Items not necessarily designed for use as weapons, but still posing a safety risk to students and faculty (including hunting or utility knives, box cutters, BB guns, pellet guns and airsoft guns, etc.) will be considered weapons. Possession of any such item and the attempted concealment thereof would be considered a serious rule violation and carry serious consequences including the need to call upon the Bergen County Police to remove any potential harm or threat to others.
3. Students may not possess firecrackers of any sort at school, they are dangerous, a nuisance, and illegal in New Jersey.
4. Interpersonal Relationships - The school recognizes and supports strong and caring relationships among its students. At the same time, excessive displays of affection in public places can prove to be embarrassing to others in the community and can be of poor taste. Students are expected to use discretion and good judgment in their relationships with others. Understanding that sexuality is a normal part of our nature, but also recognizing the wide range of ages and maturity levels in our community, the potential for unintentional pregnancy, and the possibility of exploitation, the school considers sexual intercourse or other acts of such intimacy to be inappropriate; if found to have taken place under the school's jurisdiction, they must be dealt with appropriately. Responses to such situations would include consultation with parents and, to the degree relevant, sanctions dictated by the current disciplinary rule in effect.
5. Pornography objectifies and debases both women and men and thus is totally contrary to the values of the Bergen Community College community. Students shall not display revealing objectionable posters, possess or distribute pornographic materials, or use the Internet for viewing or distributing pornographic materials.
6. Health Care – The Health Center at Bergen Community College exists for the welfare of all who are a part of the Bergen Community College community. As the medical facility for the campus, the Health Center has the responsibility and the authority to respond to the medical needs of the individuals within the community. Given the responsibility to and for the individual student as well as the Bergen community at large, the school maintains the right to determine at any time in its sole discretion that a student may interrupt or terminate his/her attendance at Bergen Community College by virtue of any condition of the student's health.
7. Technology and information resources are integral to the school's mission. Students must understand and accept that access to the information resource environment is a privilege and must be used responsibly and respectfully. Students are expected to abide by the guideline/policies set forth in the catalog. Students are expected to check their e-mail and voice mail accounts each day. The Bergen Community College network does not imply or extend any privacy privileges. Use of the school's network or of sites such as MySpace, Facebook, etc. to threaten, bully, harass, slander, or embarrass any member of the community shall be considered a serious disciplinary infraction, as shall any deliberate

attempt to gain unauthorized access to - or in any way manipulate information in any other person's account. Depending on the particulars, the appropriate committee shall hear such cases and recommend disciplinary action to the Associate Dean of Student Services. Use of any Bergen Community College computer to deliver any messages that are disrespectful of others and contain hateful language is a breach of the students' ability to be enrolled at the school and is subject to judicial action. The remedy for such hateful material may include expulsion from the school.

Code of Student Conduct

The Board of Trustees authorizes the President of the College to employ a disciplinary process to administer any campus disruption and to restore college function and prevent injury to persons or property. The college reserves the right to suspend or dismiss any student for justifiable cause. All students are governed by college rules and regulations. Each student is expected to exercise discretion, and act within the limits of decorum and propriety at all times and in all places.

Students are required to attend hearings. Failure to do so will result in a hearing in absentee.

Sanctions

1. The following sanctions may be imposed upon any student found to have violated the student code:
 - a. **Warning** – a notice in writing to the student stating that the student is violating or has violated institutional regulations.
 - b. **Probation** – a written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of a period of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - c. **Loss of privileges** – denial of specific privileges for a designated period of time.
 - d. **Fines** – previously established and published fines may be imposed.
 - e. **Restitution** – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material assignments.
 - f. **Discretionary sanctions** – work assignments, essays, service to the College or other related discretionary assignments.
 - g. **College suspension** – separation of the student from the College for a designated period of time, after which the student is eligible to return.
 - h. **College expulsion** – permanent separation of the student from the College.
 - i. **Revocation of admission and/or degree** – admission to or a degree awarded from the College may be revoked for fraud, misrepresentation or other violations of college standards in obtaining the degree or for other serious violations committed by a student prior to graduation.
 - j. **Withholding degree** – Bergen Community College may withhold awarding a degree earned until the completion of the process of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than expulsion, revocation, or withholding of a degree, disciplinary sanctions shall not be made part of the student's academic record but shall be part of the student's disciplinary record.

Dismissal of Disruptive Students

Any student who exhibits any of the following disruptive behaviors may be dismissed from Bergen Community College or any of its programs, courses, or services.

1. The exhibition of any behavior that is disruptive or threatening to any member(s) of the College community including, but not limited to students, faculty, and staff.
2. The threat of bodily harm to oneself or others.
3. The exhibition of severely disoriented behavior and/or perceptions.

Students affected by this policy may appeal to the Vice President of Student Services. During such an appeal, professional assessments of the student's behavioral and/or psychological conditions from physicians or mental health professionals may

be presented to the Vice President of Student Services for consideration of reinstatement or continued enrollment. Because of the potential damage to the student's reputation and to the student's social, academic and professional standing, all findings, proceedings, and correspondence under this policy will be kept strictly confidential. Such information will be accessible only to staff involved in the suspension or dismissal process, the student or the student's representative, or as provided under applicable law.

The Vice President of Student Services, with the appropriate consent of the student, his/her legal guardian, or family member, may refer a disruptive student for therapeutic assistance when the student is

1. being administratively withdrawn from Bergen Community College or any of its programs, courses, or services and;
2. is not currently receiving treatment for his/her disruptive behavior. Students withdrawn under this policy may be considered for re-enrollment by the Vice President of Student Services based on the recommendation of a licensed mental health professional.

Administration of Disciplinary Procedures

The Vice President of Student Services is the Chief Judicial Affairs Officer. The Vice President shall select an administrative designee to be the Director of Judicial Affairs. The Vice President's responsibility will be to maintain the integrity of the Judicial Affairs process, which will include the maintenance of accurate files, drafting letters, and training committee members. In the absence of the Vice President of Student Services, the Associate Dean of Student Services will act as Chief Judicial Affairs Officer.

Special Accommodations

A student may request a translator, sign language interpreter or note taker, if necessary, for any meeting, interview, and hearing related to enforcement of the policies and procedures set forth herein. A written request for special accommodation must be submitted to the Director of Judicial Affairs no later than five (5) regularly scheduled class days prior to an interview or hearing.

Prior Judicial History

If the Judicial Board determines the student has violated the policies and procedures of the College or the Student Senate, the Director of Judicial Affairs will provide the Committee with information concerning prior judicial sanction(s). This information will be used to assist the Board in recommending a fair and reasonable sanction.

Complaints Warranting Immediate Action

If it is determined by the Public Safety Department that a complaint of misconduct warrants immediate administrative response, the matter shall be referred to the Vice President of Student Services, or in his/her absence, the Associate Dean of Student Services. If the infraction warrants immediate attention, the Vice President may impose a judicial sanction. In all other instances, the matter will follow the judicial process as outlined herein.

Disciplinary Process/Complaint

Any member of the College community may file a complaint against a student. Reports of misconduct which violate the Bergen Community College's "Code of Student Conduct" must be officially reported to the Department of Public Safety, Room L-154, (201) 447-7116 or (201) 447-9200; the Director of Judicial Affairs, Room A-115, (201) 447-7215 or the Office of the Vice President of Student Services, Room A-128B, (201) 447-7491. Complaints of sexual harassment of students by faculty and/or staff as well as by other students should be reported to the Manager of Training and Compliance, Room A-330, telephone number (201) 612-5331. In those incidents involving violation of the Code of Student Conduct, the Public Safety Department will interview the affected parties, prepare the reports with supporting documentation, and forward them to the Vice President of Student Services. If a community member would like to discuss their complaint before filing a report, the Vice President of Student Services will be available for consultation. When the College itself is a victim of the act, the College reserves the right to institute criminal and/or civil proceedings against a student.

Interim Suspensions

In certain circumstances, the Associate Dean of Student Services or a designee may impose a college suspension prior to the Judicial Board hearing.

1. Interim suspension may be imposed only:
 - To ensure the safety and well-being of members of the College community or preservation of property.
 - To ensure the student's own physical or emotional safety and well being.
 - If the student poses an ongoing threat of disruption to, or interference with, the normal operations of the College.
2. During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Director of Student Life and Judicial Affairs may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule up to and through a Judicial Board hearing, if required.

Judicial Board Membership

The Board membership will be appointed by the Vice President of Student Services, in consultation with the President of the College.

Notice of Student Judicial Hearing

A written notice of the judicial hearing shall be sent to all parties involved no later than ten (10) regularly scheduled class days after a determination that a hearing shall be held. The notice shall contain:

1. The time, date and location of the hearing;
2. A list of the charges being brought against the student, including the rule or regulation he/she is charged with violating;
3. A statement of rights:
 - a. To present his/her side of story; and
 - b. To present witnesses and evidence on his/her behalf which are relevant to the charge(s).

Waiver of Student Judicial Committee Hearing

A student may waive his/her right to a judicial hearing in writing submitted to the Director of Judicial Affairs, no later than five (5) regularly scheduled class days before a hearing. If warranted, the student will be informed within (10) regularly scheduled class days of the sanction imposed for the violation. In such cases, the sanctions will be determined and imposed by the Director of Judicial Affairs.

Responsible Plea

If the student pleads responsible, the student filing the complaint and any witnesses will be dismissed. The charged student will be asked to present any extenuating circumstances, which might be pertinent to the complaint. The student will be informed that the Board, after reviewing his/her judicial file, will forward its recommendations to the Director of Judicial Affairs. The Director of Student Life and Judicial Affairs, in consultation with the Associate Dean of Student Services, will administer and forward a Letter of Sanction after the recommendation has been received by the Vice President of Student Services for sanction review.

Not Responsible Plea

If the student pleads not responsible, the following procedure will be employed:

1. The Chair will ask the person filing the complaint to state their reason for filing the complaint. The Board will have the opportunity to ask questions and to recall the witness;
2. The Chair will ask the student accused to give his/her statement. The Board will have the opportunity to ask questions and to recall the witness;

3. The Chair will call all witnesses individually into the hearing. The witnesses will be asked to give a brief statement and the Board will have the opportunity to ask questions and to recall witnesses;
4. Once all parties have made their statements, the Chair will dismiss the participants for Board deliberation. After the Board has reached its decision, the Chair, if permitted by this policy, will disclose to the Board information concerning prior judicial record;
5. If the Board determines that the student is responsible, the Board will forward its recommendation for sanctions to the Director of Judicial Affairs;
6. The Director of Judicial Affairs, in consultation with the Associate Dean of Student Services, will send a Letter of Sanction to the student by certified mail return receipt requested and first class mail;
7. If the Board determines that the student is not responsible, the complaint will be dismissed and a Letter of Notification of the Board's determination will be sent to the student by certified mail return receipt requested and first class mail.

Appeal Process

If the student wishes to appeal a sanction, a written request of appeal must be submitted to the Vice President of Student Services no later than five (5) regularly scheduled class days after the hearing or after receiving notice of sanction mailed certified. After consultation with the Vice President of Student Services, the Associate Dean of Student Services will inform the student concerning the status of his/her request for appeal no later than ten (10) regularly scheduled class days after the recommendation has been received by the Vice President of Student Services. If an appeal hearing is warranted, the Vice President of Student Services will:

1. Read the charges;
2. Read the Board findings and recommendations;
3. Ask the student to state the reason for the appeal;
4. Excuse the student while the matter is deliberated/considered;
5. Inform the student that he/she is upholding or amending the original decision of the Judicial Board.

If the sanction is amended, the Vice President of Student Services will replace the existing sanction letter, with an amended sanction letter.

Note: All letters will be sent to the student's address as it appears in the most current student record. It is the responsibility of the student to maintain current information with the College. All letters will be sent through both registered and first-class mail when appropriate.

Referrals

Once a report has been received, the Director of Judicial Affairs will initiate one of the following actions:

1. If the allegation(s) does not warrant disciplinary action, the parties involved will be notified in writing that the matter is closed and that no further action will be taken; or
2. Notify all parties involved that a formal Judicial Hearing will be held.

Notification of Complaint Dismissal

If it is determined by the Director of Judicial Affairs that the allegation(s) do not warrant judicial review, the person filing the complaint will be notified in writing that the complaint has been dismissed and the reason for dismissal shall be indicated within the notification.

Academic Dishonesty

Bergen Community College is committed to academic integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception. Students are responsible for their own work. Faculty and academic support services staff will take

appropriate measures to discourage academic dishonesty. The College recognizes the following general categories of violations of academic integrity.

Academic integrity is violated whenever a student does one or more of the following:

- A. Uses unauthorized assistance in any academic work
 - Copies from another student's exam
 - Uses notes, books, electronic devices or other aids of any kind during an exam when doing so is prohibited
 - Steals an exam or possesses a stolen copy of any exam
- B. Gives unauthorized assistance to another student
 - Completes a graded academic activity or takes an exam for someone else
 - Gives answers to or shares answers with another student before or during an exam or other graded academic activity
 - Shares answers during an exam by using a system of signals
- C. Fabricates data in support of an academic assignment
 - Cites sources that do not exist
 - Cites sources that were not used
 - Submits any academic assignment which contains falsified or fabricated data or results
- D. Inappropriately or unethically uses technological means to gain academic advantage
 - Inappropriately or unethically acquires material via the Internet or by any other means
 - Uses any devices (electronic or hidden) for communication or unauthorized retrieval of information during an exam
- E. Commits plagiarism
 - Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws. Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own. Examples of plagiarism include instances in which a student:
 - Knowingly represents the work of others as his/her own
 - Represents previously completed academic work as current
 - Submits a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source
 - Uses another author's exact words without enclosing them in quotation marks and citing them appropriately
 - Paraphrases or summarizes another author's words without citing the source appropriately

Note: An instructor may establish other guidelines regarding academic integrity consistent with the College policy.

Consequences of Violations of Academic Integrity

A. Instructor's Sanctions for a Violation

The faculty member will determine the course of action to be followed. This may include:

- Assigning a failing grade on the assignment
- Assigning a lower final course grade
- Failing the student in the course
- Other penalties appropriate to the violation

In all cases, the instructor shall notify the Vice President of Student Services of the violation and the penalty imposed. The student has the right to appeal the decision of the instructor to the appropriate department head.

B. Institutional Sanctions for Violations

When a violation of academic integrity has been reported regarding a student, the Vice President of Student Services may impose disciplinary penalties beyond those imposed by the course instructor, which may include suspension or dismissal from the College. The student shall have the right to a hearing before the Vice President of Student Services or a designated

judicial affairs committee. Judicial procedures governing violations of academic integrity are contained in the student handbook.

Procedure for Student Complaints about Faculty

A student raising a complaint or concern about an individual or faculty member may discuss the matter with the involved faculty member.

1. If the matter is not resolved as a result of the student's discussion with the individual faculty member, or if the student chooses not to have a discussion with the individual faculty member, the student may then bring the matter to the appropriate department head.
2. The department head will hear both sides orally and attempt to resolve the issue as expeditiously as is possible (usually within one week).
3. The student will be informed by the department head as to the outcome. If the student is still not satisfied, the student may put the complaint in writing addressed to the appropriate divisional dean.
4. The matter then becomes a formal complaint or concern and will be dealt with as such.
 - a. Other faculty in the discipline may be consulted by the involved faculty member and divisional dean.
 - b. Counselors from the Counseling Center may be consulted by any involved party.
 - c. Recommendations may be solicited orally or in writing from each participant. The student will be informed by the divisional dean as to the outcome.
5. If the student is still not satisfied, the student should refer the matter to the Academic Vice President in writing.

Acceptable Use of Information Technology Resources

Bergen Community College provides a rich information technology environment to support its educational activities and administrative functions. These resources, including computing systems and software, as well as internal and external data, voice, and video networks, are shared resources. To preserve them for the common good, the College expects all users, including students, faculty, staff, administrators, other employees, and members of the general public using the College's information technology resources to comply in all respects to institutional and external standards for their appropriate use. Although incidental personal use is permitted, these resources should be used primarily for College educational and administrative purposes, and such incidental personal use must conform to these same standards of appropriate use. By using College information technology resources, users agree to abide by all College acceptable use and related policies and procedures, as well as applicable federal, state, and local laws. The College reserves the right to bar access to its network or other information technology resources to those who violate its acceptable use and related policies and procedures. Further, violations may result in disciplinary action, including suspension, dismissal, and legal proceedings.

Administrative Guidelines, Regulations, and Procedures

Bergen Community College reserves the right to monitor its information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities, and to ensure compliance with all acceptable use and related policies and procedures. To this end, the College reserves the right to inspect any and all computer systems or data that reside on its telecommunications network for violations of any acceptable use and related policies and procedures.

Acceptable and Unacceptable Use

Because of the richness of the Internet and the College's information technology resources, it is not possible to catalogue exhaustively all acceptable and unacceptable uses. The lists below are meant to be illustrative. Employees and students should consult with their supervisors or classroom instructors, respectively, about the appropriateness of other uses. In free time areas, users should address questions to lab supervisors or other responsible parties. In deciding what is and is not an acceptable use, there are two overriding principles:

1. the College's information technology and telecommunication resources exist to support the College's mission, and
2. the College is committed to ensuring a positive learning environment for all members of its community.

Thus, all users are obliged to demonstrate civility in any and all exchanges and postings, including the content of web pages, both official and unofficial. The College reserves the right to remove from its telecommunications networks any content judged to be racist, pornographic, or designed to denigrate members of the College community.

Acceptable Use

- Gathering and providing research material and data
- Analyzing research data
- Preparing course materials
- Completing class and homework assignments
- Enhancing coursework
- Enhancing educational approaches and teaching methods
- Obtaining and disseminating college related knowledge
- Developing and administering targeted demographic surveys
- Using WebAdvisor to register online for courses or to access information about one's own academic performance
- Using Datatel's Colleague or other institutional software within the scope of one's normal duties

Unacceptable Use

- Using the network for gambling, any other illegal activity, or any activity prohibited by the College's acceptable use and related policies and procedures, including but not limited to violations of copyrights, software agreements and other contracts
- Using the College systems for commercial or profit-making purposes
- Altering system software or hacking in any form
- Gaining unauthorized access to resource entities, including use of others' passwords
- Invading the privacy of individuals
- Posting anonymous messages
- Creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail
- Disobeying lab and system policies, procedures, and protocols (e.g., time limits on workstation usage)
- Using the network in support of groups outside the College when such use is not in keeping with the mission of the College
- Creating and using individual web pages not primarily focused on the mission of the College
- Using Web Advisor to access information about someone other than oneself
- Accessing data or making use of data in Datatel's Colleague or other administrative systems software not relevant to the scope of one's job responsibilities

Security Breaches

Attempts to alter system software, to bypass security protocols, to introduce viruses, worms, or other malicious or destructive programs, or otherwise "to hack" are expressly forbidden. Any member of the College community, including a student, who intentionally breaches security will be subject to disciplinary action, including suspension and dismissal.

E-Mail Accounts

Students enrolled in credit courses or programs may request an e-mail account through the College's Website. Generally, e-mail accounts are closed when the student is no longer enrolled. The College may choose to extend e-mail privileges to students during periods of stop-out.

Violations of Acceptable Use and Related Policies and Procedures

Users are expected to notify the Office of Information Technology, classroom instructor, free time lab supervisor, or other responsible party, as appropriate, of intentional or unintentional breaches in access and data security of which they become aware. In addition, employees who are aware of serious violations of acceptable use or related policies and procedures (including malicious tampering, virus infection, or "hacking") are required to report such activity to their immediate supervisors. In the case of complaints about materials believed to be offensive or otherwise inappropriate, users are encouraged to express their concerns directly to those believed to be misusing the systems and/or to lab supervisors. If the situation persists they should bring the matter to the attention of Public Safety or other responsible parties. Individuals who violate acceptable use and related policies and procedures will be subject to appropriate sanctions, including suspension, dismissal, and legal proceedings. According to the US Copyright Act, illegal reproduction of software or other material is an offense which will subject the violating individual to civil and monetary damages. The use of e-mail or any college system for harassment or criminal activity may result in criminal penalties, including fines and imprisonment.

Bergen Community College Website Guidelines

Bergen Community College encourages the use of the Internet by faculty, staff, and students as both an information resource and as a method of communication. In keeping with this, members of the College community may have Web pages on the Bergen Community College servers. All Web page developers are expected to act responsibly and to adhere to both the Bergen Community College Acceptable Technology Use Guidelines and to the procedures established by the College for Web pages. In particular, the College expects that all members of the College community will

1. obey all applicable federal, state, and local laws, including copyright law;
2. adhere to fair use guidelines;
3. give proper attribution of any sources;
4. not use college hardware, software, or communications for personal profit; and
5. not place any information on the Web pages which reflects negatively on the College or any member of its community.

Further, all Web page developers are expected to make every effort to ensure that the Bergen Community College Web site, and all pages contained within it, is accessible to the visually impaired. The College has the right to monitor all Web pages placed on its servers and remove any that violate the College's guidelines or procedures. Further, the College has the right to prohibit access to its computing resources to anyone who violates either the guidelines or subsequently established procedures.

Official Web Pages

In the following procedures an official page is defined as one which primarily contains information normally found in the College catalog, such as courses of study, and course descriptions.

Bergen Community College Home Page

The Bergen Community College homepage is the College's principal Website. It is the responsibility of the Office of Public Relations to establish style and appearance guidelines for the home page and other official pages. Any information to be included on the official college home page is to be approved by and routed through the Office of Public Relations.

Division, Department, and Curriculum Web pages

Each division, department, and curriculum is expected to have its own home page. These home pages will be links from the Bergen Community College home page. These home pages are to have a designated Web site manager, who is identified on

the Web site by name, office, and e-mail address; are to be updated on a regular basis so that all information is relevant, timely, and appropriate; contain the date created or last revised; have appropriate releases or copyright permissions for all photographs, artwork, or text; follow the style guide established by the Office of Public Relations for use of Bergen Community College logo, fonts, and overall layout; verify and update all links regularly; be approved initially by the Office of Public Relations before being uploaded to the College servers. Division, Department, and Curriculum home pages will be limited by the resources available. Subsequent alterations and additions to the Division, Department, and Curriculum home pages are subject to periodic review by the Office of Public Relations.

“Unofficial” Web Pages

Faculty / Staff and Course Home Pages

Full-time and adjunct faculty and staff are encouraged to have their own home pages. When developing home pages, faculty and staff are to adhere to the following: Pages should be professional, not personal. Pages should not refer in any way whatsoever to any personal profit making enterprise such as private practice, or consulting. There must be signed releases or copyright permissions for any artwork, photographs, video or audio segments, or quoted text.

Pages should fully identify the faculty or staff member, giving name, position, office location, office phone number, and e-mail address. It is suggested that the Web page also include work schedules or office hours. Other appropriate information may be publications, presentations, and professional affiliations. If the page links to a personal home page, the faculty or staff member is responsible for the appropriateness of the information on the personal home page. Pages may not contain any material that in any way violates federal, state, or local law or material that reflects negatively on the College or any member of its community. All information on the home pages is to be timely and relevant. Pages should be updated regularly and links checked for accuracy. Faculty are also encouraged to develop course Web sites, with information such as course outlines, student assignments, lecture notes, PowerPoint presentations, and homework answers. Faculty, staff, and course pages may be limited by available resources. Faculty who need assistance developing a home page or course Websites should consult the Center for Instructional Technology. Staff members who need assistance with Web pages should consult the Department of Information Technology. Staff in either of these offices can assist the faculty or staff members in uploading pages to the server or provide instructions for the faculty or staff members to do so themselves.

Student Organization Pages

Official student organizations recognized by the Office of Student Life, may have home pages on a Bergen Community College server. Student organizations that wish to have a page loaded on the servers must have approval from the Director of Student Life; designate a member of the club as Web page manager and the Web page manager must be identified on the page; commit to updating all information in a timely fashion; obey all federal, state, and local laws, including copyright law; adhere to fair use guidelines; and give proper attribution of any sources; not post anything which reflects negatively on the College or any member of its community; verify regularly that all links from their page are active. Club home pages will be limited by available resources.

Individual Student Pages

Individual students may only have home pages on the Bergen Community College server when required as part of a course. The faculty member for the course is responsible for establishing standards for student web pages and for ensuring that students have adhered to these standards before the pages are uploaded to the Bergen Community College servers. Student home pages will be limited by available resources.

Academic and Student Facilities

Bergen continues to renovate and add facilities to serve the needs of its students and the general public. These include the Sidney J. Silverman Library, the Anna Maria Ciccone Theatre and the Pitkin Education Center.

Academic and Student Facilities

Anna Maria Ciccone Theatre and Performing Arts Series

The Anna Maria Ciccone Theatre accommodates an audience of 300 and serves a wide range of performing arts. Most importantly, the theatre serves as an environment where students develop their skills in a full range of theatre crafts. The Ciccone Theatre is equipped with a state-of-the-art computerized lighting and sound systems. The Ciccone Theatre contains all of the necessary support spaces, including dressing rooms, rehearsal space, administrative office space, and workshop areas for scenery, props, wardrobe, and lighting.

While the primary purpose of the theatre is to meet the educational needs of Bergen students, the facility also serves as a showcase for the performing arts. Dance, theatre, and music groups perform regularly in the theatre. The Office of Community and Cultural Affairs oversees the College's Performing Arts Series, which provides a diverse range of cultural events for the campus community and the general public. The 10-month season offers Family Fun matinees, weekend evening performances, and Sunday Sounds concerts. Up to 30 professional performances are held annually as well as productions and recitals by the academic performing arts division. Detailed season brochures provide complete information on all of the College's cultural offerings, and are available in Room A-130, on the College's main campus in Paramus, or by calling (201) 447-7428.

Sidney Silverman Library

Main Building, Pitkin Education Center, L-wing, 2nd Floor.

Library Hours: (201) 447-7131; Service Desk: (201) 447-7970

www.bergen.edu/library

Reference Network/Computer Services

The Library's Reference Network consists of clusters of computers with high-speed Internet access, including wireless access. Priority on Library computers is given to Bergen Community College students engaged in course-related work.

Help for Students

Experienced library staff is available during regularly scheduled hours to help students and to offer guidance in using the Library's extensive collection of print and electronic resources.

Library Instruction

The Library works in partnership with classroom faculty to provide students with instruction in basic research techniques and database searching.

Library Collection

Library materials are selected with consideration for the diverse educational needs and interests of students, faculty and staff. The collection contains books, newspapers, journals, and extensive electronic holdings available 24/7, via the Library's Website.

Media Services

The Library collection also includes a full range of DVDs and CDs on a variety of subjects. Students are encouraged to use this collection, along with equipment for classroom presentations.

Other Services

Adaptive equipment is available for students with special needs and includes text magnifiers and workstations equipped with screen magnification and screen reading software. The Library also has an extensive collection of close-captioned videos.

Instructional Facilities and Services

Academic Advising Center

The Academic Advising Center, located in the Pitkin Education Center, Room A-101, on the College's main campus in Paramus, (201) 612-5480, assists students with information about Basic Skills Tests results and required courses, degree program requirements, selecting courses and developing a schedule of classes, and other important information regarding academic progress and College policies and procedures.

The goals of the Academic Advising Center are to:

- Provide accurate information about institutional policies, procedures, resources, and programs.
- Assist students in their consideration of life goals by relating interests, skills, abilities, and values to careers, the world of work, and the nature and purpose of higher education.
- Assist students in developing an educational plan consistent with life goals and objectives (alternative courses of action, alternate career considerations, and selection of courses).
- Assist students in developing decision-making skills.
- Assist students in evaluation of their progress toward established goals and educational plans.
- Guide the student toward accepting responsibility for mature academic decision making.
- Make referrals to other institutional or community support services.
- Integrate the resources and expertise of the teaching and counseling faculty.
- Provide an on-going, in-service training program for all individuals involved in the delivery of academic advisement services.

The Faculty Advisors are available on a drop-in basis and help students interpret the Program Evaluation, which is available on WebAdvisor at go.bergen.edu.

Adaptive Technology Laboratory

The Adaptive Technology Laboratory provides adaptive technology to aid students who are hard of hearing or Deaf, have visual disabilities and/or learning disabilities. The laboratory contains computer software that enables students to have full access to information, electronic readers, print enlargers and Braille printers. To take advantage of these services, please submit disability documentation to the Office of Specialized Services (OSS) as soon as possible. The deadlines for submitting disability documentation are: August 1 for Fall Semesters and December 1 for Spring Semesters.

Autism Center

Bergen Community College's Autism Center promotes autism awareness and addresses the higher education and employment needs of students with autism. The Center was created with the assistance of an autism taskforce, which developed objectives and expectations for the organization.

Health Professions and Nursing Facilities

Each health care curriculum is supported by extensive facilities including X-ray and ultrasound units, hospital laboratory equipment, a dental hygiene clinic, a surgical technology laboratory, and the Veterinary Technology Surgical Nursing Center.

Applied Music Studios

The music program maintains a complete applied music program, where traditional private music lessons for all instruments

are taught in West Hall, Rooms 228, 229, 230, and 231, on the College's main campus in Paramus. The applied music studios are fully equipped and acoustically sound proof.

Art Facilities

The Art Program maintains several studios and labs for teaching traditional and electronic media. (See: Computer Graphics Lab, Fine Arts Studio, Multimedia Lab, and Photography Labs).

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 note takers, tutors, assisting devices, and sign language interpreters. Please call (201) 612-5270 or (201) 447-7845 TTY for more information or visit the center in Room S-152, on the College's main campus in Paramus.

Center for the Study of Intercultural Understanding (CSIU)

The Center for the Study of Intercultural Understanding (CSIU) promotes a greater understanding and appreciation of diverse cultures through better communication and critical thinking skills. Originally introduced at the College as the Center of International Study in 1979, the CSIU is committed to the study of diversity and global issues. Current CSIU initiatives include a research study on the United Nations' Millennium Development Goals, a diversity seminar on human rights, citizenship and liberal education and the promotion of intercultural awareness with students and professors through dialogue. Dozens of Bergen faculty participate in the CSIU committee charged with shaping the organization's scope and programs.

Child Development Center

The Child Development Center in Ender Hall is a unique laboratory school, licensed by the Division of Youth and Family Services, to provide care for children ages two-and-one-half to six-years old. The Center is staffed by teachers certified in Early Childhood Education and student interns enrolled in the associate degree program in Early Childhood Education. A comprehensive renovation in 1997 expanded and upgraded the facility by adding three new classrooms, computers, and a one-way observation room so that students can view classroom operations.

Computer Facilities

Bergen Community College is committed to providing all students with appropriate access to modern technology. All labs are equipped with state-of-the-art computers loaded with the Microsoft Office Suite and curriculum specific software, as appropriate. Many students choose majors or courses where computer hardware or software is the topic being studied. Many more students make use of computers in learning topics like Math, English, World Languages, Visual Arts, Engineering, Drafting, Culinary Arts, Communication, Nursing, and Sociology. Multimedia software and the Internet provide faculty and students with new ways to interact and to better understand many concepts and real world experiences, complementing traditional teaching methods.

Bergen has over 50 networked computer labs and classrooms designed with a computer workstation for each student. There are additional specialized and smaller facilities for specific disciplines. Also, over 110 classrooms are equipped with projection systems and computer workstations at the faculty work station. All classrooms are Internet accessible. The Library has an extensive network of computers to support student learning and research. Many classes meet regularly in computer-equipped facilities. There are also free-time computing labs open up to 14 hours a day, available to all currently enrolled Bergen students. In addition, the College hosts course-related Web pages for students enrolled in certain Web development courses.

Computer Graphics Lab

The Computer Graphics Lab, located in Room W-319 on the College's main campus in Paramus, is equipped with 25 iMacs® for instruction in computer print and Web graphics and design. Each workstation has the Adobe Creative Suite, Macromedia Studio, QuarkXPress, and Corel Painter. The lab also is equipped for high-volume color network printing and flatbed scanning. Additionally, iMacs® are available in Free Time Lab, Room W-215, to support Apple software-based applications.

Educational Broadcast Center

The Educational Broadcast Center (EBC) provides students with a learning laboratory, which expands their talents in the media field. The center includes a student television studio, a full scale High Definition (HD) television production studio, a radio lab, and editing suites. The EBC is used by students in broadcasting and mass communications courses. The College produces educational television programs, programs for the community, and provides the facilities for commercial television productions. The College also manages and provides programming for Torch Television, Channel 26, on the Verizon FIOS network in Bergen County

The Emil Buehler Trust Observatory

The Emil Buehler Trust Observatory, located in the Technology Education Center, is equipped with two permanent 16-inch reflecting telescopes and a third 16-inch portable telescope for disabled students. The new observatory is made available to the community at large and supplements the outstanding resources of the Buehler Challenger Space and Science Center, also located on the College's main campus in Paramus.

Fine Arts Studio

The Natural Media Lab, in Room W-326, is a spacious fine arts studio with skylight for the Art Program's courses in drawing, life drawing, and painting.

Greenhouse

A new 2500-square foot Greenhouse Complex, in Ender Hall, features four different computer controlled environments, simulating conditions, ranging from hot, dry desert sands to the tropical rain forest. The Greenhouse displays the diversity of plant life around the world. The complex includes a propagation room for cuttings and grafts and a large work area for class projects. The Greenhouse serves students in botany, plant science, interior landscaping greenhouse management, and plant propagation. Students studying in greenhouse production courses have the opportunity to grow a variety of flower and vegetable crops. The Hotel/Restaurant program uses a section of the Greenhouse to grow fresh herbs for culinary use.

Hotel/Restaurant Labs

Having two fully equipped laboratory kitchens in two buildings, with separate dry food storage rooms, a full-service dining room with a restaurant size ware-washing room in one, and a fully equipped student-operated cafeteria in the other, permits students in Hotel/Restaurant/Hospitality Programs to gain professional experience in management, food production and service, and the culinary arts. Commercial food service equipment includes: convection ovens, professional eight-burner ranges with ovens, professional pressure-steamers, dry food storage rooms, broiling units, tilting fry pan, steam-jacketed kettles, Hobart mixing machines, a vertical cutter/mixer, food chopper, combination microwave-convection ovens, reach in and walk-in, six-door commercial refrigerators and freezers. It also is equipped with professional steam tables, restaurant stainless steel work-tables and a restaurant size ice-making machine.

Video Conference Centers

The interactive classrooms in West Hall and in the Technology Education Center electronically link Bergen to classrooms in area high schools, colleges, and to satellite downlinks. Through these facilities, the College participates in national teleconferences and offers multi-college classes in areas such as Veterinary Technology.

Laboratory Theatre

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

Developmental Math Center

The Developmental Math Center offers tutorial services for students enrolled in Developmental Mathematics courses. Students who need assistance with homework or with preparation for developmental math tests may use the services of the Developmental Math Center. Many students find it helpful to have a math faculty member available to answer questions

which may arise. The Center is the primary location for Developmental Math retests. The Developmental Math Center is located in Rooms L-127 and L-128, on the College's main campus in Paramus. The Center's hours are posted on its window.

Multimedia Labs

The West Hall Multimedia Labs, located in Rooms W-211 and W317 on the College's main campus in Paramus, are high-tech multimedia centers for teaching computer animation, video editing, electronic music, audio mixing and orchestration, and video game design. The Multimedia Labs provide art, music and broadcasting students with exciting opportunities for cutting-edge experimentation in 2D and 3D computer animation, video post production, DVD authoring, and in all areas of computer generated music composition and performance. The HP xw8400 workstations are loaded with Avid Softimage XSI, Avid Media Composer, Adobe Video Production Studio, Macromedia Flash, Corel Painter, Avid ProTools, Sound Forge, Reason, and Cakewalk Sonar. Each station is connected to the College's Avid ISIS media server and has access to Avid Mojo and M-Powered equipment. The labs each contain synthesizers/samplers in which music students create their own compositions using the latest technology involving sequencing, editing, and mixing, to a final CD of their own music.

Online Writing Lab (OWL)

The Bergen Online Writing Lab (OWL) is a Website designed to help students and faculty at all stages of the writing process. The OWL contains links to sites on effective reading and writing strategies, writing across the curriculum and in various disciplines, research strategies and research writing, and business writing. The OWL also functions as a resource for faculty looking for ideas and support in teaching writing.

Photography Labs

The Art Program offers both traditional and digital Photography. The Photography Lab maintains a black and white traditional darkroom with 15 enlargers in Rooms S-258 and S-256, on the College's main campus in Paramus. The Digital Photography Lab in S-258 includes nine iMac computer stations, which serve as digital darkrooms and large format color inkjet photo printers.

Piano Labs

The Piano Lab, located in Room W-210 on the main campus in Paramus, is the College Center of Piano Pedagogy. In this lab, beginning to advanced-level group piano courses are taught on 13 piano synthesizers. The lab also features a grand piano for master classes and pedagogical demonstration. The Piano Lab also is equipped with a number of computers loaded with software for music printing, theory, and ear-training. A second Piano Lab, Room W-211, with 17 new synthesizers also is available for student practice.

Recital Hall

The Recital Hall, located in Room W-226, accommodates an audience of 100 and serves as a music and lecture/performance hall. The hall, which features a concert grand piano, also is equipped, with the latest in recording equipment and lighting systems.

Recording Studio

The West Hall Recording Studio is the primary live tracking facility incorporating all aspects of digital recording, composition, sound design, MIDI, and audio editing. It features a fully automated console, digital mixer, Pro Tools HD system, and various outboard processing devices, samplers and synthesizers. The studio utilizes the adjoining Recital Hall for "live" studio recording as well as the recording of all concert events during the course of the year. The multimedia labs, along with the recording suite, offer students the maximum flexibility for creative activity, while simultaneously serving as learning laboratories in applying continuously changing technology to the art of music. Projects in film, audio, video post-production, and integration with animation, radio, and the new game design programs are finalized in the recording studio.

Stryker Manufacturing Lab

Located in the Technology Education Center, the Stryker Manufacturing Lab, adjoined by two Computer Aided

Drafting and Design labs, houses computerized milling and turning equipment, a model shop, and a meteorology station. In this simulated manufacturing laboratory, students are able to follow a high-tech manufacturing workflow, from developing a design through crafting and testing the prototype, to actual manufacture of the commodity.

Surgical Technology Laboratory

A \$573,300 High-Tech Workforce Excellence Grant, awarded by the New Jersey Commission on Higher Education, provided funding to create and equip a simulated high technology operating room, used to train students in the Surgical Technology Certificate Program on the equipment and instruments used in medical facilities. The laboratory is located in Room S-240 on the main campus in Paramus.

Technology Education Center

The two-story, 50,000-square-foot Technology Education Center features the state-of-the-art Moses Family Meeting and Training Center, a simulated manufacturing lab, six computer labs, two computer-aided drafting and design (CADD) labs, an interactive television and videoconference classroom, and a two-domed observatory. Wireless technologies are used throughout the Center.

Testing Services

The Office of Testing Services (OTS) located in Room S-127, on the main campus in Paramus, offers a variety of testing services. Among the tests administered are the English and Mathematics Basic Skills Tests; the Levels of English Proficiency Test; challenge, proficiency, and credit-by- examination tests in a number of subject areas; instructional make-up tests; online course tests; and special accommodation tests

The Henry and Edith Cerullo Learning Assistance Center

The Tutoring Center, English Language Resource Center, Math Walk-In Center and Writing Center are collectively known as the Henry and Edith Cerullo Learning Assistance Center. The Cerullo Learning Assistance Center is located in the Pitkin Education Building, in Room L-125. The telephone number is (201) 447-7489.

English Language Resource Center

The English Language Resource Center, located in Ender Hall, Room 156, provides help to students whose native language is not English. The Center assists students to become proficient in English through individual tutoring, multimedia computer programs, and a lending library of books, audio CD's, and DVD's.

The English Language Resource Center also offers English-as-a-Second Language (ESL) conversation groups and specialized language skill workshops. The Center is open when classes are in session for day and evening hours. The telephone number is (201) 612-5292.

Math Walk-In Center

The Math Walk-In Center is located in the Pitkin Education Building, in Room L-127, on the main campus in Paramus, and provides encouraging support for remedial math and algebra students. Students may attend the Center to supplement their one-on-one appointments or address any last minute questions that do not require a full-hour. The Center is located in a comprehensive technology center; the software is linked to current textbooks and provides a bridge with the classroom experience. The Center's staff is comprised of experienced math tutors and faculty assistance during designated times. The tutors serve as lab monitors to provide one-on-one computer assisted instruction to students on a drop-in basis. Tutors also address any brief homework, assignment or lecture related questions. The Math Walk-In Center is open when classes are in session. For more information, please go to the Cerullo Learning Assistance Center, Room L-125, or call (201) 447-7489.

Henry and Edith Cerullo Learning Assistance Center

The Learning Assistance Center, staffed with peer and professional tutors, offers free individual and group tutoring, supplemental instruction, and online tutoring for subjects offered at the College. The Center provides alternative approaches to problem solving and organizational skills. Tutors help clarify classroom lectures and textbooks and help students prepare for exams. These services build student self-confidence and reduce fear of failure. The Center is

equipped with the latest technology and software, including tapes, books, review sheets, exercises and software programs.

The Center provides free online tutoring through SMARTHINKING for all Bergen students. Please apply for a SMARTHINKING account by filling out a paper application at the Learning Assistance Center.

The Center's success is due to the collaboration of the Center's staff members, tutors, faculty, counselors and administrators. The Center is located in the Pitkin Education Building, Room L-125, on the main campus in Paramus; the telephone number is (201) 447-7489.

Writing Center

The Writing Center, located in the Learning Assistance Center L-125, on the main campus in Paramus, is home to a thriving community of writers. Writers work closely with peer and professional tutors on all facets of the writing process, from the development of and refining of ideas, to revising papers to practicing effective self-editing strategies. Tutors offer a supportive, challenging writing environment in which students can work to master critical thinking in all their assignments, take intellectual risks, and learn to do academic research, reading, and writing. The Center offers assistance in reading and writing across the curriculum, as well as supporting students producing reading and writing as part of English basic skills, composition and literature courses at all levels in the College. The Center also is a resource for faculty who want to workshop their own writing and teaching for their classes or their own professional projects, such as grant proposals, dissertations, or publications. The Writing Center is staffed by peer and professional writing tutors who receive ongoing training in writing and tutoring pedagogy by the Center's full-time administrator, who has a masters in English Literature and Education. The telephone number for the Writing Center is (201) 447-7489. See also, the Online Writing Lab (OWL), an extension of the Writing Center.

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 fields, and access to the nine-hole county golf course adjacent to the campus. In addition, a fitness par course is located around the grounds of the campus, and there is a Fitness Center in Room S-128 on the main campus in Paramus.

Auditorium

The auditorium is located in the Student Center, in Room A-104, on the main campus in Paramus, and accommodates an audience of 100. The auditorium is used by faculty and student groups for lectures, film series, video conferences, and hosts many of the Student Activities Board's events.

Bookstore

Required textbooks, notebooks, and student supplies may be obtained in the College bookstore, located on the main floor of the Pitkin Education Center. The bookstore will buy back most textbooks anytime except the first two weeks of classes. Prices paid depend on whether books will be used for the current or following terms. The bookstore telephone number is (201) 445-7174.

The bookstore accepts personal checks, with two forms of matching ID. Both forms of ID must have the same address that is imprinted on the check. Checks must be imprinted; starter checks are not accepted. There is a \$25 charge for any check returned to the bookstore by the bank. Visa, MasterCard, American Express, Discover, and money orders are accepted for payment.

Textbooks may be returned under the following conditions: All returns must be accompanied by a sales receipt, no exceptions. Textbooks in resalable condition may be refunded with a valid receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including during summer term. Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy. In addition, upon

proof of drop/add, textbook returns from students, who have dropped a course, will be accepted up to thirty (30) days from the start of classes or until the end of the official drop/add period, whichever comes first. A book must be in original condition and a receipt must be present. There will be no refunds on study aids, such as Cliff Notes, dissection kits, calculators, and office supplies. Refunds on purchases by check will be given after ten business days, allowing for the check to clear. Students may find out the cost of textbooks and order books on line at www.efollett.com. The books will be shipped directly to the student. Students should allow five to seven business days for their books to be delivered, especially during the beginning of each semester when book purchases are at their peak.

Bookstore Hours (Subject to change)

Fall and Spring

Mon-Thurs	9:00 a.m. to 7:00 p.m.
Mon-Thurs (no classes in session)	9:00 a.m. to 5:00 p.m.
Friday (if the building is open)	9:00 a.m. to 3:00 p.m.
Friday (if the building is closed)	CLOSED

Bookstore Summer Hours

Mondays (Summer Sessions)	9:00 a.m. to 6:00 p.m.
Tues-Thurs (Summer Sessions)	9:00 a.m. to 5:00 p.m.
Mon-Thurs (no classes in session)	9:00 a.m. to 5:00 p.m.
Friday (if the building is open)	9:00 a.m. to 3:00 p.m.
Friday (if the building is closed)	CLOSED

Career Development

The Cooperative Education and Career Development Center, Room C-100, on the main campus in Paramus, offers career counseling, part-time and full-time employment services, workshops on a variety of career topics, a resume critique service, job fairs and on-campus recruitment, computerized career guidance, and a career library.

Child Development Center

The Child Development Center, in Ender Hall, is available to Bergen students and employees, as well as residents of Bergen County. The center is designed for children two-and-one-half to six years old and is open from 7:45 a.m. to 5:30 p.m. daily. It is licensed by the State of New Jersey 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, Pitkin Education Center, Room A-118; (201) 447-7211 has a staff of professional counselors who offer a wide variety of services for students.

Academic Counselors assist students in selecting programs of study that are appropriate for their personal and professional goals. Students and counselors work together to choose a program of study that is suitable to the student's needs, based on factors such as academic status and history, professional goals, and educational backgrounds. Workshops and literature are provided to support students with their academic goals.

Personal Counselors provide students with a safe and confidential atmosphere where they have an opportunity to talk about their individual concerns. The personal counselors will help students understand themselves, explore alternatives, reach a decision, or feel better about coping with problems. When appropriate, a student may be referred to outside agencies. Personal Counselors provide personal enrichment literature and they coordinate personal development workshops.

International Counselors provide services and programs to international students. Following international student admission to Bergen, the International Counselors are available to help students with adjustments to this country and to help students take part fully in student life.

Transfer Counselors assist students by providing information about the transferability of courses taken at Bergen, articulation agreements with four-year colleges, and the transfer process. In addition, they lead Transfer Workshops, organize Transfer Fairs, and provide transfer resources for the students. Transfer counselors are available by appointment in the Counseling Center, Room A-118, on the main campus in Paramus.

Students are advised to attend a Transfer Information Session early in their academic career. These sessions are offered four times each semester and deal with the basics of choosing courses and how courses will transfer to other institutions.

Two Transfer Fairs are held each year. In the fall, representatives from over 50 colleges-both in-state and out-of-state-attend, and in the spring, representatives from local New York and New Jersey colleges attend. Throughout the year, representatives from many colleges are on-campus for individual visits and several colleges hold individual information sessions for students.

Transfer information and resources are available to students both online and at the Counseling Center. Available materials include the "Transfer Guide," the "Transfer Connection" (a check-list of procedures for the actual application), "ARTIFACTS" (a list of all of Bergen's agreements with other colleges and the benefits for students), and "Best Bets"-guidelines which help students select the proper classes for transferring to specific colleges and universities. Also available are guidelines for specific majors detailing course and GPA requirements for direct transfer to the same major at another institution.

Applications and course catalogs for other colleges are available on their Websites.

Alcohol and Drug Resources and Services

The Counseling and Health Services Offices are available to assist Bergen Community College students with education, information, and counseling services for alcohol and drugs. Counselors are available to provide students with confidential, nonjudgmental individual counseling, and to help students understand and identify factors that may point to substance abuse in themselves, their family, or friends. Counseling is offered as a first step in acknowledging the presence of a related problem. Counselors provide referrals to treatment programs, and support to students as they make the transition to outside agencies. The counselors maintain a list of agencies which provide assistance with drugs and alcohol concerns in the Bergen County area.

Services for Students with Disabilities

A wide variety of academic support services are available to students with documented disabilities through the Office of Specialized Services (OSS), Room L-116, on the main campus in Paramus. Students requesting services should provide a copy of their disability documentation to the office by August 1 for fall semesters and December 1 for spring semesters. Personal information is kept confidential. Accommodations are provided only through the Office of Specialized Services and must be planned as early as possible. The following academic support services (accommodations) may be provided based on a student's disability documentation.

- Extended test taking time
- Tutoring
- Academic Counseling
- Adaptive Equipment
Computer Labs
- Referrals for off campus
services Student Support
Groups
- Career Counseling
- Sign Language
Interpreters
- Note takers
- Educational Support
Strategies

Ongoing psychotherapy or personal attendant services are not provided by the College.

Dental Hygiene Clinic

The Dental Hygiene Clinic, in Room S-327, on the main campus in Paramus, is open to Bergen students and the public, and provides preventative dental care services. The clinic is operated by students in the Dental Hygiene Program under the supervision of licensed dentists and dental hygienists. It is open three days a week in the Fall Semester and five days a week in the Spring. For an appointment or information, call (201) 447-7180.

Fitness Center

The Fitness Center for student use is located in Room S-128, on the main campus in Paramus, and is open weekdays at specified times. These hours are posted each semester. Diverse exercise workouts are made possible by a variety of exercise equipment.

Food Services

Beginning with the Fall Semester through the Spring Semester, the Cafeteria provides a variety of menu options, including a Subway Station, Nathan's Station, Panini Station, Bakery Concept Station, Jersey Farm Fresh Station, Entrée/Pasta/Soup Station, Grab and Go, Pizzeria, and a Vegan/Vegetarian Station. Food Service is available in four locations at the College. The main Cafeteria is located on the second floor of the Pitkin Education Center.

Dunkin Donuts is located on the first floor next to the Anna Maria Ciccone Theatre. There is a Cyber Cafe in Ender Hall that is newly renovated. Hours of operation are detailed below:

Main Cafeteria:

Monday to Friday	7:30 a.m. to 8:00 p.m.
Saturday	7:30 a.m. to 1:00 p.m.

Dunkin Donuts:

Monday to Friday	7:30 a.m. to 6:00 p.m.
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Ender Hall:

Monday to Thursday	7:30 a.m. to 8:00 p.m.
Friday	7:30 a.m. to 3:00 p.m.

*During Summer Sessions and when classes are not in session, all food service outlets observe reduced hours of operation and offerings. Additionally, when the College is closed on Fridays during the summer, there will be no food service on Fridays.

Office of Health Services

The Office of Health Services, located in Room HS-100, on the main campus in Paramus, 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 telephone number is (201) 447-9257 and fax number is (201) 447-0327.

Students, at the time of admission, will be asked to supply pertinent health and immunization information. All students admitted to Health Professions, 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 sustained on campus, or during a college-connected activity, must be reported immediately to the College Nurse or Office of Public Safety. If it is not possible to make an immediate report, a report must be made before 48 hours have elapsed.

The Center for Health, Wellness, & Personal Counseling

The Center for Health, Wellness, & Personal Counseling is committed to serving the needs of the “whole” student. We are located in HS-100 in the Pitkin Education Center on the Paramus campus. The department provides services to address each student’s physical health and psychological well-being. Licensed registered nurses provide medical care and physician referrals. Licensed personal counselors provide short-term mental health counseling for the full spectrum of mental health issues, as well as community referrals and on-campus workshops. Wellness staff hosts numerous workshops and programs open to the wider community each academic year. Recent Wellness offerings have focused on mental health stigma, substance abuse, stress management, and violence awareness.

Medical care and health-related services are provided on a walk-in or emergency response basis. Among the services offered are first aid, physician referrals, blood pressure and blood sugar screening, over-the-counter medications, emergency medical response, one-on-one support with health concerns, and tracking immunizations.

Personal Counseling services are scheduled by appointment for the full spectrum of mental health issues, including, but not limited to: depression, stress, anxiety and panic symptoms, sexual abuse or misconduct, substance/alcohol abuse, and thoughts of suicide. Mental health emergencies are handled on a walk-in or emergency referral basis.

The Center strives to assist students in achieving their health and wellness goals, enabling them to make lifestyle choices that help them achieve optimal physical, emotional, and behavioral health. All of our services are provided at no cost to the student in a culturally sensitive, accessible, and confidential environment. Our facility is ADA compliant.

In addition, students are welcome to visit HS-100 in order to access the resources of the campus Food Pantry. All needs will be met with respect and confidentiality.

For further information on services or to make an appointment with one of the Personal Counselors, please telephone 201-447-9257.

Email addresses: healthservices@bergen.edu
personalcounseling@bergen.edu
wellness@bergen.edu

Office of Public Safety

The Office of Public Safety is located in Room L-154, on the main campus in Paramus, and open for emergencies 24 hours a day; its telephone number is (201) 447-9200. The campus is patrolled by officers at all times to ensure a safe and secure environment. Violations of campus regulations, criminal laws, or any emergency must be immediately reported.

Housing

The College has no housing available.

Student Center

The Student Center is the community center of the College, a place for all members of its family (students, faculty, administration, alumni, and guests) to meet and interact. The Student Center hosts various activities which the Student Activities Board (SAB), and the Student Government Association (SGA) sponsor throughout the year including daytime musicians, film festivals, entertainment, and other social activities. These activities give all members of the Bergen community a chance to come together and interact.

The Student Center is currently under renovation and is expected to be completed in May 2011. The \$5.2 million renovation project will encompass 24, 294 square feet. It features an expanded lower-level Café, with a new seating area, and renovated Dunkin Donuts space with upgraded equipment. The Student Center also features a new space for students to gather and attend meetings and a new welcome center. In addition, upgrades include a new large vestibule, multiple automatic doors and a wider handicapped ramp.

The Student Center will utilize green technologies and conservation practices including a green roof, energy-efficient light fixtures and water-saving devices in the restrooms, as well as energy-saving concepts from Leadership in Energy and Environment Design (LEED).

Veterans Services

Information and advice concerning veterans affairs and military service is available through the Office of Admissions and Registration, Room A-129, on the main campus in Paramus; (201) 447-7997.

Bergen Community College created “The Veterans Connection” to ensure that service members and veterans can focus on their reintegration into civilian and student life as well as their academic success. The College’s faculty and staff are committed to working with veterans to make their college experience both rewarding and productive. Veterans are encouraged to take advantage of a variety of programs, services and resources at the College that support veteran student success.

The Veterans Connection at Bergen:

- Works with veterans to assess their military experience in relation to their academic goals.
- Helps veterans in learning about VA benefits and how to access them, as well as a variety of programs and services available.
- Assists veterans with reintegration into civilian and academic life.
- Introduces veterans to other students at Bergen who share common experiences.
- Serves as a conduit for raising understanding on issues that impact veteran students.

Welcome Center

The Welcome Center, located in the Student Center, offers weekly tours of the Pitkin Education Center, and has a variety of brochures and pamphlets available about the College; it also has bus schedules and information about the diverse activities available at the College.

Wellness Center

The primary function of the Bergen Community College Wellness Center is to identify ongoing wellness needs and resources. The purpose of the Wellness Center is to promote total wellness in the College community of students, staff and faculty. It combines all the health aspects—physical, social, emotional, spiritual, and mental. The Wellness Center Committee is composed of interested students, staff, and faculty who meet to develop and present programs on current topical issues. For additional information, please email wellness@bergen.edu or call (201) 612-5365.

Community Use of College Facilities

As a public institution committed to serving all the people of Bergen County, Bergen Community College has expanded its definition of services to include encouraging the use of its Paramus campus and the Philip Ciarco Jr. Learning Center in Hackensack for public events and programs, sponsored by non-profit community groups and professional organizations. The Office of Community and Cultural Affairs processes requests for community use of the facilities. For more information, please contact (201) 447-7428.

School of Virtual Studies

Bergen Community College uses internet technologies and related media to provide flexible ways to attend classes the College. All online courses are the equivalent of their traditional on-campus counterparts. They cover the same subject matter, carry the same credit, and require the same degree of student effort. Students taking online courses will have ready access to the faculty member by phone, e-mail, and through scheduled office hours.

Online Degree Programs

The following degree programs can be completed entirely online through Bergen Community College. All of these degree programs have received formal approval by the Middle States Commission on Higher Education.

AAS Degrees

Law Enforcement Studies
(AAS.HS.LAWENF)
Correctional Studies
(AAS.HS.CORR)
Health Sciences
(AAS.HP.HLTH/SCI)

AS Degrees

Administration
(AS.PS.BUS.ADM)
Management
(AS.PS.BUS.MGMT)
Marketing (AS.PS.BUS.MKTG)
Accounting (AS.PS.BUS.ACCT)
Education (AS.PS.EDUC)

Certificate

United States Studies (CERT.US)

AA Degrees

Psychology (AA.LA.PSY)
Sociology (AA.LA.SOC)
Social Sciences
(AA.LA.SOC.SCI)
Philosophy and Religion
(AA.LA.PHIL)
History (AA.LA.HIST)
General Curriculum (AA.LA.GEN)
Women's Studies (AA.LA.WMST)
Literature (AA.LA.LIT)
Communications (AA.LA.COMM)

Online courses via the Internet

Students in online courses access all course information and materials and participate in class activities online via the internet. Online courses require that students have regular access to a computer and the internet, have good organizational skills, and the discipline to work independently. A few online courses have proctored tests. Online courses with proctored tests, identified on Web Advisor, require that students come either to the Office of Testing Services on campus or to another site at which proctoring can be arranged. Individual discussions with instructors can be arranged online or during office hours on campus. Bergen has a large online program with many courses. Students can earn all of the credits necessary for 17 associate degree programs and 1 certificate program online.

Partially Online (Hybrid) Courses

Partially online (hybrid) courses combine a mixture of campus classroom sessions with coursework done online via the internet. Like online courses, these courses require that students have access to computers, have good organizational skills, and the discipline to work independently. Students attend classes at least one session per week on campus, and, because face-to-face class sessions are required, an attendance policy may be enforced.

Web-enhanced Courses

Web-enhanced courses meet for regularly scheduled class meetings on campus. However, Web-enhanced courses provide access to some course materials and activities on the internet. Access to a computer and the internet are required for these courses, but students may obtain this access by using Bergen's student computer labs if needed.

Courses Approved for General Education

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

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

Students are advised to review the specific general education requirements in their respective programs of study.

I. COMMUNICATION

- COM100 Speech Communication
- WRT101 English Composition I
- WRT201 English Composition II

II. COMPUTER SCIENCE

- CIS158 Intro to Computer Sci
- CIS165 Fundamentals of

- Programming

III. HUMANITIES

• ARTS and MEDIA

- ART101 Introduction to Art and Visual Culture
- ART102 History of Art and Visual Culture to 1400

- ART103 History of Art and Visual Culture, 1400 to 1900
- ART104 Modern Art, 1890-1940
- ART107 History of Photography
- ART110 Contemporary Art since 1940
- MUS101 Music Appreciation
- MUS107 Music History I
- MUS108 Music History II

- MUS110 Music, Art, and Drama
- THR101 Introduction to Theatre
- THR/CIN140 Introduction to Cinema
- **HISTORY**
 - HIS101 History of Western Civ to the Reformation
 - HIS102 History of Western Civ since the Reformation
 - HIS105 Women in History
 - HIS106 History of Modern Europe to the French Revolution
 - HIS107 History of Mod 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
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- **LITERATURE**
 - LIT201 American Lit to 1880
 - LIT202 American Lit, 1880-Pres
 - LIT203 World Lit to 1650
 - LIT204 World Lit, 1650-Present
 - LIT205 English Lit to 1800
 - LIT206 English Lit, 1800-Pres
 - LIT215 Black Literary Voice in America
 - LIT216 European Lit to 1650
 - LIT217 European Lit, 1650-Pres
 - LIT218 American Ethnic Lit.
 - LIT221 Shakespeare
 - LIT228 Women in Literature
 - Lit230 Psychological Ideas in Lit
- **PHILOSOPHY and RELIGION**
 - PHR100 Reasoning
 - PHR101 Introduction to Philosophy
 - PHR102 Contemporary Moral Issues
 - PHR103 Basic Logic
 - PHR106 Eastern Philosophy
 - PHR107 Intro to the Philosophy of Art
 - PHR110 Intro to Ethical Theory
 - PHR111 Social & Political Philosophy
 - PHR120 Introduction to Religion
 - PHR121 Religions of the World
- **WORLD LANGUAGES and CULTURES**
 - LAN170 American Sign Lang I
 - LAN270 American Sign Lang II
 - LAN271 Intermed Amer Sign Lang I
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 - LAN115 Arabic I
 - LAN255 Arabic II
 - LAN116 Chinese (Mandarin) I
 - LAN276 Chinese (Mandarin) II
 - LAN277 Intermed Chinese (Mandarin) I
 - LAN278 Intermed Chinese (Mandarin) II
 - LAN110 French I
 - LAN200 French II
 - LAN201 Intermediate French I
 - LAN202 Intermediate French II
 - LAN203 French Conversation
 - LAN111 German I
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 - LAN213 German Conversation
 - LAN144 Irish I
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 - LAN245 Intermediate Irish
- LAN112 Italian I
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- LAN221 Intermediate Italian I
- LAN222 Intermediate Italian II
- LAN223 Italian Conversation
- LAN120 Japanese I
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- LAN113 Spanish I
- LAN230 Spanish II
- LAN231 Intermediate Spanish I
- LAN232 Intermediate Spanish II
- LAN233 Spanish Conversation
- LAN228 Elementary Spanish for Heritage Speakers
- LAN229 Intermediate Spanish for Heritage Speakers

IV. MATHEMATICS

- MAT130 Contemporary Mathematics
- MAT150 Statistics I
- MAT155 Finite Mathematics
- MAT180 Pre-calculus
- MAT223 Calculus for Managerial and Social Sciences
- MAT250 Statistics II
- MAT280 Calculus I
- MAT281 Calculus II
- MAT282 Calculus III

V. NATURAL SCIENCES

- **BIOLOGY**
 - BIO101 General Biology I*
 - BIO103 The Human Body*
 - BIO104 Microbiology*
 - BIO107 Intro to Human Biology*
 - BIO108 Intro to Environmentl Bio*
 - BIO109 Anat & Physio I*†
 - BIO209 Anat & Physio II*†
 - BIO130 People-Plant Relations
 - BIO131 General Botany*
 - BIO203 General Biology II*
- **CHEMISTRY**
 - CHM100 Intro to Chemistry*
 - CHM102 Chemistry in Context*
 - CHM112 College Chem*
 - CHM140 Gen Chem I*
 - CHM141 Gen Chem I-Lab*
 - CHM240 General Chem II*
 - CHM241 General Chem II-Lab*
- **PHYSICS & PHYSICAL SCIENCE**
 - PHY100 Energy and Society
 - PHY111 Astronomy*
 - PHY112 Climatology*
 - PHY113 Geology*
 - PHY185 Intro to Physics*
 - PHY186 General Physics I*
 - PHY280 Physics I*
 - PHY286 General Physics II*
 - PHY290 Physics II*
 - PHY291 Physics III*

VI. SOCIAL SCIENCES

- **ANTHROPOLOGY**
 - ANT100 Intro to Anthropology
 - ANT101 Cultural Anthropology
- **ECONOMICS**

- ECO101 Macroeconomics
- ECO201 Microeconomics

• GEOGRAPHY

- GEO101 World Geography
- GEO102 Human Geography

• POLITICAL SCIENCE

- POL101 American Government
- POL102 International Relations
- POL103 Mod Political Ideologies
- POL104 State and Local Govt.
- POL107 Introduction to Politics

• PSYCHOLOGY

- PSY101 General Psychology
- PSY106 Developmental Psych
- PSY201 Child Psychology

• SOCIOLOGY

- SOC101 Sociology
- SOC103 Soc of the Family
- SOC113 Social Problems
- SOC120 Soc of Gender Roles
- SOC222 Ethnic and Minority Group Relations

I. DIVERSITY COURSES

• ANTHROPOLOGY

- ANT100 Intro to Anthropology
- ANT101 Cultural Anthropology

• ARTS and MEDIA

- CIN160 Women in Cinema

• COMMUNICATION

- COM114 intercultural Communication

• GEOGRAPHY

- GEO101 World Geography
- GEO102 Human Geography

• HISTORY

- 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

• LITERATURE

- LIT203 World Lit to 1650
- LIT204 World Lit, 1650-Present
- LIT215 Black Literary Voice in America
- LIT218 American Ethnic Lit
- LIT224 Topics in Internatl Lit
- LIT228 Women in Literature

• PHILOSOPHY and RELIGION

- PHR106 Eastern Philosophy
- PHR121 Religions of the World
- PHR122 Women and Religion
- PHR124 Christian Scriptures
- PHR125 Hebrew Scriptures
- PHR126 Islamic Scriptures

• PSYCHOLOGY

- PSY110 Psychology of Sexuality
- PSY123 Cross-Cultural Psychology
- PSY207 Psychology of Women
- PSY210 Social Psychology

• SOCIOLOGY

- SOC121 Changing Roles of Women
- SOC120 Soc of Gender Roles
- SOC222 Ethnic and Minority Group Relations

*Lab Science Elective. To receive full gen ed credit for CHM140, a student must also take CHM141, and for CHM240, a student must also take CHM241.

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

Directory

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Academic Advising	201-612-5480	Public Relations Office	201-447-7120
Academic Intervention and Monitoring System (AIMS)	201-447-7168	Public Safety Office (Emergency Dial 6)	201-447-9200
Admissions	201-447-7196	Registration	201-447-7218
Advanced Standing and Transcript Evaluation	201-447-7218	Service Learning	201-447-7171
Athletics	201-447-7182	Small Business Development Center.....	201-489-8670
Bookstore	201-445-7174	Special Services (for Students with Disabilities)	201-612-5270
Building and Grounds	201-447-7107	Student Activities Board	201-612-5296
Bursar	201-447-7105	Student Life	201-447-7215
Cafeteria	201-447-9251	Student Government Council	201-447-7452
Career Counseling	201-447-7171	Student Newspaper (The Torch).....	201-493-5006
Career Development	201-447-7171	Student Services Vice President.....	201-447-7491
Child Development Center	201-447-7165	Switchboard	201-447-7100
Ciarco Learning Center (Hackensack)	201-489-1551	Testing Services.....	201-447-7202
College Work Study Program	201-447-7171	Training and Compliance	201-612-5531
College Deaf Education	201-301-1240	Transcript Requests	201-447-7218
Community and Cultural Affairs.....	201-447-7428	Transfer Counseling.....	201-447-7212
Continuing Education	201-447-7488	Tutoring Center	201-447-7489
Transfer and Career Center	201-447-7171	Welcome Center	201-447-7200
Counseling Center	201-447-7211	Writing Center	201-447-7136
Dental Hygiene Clinic	201-447-7180		
Distance Learning.....	201-612-5288	Academic Divisions	
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Educational Opportunity Fund (EOF)	201-447-7139	Arts and Communications	201-447-7143
English Language Resource Center.....	201-612-5292	English	201-447-7168
Evening Office	201-447-7172	Philosophy and Religion.....	201-447-7167
Financial Aid	201-447-7148	World Languages and Cultures.....	201-447-7430
Foundation.....	201-447-7117	Business, Mathematics and Social Sciences.....	201-447-7184
Health Services (Emergency Dial 2).....	201-447-9257	Business.....	201-447-7184
Honors Program	201-493-3554	Mathematics and Computer Science.....	201-447-7975
Institute for Learning in Retirement	201-447-7156	Social Science.....	201-493-4095
International Student Admissions	201-447-9294	Science and Health.....	201-447-7178
Academics and Business Success.....	201-447-7211	Health Professions	201-447-7944
Learning Assistance Center	201-447-7489	Nursing.....	201-447-7181
Library.....	201-447-7131	Science and Technology.....	201-447-7140
Library Media Services	201-447-7972	Wellness and Exercise Science	201-447-7899
Maintenance	201-447-7107		
Media Technologies	201-447-7132		
President's Office	201-447-7237		

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