CATALOG
2010-2011

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

w w w . b e r g e n . e d u

A SMART START TO SUCCESS

www.bergen.edu

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

Congratulations on your choice to attend Bergen Community College – a smart start to your future. Through the information contained in this document, you will become acquainted with the College's academic offerings, policies, facilities and special programs. This catalog serves as the guidepost to your studies here at Bergen.

The administration is proud to announce dozens of new academic offerings that provide training in growing fields. These offerings include nonprofit management, medical informatics and fire science. In these programs – and the rest of our hundreds of offerings – dedicated, experienced professors will provide you with the skills and background knowledge you need to excel.

After you earn your degree from Bergen, I hope you will attend a four-year institution – 87 percent of Bergen students plan to do so. Thanks to the NJ Transfer law, it is now easier than ever to transfer your credits from Bergen to any of the public state colleges and universities. Please refer to this document's transfer section for more information.

I encourage you to utilize our three facilities, which present a convenient, accessible option for you to study regardless of your location. We are always investing in upgrades to better serve our students, including a planned $25 million facility for the Meadowlands region and a high-technology science wing addition on our main campus.

As a Bergen student, I hope you will become involved in our various clubs, organizations and community outreach programs. These will help you become a well-rounded student with a sense of civic responsibility. These programs will enhance your knowledge base and provide networking opportunities.

Bergen is the region's first choice for educational enlightenment and academic opportunity. You are integral part of our learning community and I wish you success.

G. Jeremiah Ryan

TRAVEL DIRECTIONS TO BERGEN SITES

Directions to Main Campus (Paramus) 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 WEST
I-287 North. Take Exit 41A to merge onto I-80 E toward New York City. Take Exit 53 to merge onto US-46 E toward Wayne/Clifton/Lincoln Tunnel/Meadowlands Sports Complex/RT-3. Slight right at RT-3 (signs for New Jersey Turnpike/Garden State Pkwy S/Lincoln Tunnel/RT-3).
Take the RT-17 S Exit toward Lyndhurst. Keep left at the fork, follow signs for Service Road and merge onto Polito Ave. Turn left at Wall St. West.

FROM NORTH
Rt.-17 S/St Hwy 17. Continue to follow RT-17 S. Take the Service Road Exit. Turn left at Service Road. Continue on Edwin L. Ward SR Memorial Hwy. Turn left at Wall St. West.

FROM SOUTH
Garden State Pkwy. N. Take Exit 129 for I-95 N. Follow signs for Trucks-Buses/Cars and merge onto I-95 N/New Jersey Turnpike N. Take Exit 16W to merge onto RT-3 W toward Rutherford. Take the Service Road Exit; turn right to Edwin L. Ward SR Memorial Hwy. Turn left at Wall St. West.

FROM EAST
RT-3 W (signs for New Jersey Turnpike/Clifton/Lincoln Tunnel/RT-3 W/RT-495 E). Take the Service Road Exit. Turn right at Edwin L. Ward SR Memorial Hwy. Turn left at Wall St. West.

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 intersection with 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
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 County Court House, go three quarters around small circle to Main Street.
Our Facilities Are Designed to Accommodate People with Disabilities

Ridgewood

Glen Rock

17

Main Campus

4

Paramus

Paterson

80

Ciarco Learning Center

Hackensack

4 Englewood

Teaneck

Englewood Cliffs

80

21

✈ Teterbooro Airport

95

GEORGE WASHINGTON BRIDGE

95

Rutherford

Nutley

Meadowlands Sports Complex

Lyndhurst

3

New Jersey Turnpike

Manhattan

BCC at the Meadowlands

21

Union City

Weehawken

LINCOLN TUNNEL

TABLE OF CONTENTS

TABLE OF CONTENTS

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.

general information

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 intermural 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.

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

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.

general information

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, Hackensack, was opened on October 14, 1999. The Center houses spacious seminar rooms, classrooms, computer laboratories, and student lounge areas.

The most recent addition to Bergen Community College's campus facilities is Bergen Community College at the Meadowlands, in Lyndhurst, bringing covenient, affordable courses to students in southern Bergen County.

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.

general information

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.

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 Web site 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, call or write the Foundation at the College, c/o Scoskie Hall, (201)447-7117 or by e-mail at *alumninetwork@bergen.edu.*

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 at the main campus.

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.

admissions

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 our 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 fun. 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 pages 29-31 for 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, Nursing, Veterinary Technology, International F-1 visa-holders, those with foreign credentials and NJ STARS applicants.
- Applicants applying for A.A. and A.S. programs are en couraged to submit official high school transcripts for advisement purposes. Applicants seeking to qualify for scholarships are strongly encouraged to submit official high school transcripts.

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 must have their transcripts sent to the Office of Admissions and Registration. 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 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.

Call the Bergen Community College GED Testing Site located at the Ciarco Learning Center in Hackensack at (201) 301-9655 for more information

admissions

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

In support of the mission of Bergen Community College, the Office of Testing Services offers a variety of testing services. The Bergen Community College Office of Testing Services (OTS), (201)447-7202, is located in Room S-127. The Office of Testing Services serves the college community by identifying, developing, procuring, administering, processing, and/or evaluating examinations which meet a variety of administrative and instructional needs.

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 either 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 tudents 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 courses in both English and Mathematics. 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 or *www.bergen.edu/testing*. 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 eassess 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.

admissions

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). See Page 23 for more information.

Advanced Placement Examinations

Bergen Community College students may earn college credit through Advanced Placement examinations (AP). See Page 24 for more information.

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 retest in the form of a money order payable to Bergen Community College.
- Present a 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. Contact the GED Testing Center (201)968-9473, ext. 272 for a copy of this form
- Present all test scores from previous GED tests
- We offer special accommodations testing for the GED tests for those with documented disabilities. Contact the GED Testing Center (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 will provide special testing based on approval from the Office of Specialized Services, Room L-116. Visit the OSS Website at: *www.bergen.edu/oss for details.*

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/Telecourses

The Office of Testing Services (OTS) administers examinations to students who are enrolled in online or telecourses 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 or *www.bergen.edu/testing*

international students

Bergen Community College is enriched by the diverse population it serves.Over 100 countries are represented by Bergen students.

international students

International Students Admissions

Applicants residing outside of the United States 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 necessary items necessary for admission as an F-1 student is available in the International Student Center and at: *www.bergen.edu/isc*

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. Proof of sufficient health insurance is required of all F-1 international students.

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.

Deadline dates for submitting applications and accompanying documents are as follows:
For the Fall (September – December) semester the deadline is March 1; for the Spring semester (January- May) the deadline is October 1. The deadline for international students transferring to Bergen Community College from another US institution for the Fall semester is August 15 and for the Spring semester, the transfer deadline is December 1.

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 a two-day orientation program held in late August 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 USA. 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 make an appointment with an International Student Counselor at (201)689-7601.

International Student Center (ISC)

The International Student Center assists international students with admission to the College, immigration and academic counseling, status maintenance and compliance. 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 pursue a degree 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.

students with disabilities

Bergen Community College
remains a fervent supporter of providing
services for students with disabilities.

The College's Collegiate Center for Deaf Education serves an
unprecedented number of deaf students – Bergen remains a
leader in this field.

students with disabilities

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. For more information about documentation and appropriate deadlines to receive academic support services please go to: *www.bergen.edu/oss.* 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. Students are strongly encouraged to visit the OSS Web site at: *www.bergen.edu/oss.*

Center for Collegiate Deaf Education

The Center for Collegiate Deaf Education (CCDE) is the Northern Regional Center for college students who are Deaf or hard of hearing. The Center was established by means of the New Jersey Commission on Higher Education with the support of Bergen Community College. The CCDE works collaboratively with the administration and faculty of Bergen Community College in creating an inclusive barrier free environment where students with hearing loss can be successful. The aim of the Center is to sponsor students in their commitment to higher education. The Center provides comprehensive support services as well as personal enrichment opportunities for students enrolled at the college.

Our Mission:

The mission of the CCDE is to ensure access to a range of educational opportunities for Deaf and hard of hearing students at the college, in support of the students' commitment to continuing their education. The Center is also a resource for faculty, staff, and the college community on topics related to deafness and the Deaf Community. The Center for Collegiate Deaf Education works with Bergen Community College in creating an environment where students have opportunities for academic achievement and success.

NEW JERSEY REGIONAL CENTERS

The establishment of the New Jersey Regional Centers, including CCDE, was the direct result of The Special Needs Grant Program. The grant program originated with the 1986 Higher Education Services for Visually Impaired, Auditory Impaired and Learning Disabled Students Act. The Act led to the founding of a system of regional centers to provide support services for students with special needs with an annual state appropriation of $1.1 million. Currently, there are eight regional centers located throughout the state that provide direct support to college students who are deaf or hard of hearing, learning disabled, or visually impaired. In addition, CCDE also provides training, resources, and technical assistance for faculty and staff at other postsecondary institutions to improve access and enhance educational opportunities for students who are deaf or hard of hearing.
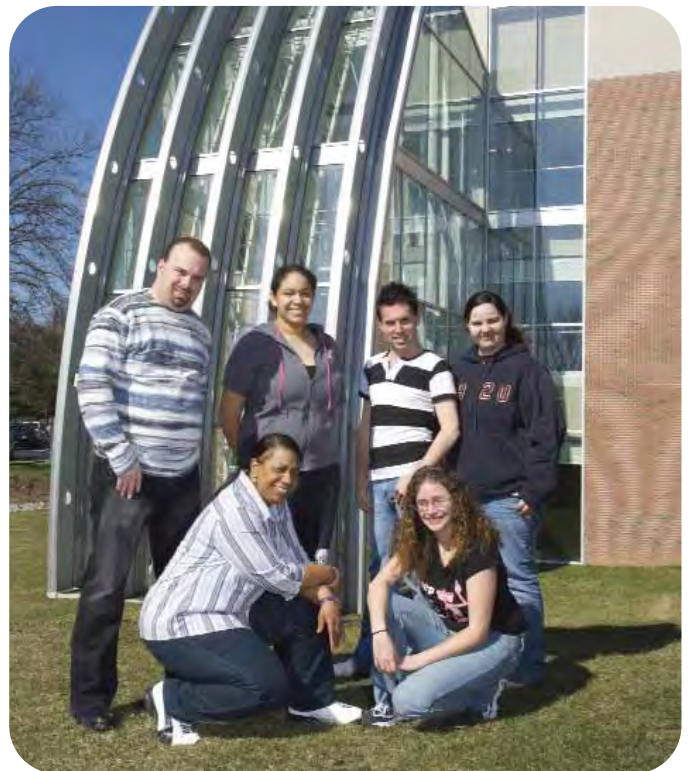
transfer to bergen

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 TO BERGEN

Students who wish to transfer credits to Bergen Community College need to complete the following steps:

1. Submit an application for admission, preferably online at admissions.bergen.edu, Click on "Apply Online".
2. Fulfill all admission requirements
3. Forward all high school transcripts (or GED test scores) and official college transcripts from each institution attended to Bergen Community College. Official transcripts should be submitted to Admissions and Registration Office, Bergen Community College, 400 Paramus Road, Paramus, NJ 07652.

Official college transcripts will be evaluated and accepted credits will be posted to the transfer student's Bergen Community College transcript. Students will be able to access and view their academic records online on Web Advisor at *go.bergen.edu* >Log In> Web Advisor for Students > Academic Profile > Program Evaluation.

Bergen Community College will accept credits for courses taken at regionally accredited colleges and universities provided that the course content 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 courses with a grade of "C" (or the equivalent) or better are accepted for transfer credit. Transfer credits are not included in computing the Bergen Community College grade point average and they 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.

Bergen Community College will accept up to 45 credits applied toward earning an associate degree and up to 23 transferred credits 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 credit is on page 18 of this catalog. The balance of credits required for any degree or certificate must be earned through actual course enrollment at Bergen Community College.

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 2 courses and up to 5 years from the last date of attendance. Students must abide by the Transfer Admissions Policy as stated above.

Request to Take Courses at Other Institutions

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 Admissions and Registration, Room A-129, or from the Bergen Community College Web site at *ww.bergen.edu/forms*, and have it completed and signed by the appropriate Department Head.
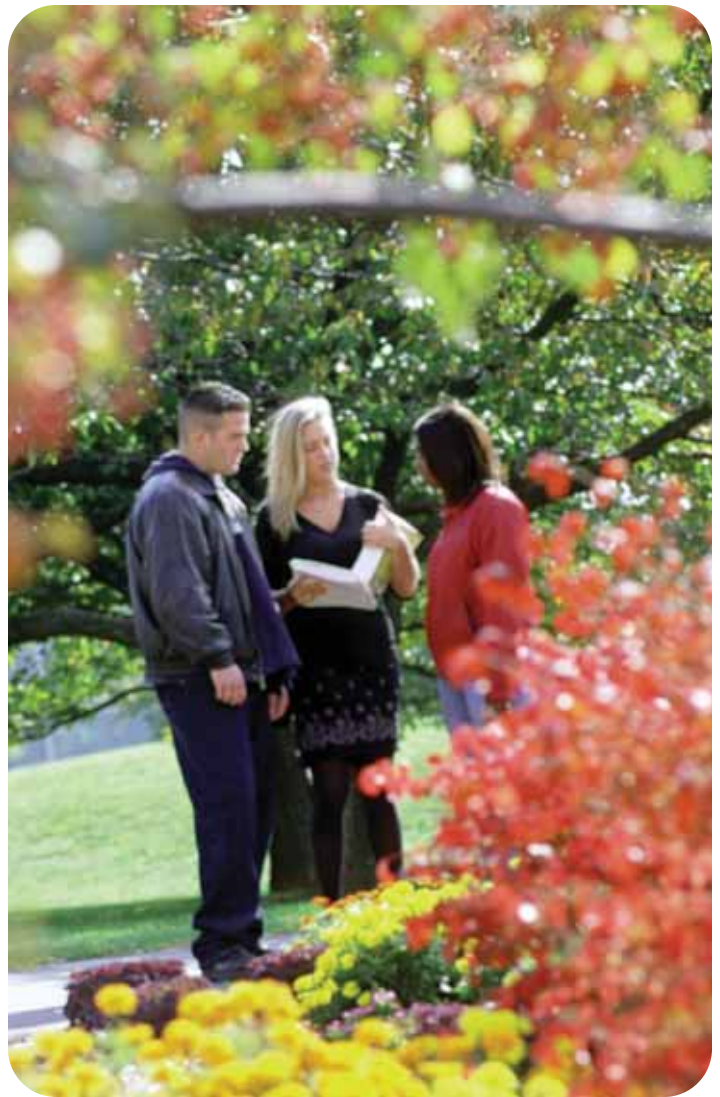
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

Minimum Scores Required To Earn Credit Through The General Examinations

English Composition with Essay	50	3	Multiple Choice w/Essay WRT 101
Humanities (choice of 2)	50	6	Music Appreciation MUS 101
			Intro to Art and Visual Culture ART 101
			World Literature I LIT 203
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

VISIT CLEP ON THE WEB! www.collegeboard.com/clep

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

transfer from bergen

Bergen students benefit from many transfer agreements that provide a seamless transfer to four-year colleges and universities. The state's transfer law allows students to transfer their Bergen credits to all of the state's college and universities.

transfer from bergen

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	New York University
Arizona State University	Pace University
Baruch College (CUNY)	Parsons School of Design
Boston College	Penn State University
Boston University	Rensselaer Polytechnic Institute
Brown University	School of Visual Arts
Cornell University	Smith College
East Stroudsburg University	SUNY: *Albany, Binghamton,*
Fashion Institute of Technology	*New Paltz, Stony Brook*
Florida International University	The New School
Fordham University	University of Connecticut
Georgetown University	University of Delaware
Hampton University	University of Maryland
Harvard University	University of Massachusetts
James Madison University	University of Michigan
John Jay College (CUNY)	University of Rochester
Johnson and Wales University	University of Vermont
Lehigh University	University of Virginia
Long Island University	Yale University
Washington University	
Manhattan College	

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, visit www.bergen.edu/artifacts or pick up a copy of the Artifacts booklet in the counseling center.

Berkeley College	Pace University
Caldwell College	Palmer College of Chiropractic
Capella University	Ramapo College
Centenary College	Rutgers University
Columbia University	St. John's University
Dominican College	Saint Peter's College
Fairleigh Dickinson University	Seton Hall University
Felician College	St. Thomas Aquinas
Johnson & Wales University	Strayer University
Long Island University Brooklyn	SUNY Maritime
Manhattan College	SUNY New Paltz
Mercy College	Thomas Edison State College
Montclair State University	University of Phoenix
New Jersey Institute of Technology	Wesley College Delaware
New York Institute of Technology	William Paterson University
New York University - The Steinhardt School	

Transferring Successfully Takes Planning and Preparation

The recently signed Transfer Bill implemented the following guidelines for transfer of credit options in New Jersey.

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, which went into effect in September, 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 the 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.
Use NJ Transfer (*www.NJTransfer.org*) when choosing courses so that you can be sure to complete any prerequisites required by the four-year college or university for your major. Consult with a transfer counselor if you have questions.

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 your responsibility to research and fulfill all admission requirements, and complete the application process for each institution you apply to.

After you have been admitted, the four-year institution will identify the remaining courses you will need to take to earn your 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 your responsibility to check with the four-year college or university that you are 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 are also 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 Web site for the PTK awards is *www.njccc.org*, which lists all of the New Jersey colleges offering PTK scholarships and the person to contact.

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 and online at *www.bergen.edu/forms.* 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, the healthcare industry added over 355,000 jobs in 2008. Bergen offers many programs preparing the next generation of health professionals.

health professions

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 Division 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, a criminal history background check, basic skills testing, and admissions examination in Dental Hygiene, Nursing, Radiography.

All eligible candidates for admission to the Dental Hygiene, Nursing and Radiography 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, Nursing and Radiography 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 ten years. Applicable college science courses taken more than ten years ago are not transferable. Students who hold a visa of any type may apply for a health professions program after attending the College for a minimum of one semester.

All students applying to Health Professions programs must take the basic skills test and sucessfully complete all remedial coursework prior to application. High school students applying to Dental Hygiene, Nursing and Radiography 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 and Respiratory Therapy Technology must submit complete applications by March 1 for fall (September) admission. Nursing (Evening) 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.

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: March 1.
Program Admits: Fall semester
Please 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.

DIAGNOSTIC MEDICAL SONOGRAPHY AAS.HP.DMS
Program length: 24 months
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: March 1.
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.

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: March 1.
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: March 1.
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
GPA for admissions eligibility: 2.00
High School prerequisite courses:
  No high school prerequisites
College substitutions:
  BIO115; VET102; VET103; CHM112
Application Deadline: November 1.
Program Admits: Spring semester.
Please Note: Applicants will only be accepted once the pre-requisites stated above have been successfully completed. Applicants are strongly encouraged to meet with a program official regarding application procedures. Travel is required for all students enrolled in this program.

NURSING AAS.NURS.DAY
Program Length: 2 academic years
Preadmission Test: Nursing Program Admissions 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: March 1st for fall admission
Program Admits: Fall semester.

NURSING EVENING PROGRAM AAS.NURS.EVE
Program Length: 2 academic years
Preadmission Test: Nursing Program Admissions 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 1st for spring admission
Program Admits: Spring semester.

NURSING PROGRAM - MOBILITY LPN TO RN DAYS
AAS.NURS.MBL.DAY (Under Revision)
Program Length: 2 academic years
Preadmission Test:
GPA Requirement:
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 106; SOC101
Bridge Into Nursing Course-registration per permission of Nursing program director
Application Deadline: Not Available at This Time
Please Note: Open only to LPNs with NJ license and one year of work experience

NURSING PROGRAM - MOBILITY LPN TO RN EVENINGS
AAS.NURS.MBL.EVE (Under Revision)
Program Length:
Preadmission Test:
GPA Requirement:
High School prerequisite courses:
  Chemistry and biology with Lab; Algebra
College substitutions:
  CHM100, BIO109 and MAT035 or MAT031/032
College prerequisite courses:
  BIO109 ,BIO209 and BIO104; WRT101 and WRT201; PSY101 and 106; SOC101 Bridge Into Nursing Course-registration per permission of Nursing program director
Application Deadline: Not Available at This Time
Please Note: Open only to LPNs with NJ license and one year of work experience

CERTIFICATE PROGRAMS

MEDICAL OFFICE ASSISTANT PROGRAM AAS.HP.MOA
or CERT.MOAA
Program length: 24 months (associate degree program)
GPA for admissions eligibility: 2.00
High School prerequisite courses: None
Application Deadline: There is no deadline date for admissions.
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 & 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: March 1st 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: March 1st 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: March 1st 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: March 1st 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 our Health Professions disciplines. Transcripts & credentials will be evaluated by an appointed admissions committee.

special student programs

Bergen Community College has special programs to meet the individual needs of each student. Whether students are recent high school graduates, working professionals returning to college, talented high school students or senior citizens – Bergen has a program to help them reach their goals.

Participation in the Honors Program, Cooperative Education, Service Learning, Educational Opportunity Fund, College Experience Program, and Study Abroad can enrich a student's college experience.Check bulletin boards for information about special activities sponsored by these programs during the academic year.

special student programs

Educational Opportunity Fund (EOF) Program

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 program 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 the following scale:

ACADEMIC YEAR 2009-2010

Applicants with a Household Size of	Gross Income Not to Exceed
1	$20,800
2	$28,000
3	$35,200
4	$42,400
5	$49,600
6	$56,800
7	$64,000
8	$71,200
**	*For each additional member of the household add $7,200.*

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 (CEP)

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

Eligibility:
1. High school junior or senior at least 16 years old.
2. Overall average of "B" (3.0) in high school courses.
3. Written approval by parent and high school officials. Home schooled students must meet all requirements.

Students who participate in the CEP should note that all grades earned as a result of courses attempted or completed serve to establish a permanent record at Bergen. Auditing courses is not permitted in the CEP. Application forms for the CEP are found in the back of the registration booklets published each semester. These are available at the Office of Admissions and Registration or by calling (201)447-7218.

special student programs

College Experience Program applicants must obtain special approval before registering for courses. Applications must be returned to the Office of Admissions and Registration according to the published deadlines.

Academic Developmental Programs

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. (See Basic Skills Placement Test, page 15). Students placed into English Basic Skills must continue to enroll in these developmental courses until the requirements are completed. Beginning in the Fall 2005, students matriculated in A.S. 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, a student may be placed into one of four entry-level English courses: Developmental Skills I and Developmental Skills II, English Skills, Directed Studies in Writing and Composition I, or Composition I alone. Students might be placed in Developmental Skills I and II or English Skills must enroll in their required course in their first semester at the College.

Math Basic Skills 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 (AIMS)

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, Room A-333E.

American Language Program (ALP)

The American Language Program is BCC'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. Testing results are used to place students into American Language Program (ALP) courses.

The ALP includes the following courses:

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

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.

special student programs

Cooperative Education and Career Development Center

The Cooperative Education and Career Development Center, located in Room C-100, involves students in a process that helps develop their self concept and career decision making skills. As educators, the Center strives to prepare students to meet their individualistic goals by delivering comprehensive services through career development programs, experiential learning and employment services. The Center values its role as a community partner and a link for students to the broad opportunities within and beyond Bergen Community College.
For additional information contact the office at (201)447-7171 or *www.bergen.edu/coop.*

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, call (201)447-7171 or visit the Center located in Room C-100.

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 Cooperative Education and Career Development Center to meet with a counselor and obtain assistance in locating positions related to their educational and career goals. For information call (201)447-7171, *www.bergen.edu/coop* or visit the Center located in Room C-100.

Career Planning is encouraged at any time during a student's college experience, but is especially effective when students explore career options early in their education. Career counselors help students develop an understanding of themselves and the world of work; 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 Cooperative Education and Career Development Center, designed to help students to move forward in career development, such as College to Careers Week, which is hosted during November – National Career Development Month.

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.

On Campus Recruitment Employers, offering full-time, part-time, and temporary positions, are available throughout the fall and spring semesters in front of the cafeteria.

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 Cooperative Education and Career Development Center (Room C-100) 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.

special student programs

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 twenty 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 Cooperative Education and Career Development Center. For information call (201)447-7171, *www.bergen.edu/coop* or visit the Center located in Room C-100.

Resume Critique Service Students may obtain a copy of our Resume Writing Guide and drop off their resume drafts for critiquing by a counselor. Resumes can typically be picked up within 72 hours. Students can visit the "Career Doctor" in the Student Center and Student Cafeteria, Monday and Thursday between 10:30 a.m. and 11:30 a.m.

Career Resource Library is available to all students for research on career fields, salaries, resume writing, interviewing techniques, and job search strategies. The Resource Library is open M-F 9:00 a.m. - 5:00 p.m. and Tuesdays 9:00 a.m. -7:00 p.m. There is no need for an appointment to use the library.

Honors Program

Honors sections of General Education courses are offered during the Fall, Spring, and Summer 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 in that semester's registration booklet, on Web Advisor (check the Honors box below the days of the week), and at *www.bergen.edu/honors.* 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* (201)493-3544 and Dr. Maria Makowiecka, *mmakowiecka@bergen.edu* (201)447-9281 or visit the Honors Program Web page at *www.bergen.edu/honors.*

Study Abroad

Through Bergen Community College's membership in CCIS (College Consortium for International Studies), 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, Bulgaria, Canada, Chile, China, Costa Rica, Cyprus, Dominican Republic, Ecuador, England, France, Germany, Greece, Hungary, India, Italy, Jamaica, Mexico, Nicaragua, Portugal, Russia, Scotland, Spain, and Switzerland.

Study abroad experiences range from a summer, to 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. You must have completed one semester 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 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 demonstrating financial need.

To find out more about this opportunity, make an appointment with the Study Abroad Advisor, Dean Amparo Codding, at (201)447-7133. A comprehensive explanation of the study abroad program is available on the Web site at: *www.bergen.edu/studyabroad.* endorsement of any products, opinions, or services. All SBA funded programs are extended to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made, if requested two weeks in advance by contacting Regional Director, Bergen SBDC, (201)489-8670.

continuing education

The Division of Continuing Education, Corporate and Public Sector Training serves the community in various ways. Bergen Community College offers countless non-credit bearing courses in fields such as computers, interior design and wedding planning; moreover, the Division hosts conferences and workshops throughout the year.

The Division also encompasses the College's Center for Civic Engagement, which focuses on Bergen's ability to reach out to the community and create service learning opportunities.

continuing education

Continuing Education

The Division of Continuing Education is the entrepreneurial arm of Bergen Community College. The Division's emphasis revolves around social enterprise which we define as economic development through job training, career enhancement and lifelong learning. The Division 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 within the institution and beyond. 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 Division of Continuing Education, students are able to sample a variety of learning formats. Classes are often hands-on. Students are able to learn in the classroom, through a variety of field trips or online. The Division often brings training to the student's workplace either through the Center for Business and Industry 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 Division 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 current, with new titles offered continuously based upon labor market and recreational trends. Current topics include: SAS Certification, Web Server Management, Web Design and Development, Cisco Certified Network Associate, Macromedia and Desktop Publishing, Project Management, eBay Entrepreneurship, Finance, Post Baccalaureate Alternate Route Teacher Certification, Management Development, New Jersey Real Estate Sales and Broker's courses, Drug and Alcohol Counseling, Medical and Radiology Billing, Certified Nursing Assistant, Hemodialysis, American Sign Language, Alternative Healing and Reflexology courses as well as Fashion and Interior Design programs and many courses for those in the Construction trades.

The Center for Business and Industry offers customized organizational development and training programs to businesses in Bergen County. The goal is to offer training which will help employees work smarter and more efficiently. Improving employee skills and employee confidence will help a business improve their bottom line.

The Center recognizes that successful training requires a plan. Our plan includes: needs assessment, customized training and organizational development solutions, follow-up evaluations and outcome driven recommendations.

Programs offered to our 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, Continuing Education partners with the New Jersey Community College Consortium for Workforce and Economic Development in order to bring the services of our 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 Division of Continuing Education and a comprehensive course catalog, please contact the Division of Continuing Education at (201)447-7488, menu option #4, or visit the Registration Office located in the Technology Education Center, Room 115. 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.*

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, call (201)612-5464 and leave name, address, and telephone number.

The Women's Institute

Bergen Community College's Women's Institute is 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. We offer women the opportunity to build new skills, impart their lifelong set of values, 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.

Small Business Development Center (SBDC) www.bergen.edu/sbdc

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. The SBDC is partially funded by the U.S. Small Business Administration, The State of New Jersey, Bergen Community College, as well as the private sector.
Expert advice is provided at no cost, on a 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 Sales

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 (see description below), 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 and Rutgers Business School SBA'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.

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 non-student area residents beyond academics. Through a community college, students and non-students can develop lasting relationships through local outreach programs 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 each other.

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 Board of Trustees, Stephen J. Moses, an active member of many civic organizations and causes.

Access The Global Business Advantage at Bergen Community College

PROVIDING A FULL RANGE OF RESOURCES AND SERVICES TO SUPPORT THE NEEDS OF BUSINESS.

- professional training
- retail skills development
- workforce readiness
- business planning and consulting
- marketing services
- conference and meeting facilities

philip ciarco jr. learning center

Providing community service initiatives such as its ESL and GED programs, Bergen Community College's Philip J. Ciarco Learning Center opens the doors of education to everyone in Bergen County – no matter their goals.

INFORMATION REGISTRATION

philip ciarco jr. learning center

Philip Ciarco Jr. Learning Center

The Philip Ciarco Jr. Learning Center, located at 355 Main Street in Hackensack, was founded by the College in 1970 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. Many enrolled and studied 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 Center, Bergen Community College's Hackensack location.

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 into 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 or visit the Web site at: *www.bergen.edu/CiarcoCenter.*

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 *www.wnjpin.state.nj.us*
- 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 & 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 are 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.

philip ciarco jr. learning center

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.

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.

1280
Wall St. West

bergen community college at the meadowlands

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 14,000 square feet of space in a Lyndhurst office complex. Ten classrooms – including two fully-equipped with high technology capabilities; a state-of-the-art conference room; and a cafeteria highlight the site's amenities.

Bergen at the Meadowlands offers a full slate of credit-bearing, non-credit bearing, professional development and continuing education courses.

The College offers assessment tests for students in the fields of English, math, retail math, language skills, and reading and writing. Students, whose native language isn't English, can improve their communication skills by enrolling in "English-as-a-Second Language (ESL) Training." Retailers can enroll in Bergen's continuing education classes and receive customized training services to support human resource needs.

Bergen at the Meadowlands operates year-round – including winter and summer sessions.

A new facility is scheduled to open in 2010.

To view a full listing of courses that are being offered, please visit *www.bergen.edu/bccmeadowlands* or call (201)460-0610.

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.

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.

The facility offers:
- Credit Bearing Courses
- Continuing Education Classes
- Conferences and Seminars
- Free NJDOLWD - ESL Classes
- Workforce Training and Development
- SBDC Center of NJ
- MOSAIC Center
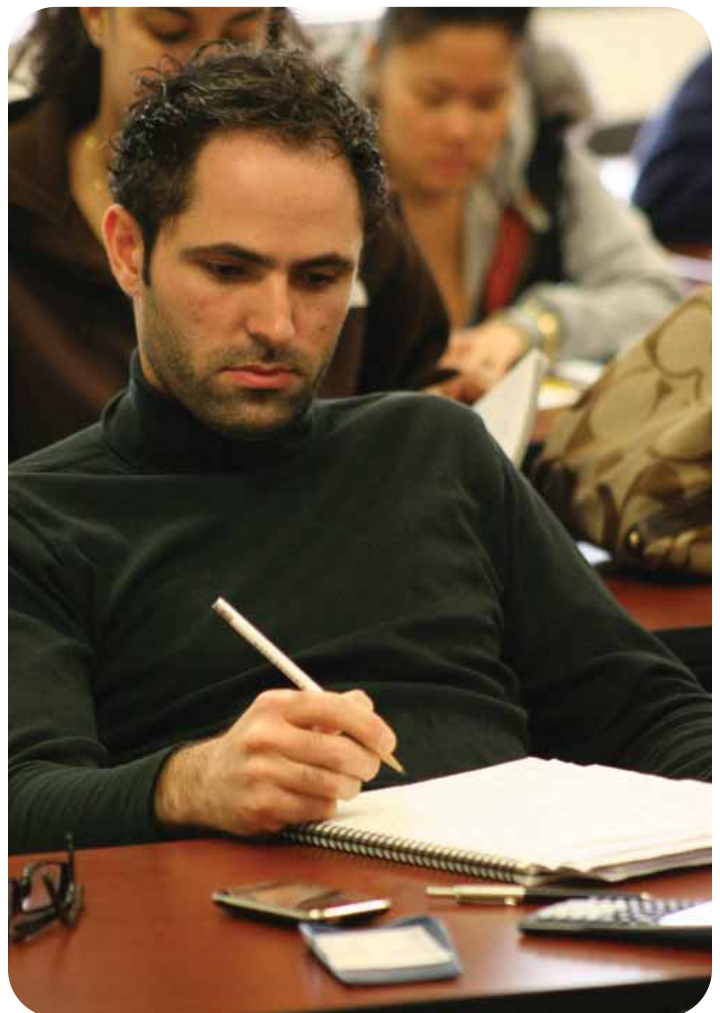
registration

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.

registration

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 tour the campus and attend various social functions. Information pertaining to the orientation program is mailed to all entering 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 will be 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 call the Office of Admissions and Registration 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. Two to three weeks before the semester begins, students may encounter long registration lines and a high proportion of closed course sections. Payment of tuition and fees is expected at the time of registration. 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. For more information please see pages 47-48.

Drop/Add Change of Registration. Through the first week of classes late and drop/add change of registration will be accepted. There is a $10 fee for each occurence, 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 ontained therein. The calendar is published in each semester's registration booklet and on our website.

registration

Waivers will be acccepted 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 prerequisites 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 Office of Admissions and Registration, Room A-129, (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 who were 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.

registration

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 $2400. 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 $2400 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, you must submit to Bergen Community College the New Jersey Department of Labor's Unemployed Person Training Form (Tuition Waiver Program). You 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, see *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 prerequisites 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 on line at webadvisor (go.bergen.edu) and at the Bursar's office, located in Room A-229. 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.

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 WebAdvisor (go.bergen.edu). Students may also take advantage of the College's deferred payment plan by calling Sallie Mae TuitionPay at (800)635-0120 or enroll on-line at: *www.tuitionpay.salliemae.com/bergen.*

Payment Due Dates are available on the website *www.bergen.edu/bursar*

Students may also visit the Financial Aid Office to explore other options for payment of tuition and fees. The Financial Aid Office, located in Room L-123 and can be reached at (201)447-7148 or via e-mail at *financial.aid@bergen.edu*. If you have questions you may find the answer at *www.bergen.edu/financialaid*

A student with outstanding charges must resolve those charges with the Bursar's Office located in Room A-229, by calling (201)447-7105 or via e-mail at *bursaroffice@bergen.edu.*

A nonrefundable 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. Current Tuition and Fee rates are available on our website *www.bergen.edu/bursar*

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 of $10.00 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.

Non-Credit Tuition. The maximum non-credit tuition charge for state fundable courses will be $9.50 per contact hour. The maximum laboratory fees for these courses are $14.25 per contact hour.

tuition and fees

Students in **Health Career Programs** incur additional costs for items such as uniforms, instruments, liability insurance, and transportation. These costs vary by program and are factored into financial aid benefits.

Returned Check Fee $30.00
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 must also 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 will also 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 chapter) 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.

Nursing Fee
Payable by students registered in certain Nursing Courses. The nursing fee is required due to the costs associated with the College's Nursing Program. This nursing fee is non-refundable.

Applied Music Fee
Payable by students registered in Applied Music Courses. The applied music fee is required to cover ithe costs associated with weekly half-hour lessons with a private instructor and the use of practice facilities at the College. This applied music fee is refundable in accordance with the refund schedule for the specific semester or session.

Music Equipment Fee
Payable by students registered in certain Music Courses. The music equipment fee will allow for the lifecycle replacement of Music Equipment. This music equipment fee is non-refundable.

Horticulture Technology, Music Technology, Animation Technology and Drafting & Design Technology Fees
Payable by students registered in certain Courses. These fees allow for costs associated with providing specialized Information Technology Equipment and/or Software to students in certain course sections. These fees are non-refundable.

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 your 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

RESIDENCY REQUIREMENTS

According to regulations of the State of New Jersey (N.J.A.C. 9A:5), tuition charges are determined by the student's permanent place of residency, or domicile. A residence established solely for the purpose of attending a particular college cannot be defined as a person's true, permanent domicile (home).

To be considered a resident of the state, a student must have resided in New Jersey for 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.

tuition and fees

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; (201)336-7000 (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). Depending upon home county requirements, a new chargeback will be needed for each academic year, or in some cases, for each semester. Deadline dates for submission of Chargeback forms to the Bursar's Office are posted on the website *www.bergen.edu/bursar*

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 BCC to meet US 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 section in this chapter 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 Web Advisor should confirm that the process was completed by checking and printing the page, My Class Schedule.
- 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 GPA; therefore, instructors should always encourage the student to officially withdraw if the student indicates he/she can no longer attend class. An "E" grade is given when a student is enrolled but neglected to officially withdraw prior to the deadline. The "E" grade is intended to designate an unearned failure and should not be issued to a student whose performance while attending the course would ordinarily have resulted in an "F" grade.
- A student whose name appears on the roster but has never attended a class is to be assigned an "E" grade, as he/she is not eligible for any other grade.
- A student who has been attending class sporadically from the beginning of the semester and who has discontinued attendance completely during the final weeks of class should be assigned an "E".

tuition and fees

Student Status	Place	Room
AIMS students	English Dept.	A-333
EOF students	EOF Office	A-123
International students on F-1 student visas	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 and Registration	A-129
	WebAdvisor go.bergen.edu	

REFUNDS

Refunds are based on the date that the drop or withdrawal form was filed (see Withdrawal from Classes), and are figured according to the following schedule:

Withdrawal Schedule

	Fall/Spring	Summer
Withdrawal before scheduled opening day of the semester or session*	100%	100%
Withdrawal before the start of the second week of classes*	100%	50%
Withdrawal before the start of the third week of classes*	50%	25%
Withdrawal before the start of the fourth week of classes*	25%	0%
Withdrawal after the end of the fourth week of classes*	0%	0%

* 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 calendar covering that specific session and within the College framework and guidelines.

Refund Guidelines

The following fees and deposits are not refundable: Tuition Deposit for Health Professions Admitted Students Reinstatement Fee General Fee (per credit) Technology Fee (per credit) Security Fee (per credit) 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 into 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 or go to *www.bergen.edu/financialaid*

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.

financial aid

Bergen Community College offers financial aid to help students progress through their 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. The office may be reached at (201)447-7148, or by e-mail at *financial.aid@bergen.edu.* Additional information on Financial Aid is available on the Financial Aid website at *www.bergen.edu/financialaid* or 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. Information regarding scholarships for Bergen Community College students may be obtained through the Office of Enrollment Services located in Room A-128B, or by calling (201)689-7073.

Loans are funds that are awarded based on need and credit worthiness and must be repaid by the borrower.
Available loan programs include:
- Federal Family Education Loan Program (Stafford & Plus Loans)
- New Jersey Class Loans

Financial Aid programs 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

Federal Work/Study(FWS): Work/Study is money paid to a student for work performed. Placement of students is done by Office of Cooperative Education and Career Development (C100)

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 and fees 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 (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 and fees 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 must also 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 postpone attending college, or one semester away at another college/university).

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[1]'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 worked out with an NJ STARS Academic Counselor.
- All remedial coursework must be completed within 1 year, and if not, 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 1st annually to remain eligible for scholarship renewal.
- NJ STARS students must maintain a 3.0 grade point average by the beginning of their second year 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.

financial aid

More information about NJ STARS is available by calling (800)334-NJCC, by e-mailing *info@njccc.org*, or on the Bergen Web Site at *www.bergen.edu/NJSTARS* or *admsoffice@bergen.edu.* 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 you complete 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 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. A copy of the standards is available at the Financial Aid Office or online at www.bergen.edu/pages/2363.asp. These standards are in addition to the Satisfactory or Conditional Academic Standing Regulations. (See the chapter 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 6 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 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 6 credits before loan funds will be disbursed

Application Deadlines for Financial Aid

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

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

** For Continuing Students applying for State of New Jersey Aid, the State requires the FAFSA form to be submitted no later than June 1.

Students must adhere to published deadline dates to ensure receipt of all eligible aid and payment of term tuition and fees.

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%

financial aid

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% 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 are 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. 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% 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% point in the payment period, a student has earned 100% of the Student Financial Aid Program funds. If a student receiving federal financial aid withdraws from all classes before completing 60% of the semester, a calculation is performed to determine if a portion of the financial aid received must be returned.

financial aid

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% of the payment period, the percentage earned is 100%.

. If the day the student withdrew occurs on or before the student completed 60% 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% of the semester, the student earned 30% 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% of the first $1,100 of payments for qualified tuition and fees and 50% 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 Web site at *www.irs.gov*

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 certification can be requested at the Service Window, Room A-129, of Admissions and Registration 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 "INC" (incomplete) indicates that a portion of required course work has not been completed and evaluated by the end of the semester due to unforeseen, but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The instructor may not issue the "INC" grade unless it is requested by the student and the conditions for resolving the incomplete are agreed upon in a contract, with the exception of missing the final exam due to an emergency. All grades of "INC" that are not resolved by the deadline in the academic calendar will be converted to grades of "F."

A student is not eligible to receive a degree until outstanding "INC" grades are resolved either by completion with a passing grade or by acceptance of an "F" (failing) grade. At that time a supplemental graduation check will be done by the Office of 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.

academic affairs

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.
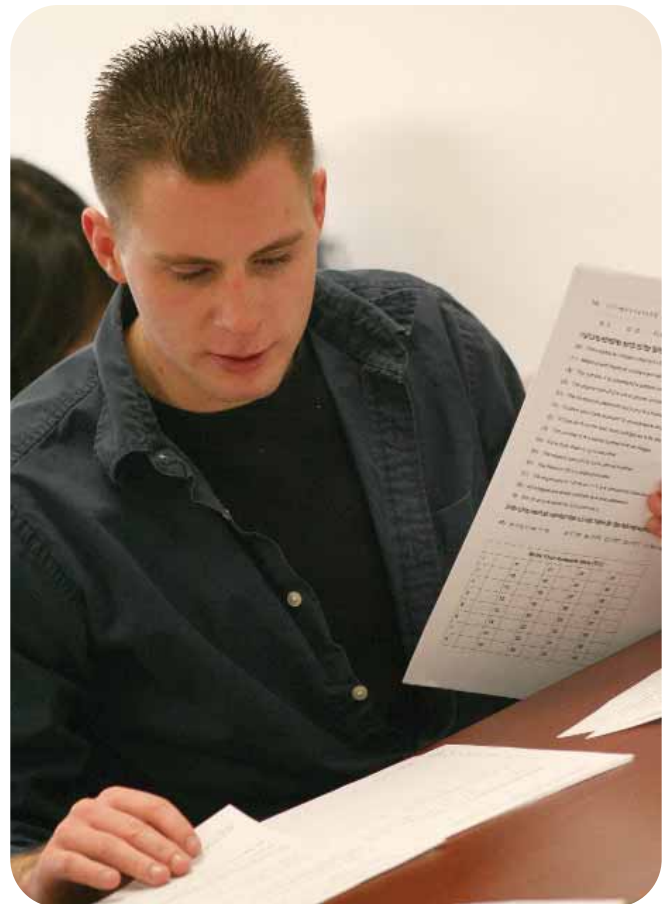
GRADES

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:

	Grade	Point value of grade		Credits for Course		Total Quality Points
Semester I						
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.

	Grade	Point value of grade		Credits for Course		Total Quality Points
Semester II						
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 our 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 our 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.

academic affairs

Dean's List

The Dean's List is official recognition by the faculty of out-standing academic accomplishment. Any degree-seeking stu-dent 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 official recognition by the faculty of out-standing academic achievement during the course of one se-mester. Any degree-seeking student who has attained a scholastic average of 3.5 or better (minimum 12 credits) qual-ifies for this honor. The Honors List is compiled each semester several weeks after grades are processed. (Students with unre-solved "INC" grades at the time of compilation are ineligible.)

Chi Alpha Epsilon

Membership in Chi Alpha Epsilon is offered through local cam-pus chapters to eligible students and alumni. Students who hold a 3.0 cumulative GPA for two consecutive full-time se-mesters and who were admitted to the college through the Ed-ucational Opportunity Fund Program are eligible for membership. Alumni who graduate with a 3.0 or better cumu-lative 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 recog-nizes the academic achievements of students admitted to the College through non-traditional criteria. Its purposes are to pro-mote continued high academic standards, to foster increased communication among its members, and to honor academic excellence achieved by students admitted to college via devel-opmental 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 Col-lege by the Alpha Epsilon Phi Chapter. Its purpose is the recog-nition of academic excellence and the promotion of schol-arship, fellowship, leadership, and service in the two-year col-lege. Students must meet the following criteria for mem-bership and retention.

A. Eligible Degree Programs
Students in the following degree programs are eligible for con-tinued 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. Mem-bership 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 gradua-tion. 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 cumu-lative GPA of at least 3.5. Students who fall below a 3.5 cu-mulative 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 dur-ing which time the student took course work at Bergen Com-munity College are considered in determining the qualify-ing 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 considera-tion 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, atten-dance 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 grad-uation. 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 must also 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 Web site at *www.bergen.edu/registration* or the Office of Admissions and Registration window, Room A-129.

Degrees are conferred in accordance with the calendar shown:

If completing requirements by:	Must submit application by:
December (Fall Semester)	End of August
May (Spring Semester)	End of November
August (Summer I/Summer II)	End of May

academic affairs

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 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 REGULATIONS

Academic Integrity/Discipline

Bergen Community College is committed to academic integrity – the honest, fair, and continuing pursuit of knowledge, free from fraud or deception.

Students are responsible for their own work. Faculty and academic support services staff will take appropriate measures to discourage academic dishonesty.

The College recognizes the following general categories of violations of academic integrity. Academic integrity is violated whenever a student does one or more of the following:

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

academic affairs

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

Academic Probation

Any degree-seeking or non-degree-seeking student, whether full- or part-time, who fails to achieve the minimum grade point average as stated above shall be classified as a student on academic probation and will be sent a letter to that effect by the Office of 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. 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 Web site 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.

academic affairs

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.

The College's Acceptable Use policy, administrative guidelines, and procedures may be found at *www.bergen.edu/acceptableuse.*

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

1. Gathering and providing research material and data
2. Analyzing research data
3. Preparing course materials
4. Completing class and homework assignments
5. Enhancing coursework
6. Enhancing educational approaches and teaching methods
7. Obtaining and disseminating college related knowledge
8. Developing and administering targeted demographic surveys
9. Using WebAdvisor to register online for courses or to access information about one's own academic performance
10. Using Datatel's Colleague or other institutional software within the scope of one's normal duties

academic affairs

Unacceptable Use

1. 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
2. Using the college systems for commercial or profit-making purposes
3. Altering system software or hacking in any form
4. Gaining unauthorized access to resource entities, including use of others' passwords
5. Invading the privacy of individuals
6. Posting anonymous messages
7. Creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail
8. Disobeying lab and system policies, procedures, and protocols (e.g., time limits on workstation usage)
9. Using the network in support of groups outside the College when such use is not in keeping with the mission of the College
10. Creating and using individual Web pages not primarily focused on the mission of the College
11. Using WebAdvisor to access information about someone other than oneself
12. 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
13. Attaching any network devices not specifically authorized in writing by the Office of Information Technology

Security Breaches

Atempts 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 Admistrative 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 are 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.

academic affairs

Guidelines

Users should follow these guidelines and conventions:

- Ensure that messages are addressed to the appropriate recipient(s).
- 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.
- 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.
- 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.
- Address messages to recipients who "need to know." Messages sent unnecessarily to a long list of recipients lowers system performance, and may annoy recipients.
- 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.
- Construct messages professionally (spelling and grammar) and efficiently (subject field, attachments).

Account Log-ons and Passwords

Account log-ons 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 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.

academic affairs

BERGEN WEB SITE 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 at www.bergen.edu/acceptableuse. 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 Web site, 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 Web site 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.
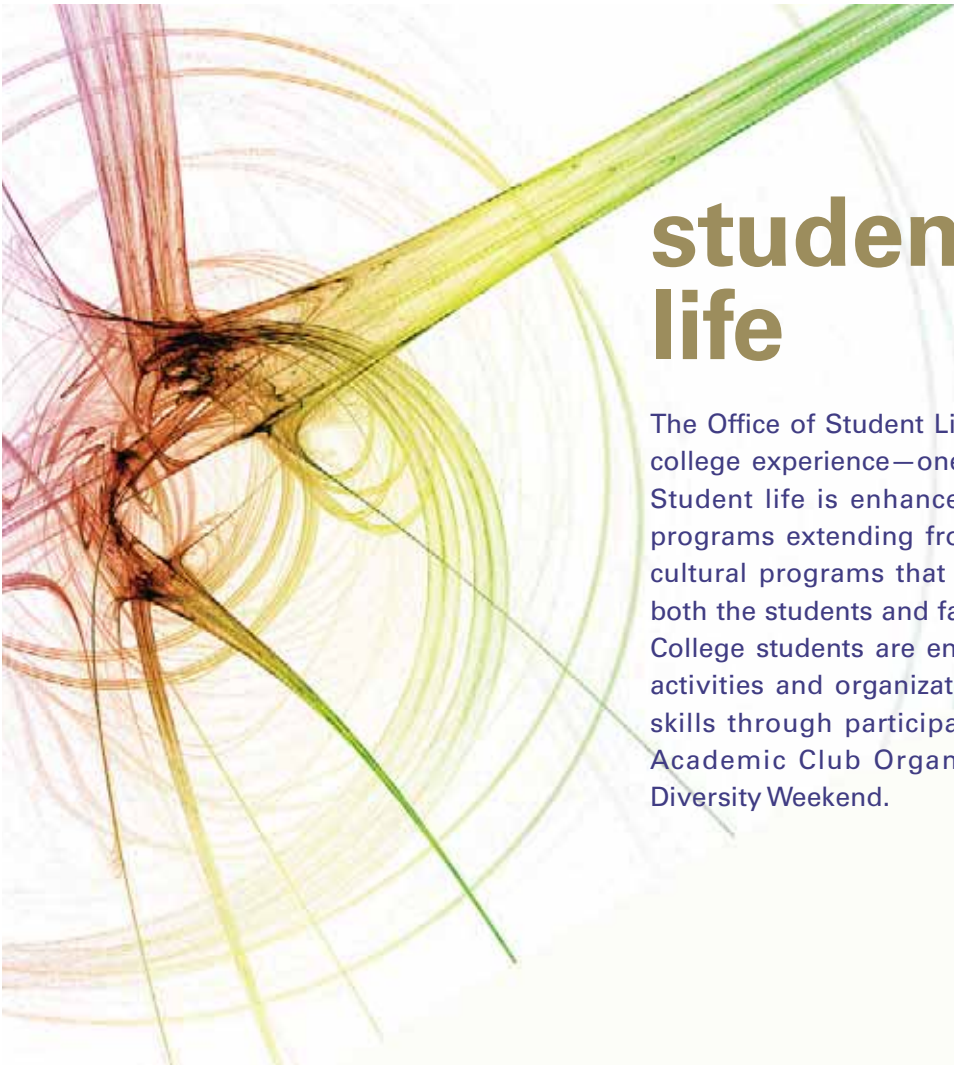
student life

The Office of Student Life strives to provide a comprehensive college experience—one that extends beyond the classroom. Student life is enhanced and enriched through a wealth of programs extending from educational to extracurricular and cultural programs that reflect the interests and strengths of both the students and faculty advisors. All Bergen Community College students are encouraged to become involved in club activities and organizations, and to develop their leadership skills through participation in clubs and organizations, the Academic Club Organizations, Leadership Weekend and Diversity Weekend.

student life

One of the best ways for students to achieve success at Bergen Community College is to learn how to balance their academic and non-academic pursuits. There should be a good balance of giving and receiving in a student's life at Bergen Community College. This balance can be shown as a simple equation:

What a student gets out = what a student puts in!

This equation works equally well in the classroom, in social life and in club activities. The Office of Student Life is here to help students become involved in one of the many student-run organizations on campus so that they will get the most out of their college experience. One of the greatest benefits of being involved in a college activity is the opportunity to learn to effectively communicate with others. Also, involvement in student leadership results in the development of leadership skills. Give it a try! Stop by the Office of Student Life, Room A-115, or call the Office at (201)447-7215 and ask about student clubs. Don't worry about being inexperienced. The staff will guide students and teach them how to become effective leaders—skills that are useful no matter what path a student chooses to follow. The Office of Student Life can also help students start new clubs if the desired club is not already on the list below.

Student Government Council (SGC)

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

Student Activities Board (SAB)

The Student Activities Board (SAB) plans and provides programming for an active social environment for Bergen students. Programs offered include musical events, lectures, dances, movies, field trips to Broadway plays, sporting events, weekend sightseeing, and ski trips. In addition, SAB works with clubs and organizations to provide other diversified programs including World Week, Women's History Month, and Black History Month. Students wishing to participate on the SAB should contact the Student Activities Board Office at (201)612-5296 or stop by Room A-110

CLUBS

Note: All clubs may not be active every semester.

African Student Coalition

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

American Sign Language (A.S.L.) Club

This club was formed to raise the awareness of the college campus regarding the language and culture of the Deaf and Hard of Hearing communities.

Anime Club

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

Asian Indian Student Association

Students interested in Indian culture or of Indian descent are encouraged to become involved with this association. The main purpose of the association is to promote activities at the College, which increase awareness of Indian culture.

Bergen Honors Association

The Bergen Honors Association is Bergen's fastest-growing, most dynamic student organization. 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. Visit www.bergen.edu/honors to learn more.

Biology Club

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

Black Student Union

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

student life

Buehler Columbia Amateur Astronomers Association

The Buehler Columbia Amateur Astronomers Association was formed on February 8, 2003, to be responsible for the ordering and maintenance of the equipment of the Emil Buehler Trust Observatory, located in the Technology Education Center. The club also conducts "public nights," on most Saturday nights, for the observation of celestial objects, and other special events in conjunction with the observatory.

Caribbean Club

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

Chess Club

Like to play chess? This is the club for you! Weekly chess matches are held at 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 Fellowship

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

Creative Writing Club

The club is intended for students with an interest in creative writing and reading. Students meet to read and critique each other's work.

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. 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 one of Bergen's more active organizations. Students interested in preserving the environment, recycling, environmental issues and concerns are welcome.

Filipino-American Association

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.

Floetry Foundation

The Floetry Foundation is comprised of students who enjoy expressing themselves through song, poems, and improvised performance. The club performs and sponsors many events on campus.

Franco-Italian Club

This club is for any student interested in learning about both the French and Italian cultures. Members celebrate these cultures through food, music, film, and art.

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 trans-gendered, and to advance awareness and unity among the entire Bergen community.

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.

Horticulture Club

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

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.

Into Action Club

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

Korean Student Association

Students get together to share their culture and experiences. The club also sponsors activities to promote awareness of Korean culture at Bergen Community College.

Latin American Student Association

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

Media Club

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

Music Interactive Club

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

Muslim Student Association (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.

Native American Heritage Club

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

Nursing Student Association

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

Paralegal/Legal Nurse Consultant Council

The Paralegal/Legal Nurse Consultant Council is open to any students studying or interested in the Legal Assistant field.

Philosophy Club

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

Phi Theta Kappa

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

Polish Cultural Club

The Polish Cultural Club brings students together to share in their culture and hosts events that celebrate Polish culture.

Psychology Club

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

Respiratory Club

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

student life

Russian Club

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.

Sci-Fi Club

The focus of this club is science fiction movies, television, books, and video games. The club frequently shows films, which are open to all of Bergen Community College.

Speech and Debate Club

This organization focuses on public speaking, and the development of logical arguments. The members participate in several debate tournaments throughout the year.

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.

S.T.A.R. Club

The goal of the Student Team Ability Resource Club is to motivate Bergen students to help each other to achieve their goals and to develop a sense of altruism among the student body.

Technology Club

This club deals with the interaction of people and technology in modern society. The club also sponsors various activities on campus, including technology workshops and computer repair clinics.

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 the staff of the newspaper.

Veterans Club

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

Vet Tech Club

The objective of this organization is to expose students to the field of veterinary technology and to join together to promote animal welfare.

student life

At Bergen Community College we believe 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 (colors – purple, white and orange) 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, we firmly believe 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. We believe 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 Office at

(201)447-7182, or online at *www.bergen.edu/athletics.*

The Bergen Athletics Department offers varsity intercollegiate programs in the following 12 sports:

Fall Sports
Men's Soccer
Women's Soccer
Cross Country
(Men & Women)
Women's Volleyball

Winter Sports
Men's Basketball
Women's Basketball
Wrestling

Spring Sports
Baseball
Softball
Track and Field
(Men & 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 coed 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, please call (201)447-7182.

RULES AND REGULATIONS GOVERNING CONDUCT

At the beginning of the academic semester, each incoming student is expected to obtain a copy 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 College Experience course.

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 especially accountable for behavior that contributes to, or results in:

1. Danger to the safety and well-being of oneself and others;

2. A breach of college rules and regulations;

3. Disobedience to local, state or federal laws;

4. A disruption of the College's regularly planned programs and activities;

Academic dishonesty;
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.

Sanctions

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 regulations(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.

1. More than one of the sanctions listed above may be imposed for any single violation.

2. 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.

Interim Suspensions

In certain circumstances the Director of Student Life and Judicial Affairs or a designee may impose a College suspension prior to the Student Code of Conduct 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.
      1. 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.
      2. The interim suspension does not replace the regular process, which shall proceed on the normal schedule up to and through a student conduct Board hearing, if required.

Appeals

A Decision Reached by the Student Conduct Board

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student to the Vice President within five (5) school days of the decision. Such appeals shall be in writing.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:

a. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present in formation that the student code was violated and giving the Accused Student a reason able opportunity to prepare and to present a response to those allegations. Deviations from the designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

b. To determine whether the decisions reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.

c. To determine whether the sanctions were appropriate for the violation of the Student Code which the student was found to have committed.

d. To consider new information sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.

3. If an appeal is upheld by the Vice President, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for re-opening of a Student Conduct Board hearing to allow reconsideration of the original determination and/or sanctions. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

Alcohol and Drug Policy

The Bergen Community College Board of Trustees approved the following policy resolution regarding drugs and alcohol: "In accordance with Public Law 101-226, Bergen Community College declares that it will endeavor to provide its employees and students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illicit drugs." Therefore, Bergen Community College prohibits the unlawful possession, use, or distribution of illicit drugs on College property or as part of any of its activities.

The College alcohol policy prohibits possession or consumption of alcoholic beverages on the Bergen Community College campus, with the exception of special, approved receptions in the Moses Family 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 reha-

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

1. Faculty members, employees of the institution, and students are asked to report or submit to the Executive Vice President and Vice President of Student Services any knowledge or evidence directly or indirectly relating to the possession or sale of drugs anywhere on the college campus or at any time during a college-connected activity.

2. The Executive Vice President and Vice President of Student Services shall submit to the College President all information they may come by regarding the possession, sale, or use of drugs on the college campus or during any college-connected activity and will recommend the appropriate course of action to be followed.

1. Bergen Community College students convicted of a drug charge or who admit, in writing, to the possession or sale of drugs anywhere on the College campus or during any College connected activity will be subject to dismissal from the College.

2. 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, there exists a clear and imminent danger to life, limb, or property.

Students should refer their questions concerning drug and alcohol abuse and treatment to Health Services in Room HS-100 (201)447-9257 or to one of the Personal Counselors in Room A-118 (201)447-7211.

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. The division of general fees allocated for student activities shall be on a percentage basis as per a schedule approved by the Board of Trustees.

1. All clubs and other student organizations must be chartered by the 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.

- The College Controller in the Office of the Vice President of Administrative Services is to act in an advisory capacity to any organization in need of assistance in regard to Internal Revenue taxes or any other financial matter.
- A financial report must be completed and filed with the Office of Student Life no later than two weeks after the function.
- A detailed and documented list of expenses must be retained as a permanent record by the organization.

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
- To supervise the activity and assure adherence to College polices 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
- To abide by the duties listed above.
- 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 needs to 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 Director of Student Life and Judicial Affairs 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, or
   b. After consultation with the organization sponsoring the program, refer the matter to the Vice President of Student Services.
1. 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.

2. 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.

1. Literature may be posted on authorized bulletin boards only; nothing may be posted on the exterior of College buildings or elsewhere on the campus.

2. The program sponsors are responsible for assuring proper compliance with all the rules and regulations.

College Name or Seal Usage

Individual students may not use the name or official seal of Bergen Community College in correspondence with other student groups, colleges, or outside organizations, unless this is done in an official capacity by a recognized student organization and approved by the Office of Public Relations.

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.

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, the indoor swimming pool, or passageways is forbidden. Eating and drinking are permitted in cafeteria and vending areas only. Covered beverages are permitted in the library.

Emergencies

All emergencies, accidents, or injuries which occur on College property are to be reported to the Office of Public Safety 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, *www.bergen.edu.*

Students may also wish to log on to *www.1010WINS.com* to sign up for e-mail notification of college closings.

Please do not call the school.

Emergency Telephone Calls/Messages

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

Equity in Athletics Disclosure Act

In compliance with Equity in Athletics Disclosure Act, Bergen Community College collects and publishes data which includes a list of varsity teams, the number of participants, budgets, gender participation, coaches' salaries, and total revenue generated. Copies of this report can be reviewed or obtained in the Center for Institutional Effectiveness and Research, Student Center, Library, Financial Aid, the Office of Admissions and Registration or the Athletic Department.

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Associate Dean of Enrollment Management Services, Dean of the division, Academic Department Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent one exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including Public Safety personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; or a person assisting another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

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

FERPA—DIRECTORY INFORMATION PUBLIC NOTICE

The confidentiality of students' education records is protected by FERPA as outlined in the notice above. However, FERPA allows the College to release student "directory information" without a student's consent unless the student has requested such information be kept confidential. Bergen Community College defines "directory information" as the following: name, address, date of birth, dates of attendance, enrollment status, degree(s) received, honors and awards received, field of study, current credit load, credit hours earned, date of degree, and participation in officially recognized activities and sports.

The most common purpose for releasing student directory information is to verify that a student is enrolled in the College in response to requests for this information from potential employers, credit agencies and others. All requests for student directory information are forwarded to the Associate Dean of Enrollment Management Services for review and response.

The College offers students the option to keep directory information confidential. However, please be advised that doing so will make this information unavailable to all, including prospective employers, credit agencies, and others to whom you may want this information known or verified. Submitting a request to the Office of Enrollment Services (forms are available in Room A-129) to have your directory information withheld will make this information confidential until you request in writing to the Office of Enrollment Services that this restriction be lifted. As with all confidential student records, the College will release information to specific individuals or entities only with the express written consent of the student or as otherwise required by law.

For questions about compliance with FERPA, please call the Asso-

ciate Dean of Enrollment Management Services at (201) 689-7077.

aware of the alleged violation.

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. Smoking is not allowed on golf courses adjacent to the campus and violators are subject to a fine that is that is returnable in the Central Municipal Court.

Availability of Graduation/Transfer Rates

In compliance with the Higher Education Amendments of 1998, Bergen Community College collects information on graduation and transfer of its students. Copies of a report on graduation and transfer rates may be reviewed or obtained in the Center for Institutional Effectiveness and Research, the Library, and the Office of Admissions and Registration.

ADA & Section 504 Grievance Procedures

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

Complaints should be addressed to the Executive Assistant to the President, Room A-315, (201)612-5331, who has been designated to coordinate section 504/ADA compliance efforts.

Complaints should be made in writing and should contain the name and address of the complainant and a brief description of the alleged violation of the regulations. Complaints should be filed not more than 30 days after the complainant becomes

Complaints shall be investigated by the Executive Assistant to the President if such an investigation is warranted. Investigations shall be thorough and shall afford all interested persons and their representatives, if any, the opportunity to submit information relevant to the complaint and its resolution. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be prepared by the Executive Assistant to the President and a copy forwarded to the complainant no later than 25 working days after its filing. The Section 504/ADA coordinator shall maintain files relating to the complaints filed.

The right of a complainant to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the complainant's pursuit of other remedies, which could include the filing of a section 504/ADA complaint with the responsible federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Bergen Community College complies with Section 504/ADA and implementing regulations.

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.

Refreshments

When a group wishes to have refreshments served by the Food Service, the appropriate form "Food Service Purchase Requisition" must be filled out in the 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

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.

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.

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.

Policy for On-Campus Activity by Non-College Organizations/Vendors Distribution of Materials on Campus

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 business days prior to any planned distribution. A copy of materials to be distributed must be submitted along with 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 or in bathrooms is prohibited.

Policy and Procedures for Displaying Flags on Campus

The main campus flag pole is located at the entrance of the 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 Pres-

ident 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'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 U.N. (i.e., those countries that are listed by the U.N. as member states, non-member 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 Office of the Director of Student Life and Judicial Affairs, Room A-115.

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. Only authorized individuals may be in the building during a fire alarm.

e. Gross sexual imposition such as touching, fondling, grabbing or assault.

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 and 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; or 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; or
  2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an unreasonably intimidating, hostile or offensive working or educational environment. Hostile environment sexual harassment includes, but is not limited to:
  a. Generalized gender-based remarks and behavior;
  b. Inappropriate, unwanted, offensive physical or verbal sexual advances and comments;
  c. Solicitation of sexual activity or other sex-linked behavior by promise of reward;
  d. Coercion of sexual activity by threat of punishment;

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 Executive Assistant to the President, Room A-315, 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 to:
- Report crimes if the victim does not wish to do so.
- Report crimes as lesser offenses than the victim perceives the crime to be.
- Refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources On and Off Campus
- To be notified of existing campus and community based medical, counseling, mental health, and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
- To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling.
- To be informed of and assisted in exercising:
- Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
- Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights
- To be afforded the same access to legal assistance as the accused.
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights
- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights
- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
- To be notified of the options for and provided assistance in changing academic and living situations if such changes are 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.

Smoking Policy

Bergen Community College facilities are smoke free. Smoking is not allowed in any building on campus. We are required by statute to enforce this policy. The following enforcement procedures are in full effect:

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

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

Smoking Policy

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 anytime or anywhere is strictly prohibited. The property of the College includes all College vehicles as well as real estate owned by the College. The effect of this policy is to prohibit smoking in all buildings and areas of college property. This entails that smoking is prohibited on the grounds, playing fields, walkways, roadways, parking lots, in and around the perimeter of any building. 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. 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.

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. Signs designating Bergen Community College a smoke free campus will be posted. This policy will also be noticed in appropriate publications of the College. 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.

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 fund-raising activities must be directly related to and clearly supportive of the purposes and objectives of the club or organization.

Traffic Regulations

The county 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. This sticker is obtained after proper registration of the vehicle has been completed at the Office of Public Safety, Room L-154. Students must present a valid driver's license and the current bursar's receipt, and/or I.D. card. Campus parking and traffic regulations for the academic year are published in a separate pamphlet available in

the Office of Public Safety. Parking is permitted only in desig-

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 & 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 & Cultural Affairs oversees the College's THIS & THAT from HERE & THERE 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 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; (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.

academic and student facilities

The Faculty Advisors are available on a drop-in basis and help students interpret the Program Evaluation, which is available on WebAdvisor 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 your 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. For more information please visit the OSS Web site at: *www.bergen.edu/oss.*

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. 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.

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 2 1⁄2 to 6 years of age. The center is staffed by teachers certified in Early Childhood Education and student interns enrolled in the Associate Degree Program in Early Childhood Education. A comprehensive renovation in 1997 expanded and upgraded the facility by adding three new classrooms, computers, and a one-way observation room so that students can view classroom operations.

Computer Facilities

Bergen Community College is committed to providing all students with appropriate access to modern technology. 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 in Room W-319 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 is also equipped for high-volume color network printing and flatbed scanning. Additionally, iMacs® are available in Free Time Lab 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 campus.

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 plantscaping, 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 is also 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 down-links. 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 are also 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. The Center's hours are posted on its window.

academic and student facilities

Multimedia Labs

The West Hall Multimedia Labs located in Rooms W-211 and W317, 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 Pro Tools, 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 Web site 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. The OWL can be accessed at www.bergen.edu/pages/1795.asp.

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. 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, 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 is also equipped with a number of computers loaded with software for music printing, theory, and ear-training. A second Piano Lab (W-211) with 17 new synthesizers is also 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, is also 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.

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, 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 (see pages 15 & 16 for details)

academic and student facilities

The Henry and Edith Cerullo Learning Assistance Center

The Tutoring Center, English Language Resource Center, and 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 in the Pitkin Education Building in Room L127 and provides encouraging support for remedial math and algebra students. You may attend the center to supplement your one-on-one appointments or address any last minute questions that do not require a full hour. We are located in a comprehensive technology center; our software is linked to current textbooks and provides a bridge with the classroom experience. We have a staff of experienced math tutors and Faculty assistance during designated times. Our 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 (L125) or call (201)447-7489.

Tutoring Center

The Tutoring 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 Tutoring 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 Tutoring Center is equipped with the latest technology and software, including tapes, books, review sheets, exercises and software programs.

The Tutoring Center provides free online tutoring through SMARTHINKING for all Bergen students. Students apply for a SMARTHINKING account by submitting an online application form at www.bergen.edu/pages/2195.asp or by filling out a paper application at the Cerullo Learning Assistance Center.

The Tutoring Center's success is due to the collaboration of Tutoring Center staff members, tutors, faculty, counselors and administrators. The Tutoring Center is located in the Pitkin Education Building, Room L-125; the telephone number is (201)447-7489.

Writing Center

The Writing Center, located in the Learning Assistance Center L-125, 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 to meet the demands of 21st century literacies. 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 is also 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

academic and student facilities

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 parcourse is located around the grounds of the campus, and there is a Fitness Center in Room S-128.

Auditorium

The auditorium is located in the Student Center in Room A-104 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.

Book must be in original condition and 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 online 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.-7:00 p.m.
Mon-Thurs *(no classes in session)*	9:00 a.m.-5:00 p.m.
Friday *(if the building is open)*	9:00 a.m.-3:00 p.m.
Friday *(if the building is closed)*	CLOSED

Bookstore Summer Hours

Mondays *(Summer Sessions)*	9:00 a.m.-6:00 p.m.
Tues-Thurs *(Summer Sessions)*	9:00 a.m.-5:00 p.m.
Mon-Thurs *(no classes in session)*	9:00 a.m.-5:00 p.m.
Friday *(if the building is open)*	9:00 a.m.-3:00 p.m.
Friday *(if the building is closed)*	CLOSED

Career Development

The Cooperative Education and Career Development Center (Room C-100) 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 2 1⁄2 to 6 years of age and is open from 7:45 a.m. to 5:30 p.m. daily. It is licensed by the State of New Jersey and staffed by full-time teachers and interns from the College's Early Childhood Education Program. Children may be enrolled on a full-time, part-time, or drop-in basis.

academic and student facilities

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.

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 checklist 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 Web sites.

All information about Transfer is available online at www.bergen.edu/transfer.

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), L-116. Students requesting services should provide a copy of their disability documentation to the office by August 1 for fall semesters and Dec. 1 for spring semesters. For further information, please visit the OSS Web site at www.bergen.edu/oss. 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.

academic and student facilities

Dental Hygiene Clinic

The Dental Hygiene Clinic in Room S-327 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 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 & Go, 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 and the Pizzeria are located on the first floor adjacent to the Student Center. There is a Cyber cafe in Ender Hall, newly renovated and re-opened March 23, 2009. Hours of operation are detailed below:

Main Cafeteria:

Monday – Thursday	7:30 a.m. to 6:00 p.m.
Friday	7:30 a.m. to 3:00 p.m.
Saturday	Closed

Dunkin Donuts:

Monday – Friday	7:30 a.m. to 8:00 p.m.
Saturday	7:30 a.m. to 1:00 p.m.

Pizzeria:

Monday – Friday	10:30 a.m. to 8:00 p.m.
Saturday	10:30 a.m. to 1:00 p.m.

Ender Hall:

Monday – Thursday	7:30 a.m. to 8:00 p.m.
Friday	7:30 a.m. to 3:00 p.m.
Saturday	Closed

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, 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. More information about the Health Services can be obtained from the Bergen Web site at: *www.bergen.edu/sservices/health.asp.*

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.

academic and student facilities

Office of Public Safety

The Office of Public Safety is located in Room L-154 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 provides services, conveniences, and programs which members of its family may need in their daily life on campus, and offers an informal setting for friendships to develop outside of the classroom.

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

Veterans Services

Information and advice concerning veterans affairs and military service is available through the Office of Admissions and Registration, Room A-129; (201)447-7997.

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 (Rooms L-121B and L-122; *wellness@bergen.edu*; (201)612-5365) 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.

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, (201)447-7428, processes requests for community use of the facilities.

programs by degree

Bergen Community College offers three types of degree programs:
Associate in Arts (A.A.),
Associate in Science (A.S.), and
Associate in Applied Science (A.A.S.).
The academic programs at Bergen Community College are classified as transfer or career programs.

TRANSFER (A.A.) and (A.S.) PROGRAMS

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

Associate in Arts (A.A.) Degree
Liberal Arts
Options:

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

Associate in Arts (A.A.) Degree
Fine and Performing Arts
Options:
Art
Music Arts

General	Electronic Music
Computer-Based Recording	Music Business

Theatre Arts

General	Dance
Acting	Technical Production

Associate in Science (A.S.) Degree
Natural Sciences or Mathematics
Options:

General Curriculum	Mathematics
Biology	Physics
Biotechnology	
Chemistry	
Computer Science	

Associate in Science (A.S.) Option in Engineering Science
Associate in Science (A.S.) Degree
Professional Studies
Options:
General Curriculum
Broadcasting
Business Administration
Business Administration—Accounting
Business Administration—International Trade
Business Administration—Management
Business Administration—Marketing
Business Administration—NonProfit Management
Criminal Justice
Education
Exercise Science
Information Technology
Journalism
Social Work

CAREER (A.A.S.) PROGRAMS

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

Note: Under some circumstances, students can transfer from these programs to four-year colleges and universities.

Associate in Applied Science (A.A.S.) Degree

ART
Computer Animation
Graphic Design/Computer Graphics

BUSINESS ADMINISTRATION
Accounting
Banking and Finance
Paralegal Studies

BUSINESS TECHNOLOGIES
Hotel/Restaurant/Hospitality
 Catering/Banquet Management
 Hospitality Management
Information Technology
Networking Administration
Office Technology
Web Development and Management

HEALTH PROFESSIONS

Dental Hygiene	Medical Office Assistant
Diagnostic Medical	Radiography
Sonography	Respiratory Therapy
Health Science	Veterinary Technology
Medical Informatics	

HUMAN SERVICES
Career Ladder Education/Child Development
Correctional Studies
Early Childhood Education
Law Enforcement Studies

INDUSTRIAL AND DESIGN TECHNOLOGIES
Drafting and Design Technology
Electronics Technology
General Engineering Technology
Manufacturing Technology

NURSING
Day and Evening Sequences
LPN/ADN Career Mobility Track

SCIENCE TECHNOLOGY
Environmental Technology
Horticulture
Landscape Design/Build
Science Laboratory Technology

ONE-YEAR CERTIFICATE PROGRAMS

Computer Aided Drafting
  (CAD)
Computer Animation
Computer Graphics
Computer Science
Computer Technical Support
Culinary Arts
Culinary Science
Database Programming and
  Administration
E-Commerce:
  Business Emphasis
Environmental Technology
Exercise Science
Event Planning and
  Management
Floral Design
Grounds Management
Hospitality Management

Landscaping
Legal Nurse Consultant
Medical Office Administrative
  Assistant
Music Business
Music Technology
Music Theatre
Office Technology
Piano Instruction/Pedagogy
Radiation Therapy Technology
Small Business Management
Surgical Technology
Transfer Studies: Liberal Arts
Transfer Studies: Science,
  Technology and
  Professional Studies
U.S. Studies
Vascular Technology

CERTIFICATES OF ACHIEVEMENT

Biotechnology
Business Paraprofessional
Career Ladder Education/Child Development
Commercial Music Production
Environmental Technology
Finance
Fire Science
Geographic Information Systems (GIS)
Homeland Security and Emergency Management
Machine Tooling
Manufacturing Design
Network Security
NonProfit Management
Professional Cooking
Quality Assurance
Real Estate
Retailing
Special Imaging for Radiologic Technologists
Sports Management

Certificates of Achievement award recognition to students who successfully complete a program of specialized courses in a specific discipline. These courses prepare a student for a specific occupation or job responsibility or encompass a specialized body of knowledge in the arts or sciences.

Certificate of Achievement programs must be between 12 and 18 credit hours, excluding 0-level courses. Students are required to demonstrate proficiency in English and Mathematics Basic Skills according to current college policy for matriculated students. Students required to take English Basic Skills courses must enroll in the required course in their first semester. Required Mathematics courses must be taken only if designated as prerequisites by courses in the certificate program. Other prerequisites for specific Certificate of Achievement programs may be established by the appropriate academic disciplines.

CURRICULUM REQUIREMENTS

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

1. General education requirements
  The list of requirements that precedes each group of curricula is applicable to all programs of study within that section.

2. Semester-by-semester-sequence
  For the purpose of this publication, programs are shown in a two-year, four-semester sequence. However, students may attend Bergen on a part-time basis and complete a degree in more than two years. Bergen also offers two summer sessions which provide an opportunity to accelerate studies and complete a degree in less than two academic years.

3. General education courses
  Most curricula contain general education electives that must be selected from the list on page 103. (Please refer to Courses Approved For General Education).

4. Course prerequisites
  Some courses require prerequisites. Refer to the course descriptions section to determine prerequisites.

5. Curricular guidelines
  Guidelines may change from year to year. Students must follow the guidelines that are effective as of their matriculation date.

DISTANCE LEARNING

Bergen Community College uses Internet technologies and related media to provide more flexible ways to attend the College. All distance learning 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 distance learning courses will have ready access to the faculty member by phone, e-mail, and through scheduled office hours.

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, are organized, and have the discipline to work independently. Online courses may have either online or proctored tests. Proctored tests require that students come either to the Office of Testing Services on campus or to another acceptable 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 almost all of the credits necessary for general education requirements, nine associate degree programs, and one certificate program online. For more information and a current listing of Bergen's online courses, go to: http://www.bergen.edu/dlearning.

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, are organized, and have the discipline to complete some course 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. For computer requirements and other useful information, go to http://www.bergen.edu/dlearning and click on "getting started."

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.

TeleWeb courses
TeleWeb courses enable students to earn college credits at home by viewing course videotapes, completing reading and writing assignments, and by engaging in various online learning activities. TeleWeb courses typically have three on-campus meetings. Exams may also be given on campus. A computer and access to the Internet are required for the online component of these courses. TeleWeb sections are available for a limited number of courses.

Interactive Television (ITV) courses
Interactive television courses require regular attendance in classes taught via interactive classrooms that connect Bergen to area colleges. These classrooms are connected live via video and audio to enable students from many sites to participate in a course with the same instructor. These courses are offered through our Veterinary Technology program.

Programs at a Glance

A.A. . . . . . . .Associate in Arts
A.S. . . . . . . .Associate in Science
A.A.S. . . . . .Associate in Applied Science

Cert . . .Certificate
C.O.A. . . .Certificate of Achievement

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

♦ International students are not eligible for this program.

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

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

Programs at a Glance

♦   International students are not eligible for this program.

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

*   The day Nursing programs admit only for the fall semester.

**   The evening Nursing programs admit only for the spring semester.

***   This program can also be completed online.

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

††   Applicants must have a valid New Jersey LPN license.

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
COM114 Intercultural Communication
WRT101 English Composition I
WRT201 English Composition II

II. COMPUTER SCIENCE

CIS158 Intro to Computer Science
CIS165 Fundamentals of Computer 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
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
LIT230 Psychological Ideas in Lit

PHILOSOPHY AND RELIGION
PHR100 Reasoning
PHR101 Introduction to Philosophy
PHR102 Contemporary Moral Issues
PHR103 Basic Logic
PHR106 Eastern Philosophy
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
LAN116 Chinese (Mandarin) I
LAN276 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
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
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 Math
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*†
BIO209 Anat & Physio II*†
BIO130 People-Plant Relationships
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 SCIENCES
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

VII. DIVERSITY COURSES

ANTHROPOLOGY
ANT100 Intro to Anthropology
ANT101 Cultural Anthropology

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
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
PSY207 Psychology of Women

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.

TRANSFER PROGRAMS

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	Courses
Communication	9	WRT101 English Composition I (3 cr.) WRT201 English Composition II (3 cr.) COM100 Speech Communication (3 cr.)
Humanities Theatre Arts [THR])	24	Two general education courses (6 cr.) in History (HIS) Six general education courses (18 cr.) to be selected from the following fields, with no more than two courses (6 cr.) in any one field: Arts and Media (Art [ART], Mass Communication [COM], Music [MUS], Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	9	Three general education courses (9 cr.) to be selected from the following fields, with no more than two courses (6 cr.) in any one field: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics and Computer Science	6-8	Two general education courses (6-8 cr.) in Mathematics/Computer Science (MAT/CIS)
Natural Sciences	8	Two general education courses (8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY) or Earth Science (ESC)
Wellness and Exercise Science	3	WEX101　　　Dynamics of Health and Fitness (2 cr.) WEX...　　　Dynamics of Health and Fitness Experience (1 cr.) *
Free Electives	6	
Diversity Requirement:		In completing the Bergen General Education Program, a student must take and pass at least one course in gender studies, non-Western history or thought, and/or cultural diversity.**

  * Choose one of the following: WEX201, WEX202, WEX204, WEX205, WEX206, WEX208.
** Choose one of the following: ANT100; ANT101; HIS105; HIS116; HIS121; HIS124; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

associate in arts (a.a.)

GENERAL CURRICULUM
CODE AA.LA.GEN

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

HIS…	History Elective*	3
……	Humanities Elective**	3
MAT/CIS…	Mathematics/Computer	
	Science Elective***	3
SPE111	Speech Communication	3
WEX101	Dynamics of Health and Fitness	2
WRT101	English Composition I	3
		17

Second Semester

HIS…	History Elective*	3
……	Humanities Elective**	3
MAT/CIS…	Mathematics/Computer	
	Science Elective***	3
……	Social Science Elective***	3
WEX…	Dynamics of Health and	
	Fitness Experience***	1
WRT201	English Composition II	3
		16

Third Semester

……	Free Electives	3
……	Humanities Electives**	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

Fourth Semester

……	Free Electives	3
……	Humanities Electives**	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

  * General Education Elective in History - see page 103
  ** General Education Electives in Arts and Media, Literature, Philosophy and Religion, or World Languages - see page 103.
*** General Education Elective - see page 103.

Diversity Requirement: In completing the Bergen 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: ANT100; ANT101; HIS105; HIS116; HIS121; HIS124; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

ASSOCIATE IN ARTS (A.A.) DEGREE IN LIBERAL ARTS

CINEMA STUDIES OPTION
CODE AA.LA.CINST

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

CIN/THR…	General Education Elective in Cinema Studies*	3
HIS…	History Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
COM100	Speech Communication	3
WEX101	Dynamics of Health and Fitness	2
WRT101	English Composition I	3
		17

Second Semester

CIN150	Special Topics in Cinema I	3
……	Humanities Elective†	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
WEX…	Dynamics of Health and Fitness Experience***	1
WRT201	English Composition II	3
……	Social Science Elective‡	3
		16

Third Semester

HIS…	History Elective**	3
……	Humanities Electives†	6
……	Natural Sciences Elective***	4
……	Social Science Elective‡	3
		16

Fourth Semester

CIN250	Special Topics in Cinema II	3
……	Humanities Electives†	6
……	Natural Sciences Elective***	4
……	Social Science Elective‡	3
		16

* General Education Elective in Arts and Media – see page 103. Recommended: CIN140/THR140 Introduction to Cinema.
** General Education Elective in History – see page 103.
*** General Education Elective – see page 103.
† General Education Electives in Arts and Media, Literature, Philosophy and Religion, or World Languages – see page 103. Recommended: LIT202, LIT228, LIT220, ART101, MUS110.
‡ General Education Elective – see page 103. Recommended: ANT100, ANT101, PSY101, SOC101, POL107.

Diversity Requirement Applies
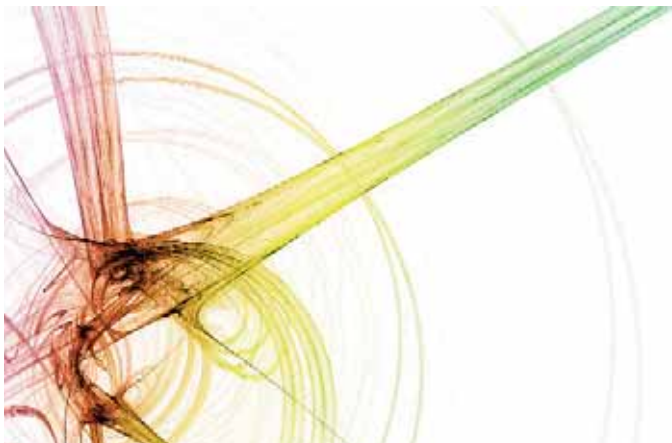
ASSOCIATE IN ARTS (A.A.) DEGREE IN LIBERAL ARTS

COMMUNICATION OPTION
CODE AA.LA.COMM

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

HIS…	History Elective*	3
……	Humanities Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
COM100	Speech Communication	3
WEX101	Dynamics of Health & Fitness	2
WRT101	English Composition I	3
		17

Second Semester

HIS…	History Elective*	3
……	Humanities Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
WEX…	Dynamics of Health & Fitness Experience***	1
WRT201	English Composition II	3
……	Social Science Elective***	3
		16

Third Semester

COM……	Mass Communications Elective†	3
……	Humanities Electives**	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

Fourth Semester

COM…	Mass Communications Elective‡	3
……	Humanities Electives**	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

   * General Education Elective in History – see page 103.
  ** General Education Electives in Arts and Media, Literature, Philosophy and Religion, or World Languages – see page 103.
*** General Education Elective – see page 103.
   † COM101 Mass Media of Communication recommended.
   ‡ Select any Mass Communications (COM) course.

Diversity Requirement Applies

**ECONOMICS OPTION
CODE AA.LA.ECON**

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

ECO…	General Education Elective in Economics*	3
HIS…	History Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
COM100	Speech Communication	3
WRT101	English Composition I	3
		15

Second Semester

ECO…	General Education Elective in Economics†	3
HIS…	History Elective**	3
……	Humanities Electives‡	6
MAT/CIS…	Mathematics/Computer Science Elective***	3
WRT201	English Composition II	3
		18

Third Semester

ECO…	Economics Elective◆	3
……	Humanities Electives‡	6
……	Natural Sciences Elective***	4
WEX101	Dynamics of Health & Fitness	2
		15

Fourth Semester

ECO…	Economics Elective◆	3
……	Humanities Electives‡	6
……	Natural Sciences Elective***	4
WEX…	Dynamics of Health & Fitness Experience***	1
……	Social Science Elective◆◆	3
		17

   * See page 103. Recommended: ECO101 Macroeconomics.
  ** General Education Elective in History – see page 103.
 *** General Education Elective – see page 103.
   † See page 103. Recommended: ECO201 Microeconomics.
  ‡ General Education Electives in Arts and Media, Literature, Philosophy and Religion, or World Languages – see page 103.
 ◆ Select any Economics course.
◆◆ General Education Electives in Anthropology, Geography, Political Science, Psychology, or Sociology – see page 103.

Diversity Requirement Applies

ASSOCIATE IN ARTS (A.A.)
DEGREE IN LIBERAL ARTS

HISTORY OPTION
CODE AA.LA.HIST

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

HIS…	General Education Elective in History*	3
……	Humanities Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
COM100	Speech Communication	3
WEX101	Dynamics of Health & Fitness	2
WRT101	English Composition I	3
		17

Second Semester

HIS…	General Education Elective in History*	3
……	Humanities Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
WEX…	Dynamics of Health & Fitness Experience***	1
WRT201	English Composition II	3
……	Social Science Elective***	3
		16

Third Semester

HIS…	History Elective†	3
……	Humanities Electives**	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

Fourth Semester

HIS…	History Elective†	3
……	Humanities Electives**	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

  * See page 103. Students selecting the History option are encouraged to meet with the Academic Department Chair of Social and Behavioral Sciences for advisement on course selection. A one-year sequence in a single field of History is recommended (HIS101-101; HIS111-112; HIS113-114; or HIS130-131).

  ** General Education Electives in Arts and Media, Literature, Philosophy and Religion, or World Languages – see page 103.

  *** General Education Elective – see page 103.

  † Select any History course. See the Head of the Department of Social and Behavioral Sciences for advisement on course selection.

Diversity Requirement Applies

LITERATURE OPTION
CODE AA.LA.LIT

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

HIS…	History Elective*	3
……	Humanities Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
COM100	Speech Communication	3
WEX101	Dynamics of Health & Fitness	2
WRT101	English Composition I	3
		17

Second Semester

LIT…	General Education Elective in Literature†	3
HIS…	History Elective*	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
WEX…	Dynamics of Health & Fitness Experience***	1
WRT201	English Composition II	3
……	Social Science Elective***	3
		16

Third Semester

LIT…	General Education Elective in Literature†	3
……	Humanities Electives**	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

Fourth Semester

LIT…	Literature Electives‡	6
……	Humanities Elective**	3
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

   * General Education Elective in History – see page 103.
  ** General Education Electives in Arts and Media, Philosophy and Religion, or World Languages – see page 103.
*** General Education Elective – see page 103.
   † See page 103.
   ‡ Select any two Literature courses.

Diversity Requirement Applies

PHILOSOPHY OPTION
CODE AA.LA.PHIL

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

PHR…	General Education Elective in Philosophy*	3
HIS…	History Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
SPE111	Speech Communication	3
WEX101	Dynamics of Health & Fitness	2
WRT101	English Composition I	3
		17

Second Semester

PHR…	General Education Elective in Philosophy†	3
HIS…	History Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
WEX…	Dynamics of Health & Fitness Experience***	1
WRT201	English Composition II	3
……	Social Science Elective***	3
		16

Third Semester

PHR…	Philosophy Elective‡	3
……	Humanities Electives◆	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

Fourth Semester

PHR…	Philosophy Elective‡	3
……	Humanities Electives◆	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

  *See page 73. Recommended: PHR101 Introduction to Philosophy.
  **General Education Elective in History – see page 73.
***General Education Elective – see page 73.
   † See page 73. Recommended: PHR103 Basic Logic.
   ‡ Select any Philosophy course.
  ◆ General Education Electives in Arts and Media, Literature, or World Languages – see page 73.

Diversity Requirement Applies
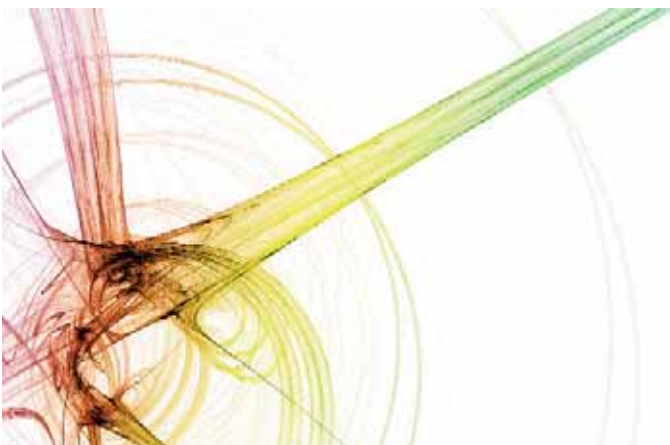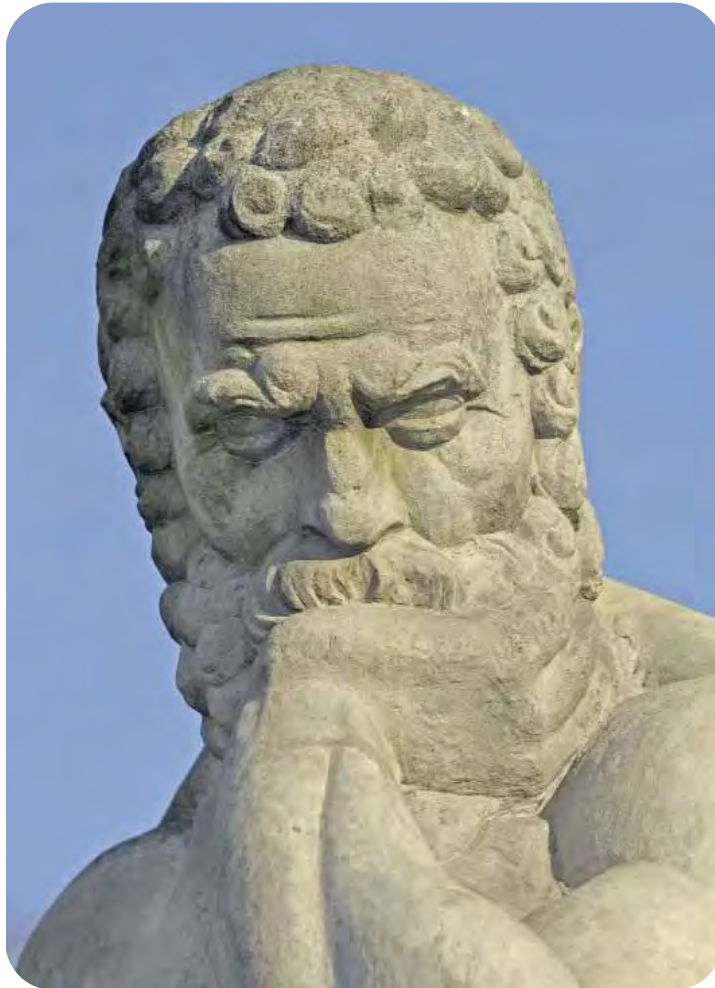
ASSOCIATE IN ARTS (A.A.) DEGREE IN LIBERAL ARTS

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

POL…	General Education Elective in Political Science*	3
HIS…	History Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
COM100	Speech Communication	3
WRT101	English Composition I	3
		15

Second Semester

POL…	General Education Elective in Political Science*	3
HIS…	History Elective**	3
……	Humanities Electives†	6
MAT/CIS…	Mathematics/Computer Science Elective***	3
WRT201	English Composition II	3
		18

Third Semester

POL…	Political Science Elective‡	3
……	Humanities Electives†	6
……	Natural Sciences Elective◆	4
WEX101	Dynamics of Health & Fitness	2
		15

Fourth Semester

POL…	Political Science Elective‡	3
……	Humanities Electives†	6
……	Natural Sciences Elective◆	4
WEX…	Dynamics of Health & Fitness Exp◆	1
……	Social Science Elective◆◆	3
		17

  *See page 103. Recommended: POL101 American Government or POL107 Introduction to Politics.

  **General Education Elective in History – see page 103.

 ***General Education Elective in Mathematics/Computer Science – see page 103.
Recommended: MAT150 Elementary Statistics.

  † General Education Electives in Arts and Media, Literature, Philosophy and Religion, or World Languages – see page 103.

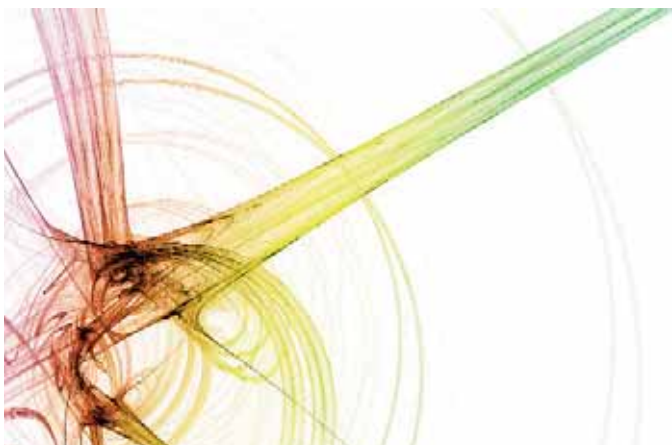 ‡ Select any Political Science course.

  ◆ General Education Elective – see page 103.

◆◆ General Education Elective in Anthropology, Economics, Geography, Psychology, or Sociology – see page 103.

Diversity Requirement Applies

PSYCHOLOGY OPTION
CODE AA.LA.PSY

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

PSY…	General Education Elective in Psychology*	3
HIS…	History Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
COM100	Speech Communication	3
WRT101	English Composition I	3
		15

Second Semester

PSY…	General Education Elective in Psychology†	3
HIS…	History Elective**	3
……	Humanities Electives‡	6
MAT/CIS…	Mathematics/Computer Science Elective***	3
WRT201	English Composition II	3
		18

Third Semester

PSY…	Psychology Elective◆	3
……	Humanities Electives‡	6
……	Natural Sciences Elective***	4
WEX101	Dynamics of Health & Fitness	2
		15

Fourth Semester

PSY…	Psychology Elective◆	3
……	Humanities Electives‡	6
……	Natural Sciences Elective***	4
WEX…	Dynamics of Health & Fitness Experience***	1
……	Social Science Elective◆◆	3
		17

   * See page 103. Recommended: PSY101 General Psychology
  ** General Education Elective in History – see page 103.
 *** General Education Elective – see page 103.
   † See page 103.
  ‡ General Education Electives in Arts and Media, Literature, Philosophy and Religion, or World Languages – see page 103.
  ◆ Select any Psychology course.
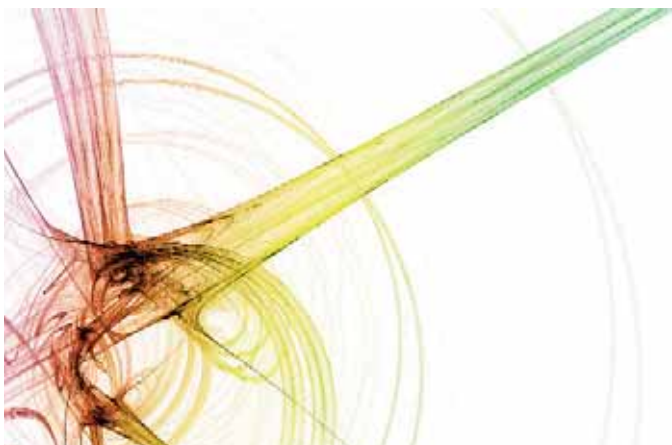◆◆ General Education Elective in Anthropology, Economics, Geography, Political Science, or Sociology – see page 103.

Diversity Requirement Applies

ASSOCIATE IN ARTS (A.A.)
DEGREE IN LIBERAL ARTS

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

PHR…	General Education Elective in Religion*	3
HIS…	History Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
COM100	Speech Communication	3
WEX101	Dynamics of Health & Fitness	2
WRT101	English Composition I	3
		17

Second Semester

PHR…	General Education Elective in Religion†	3
HIS…	History Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
WEX…	Dynamics of Health & Fitness Experience***	1
WRT201	English Composition II	3
……	Social Science Elective***	3
		16

Third Semester

PHR…	Religion Elective‡	3
……	Humanities Electives◆	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

Fourth Semester

PHR…	Religion Elective‡	3
……	Humanities Electives◆	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

* See page 103. Recommended: PHR120 Introduction to Religion.
** General Education Elective in History – see page 103.
*** General Education Elective – see page 103.
† See page 103. Recommended: PHR121 Religions of the World.
‡ Select any Religion course.
◆ General Education Electives in Arts and Media, Literature, or World Languages – see page 103.

Diversity Requirement Applies

ASSOCIATE IN ARTS (A.A.) DEGREE IN LIBERAL ARTS

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

……	General Education Elective in Social Sciences*	3
HIS…	History Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
COM100	Speech Communication	3
WRT101	English Composition I	3
		15

Second Semester

……	General Education Elective in Social Sciences*	3
HIS…	History Elective**	3
……	Humanities Electives†	6
MAT/CIS…	Mathematics/Computer Science Elective***	3
WRT201	English Composition II	3
		18

Third Semester

……	General Education Elective in Social Sciences*	3
……	Humanities Electives†	6
……	Natural Sciences Elective***	4
WEX101	Dynamics of Health & Fitness	2
		15

Fourth Semester

……	Social Science Electives‡	6
……	Humanities Electives†	6
……	Natural Sciences Elective***	4
WEX…	Dynamics of Health & Fitness Experience***	1
		17

* See page 103.
** General Education Elective in History – see page 103.
*** General Education Elective – see page 103.
† General Education Electives in Arts and Media, Literature, Philosophy and Religion, or World Languages – see page 103.
‡ Select any two courses from the fields of Anthropology, Economics, Geography, Political Science, Psychology, or Sociology.

Diversity Requirement Applies
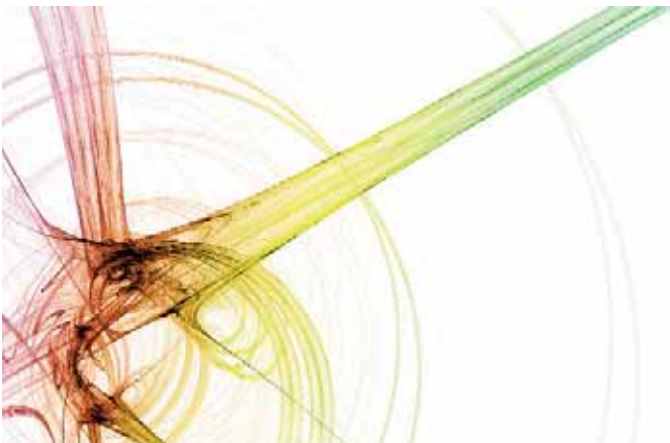
ASSOCIATE IN ARTS (A.A.) DEGREE IN LIBERAL ARTS

SOCIOLOGY OPTION
CODE AA.LA.SOC

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

SOC…	General Education Elective in Sociology*	3
HIS…	History Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
COM100	Speech Communication	3
WRT101	English Composition I	3
		15

Second Semester

SOC…	General Education Elective in Sociology†	3
HIS…	History Elective**	3
……	Humanities Electives‡	6
MAT/CIS…	Mathematics/Computer Science Elective***	3
WRT201	English Composition II	3
		18

Third Semester

SOC…	Sociology Elective◆	3
……	Humanities Electives‡	6
……	Natural Sciences Elective***	4
WEX101	Dynamics of Health & Fitness	2
		15

Fourth Semester

SOC…	Sociology Elective◆	3
……	Humanities Electives‡	6
……	Natural Sciences Elective***	4
WEX…	Dynamics of Health & Fitness Experience***	1
……	Social Science Elective◆◆	3
		17

    *   See page 103. Recommended: SOC101 Sociology.
  **   General Education Elective in History – see page 103.
***   General Education Elective – see page 103.
    †   See page 103.
    ‡   General Education Electives in Arts and Media, Literature, Philosophy and Religion, or World Languages – see page 103.
    ◆   Select any Sociology or Anthropology course.
  ◆◆   General Education Elective in Economics, Geography, Political Science, or Psychology – see page 103.

Diversity Requirement Applies

ASSOCIATE IN ARTS (A.A.) DEGREE IN LIBERAL ARTS

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

HIS…	History Elective*	3
……	Humanities Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
COM100	Speech Communication	3
WEX101	Dynamics of Health & Fitness	2
WRT101	English Composition I	3
		17

Second Semester

HIS…	History Elective*	3
……	Humanities Elective**	3
……	Social Science Elective†	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
WEX…	Dynamics of Health & Fitness Experience***	1
WRT201	English Composition II	3
		16

Third Semester

……	Women's Studies Elective‡	3
……	Humanities Electives**	6
……	Natural Sciences Elective***	4
……	Social Science Elective◆	3
		16

Fourth Semester

……	Women's Studies Elective‡	3
……	Humanities Electives**	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

* General Education Elective in History – see page 103. Recommended: HIS105 Women in History or HIS116 Women in American History

** General Education Elective in Arts and Media, Literature, Philosophy and Religion, or World Languages – see page 103. Recommended: PHR122 Women and Religion or LIT228 Women in Literature.

*** General Education Elective – see page 103.

† General Education Elective in Social Sciences – see page 103. Recommended: SOC120 Sociology of Gender Roles or SOC121 Changing Roles of Women.

‡ Select from the following: PSY207 Psychology of Women; SOC120 Sociology of Gender Roles; SOC121 Changing Roles of Women; LIT228 Women in Literature.

◆ General Education Elective in Social Sciences – see page 103. Recommended: PSY101 General Psychology.

Diversity Requirement Applies

ASSOCIATE IN ARTS (A.A.) DEGREE IN LIBERAL ARTS

WORLD LANGUAGES AND CULTURES OPTION
CODE AA.LA.FORGN.LAN

To fulfill the preceding requirements, a student in Liberal Arts must take the general curriculum or choose an option in Cinema Studies, Communication, Economics, History, Literature, Philosophy, Political Science, Psychology, Religion, Social Sciences, Sociology, Women's Studies, or World Languages and Cultures.

First Semester

LAN…	General Education Elective in World Languages*	3
HIS…	History Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
COM100	Speech Communication	3
WEX101	Dynamics of Health & Fitness	2
WRT101	English Composition I	3
		17

Second Semester

LAN…	General Education Elective in World Languages*	3
HIS…	History Elective**	3
MAT/CIS…	Mathematics/Computer Science Elective***	3
WEX…	Dynamics of Health & Fitness Experience***	1
WRT201	English Composition II	3
……	Social Science Elective***	3
		16

Third Semester

LAN…	World Languages Elective†	3
……	Humanities Electives‡	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

Fourth Semester

LAN…	World Languages Elective†	3
……	Humanities Electives‡	6
……	Natural Sciences Elective***	4
……	Social Science Elective***	3
		16

* See page 103. Students selecting the World Languages option must meet with the World Languages and Cultures Program Coordinator for placement and course selection advisement. Proper placement is critical.
** General Education Elective in History – see page 103.
*** General Education Elective – see page 103.
† Intermediate or Advanced level language courses depending on initial placement. See the World Languages and Cultures Program Coordinator for advisement on course selection.
‡ General Education Electives in Arts and Media, Literature, or Philosophy and Religion – see page 103.

Diversity Requirement Applies
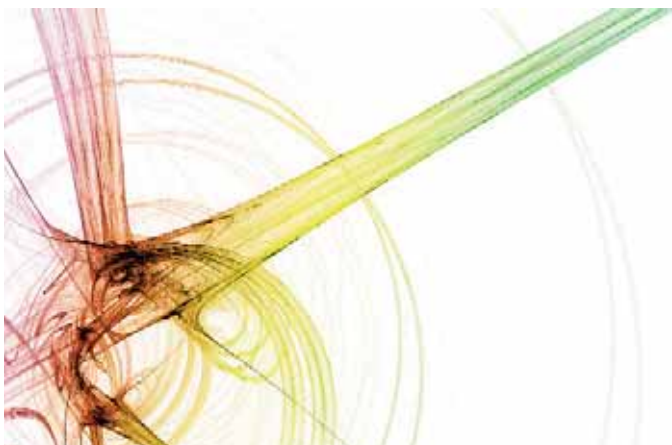
TRANSFER PROGRAMS

ASSOCIATE IN ARTS (A.A.) DEGREE IN FINE & 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
Communication	9	WRT101 English Composition I (3 cr.) WRT201 English Composition II (3 cr.) COM100 Speech Communication (3 cr.)
Humanities	21	Two general education courses (6 cr.) in History (HIS) Five general education courses (15 cr.) to be selected from the following fields, with no more than two courses (6 cr.) in any one field: Arts and Media (Art [ART], Mass Communication [COM], Music [MUS], Theatre Arts [THR]) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	6	Two general education courses (6 cr.) to be selected from two of the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics and Computer Science	3-4	One general education course (3-4 cr.) in Mathematics/Computer Science (MAT/CIS)
Natural Sciences	4	One general education course (4 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY) or Earth Science (ESC)
Wellness and Exercise Science	3	WEX101 Dynamics of Health and Fitness (2 cr.) WEX... Dynamics of Health and Fitness Experience (1 cr.) *
Restricted Courses	18-20	
Diversity Requirement:		In completing the Bergen General Education Program, a student must take and pass at least one course in gender studies, non-Western history or thought, and/or cultural diversity.**

 * Choose one of the following: WEX201, WEX202, WEX204, WEX205, WEX206, WEX208.
** Choose at least one of the following: ANT100; ANT101; HIS105; HIS116; HIS121; HIS124; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

ART OPTION
CODE AA.FPA.ART

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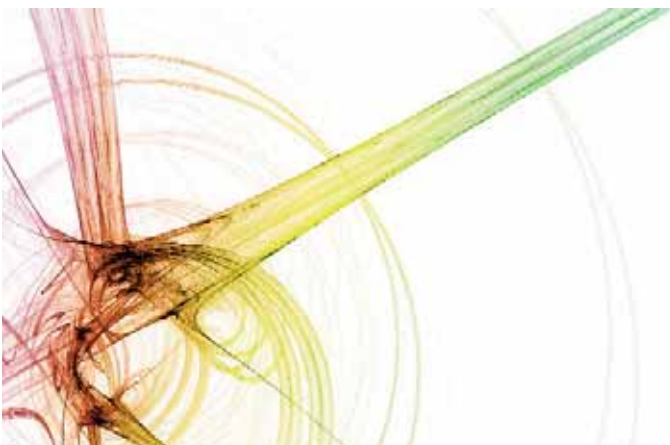
First Semester

ART123	Life Drawing I	
	or	3
ART124	Drawing Fundamentals	
ART122	Two-Dimensional Design	3
ART126	Introduction to Computer Graphics*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
WEX101	Dynamics of Health and Fitness	2
		17

Second Semester

ART227	Painting I	3
......	Humanities Electives**†	6
MAT/CIS…	Mathematics/Computer Science Elective***	3
WRT201	English Composition II	3
WEX...	Dynamics of Health and Fitness Experience***	1
		16

Third Semester

ART...	Studio Art Elective‡	3
HIS...	History Elective◆	3
......	Humanities Elective**†	3
......	Natural Sciences Elective***	4
......	Social Science Elective***	3
		16

Fourth Semester

ART...	Studio Art Elective‡	3
HIS...	History Elective◆	3
......	Humanities Electives**	6
......	Social Science Elective***	3
		15

*	Course uses Macintosh computers
**	General Education Elective in Arts and Media, Literature, Philosophy and Religion, or World Languages - see page 103.
***	General Education Elective - see page 103.
†	Recommended: ART101 Art Appreciation; ART102 Art History Through the Renaissance; ART103 Art History Since the Renaissance.
‡	Studio Art" electives do not include Art Appreciation or Art History. Recommended: ART181 Photo I, ART281 Photo II
◆	General Education Elective in History - see page 103

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Diversity Requirement Applies

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

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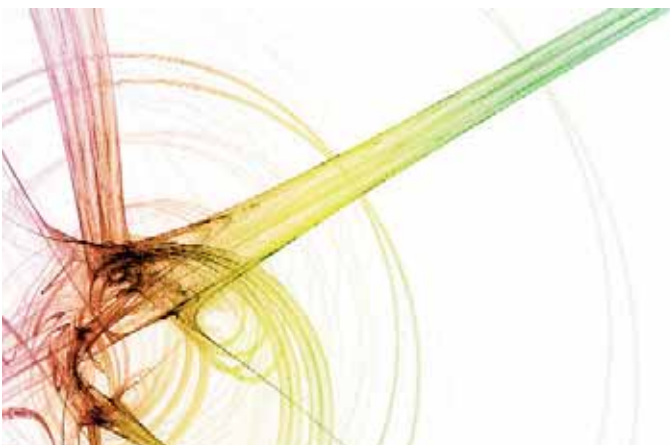
First Semester

MUS131	Class Piano I	2
MUS...	Music Elective	3
......	Social Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
......	Humanities Elective**†	3
		17

Second Semester

MUS231	Class Piano II	2
MUS...	Music Elective	3
WRT201	English Composition II	3
......	Humanities Elective**†	3
MAT/CIS...	Mathematics/Computer Science Elective*	3
......	Social Science Elective*	3
		17

Third Semester

MUS132	Music Theory I	2
MUS107	Music History I	3
HIS...	History Elective***	3
......	Humanities Elective**	3
......	Natural Sciences Elective*	4
WEX101	Dynamics of Health and Fitness	2
		17

Fourth Semester

MUS232	Music Theory II	2
MUS108	Music History II	3
HIS...	History Elective***	3
WEX...	Dynamics of Health and Fitness Experience*	1
......	Humanities Electives**	6
		15

* General Education Elective - see page 103.
** General Education Elective in Arts and Media, Literature, Philosophy and Religion, or World Languages - see page 103.
*** General Education Elective in History - see page 103.
† Recommended: MUS101 Music Appreciation; MUS110 Music, Art, and Drama; THR101 Introduction to Theatre

Diversity Requirement Applies

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

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

First Semester

MUS131	Class Piano I	2
MUS151	Introduction to Audio Recording	3
......	Social Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
......	Humanities Elective**†	3
		17

Second Semester

MUS231	Class Piano II	2
MUS251	Studio Recording Techniques	3
WRT201	English Composition II	3
......	Humanities Elective**†	3
MAT/CIS…	Mathematics/Computer Science Elective*	3
......	Social Science Elective*	3
		17

Third Semester

MUS132	Music Theory I	2
MUS107	Music History I	3
HIS...	History Elective***	3
......	Humanities Elective**	3
......	Natural Sciences Elective*	4
WEX101	Dynamics of Health and Fitness	2
		17

Fourth Semester

MUS232	Music Theory II	2
MUS108	Music History II	3
HIS...	History Elective***	3
WEX...	Dynamics of Health and Fitness Experience*	1
......	Humanities Electives**	6
		15

* General Education Elective - see page 103.
** General Education Elective in Arts and Media, Literature, Philosophy and Religion, or World Languages - see page 103.
*** General Education Elective in History - see page 103.
† Recommended: MUS101 Music Appreciation; MUS110 Music, Art, and Drama; THR101 Introduction to Theatre

Diversity Requirement Applies

**MUSIC ARTS - ELECTRONIC MUSIC OPTION
CODE AA.FPA.MUSC.ELECCODE**

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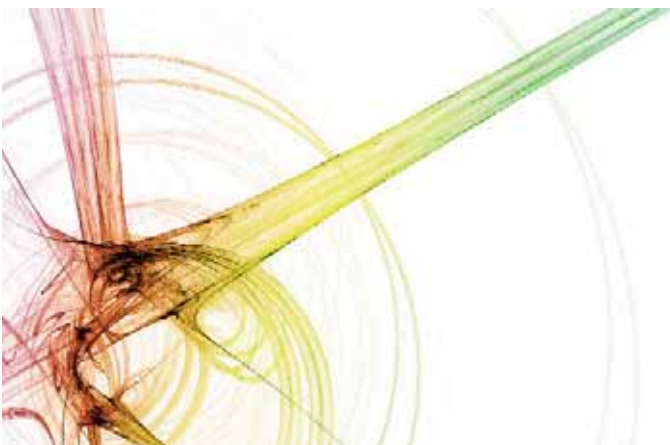
First Semester

MUS131	Class Piano I	2
MUS150	Introduction to MIDI Sequencing and Synthesis	3
......	Social Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
......	Humanities Elective**†	3
		17

Second Semester

MUS231	Class Piano II	2
MUS250	Electronic Music Composition	3
WRT201	English Composition II	3
......	Humanities Elective**†	3
MAT/CIS...	Mathematics/Computer Science Elective*	3
......	Social Science Elective*	3
		17

Third Semester

MUS132	Music Theory I	2
MUS107	Music History I	3
HIS...	History Elective***	3
......	Humanities Elective**	3
......	Natural Sciences Elective*	4
WEX101	Dynamics of Health and Fitness	2
		17

Fourth Semester

MUS232	Music Theory II	2
MUS108	Music History II	3
HIS...	History Elective***	3
WEX...	Dynamics of Health and Fitness Experience*	1
......	Humanities Electives**	6
		15

* General Education Elective - see page 103.
** General Education Elective in Arts and Media, Literature, Philosophy and Religion, or World Languages - see page 103.
*** General Education Elective in History - see page 103.
† Recommended: MUS101 Music Appreciation; MUS110 Music, Art, and Drama; THR101 Introduction to Theatre

Diversity Requirement Applies

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

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

First Semester

MUS131	Class Piano I	2
MUS152	Music Business I	3
......	Social Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
......	Humanities Elective**†	3
		17

Second Semester

MUS231	Class Piano II	2
MUS252	Music Business II	3
WRT201	English Composition II	3
......	Humanities Elective**†	3
MAT/CIS...	Mathematics/Computer Science Elective*	3
......	Social Science Elective*	3
		17

Third Semester

MUS132	Music Theory I	2
MUS107	Music History I	3
HIS...	History Elective***	3
......	Humanities Elective**	3
......	Natural Sciences Elective*	4
WEX101	Dynamics of Health and Fitness	2
		17

Fourth Semester

MUS232	Music Theory II	2
MUS108	Music History II	3
HIS...	History Elective***	3
WEX...	Dynamics of Health and Fitness Experience*	1
......	Humanities Electives**	6
		15

* General Education Elective - see page 103.
** General Education Elective in Arts and Media, Literature, Philosophy and Religion, or World Languages - see page 103.
*** General Education Elective in History - see page 103.
† Recommended: MUS101 Music Appreciation; MUS110 Music, Art, and Drama; THR101 Introduction to Theatre

Diversity Requirement Applies

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

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

First Semester

......	Humanities Elective*†	3
COM100	Speech Communication	3
THR110	Basic Acting Techniques	3
THR131	Introduction to Stagecraft and Lighting	3
WRT101	English Composition I	3
		15

Second Semester

......	Humanities Elective*†	3
MAT/CIS...	Mathematics/Computer Science Elective**	3
......	Social Science Elective**	3
THR120	Stage Makeup	1
THR113	Movement for the Performing Artist	2
	or	
THR210	Scene Study	3
	or	
THR124	Dance Experience	3
	or	
COM106	TV Production	3
WRT201	English Composition II	3
		15-16

Third Semester

HIS...	History Elective***	3
......	Humanities Electives*	6
......	Natural Sciences Elective**	4
THR117	Theatre Performance and Production	2
	or	
COM105	Radio Production	3
	or	
DAN...	Dance Technique Classes‡	1
WEX101	Dynamics of Health and Fitness	2
		16-18

Fourth Semester

HIS...	History Elective***	3
......	Humanities Elective*	3
......	Social Science Elective**	3
THR116	Theatre Production Workshop	4
THR114	Audition Techniques	2
	or	
THR136	Stage Electrics	3
	or	
DAN...	Dance Technique Classes‡	2
WEX...	Dynamics of Health and Fitness Experience**	1
		16-17

* General Education Elective in Arts and Media, Literature, Philosophy and Religion,or World Languages - see page 103.
** General Education Elective - see page 103.
*** General Education Elective in History - see page 103.
† Recommended: THR101 Introduction to Theatre; MUS110 Music, Art, and Drama; THR140 Introduction to Cinema
‡ Dance Technique classes should be selected from those DAN classes offered each semester.

Diversity Requirement Applies

ASSOCIATE IN ARTS (A.A.)
DEGREE IN FINE & PERFORMING ARTS

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

First Semester

......	Humanities Elective*†	3
COM100	Speech Communication	3
THR110	Basic Acting Techniques	3
THR131	Introduction to Stagecraft and Lighting	3
WRT101	English Composition I	3
		15

Second Semester

......	Humanities Elective*†	3
MAT/CIS…	Mathematics/Computer Science Elective**	3
THR113	Movement for the Performing Artist	2
THR120	Stage Makeup	1
THR210	Scene Study	3
WEX101	Dynamics of Health and Fitness	2
WRT201	English Composition II	3
		17

Third Semester

HIS...	History Elective***	3
......	Humanities Electives*	6
......	Natural Sciences Elective**	4
THR117	Theatre Performance and Production	2
WEX...	Dynamics of Health and Fitness Experience**	1
		16

Fourth Semester

HIS...	History Elective***	3
......	Humanities Elective*	3
......	Social Science Electives**	6
THR116	Theatre Production Workshop	4
THR114	Audition Techniques	2
		18

* General Education Elective in Arts and Media, Literature, Philosophy and Religion, or World Languages - see page 103.
** General Education Elective - see page 103.
*** General Education Elective in History - see page 103.
† Recommended: THR101 Introduction to Theatre; MUS110 Music, Art, and Drama; THR140 Introduction to Cinema
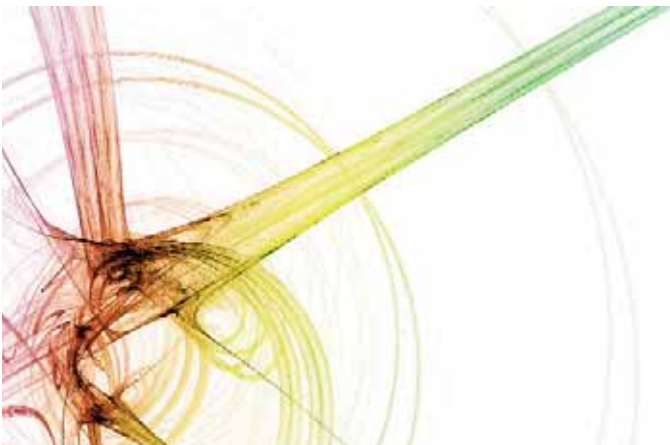
Diversity Requirement Applies

THEATRE ARTS - DANCE OPTION
CODE AA.FPA.THTR.DAN

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

First Semester

......	Humanities Elective*†	3
COM100	Speech Communication	3
THR110	Basic Acting Techniques	3
THR131	Introduction to Stagecraft and Lighting	3
WRT101	English Composition I	3
		15

Second Semester

......	Humanities Elective*†	3
MAT/CIS...	Mathematics/Computer Science Elective**	3
......	Social Science Elective**	3
THR113	Movement for the Performing Artist	2
THR120	Stage Makeup	1
THR124	Dance Experience	3
WRT201	English Composition II	3
		18

Third Semester

HIS...	History Elective***	3
......	Humanities Electives*	6
......	Natural Sciences Elective**	4
THR117	Theatre Performance and Production	2
WEX101	Dynamics of Health and Fitness	2
		17

Fourth Semester

DAN...	Dance Technique Classes‡	1-2
HIS...	History Elective***	3
......	Humanities Elective*	3
......	Social Science Elective**	3
THR116	Theatre Production Workshop	4
WEX...	Dynamics of Health and Fitness Experience**	1
		15-16

* General Education Elective in Arts and Media, Literature, Philosophy and Religion, or World Languages - see page 103.

** General Education Elective - see page 103.

*** General Education Elective in History - see page 103.

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

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

Diversity Requirement Applies

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

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

First Semester

.....	Humanities Elective*†	3
COM100	Speech Communication	3
THR110	Basic Acting Techniques	3
THR131	Introduction to Stagecraft and Lighting	3
WRT101	English Composition I	3
		15

Second Semester

COM106	TV Production	3
.....	Humanities Elective*†	3
MAT/CIS…	Mathematics/Computer Science Elective**	3
.....	Social Science Elective**	3
THR120	Stage Makeup	1
WRT201	English Composition II	3
		16

Third Semester

HIS...	History Elective***	3
.....	Humanities Electives*	6
.....	Natural Sciences Elective**	4
THR117	Theatre Performance and Production	2
WEX101	Dynamics of Health and Fitness	2
		17

Fourth Semester

HIS...	History Elective***	3
.....	Humanities Elective*	3
.....	Social Science Elective**	3
THR116	Theatre Production Workshop	4
THR136	Stage Electrics	3
WEX...	Dynamics of Health and Fitness Experience**	1
		17

* General Education Elective in Arts and Media, Literature, Philosophy and Religion, or World Languages - see page 103.
** General Education Elective - see page 103.
*** General Education Elective in History - see page 103.
† Recommended: THR101 Introduction to Theatre; MUS110 Music, Art, and Drama; THR140 Introduction to Cinema.

Diversity Requirement Applies
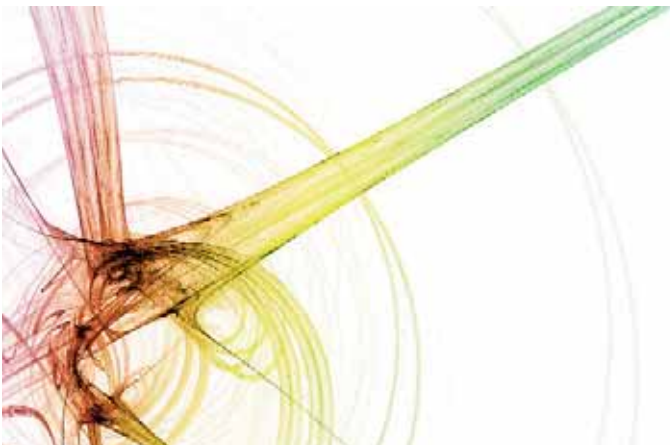
TRANSFER PROGRAMS

ASSOCIATE IN SCIENCE (A.S.) DEGREES

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 three-track program to students seeking to earn the Associate in Science (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, Chemistry, Computer Science, Mathematics, Physics, or Pre-Chiropractic.

(2) Students may pursue the A.S. degree with an option in **Engineering Science.**

(3) 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, Information Technology, Journalism, or Social Work.

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

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

Area of Study	Credits	Courses
Communication	9	WRT101 English Composition I (3 cr.) WRT201 English Composition II (3 cr.) COM100 Speech Communication (3 cr.)
Humanities Theatre Arts [THR])	12	Four general education courses (12 cr.) to be selected from at least three of the following fields: Arts and Media (Art [ART], Mass Communication [COM], Music [MUS], History (HIS) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	6	Two general education courses (6 cr.) to be selected from two of the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics and Computer Science	8	Two general education courses (8 cr.) in Mathematics/Computer Science (MAT/CIS)*
Natural Sciences	8	Two general education courses (8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY) or Earth Science (ESC)
Wellness and Exercise Science	3	WEX101 Dynamics of Health and Fitness (2 cr.) WEX... Dynamics of Health and Fitness Experience (1 cr.)**
Restricted Courses	18-20	
Diversity Requirement:		In completing the Bergen General Education Program, a student must take and pass at least one course in gender studies, non-Western history or thought, and/or cultural diversity.***

   * MAT280 Calculus I is required of all students in Natural Sciences and Mathematics programs.
  ** Choose one of the following: WEX201, WEX202, WEX204, WEX205, WEX206, WEX208.
*** Choose at least one of the following: ANT100; ANT101; HIS105; HIS116; HIS121; HIS124; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

associate in science (a.s.)

TRANSFER PROGRAMS - DEGREE IN SCIENCES OR MATHEMATICS

TRANSFER PROGRAMS - DEGREE IN ENGINEERING SCIENCE

TRANSFER PROGRAMS - DEGREE IN PROFESSIONAL STUDIES

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

First Semester

WEX101	Dynamics of Health and Fitness	2
MAT/CIS…	Mathematics/Computer Science Elective*†	4
……	Natural Sciences Elective in Biology, Chemistry, Earth Science, or Physics*	4
COM100	Speech Communication	3
WRT101	English Composition I	3
		16

Second Semester

……	Humanities Elective*	3
MAT/CIS…	Mathematics/Computer Science Elective*†	4
……	Natural Sciences Elective in Biology, Chemistry, Earth Science, or Physics*	4
……	Social Science Elective*	3
WRT201	English Composition II	3
		17

Third Semester

WEX…	Dynamics of Health and Fitness Experience*	1
……	Humanities Electives*	3
……	Natural Sciences and/or	8
MAT/CIS…	Mathematics/Computer Science Electives	
……	Social Science Elective*	3
		15

Fourth Semester

……	Humanities Electives*	6
……	Natural Sciences and/or	10-12
MAT/CIS…	Mathematics/Computer Science Electives	
		16-18

* General Education Elective - see page 103.
† MAT280 Calculus I is required for all students in the A.S. Degree in Natural Sciences and Mathematics.

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

Diversity Requirement: In completing the Bergen 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: ANT100; ANT101; HIS105; HIS116; HIS121; HIS124; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

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

BIOLOGY OPTION
CODE AS.NSM.BIO
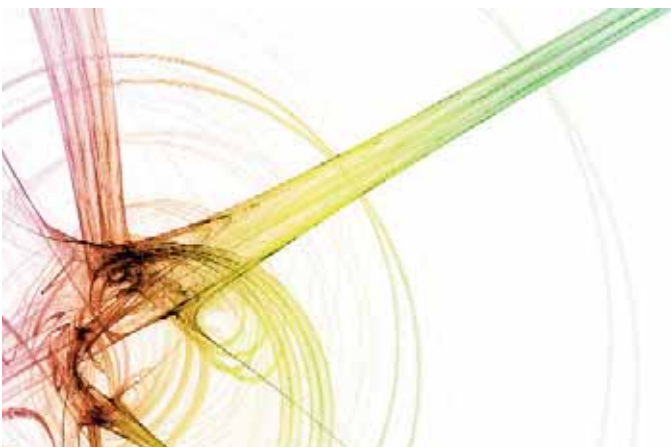
First Semester

BIO101	General Biology I	4
WEX101	Dynamics of Health and Fitness	2
MAT180	Precalculus	4
COM100	Speech Communication	3
WRT101	English Composition I	3
		16

Second Semester

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

Third Semester

......	Biology Elective**	4
WEX...	Dynamics of Health and Fitness Experience*	1
......	Humanities Electives*	3
......	Natural Sciences Elective***	4
......	Social Science Elective*	3
		15

Fourth Semester

......	Biology Elective**	4
......	Humanities Electives*	6
......	Natural Sciences Elective***	4
......	Natural Sciences Elective or	4
MAT/CIS...	Mathematics/Computer Science Elective	3-4
		17-18

* General Education Elective - see page 103.
** Students must choose among the following courses: BIO201, BIO202, BIO227, BIO228, BIO229.
*** CHM140/CHM141 General Chemistry I and CHM240/241 General Chemistry II are recommended.

Diversity Requirement Applies

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

BIOTECHNOLOGY OPTION
CODE AS.NSM.BIO.TECH
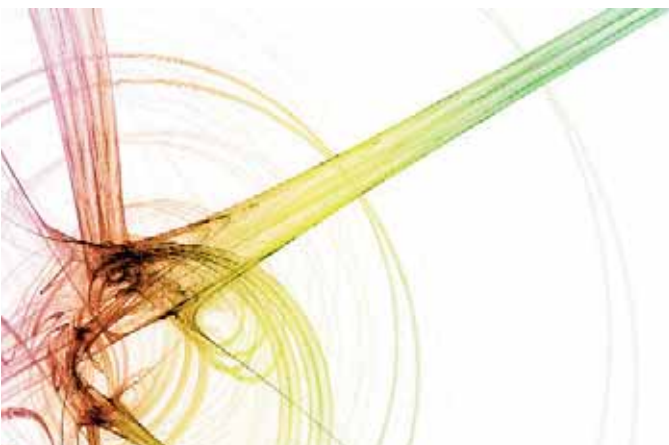
First Semester

BIO101	General Biology I	4
CHM140	General Chemistry I	3
CHM141	General Chemistry Laboratory I	1
WRT101	English Composition I	3
......	Humanities Elective*	3
......	Social Science Elective*	3
		17

Second Semester

BIO203	General Biology II	4
CHM240	General Chemistry II	3
CHM241	General Chemistry Laboratory II	1
MAT150	Elementary Statistics	3
WRT201	English Composition II	3
......	Humanities Elective*	3
		17

Third Semester

BIO210	Introduction to Biotechnology	4
MAT180	Precalculus: College Algebra and Trigonometry	4
WEX101	Dynamics of Health and Fitness	2
......	Humanities Elective*	3
......	Humanities Elective*	3
		16

Fourth Semester

BIO211	Introduction to Bioinformatics	3
MAT280	Calculus I	4
COM100	Speech Communication	3
......	WEX... Dynamics of Health and Fitness Experience*	1
......	Social Science Elective*	3
		14

* General Education Elective - see page 103

Diversity Requirement Applies

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

CHEMISTRY OPTION
CODE AS.NSM.CHEM
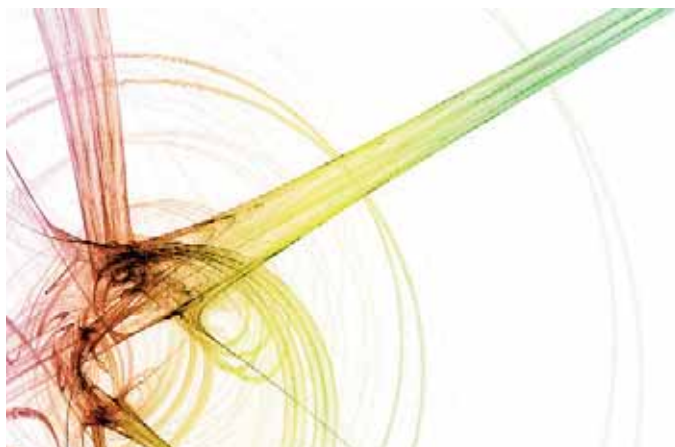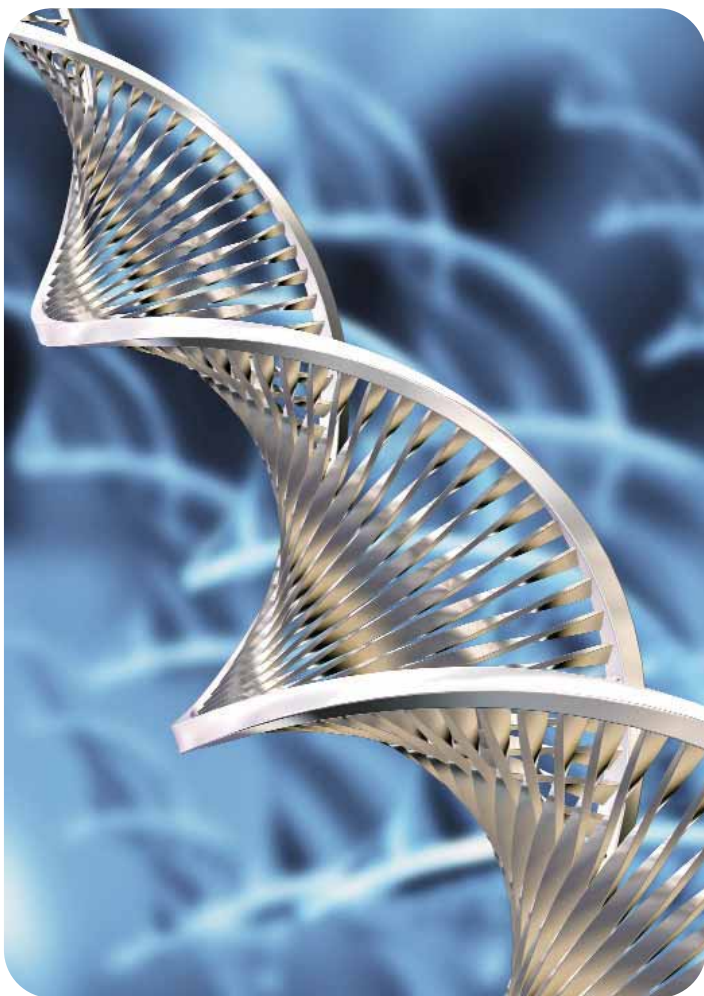
First Semester

CHM140	General Chemistry I	3
CHM141	General Chemistry I Lab	1
WEX101	Dynamics of Health and Fitness	2
MAT280	Calculus I	4
COM100	Speech Communication	3
WRT101	English Composition I	3
		16

Second Semester

CHM240	General Chemistry II	3
CHM241	General Chemistry II-Lab	1
MAT281	Calculus II	4
WRT201	English Composition II	3
......	Humanities Elective*	3
......	Social Science Elective*	3
		17

Third Semester

CHM260	Organic Chemistry I	4
WEX...	Dynamics of Health and Fitness Experience*	1
MAT282	Calculus III	4
......	Humanities Elective*	3
......	Natural Sciences Elective**	4
		16

Fourth Semester

CHM262	Organic Chemistry II	4
......	Humanities Electives*	6
......	Natural Sciences Elective**	4
......	Social Science Elective*	3
		17

   * General Education Elective - see page 103.

  ** PHY186 General Physics I and PHY286 General Physics II are highly recommended.

Diversity Requirement Applies

COMPUTER SCIENCE OPTION
CODE AS.NSM.COMP.SCI
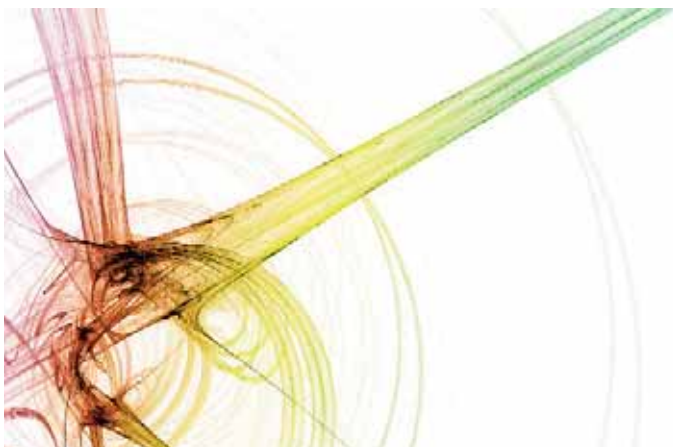
First Semester

CIS165	Fundamentals of Programming	3
COM100	Speech Communication	3
MAT280	Calculus I	4
PHR103	Basic Logic	3
WRT101	English Composition I	3
		16

Second Semester

CIS265	Advanced Programming Concepts	3
CIS271	Computer Organization and Assembly Language	3
MAT281	Calculus II	4
WRT201	English Composition II	3
......	Humanities Elective*	3
		16

Third Semester

CIS277	Data Structures and Algorithms	3
CIS288	Discrete Mathematics for Computer Science	4
......	Natural Sciences Elective**	4
......	Humanities Elective*†	3
......	Social Science Elective*‡	3
		17

Fourth Semester

MAT/CIS	Mathematics/Computer Science Elective	3-4
......	Free Elective◆	3
......	Natural Sciences Elective**	4
......	Humanities Electives*†	3
......	Social Science Elective*‡	3
		16-17

* General Education Elective - see page 103.

** 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

Diversity Requirement Applies

**MATHEMATICS OPTION
CODE AS.NSM.MATH**
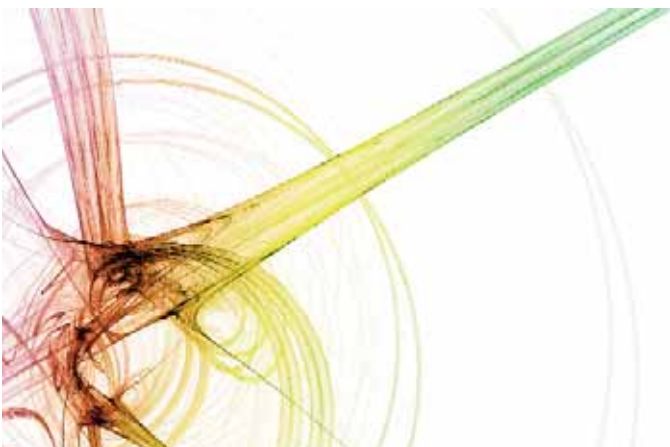
First Semester

WEX101	Dynamics of Health and Fitness	2
MAT280	Calculus I	4
WRT101	English Composition I	3
......	Humanities Elective*	3
......	Natural Sciences Elective**	4
		16

Second Semester

MAT281	Calculus II	4
WRT201	English Composition II	3
......	Humanities Elective*	3
......	Social Science Elective*	3
	Natural Sciences Elective**	4
		17

Third Semester

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

Fourth Semester

MAT283	Differential Equations	4
COM100	Speech Communication	3
......	Humanities Elective*	3
......	Social Science Elective*	3
MAT...	Mathematics**	
	or	
CIS...	Computer Science**	3-4
		16-17

  * General Education Elective - see page 103.
PHR103 Basic Logic and PHR203. Intermediate Logic are recommended.

 ** The student must choose among the following courses: MAT250, CIS165, CIS265, CIS288, CHM140/141 and CHM240/241, or PHY186 and PHY286 or PHY280 and PHY290 are recommended.

Diversity Requirement Applies

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

PHYSICS OPTION
CODE AS.NSM.PHYSC
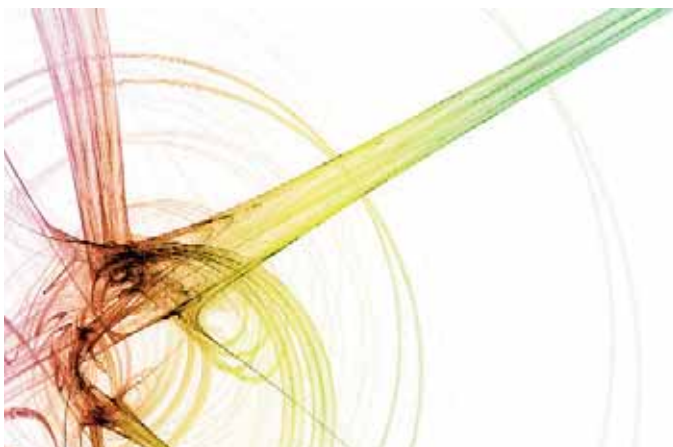
First Semester

MAT280	Calculus I	4
PHY280	Physics I	4
COM100	Speech Communication	3
WRT101	English Composition I	3
……	Social Science Elective*	3
		17

Second Semester

MAT281	Calculus II	4
PHY290	Physics II	4
WRT201	English Composition II	3
……	Humanities Electives*	6
		17

Third Semester

WEX101	Dynamics of Health and Fitness	2
MAT282	Calculus III	4
PHY291	Physics III	4
……	Humanities Elective*	3
……	Natural Sciences Elective**	4
		17

Fourth Semester

WEX…	Dynamics of Health and Fitness Experience*	1
PHY294	Engineering Mechanics	4
……	Humanities Elective*	3
……	Natural Sciences Elective**	4
……	Social Science Elective*	3
		15

  * General Education Elective - see page 103.
 ** CHM140/141 General Chemistry I and CHM240/241 General Chemistry II are recommended.

Diversity Requirement Applies
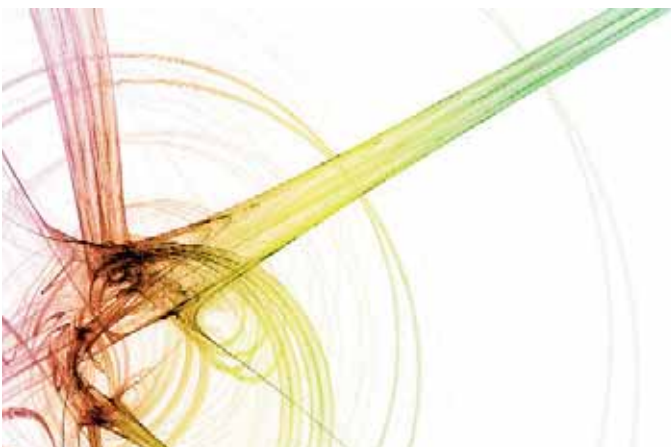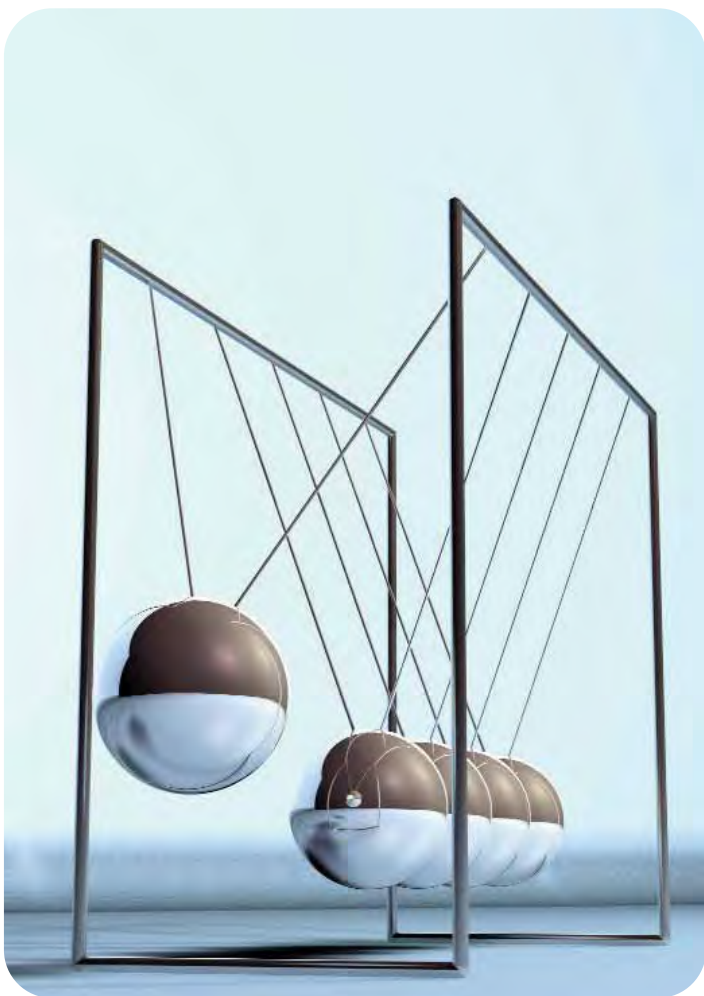
ASSOCIATE IN SCIENCE (A.S.) DEGREE OPTION IN ENGINEERING SCIENCE

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

Area of Study	Credits	Courses
Communication	6	WRT101 English Composition I (3 cr.) WRT201 English Composition II (3 cr.)
Humanities Theatre Arts [THR])	6	Two general education courses (6 cr.) to be selected from the following fields: Arts and Media (Art [ART], Mass Communication [COM], Music [MUS], History (HIS) 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: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics and Computer Science	8	Two general education courses (8 cr.) in Mathematics/Computer Science (MAT/CIS)*
Natural Sciences	8	Two general education courses (8 cr.) in one of the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY)
Wellness and Exercise Science	3	WEX101 Dynamics of Health and Fitness (2 cr.) WEX... Dynamics of Health and Fitness Experience (1 cr.) **
Restricted Courses	29	

Diversity Requirement: In completing the Bergen General Education Program, a student must take and pass at least one course in gender studies, non-Western history or thought, and/or cultural diversity.***

  * MAT280, MAT281, MAT282, and MAT283 are required of all students in the Engineering Science program.
 ** Choose one of the following: WEX201, WEX202, WEX204, WEX205, WEX206, WEX208.
*** Choose at least one of the following: ANT100; ANT101; HIS105; HIS116; HIS121; HIS124; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

ASSOCIATE IN SCIENCE (A.S.) DEGREE IN ENGINEERING SCIENCE

ENGINEERING SCIENCE OPTION
CODE AS.ENGIN.SCI

First Semester

CHM140	General Chemistry I	3
CHM141	Gen Chemistry Laboratory I	1
DFT107	Drafting I	2
MAT280	Calculus I	4
PHY280	Physics I	4
WRT101	English Composition I	3
		17

Second Semester

CHM240	General Chemistry II	3
CHM241	Gen Chemistry Laboratory II	1
CIS270	Programming for Scientific Applications	3
MAT281	Calculus II	4
PHY290	Physics II	4
WRT201	English Composition II	3
		18

Third Semester

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

Fourth Semester

MAT283	Differential Equations	4
PHY294	Engineering Mechanics	4
……	Humanities Elective*†	3
……	Social Science Elective*‡	3
WEX…	Dynamics of Health and Fitness Experience*	1
		15

* General Education Elective-see page 103.
† HIS101 History of Western Civilization to the Reformation and HIS102 History of Western Civilization since the Reformation are recommended.
‡ ECO101 Macroeconomics and ECO201 Microeconomics are recommended.

Note: DFT208 may also be required to satisfy the drafting requirement of your transfer institution.

Diversity Requirement Applies
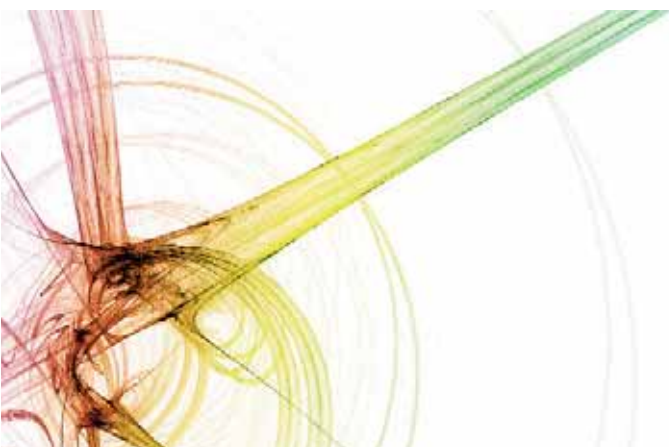
TRANSFER PROGRAMS

ASSOCIATE IN SCIENCE (A.S.) DEGREE OPTIONS 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	Courses
Communication	9	WRT101 English Composition I (3 cr.) WRT201 English Composition II (3 cr.) COM100 Speech Communication (3 cr.)
Humanities Theatre Arts [THR])	15	Five general education courses (15 cr.) to be selected from at least three of the following fields, with no more than two courses (6 cr.) in any one field: Arts and Media (Art [ART], Mass Communication [COM], Music [MUS], History (HIS) Literature (LIT) Philosophy and Religion (PHR) World Languages and Cultures (LAN)
Social Sciences	6	Two general education courses (6 cr.) to be selected from two of the following fields: Economics (ECO) Geography (GEO) Political Science (POL) Psychology (PSY) Sociology (SOC) and Anthropology (ANT)
Mathematics and (MAT/CIS) Computer Science	6-8	Two general education courses (6-8 cr.) in Mathematics/Computer Science
Natural Sciences	8	Two general education courses (8 cr.) to be selected from the following fields: Biology (BIO) Chemistry (CHM) Physics (PHY) or Earth Science (ESC)
Wellness and Exercise Science	3	WEX101 Dynamics of Health and Fitness (2 cr.) WEX… Dynamics of Health and Fitness Experience (1 cr.)*
Restricted Courses	17-19	

Diversity Requirement: In completing the Bergen General Education Program, a student must take and pass at least one course in gender studies, non-Western history or thought, and/or cultural diversity.**

* Choose one of the following: WEX201, WEX202, WEX204, WEX205, WEX206, WEX208.
** Choose at least one of the following: ANT100; ANT101; HIS105; HIS116; HIS121; HIS124; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

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

GENERAL CURRICULUM
CODE AS.PS.GEN

It is recommended that the student fulfill the preceding requirements in accordance with one of the following semester-by-semester sequences.

First Semester

WEX101	Dynamics of Health and Fitness	2
MAT/CIS…	Mathematics/Computer Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
……	Social Science Elective*	3
……	Elective in Professional Concentration	3
		17

Second Semester

WRT201	English Composition II	3
WEX…	Dynamics of Health and Fitness Experience*	1
MAT/CIS…	Mathematics/Computer Science Elective*	3
……	Humanities Electives*	6
……	Elective in Professional Concentration	3
		16

Third Semester

……	Natural Sciences Elective*	4
……	Social Science Elective*	3
……	Humanities Elective*	3
……	Electives in Professional Concentration	6
		16

Fourth Semester

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

* General Education Elective - see page 103.

Diversity Requirement: In completing the Bergen 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: ANT100; ANT101; HIS105; HIS116; HIS121; HIS124; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

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

BROADCASTING OPTION
CODE AS.PS.BRCAST

First Semester

WEX101	Dynamics of Health and Fitness	2
MAT/CIS…	Mathematics/Computer Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
COM101	Mass Media Communication	3
......	Social Science Elective*	3
		17

Second Semester

WRT201	English Composition II	3
MAT/CIS…	Mathematics/Computer Science Elective*	3
COM106	TV Production I	3
COM105	Radio Production	3
……	Humanities Electives*	6
		18

Third Semester

COM207	TV Production II	3
COM205	Advanced Radio Production or	
COM208	Directing for Television or	3
COM211	Video Post Production	
WEX…	Dynamics of Health and Fitness Experience*	1
……	Humanities Elective*	3
……	Natural Sciences Elective*	4
……	Social Science Elective*	3
		17

Fourth Semester

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

* General Education Elective - see page 103.

Diversity Requirement Applies

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

BUSINESS ADMINISTRATION OPTION
CODE AS.PS.BUS.ADM

First Semester
BUS101	Introduction to Business	3
WEX101	Dynamics of Health and Fitness	2
MAT/CIS…	Mathematics/Computer Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
ACC110	Financial Accounting	3
		17

Second Semester
ACC210	Managerial Accounting	3
MAT/CIS…	Mathematics/Computer Science Elective*	3
WRT201	English Composition II	3
……	Humanities Electives**	6
……	Business Administration Elective***	3
		18

Third Semester
WEX…	Dynamics of Health and Fitness Experience**	1
……	Business Administration Elective***	3
……	Humanities Electives**	6
……	Natural Sciences Elective**	4
……	Social Science Elective**	3
		17

Fourth Semester
……	Free Elective†	3
……	Humanities Elective**	3
……	Natural Sciences Elective**	4
……	Social Science Elective**	3
		13

* General Education Elective in Mathematics/Computer Science – see page 103.
Before selecting your Mathematics/Computer Science 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: MAT150, MAT155, MAT180, MAT223.
** General Education Elective - see page 103.
*** Any BUS, or INF101, or BNF201.
† INF101 is recommended.

Diversity Requirement Applies

ASSOCIATE IN SCIENCE (A.S.)
DEGREE IN PROFESSIONAL STUDIES
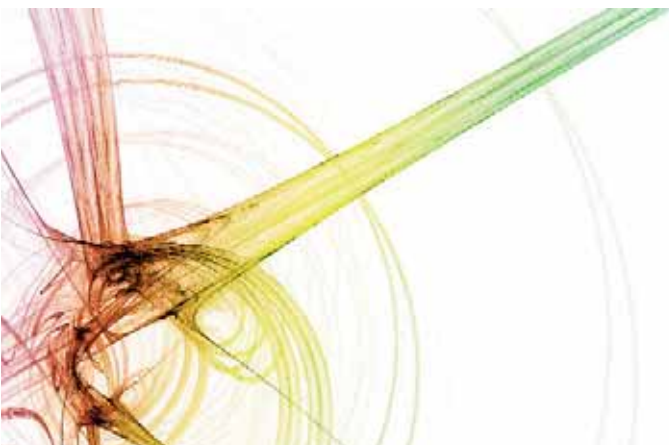
BUSINESS ADMINISTRATION-ACCOUNTING OPTION
CODE AS.PS.BUS.ACCT

First Semester

WEX101	Dynamics of Health and Fitness	2
MAT/CIS	Mathematics/Computer Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
BUS101	Introduction to Business	3
......	Humanities Elective**	3
		17

Second Semester

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

Third Semester

ACC210	Managerial Accounting	3
......	Humanities Elective**	3
......	Natural Sciences Elective**	4
......	Social Science Elective**†	3
MAT/CIS...	Mathematics/Computer Science Elective*	3
		16

Fourth Semester

ACC202	Intermediate Accounting I	3
WEX...	Dynamics of Health and Fitness Experience**	1
......	Humanities Elective**	6
BUS...	Business Elective***	3
......	Free Elective‡	3
		16

* General Education Elective in Mathematics/Computer Science – see page 103.
Before selecting your Mathematics/Computer Science 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: MAT150, MAT155, MAT180, MAT223.

** General Education Elective - see page 103.

*** Any ACC, any BUS (except BUS103), or INF101, or BNF201.

† ECO101 is recommended.

‡ INF101 is recommended.

Note: Students in the career program should refer to AAS.BUS.ACCT on page 105.

Diversity Requirement Applies
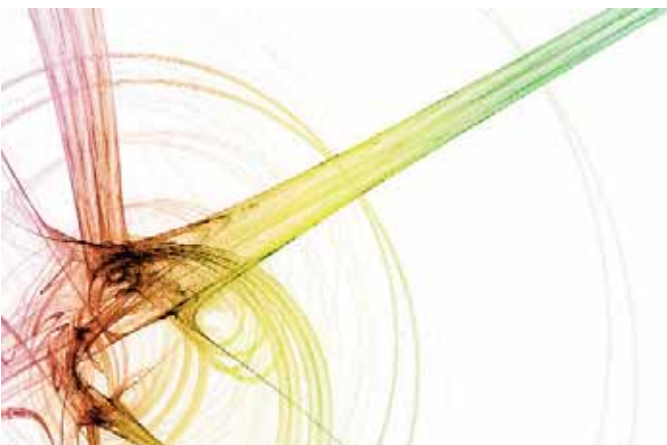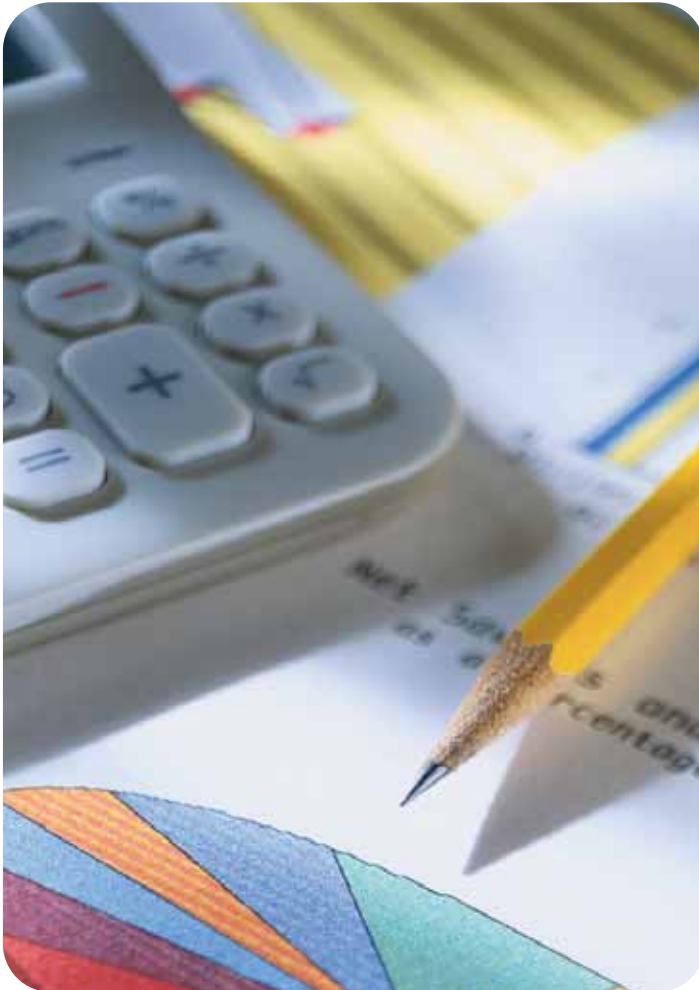
BUSINESS ADMINISTRATION-INTERNATIONAL TRADE OPTION
CODE AS.PS.BUS.INTL

First Semester

BUS101	Introduction to Business	3
WEX101	Dynamics of Health and Fitness	2
MAT/CIS…	Mathematics/Computer Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
ACC110	Financial Accounting	3
		17

Second Semester

ACC210	Managerial Accounting	3
MAT/CIS…	Mathematics/Computer Science Elective*	3
WRT201	English Composition II	3
BUS262	Fundamentals of International Business	3
……	Humanities Electives**	6
		18

Third Semester

WEX…	Dynamics of Health and Fitness Experience**	1
……	Business Administration Elective***	3
……	Humanities Electives**	6
……	Natural Sciences Elective**	4
……	Social Science Elective**	3
		17

Fourth Semester

……	Free Elective†	3
……	Humanities Elective**	3
……	Natural Sciences Elective**	4
……	Social Science Elective**	3
		13

* General Education Elective in Mathematics/Computer Science – see page 103.
Before selecting your Mathematics/Computer Science 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: MAT150, MAT155, MAT180, MAT223.
** General Education Elective - see page 103.
*** Students should select BUS202, or BUS263, or BUS264.
† Recommended – one of the following: BUS202, BUS263, BUS264, INF101.

Diversity Requirement Applies
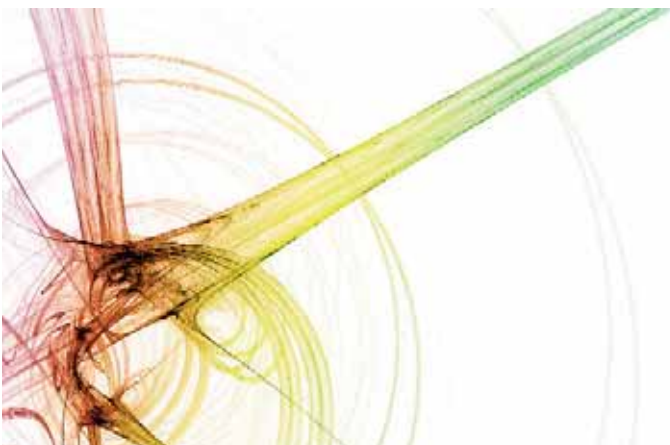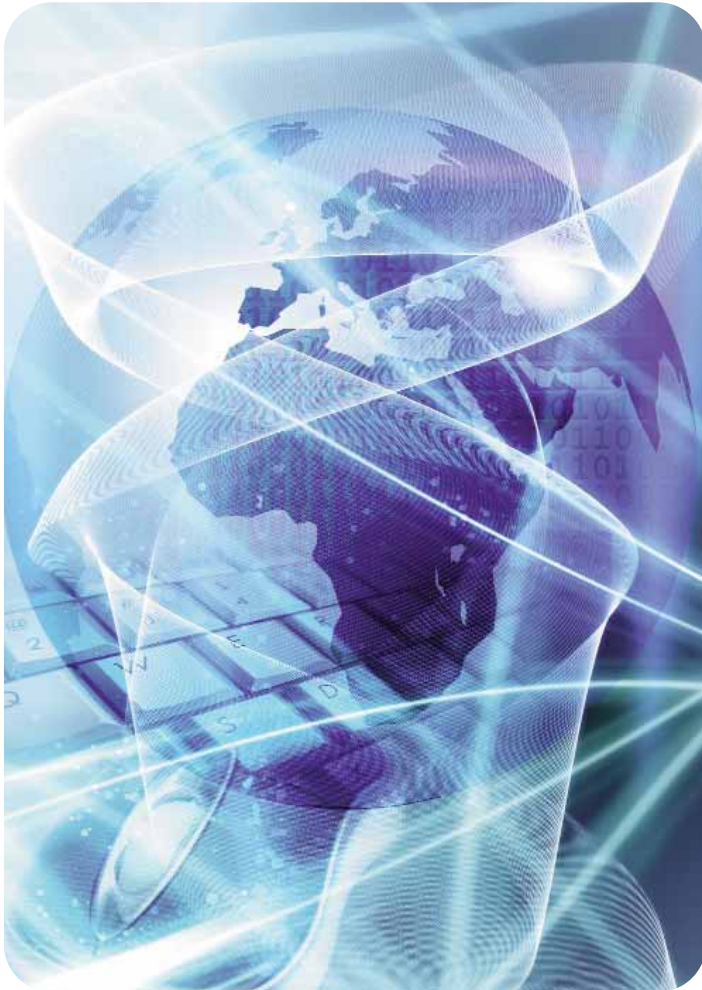
BUSINESS ADMINISTRATION-MANAGEMENT OPTION
CODE AS.PS.BUS.MGMT

First Semester

BUS101	Introduction to Business	3
WEX101	Dynamics of Health and Fitness	2
MAT/CIS…	Mathematics/Computer Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
ACC110	Financial Accounting	3
		17

Second Semester

ACC210	Managerial Accounting	3
MAT/CIS…	Mathematics/Computer Science Elective*	3
WRT201	English Composition II	3
BUS207	Principles of Business Management	3
……	Humanities Electives**	6
		18

Third Semester

WEX…	Dynamics of Health and Fitness Experience**	1
……	Business Administration Elective***	3
……	Humanities Electives**	6
……	Natural Sciences Elective**	4
……	Social Science Elective**	3
		17

Fourth Semester

……	Free Elective†	3
……	Humanities Elective**	3
……	Natural Sciences Elective**	4
……	Social Science Elective**	3
		13

   * General Education Elective in Mathematics/Computer Science – see page 103. Before selecting your Mathematics/Computer Science 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: MAT150, MAT155, MAT180, MAT223.

  ** General Education Elective - see page 103.

 *** Students should take one of the following: BUS170, BUS205, BUS208, BUS209, BUS233, BUS234, BNF201, or INF101.

  † INF101 is recommended.

Diversity Requirement Applies
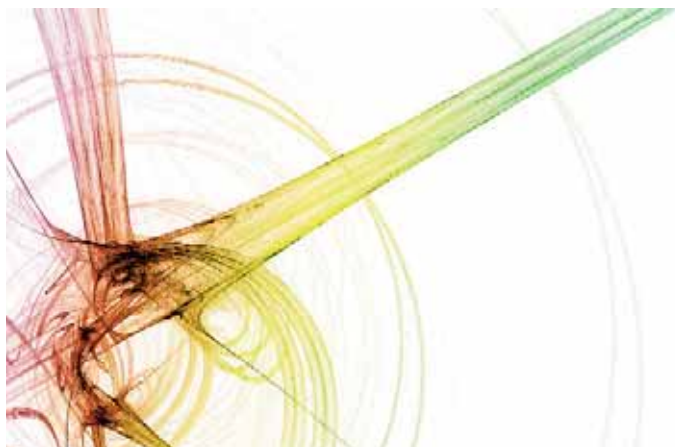
BUSINESS ADMINISTRATION-MARKETING OPTION
CODE AS.PS.BUS.MKTG

First Semester

BUS101	Introduction to Business	3
WEX101	Dynamics of Health and Fitness	2
MAT/CIS…	Mathematics/Computer Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
ACC110	Financial Accounting	3
		17

Second Semester

ACC210	Managerial Accounting	3
MAT/CIS…	Mathematics/Computer Science Elective*	3
WRT201	English Composition II	3
BUS201	Marketing Principles	3
……	Humanities Electives**	6
		18

Third Semester

WEX…	Dynamics of Health and Fitness Experience**	1
……	Business Administration Elective***	3
……	Humanities Electives**	6
……	Natural Sciences Elective**	4
……	Social Science Elective**	3
		17

Fourth Semester

……	Free Elective†	3
……	Humanities Elective**	3
……	Natural Sciences Elective**	4
……	Social Science Elective**	3
		13

* General Education Elective in Mathematics/Computer Science - see page 103. Before selecting your Mathematics/Computer Science 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: MAT150, MAT155, MAT180, MAT223.

** General Education Elective - see page 103.

*** Students should take one of the following: BUS202, BUS233, BUS234, BUS271, or INF101.

† INF101 is recommended.

Diversity Requirement Applies

ASSOCIATE IN SCIENCE (A.S.)
DEGREE IN PROFESSIONAL STUDIES
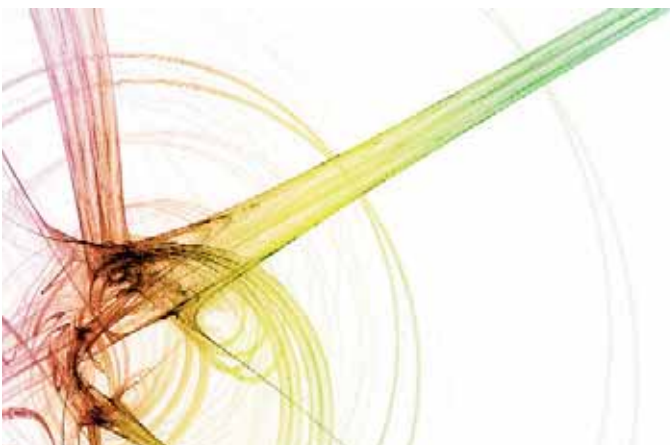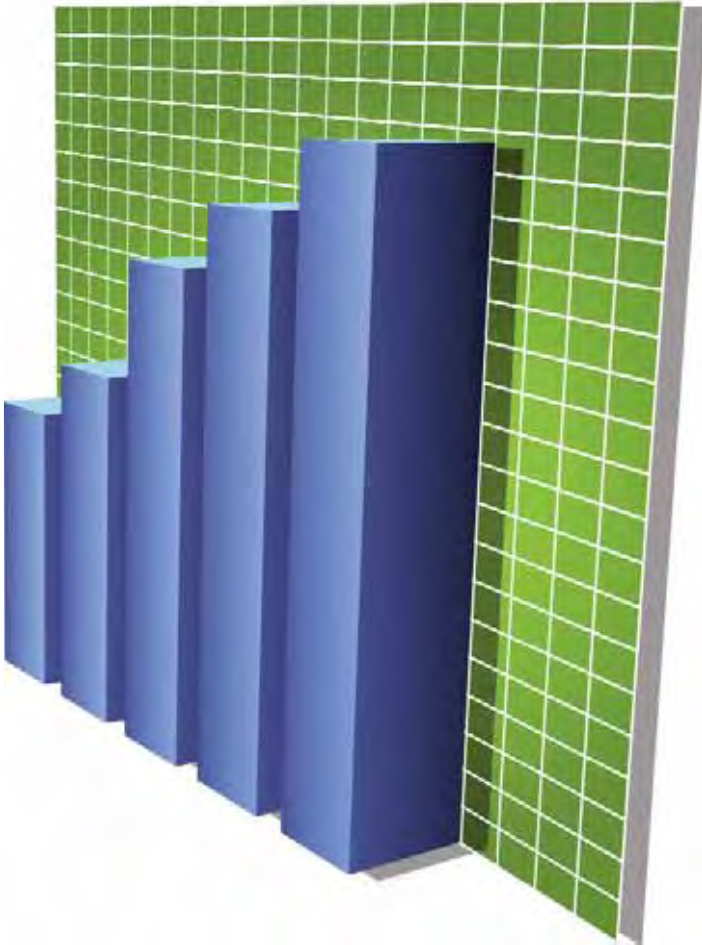
BUSINESS ADMINISTRATION-NONPROFIT MANAGEMENT OPTION
CODE AS.PS.BUS.NONPRF.MGT

First Semester

ACC-110	Financial Accounting	3
BUS-115	Intro to Nonprofit Organizations	3
COM-100	Speech Communication	3
COM100	Speech Communication	3
ECO-101	Macroeconomics	3
WRT-101	English Composition I	3
		15

Second Semester

Elective	MATMathematics Elective*	3-4
ACC-210	Managerial Accounting	3
ECO-201	Microeconomics or	
	PSY-101 General Psychology	3
WRT-201	English Composition II	3
Elective	Nonproft Course Elective***	3
Elective	Humanities**	3
		18-19

Third Semester

Elective	Business Administration Elective****	3
Elective	Humanities**	3
Elective	Natural Sciences Elective**	4
Elective	Humanities Electives**	6
		16

Fourth Semester

Elective	Business Administration Elective****	3
Elective	Natural Science Elective**	4
Elective	Free Elective*****	3
Elective	Humanities Elective**	3
Elective	General Education Elective**	
	or Free Elective †	3
		16

* 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.

** General Education Elective - see page 103.

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

**** 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.

Diversity Requirement Applies

CRIMINAL JUSTICE OPTION
CODE AS.PS.CRIMJ
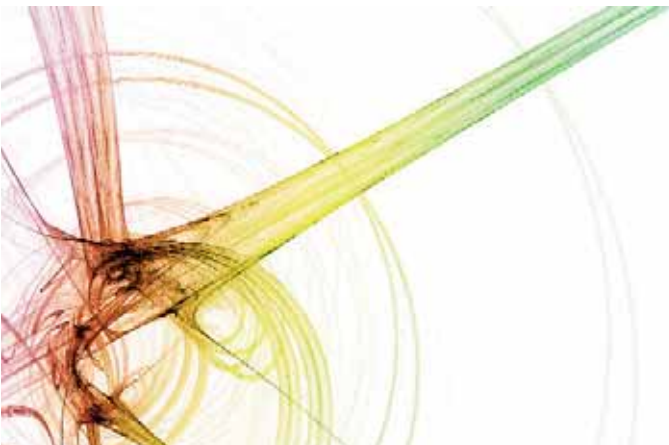
First Semester

CRJ101	Introduction to Criminal Justice	3
CRJ113	The Juvenile Justice Process	3
WEX101	Dynamics of Health and Fitness	2
WRT101	English Composition I	3
......	Humanities Elective*†	3
......	Social Science Elective*‡	3
		17

Second Semester

CRJ109	Contemporary Issues in Policing	3
WRT201	English Composition II	3
......	Humanities Elective*†	3
......	Humanities Elective*†	3
......	Social Science Elective*‡	3
WEX...	Dynamics of Health & Fitness Experience *	1
		16

Third Semester

CRJ105	Police Administration	3
COM100	Speech Communication	3
......	Humanities Elective*†	3
......	Natural Science Elective*	4
......	Math/Computer Science Elective*	3
		16

Fourth Semester

CRJ103	Criminal Law	3
CRJ107	Criminology	3
......	Natural Science Elective*	4
......	Math/Computer Science Elective*	3
......	Humanities Elective*†	3
		16

* General Education Elective - see page 103.
† Highly recommended HIS111, HIS112, PHR103
‡ Highly recommended SOC101, PSY101
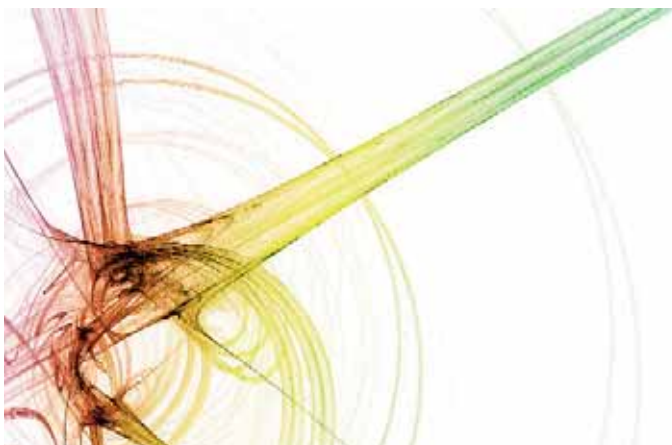
ASSOCIATE IN SCIENCE (A.S.) DEGREE IN PROFESSIONAL STUDIES

EDUCATION OPTION
CODE AS.PS.EDUC

First Semester

WEX101	Dynamics of Health and Fitness	2
MAT/CIS...	Mathematics/Computer Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
EDU101	Introduction to Education	3
......	Social Science Elective*†	3
		17

Second Semester

WRT201	English Composition II	3
MAT/CIS...	Mathematics/Computer Science Elective*	3
......	Humanities Electives*	6
SOC102	Introduction to Human Services	3
		15

Third Semester

EDU103	Principles and Practices in Education	3
PSY103	Educational Psychology	3
WEX...	Dynamics of Health and Fitness Experience*	1
......	Humanities Elective*	3
......	Natural Sciences Elective*	4
......	Social Science Elective*‡	3
		17

Fourth Semester

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

* General Education Elective - see page 103.
† PSY101 General Psychology is recommended.
‡ SOC101 Sociology is recommended.

Diversity Requirement Applies

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

EXERCISE SCIENCE OPTION
CODE AS.PS.EXER
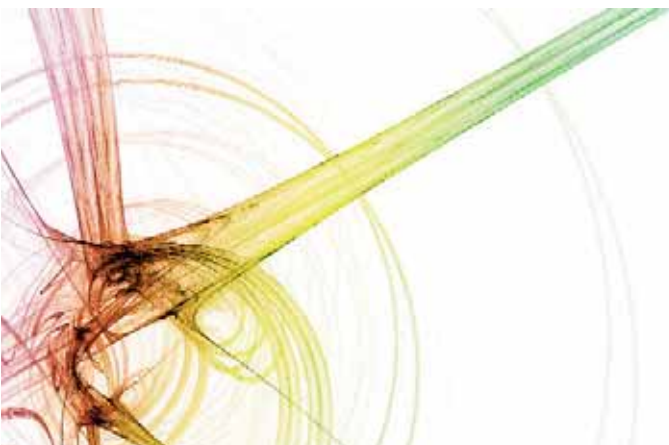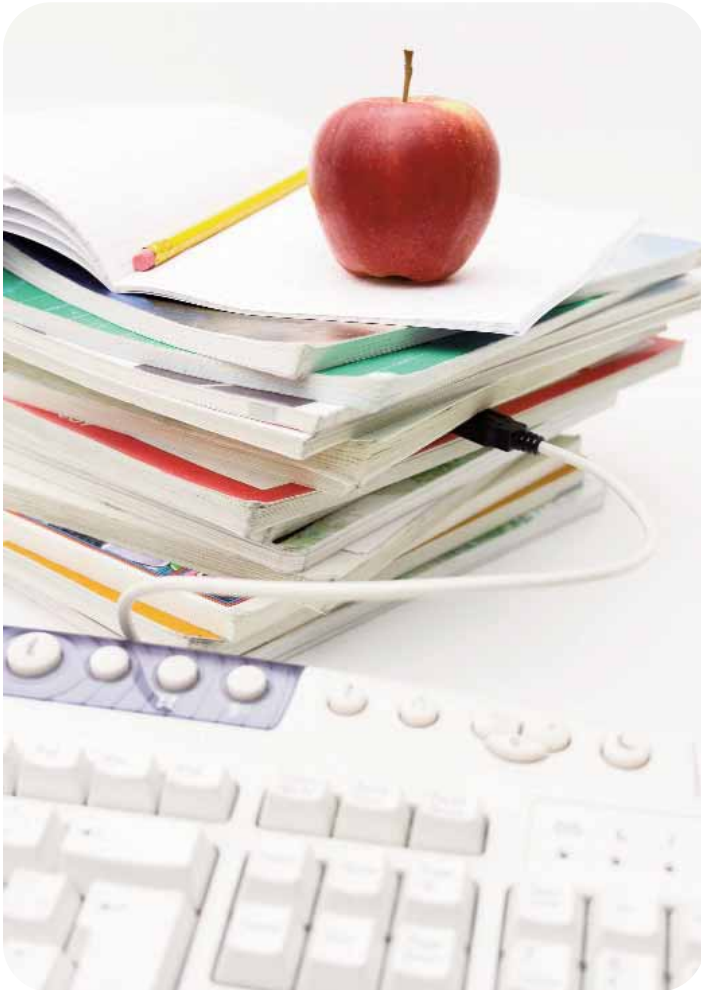
First Semester

WRT101	English Composition I	3
COM100	Speech Communication	3
MAT/CIS…	Mathematics/Computer Science Elective*	3
WEX159	CPR and First Aid	3
WEX164	Exercise Science	3
WEX101	Dynamics of Health and Fitness	2
		17

Second Semester

WRT201	English Composition II	3
MAT/CIS…	Mathematics/Computer Science Elective*	3
……	Humanities Electives**	6
WEX182	Fitness Measurement	3
WEX184	Sports Medicine I - Theory and Practice	3
		18

Third Semester

……	Humanities Electives**	6
……	Natural Sciences Elective**	4
……	Social Science Elective**	3
WEX106	Nutrition for Exercise	3
WEX…	Dynamics of Health and Fitness Experience**	1
		17

Fourth Semester

……	Humanities Elective**	3
……	Natural Sciences Elective**	4
……	Social Science Elective**	3
WEX183	Programs and Principles of Conditioning	3
		13

* General Education Elective in Mathematics/Computer Science - see page 103.
Recommended: MAT130, MAT150, or MAT155
** General Education Elective - see page 103.

Diversity Requirement Applies

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

INFORMATION TECHNOLOGY OPTION
CODE AS.PS.INFO
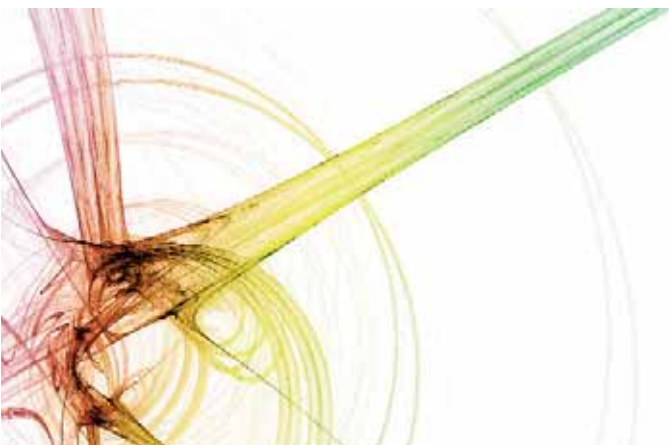
First Semester

INF101	Introduction to Information Technology	3
COM100	Speech Communication	3
WRT101	English Composition I	3
MAT...	Mathematics Elective*†	3
INF...	Programming Language Fundamentals**	3
		15

Second Semester

BUS101	Introduction to Business	3
WEX101	Dynamics of Health and Fitness	2
WRT201	English Composition II	3
MAT...	Mathematics Elective*†	3
......	Humanities Elective*	3
INF...	Advanced Programming Languages***◆	3
		17

Third Semester

......	Natural Sciences Elective*	4
......	Social Sciences Elective*‡	3
......	Humanities Electives*	6
WEX...	Wellness and Exercise Elective*	1
......	Restricted INF Elective****	3
		17

Fourth Semester

......	Humanities Electives*	6
......	Social Sciences Elective*‡	3
......	Natural Sciences Elective*	4
INF208	Systems Analysis and Design	3
		16

* General Education Elective - see page 103.
** **Programming Language Electives: Fundamentals**
    INF145 Introduction to Visual Basic for Business
    INF152 C/C++ Programming for Business
    INF153 Java for Business Applications
*** **Programming Language Electives: Advanced**
    (Part 2 of continuing sequence)
    INF224 Advanced C/C++ Programming for Business
    INF246 Advanced Visual Basic for Business
    INF268 Advanced Java for Business Applications
**** **INF Restricted Electives**
    Courses cannot duplicate as Restricted Electives when selected
    as Programming Electives
    INF145 Introduction to Visual Basic for Business
    INF152 C/C++ Programming for Business
    INF153 Java for Business Applications
    INF160 Network Technologies and Data Communications
    INF217 Database for Business Applications
† **Recommended Mathematics Elective**
    Choose two of the following (see INF for assistance):
    MAT180 Precalculus: College Algebra and Trigonometry
    MAT223 Calculus for Managerial and Social Sciences
    MAT280 Calculus I
‡ **Recommend** ECO-101 Macroeconomics
◆ Class offered only during spring semester

Note: Students enrolled in this program ARE REQUIRED to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

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

JOURNALISM OPTION
CODE AS.PS.JOUR
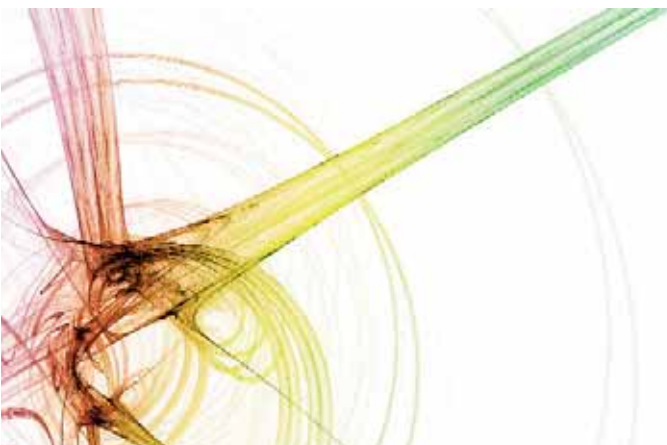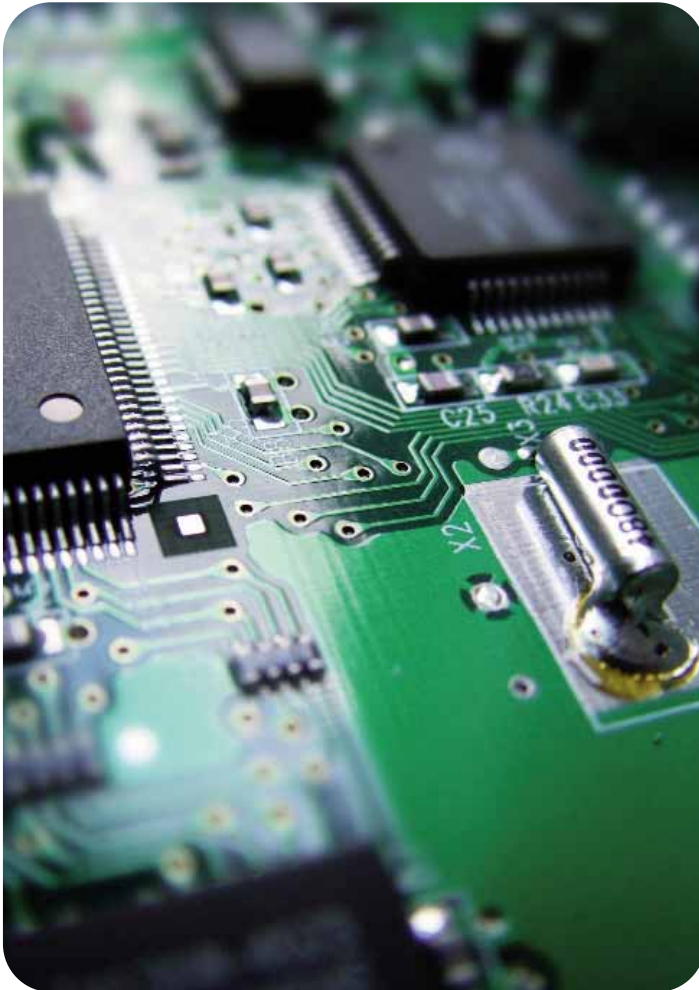
First Semester

COM101	Mass Media of Communication	3
WEX101	Dynamics of Health and Fitness	2
MAT/CIS…	Mathematics/Computer Science Elective*	3
COM100	Speech Communication	3
WRT101	English Composition I	3
......	Social Science Elective*	3
		17

Second Semester

COM206	Writing for the Mass Media	3
WRT201	English Composition II	3
WEX...	Dynamics of Health and Fitness Experience*	1
MAT/CIS…	Mathematics/Computer Science Elective*	3
......	Humanities Electives*	6
		16

Third Semester
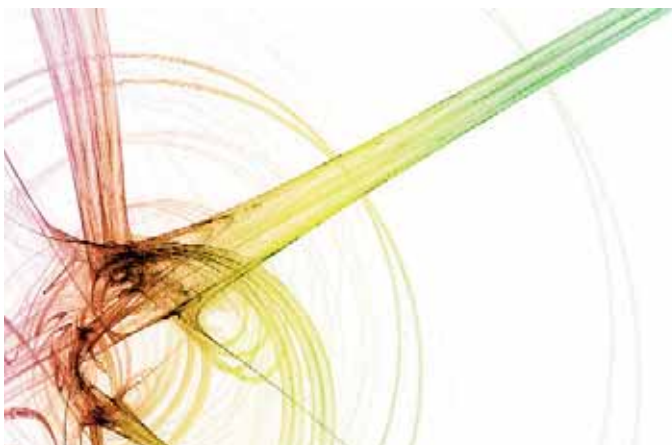
INF115	Desktop Publishing	1
	or	
INF161	Internet Research and Data Handling	
.....	Humanities Elective*†	3
.....	Natural Sciences Elective*	4
.....	Social Science Elective*‡	3
		14

Fourth Semester

COM210	Public Relations	3
COM471	Co-op Work Exp (Journalism)	1
.....	Humanities Electives*	6
.....	Natural Sciences Elective*	4
.....	Free Elective*	3
		17

* General Education Elective - see page 103.
† PHR102 Contemporary Moral Issues is recommended.
‡ POL101 American Government or POL104 State and Local Government is recommended

Diversity Requirement Applies

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

SOCIAL WORK OPTION
CODE AS.PS.SOC.WK

First Semester

WEX101	Dynamics of Health & Fitness	2
MAT/CIS…	Mathematics/Computer Science Elective*†	3
COM100	Speech Communication	3
WRT101	English Composition I	3
……	Social Science Elective*‡	3
SOC101	Sociology	3
		17

Second Semester

WEX…	Dynamics of Health & Fitness Exp.*	1
WRT201	English Composition II	3
MAT/CIS…	Mathematics/Computer Science Elective*†	3
……	Humanities Electives*	6
SOC102	Introduction to Human Services	3
		16

Third Semester

……	Natural Science Elective*	4
……	Social Science Elective*◆	3
……	Humanities Elective*◆◆	3
SOC103	Sociology of the Family	3
SOC113	Social Problems	3
		16

Fourth Semester

……	Natural Science Elective*	4
……	Humanities Electives*◆◆	6
SOC222	Ethnic & Minority Group Relations	3
	or	
SOC121	Changing Roles of Women	
SOC463	Sociology/Social Work Co-op Work Experience	3
		16

* General Education Elective - see page 103.
† Recommended: MAT150 Elementary Statistics.
‡ Recommended: PSY101 General Psychology.
◆ Recommended: ECO101 Macroeconomics.
◆◆ Recommended: LAN113 Spanish I, LAN230 Spanish II, or LAN231 Intermediate Spanish I.

Diversity Requirement Applies
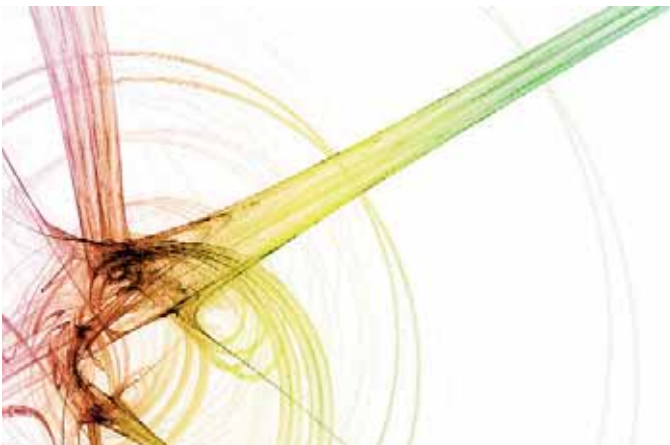
CAREER PROGRAMS

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREES

Associate in Applied Science (A.A.S.) degree programs are designed to prepare students for employment in their chosen fields of endeavor. **Note:** Under a variety of circumstances, students can transfer from these programs to four-year colleges and universities.

Career programs leading to the A.A.S. degree are organized according to the following categories: Allied Health, Art, Business Administration, Business Technologies, Human Services, Industrial and Design Technologies, Nursing, and Science Technologies.

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

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

   * Choose one of the following: WEX201, WEX202, WEX204, WEX205, WEX206, WEX208.
 ** To fulfill these requirements for the A.A.S. degree, the student must follow one of the A.A.S. degree programs listed on the following pages.
*** Choose at least one of the following: ANT100; ANT101; HIS105; HIS116; HIS121; HIS124; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

associate in applied science (a.a.s.)

associate in applied science (a.a.s.)

CAREER PROGRAMS - PROGRAMS IN HUMAN SERVICES

CAREER PROGRAMS - PROGRAMS IN INDUSTRIAL and DESIGN TECHNOLOGIES

CAREER PROGRAMS - PROGRAMS IN NURSING

CAREER PROGRAMS - PROGRAMS IN SCIENCE TECHNOLOGY

COMPUTER ANIMATION
CODE AAS.IDT.ANIM

First Semester

ART122	Two-Dimensional Design	3
ART126	Introduction to Computer Graphics*	3
ART124	Drawing Fundamentals	
	or	3
ART123	Life Drawing I	
ART105	History of Animation	3
WRT101	English Composition I	3
WEX101	Dynamics of Health & Fitness	2
		17

Second Semester

ART226	Letterform and Type	3
ART292	Computer 3D Animation I**	3
ART289	Computer 2D Illustration*	3
ART297	Computer Imaging*	3
WRT201	English Composition II	3
WEX...	Dynamics of Health & Fitness Experience***	1
		16

Third Semester

ART290	Computer 2D Animation I**	3
ART293	Computer 3D Animation II**	3
ART260	Graphic Design I	3
......	Humanities Elective***†	3
......	Natural Sciences***	
	or	3-4
MAT/CIS...	Mathematics/Computer Science Elective***	
		15-16

Fourth Semester

ART2102	Interactive Multimedia*	3
ART291	Computer 2D Animation II**	3
ART271	Portfolio Presentation	2
ART...	Studio Art Elective ‡	
	or	2-3
ART462/463	Co-op Work Experience	
......	Social Science Elective***	3
......	Humanities Elective***	3
		16-17

   * Course uses Macintosh computers
  ** Course uses Intergraph NT in S250 multimedia lab
 *** General Education Elective - see page 103.
   † Recommended: ART101 Introduction to Art and Visual Culture, ART102 History of Art and Visual Culture to 1400, ART103 History of Art and Visual Culture 1400-1900, or MUS110 Music, Art, and Drama
   ‡ "Studio Art" Electives do not include Art Appreciation and Art History

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN ART
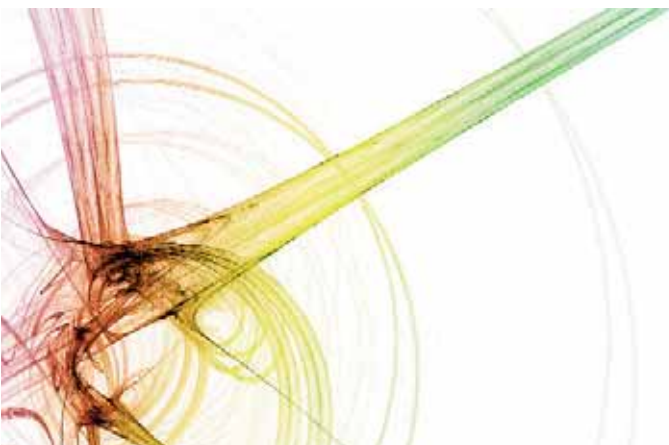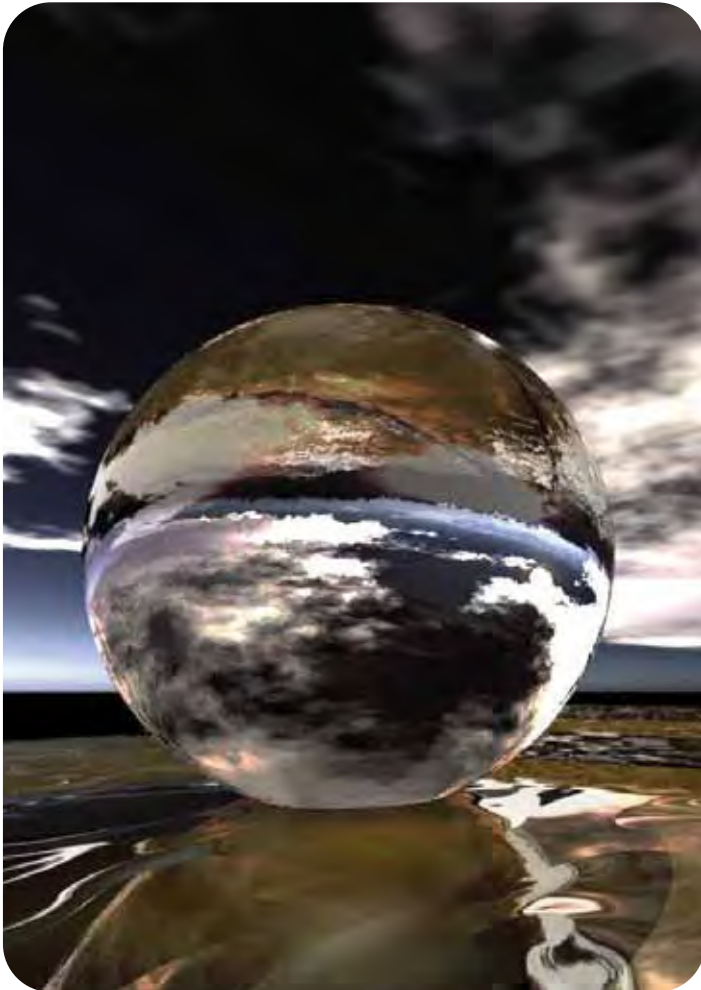
GRAPHIC DESIGN/COMPUTER GRAPHICS
CODE AAS.IDT.GRPH

First Semester

ART122	Two-Dimensional Design	3
ART126	Introduction to Computer Graphics*	3
ART124	Drawing Fundamentals	
	or	3
ART123	Life Drawing I	
WRT101	English Composition I	3
......	Humanities Elective**	3
		15

Second Semester

ART226	Letterform and Type	3
ART...	Studio Art Elective***	3
ART289	Computer 2D Illustration*	3
ART297	Computer Imaging*	3
WRT201	English Composition II	3
WEX101	Dynamics of Health & Fitness	2
		17

Third Semester

ART287	Computer Layout I*	3
ART260	Graphic Design I	3
ART...	Studio Art Elective***	3
.....	Humanities Elective**†	3
......	Natural Sciences**	
	or	3-4
MAT/CIS...	Mathematics/Computer Science Elective**	
WEX...	Dynamics of Health & Fitness Experience**	1
		16-17

Fourth Semester

ART261	Graphic Design II	3
ART271	Portfolio Presentation	2
ART288	Computer Layout II*	3
ART...	Studio Art Elective***	3
ART...	Studio Art Elective***	
	or	2-3
ART462/463	Co-op Work Experience	
......	Social Science Elective**	3
		16-17

   * Course uses Macintosh computers
  ** General Education Elective - see page 103.
*** "Studio Art" Electives do not include Art Appreciation and Art History.
     Recommended in 2nd semester: ART181 Photo I
     Recommended in 3rd: ART259 Computer Graphics for the Web Developer
     Recommended in 4th: ART290 and/or ART292
   † Recommended: ART101 Introduction to Art and Visual Culture, ART102 History of Art and Visual Culture to 1400, ART103 History of Art and Visual Culture 1400-1900, or MUS110 Music, Art, and Drama

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
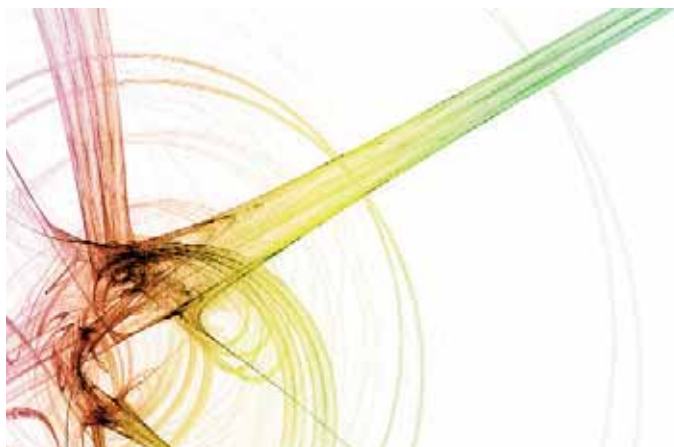
ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN BUSINESS ADMINISTRATION

ACCOUNTING
CODE AAS.BUS.ACCT

First Semester

ACC101	Accounting I	3
BUS101	Introduction to Business	3
WRT101	English Composition I	3
ACC120	Computerized Accounting	3
WEX101	Dynamics of Health & Fitness	2
INF...	Information Technology Elective*	3
		17

Second Semester

ACC201	Accounting II	3
WEX...	Dynamics of Health & Fitness Experience**	1
WRT201	English Composition II	3
......	Social Science Elective**†	3
BUS233	Business Law I	3
......	Humanities Elective**‡	3
		16

Third Semester

ACC202	Intermediate Accounting I	3
INF124	Microcomputer Spreadsheet - Excel	1
BNF201	Principles of Finance***	3
COM100	Speech Communication	3
......	Natural Sciences ** or	3-4
MAT/CIS...	Mathematics/Computer Science Elective **	
BUS...	Business Elective ◆	3
		16-17

Fourth Semester

ACC...	Restricted Accounting Elective ◆◆	3
ACC204	Cost Accounting I***	3
......	Humanities Elective**	3
BUS...	Business Elective‡	3
ACC462	Co-op Work Exp (Accounting)	2
INF228	Advanced Excel	1
		15

   * The student should choose from INF101 Introduction to Information Technology or INF114 Microsoft Office.
  ** General Education Elective - see page 103.
 *** Specialized course that may be offered only in the evening.
   † ECO101 Macroeconomics is recommended.
 †† Class offered only during spring semester
  ‡ PHR105 recommended.
  ◆ Choose any BUS course.
 ◆◆ Restricted Accounting Electives ACC203 Intermediate Accounting II ***††
     ACC107 Federal Taxation
     ACC220 Peachtree Accounting/Excel Applications ***

Note: Students interested in transferring to a four-year institution should refer to AS.PS.BUS.ACCT on page 97.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a   course in basic algebra if indicated by the Basic Skills Placement Test.
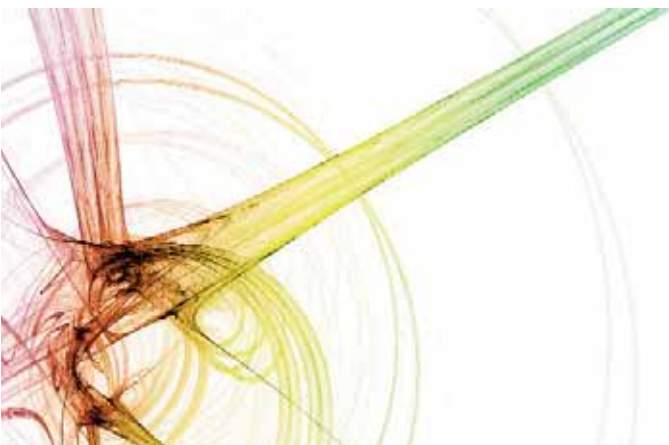
ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN BUSINESS ADMINISTRATION

BANKING AND FINANCE
CODE AAS.BUS.BANK

First Semester

ACC101	Accounting I	3
BNF101	Principles of Banking*	3
BUS101	Introduction to Business	3
BUS103	Business Mathematics	3
WEX101	Dynamics of Health & Fitness	2
WRT101	English Composition I	3
		17

Second Semester

ACC201	Accounting II	3
BNF202	Asset Management**†	3
COM100	Speech Communication	3
WEX...	Dynamics of Health & Fitness Experience***	1
WRT201	English Composition II	3
......	Humanities Elective***	3
		16

Third Semester

BUS233	Business Law I	3
BNF201	Principles of Finance	3
BNF203	Cash Management**†	3
ECO101	Macroeconomics	3
......	Natural Sciences*** or	3-4
MAT/CIS...	Mathematics/Computer Science Elective***	
		15-16

Fourth Semester

BUS234	Business Law II	3
BNF102	Personal Finance and Money Management or	3
BUS207	Principles of Management or	
BUS262	International Business	
INF101	Introduction to Information Technology	3
......	Free Electives	2-3
......	Humanities Elective***	3
......	Social Science Elective***‡	3
		17-18

     *   Class offered only during fall semester
   **   Specialized course that may be offered only in the evening.
 ***   General Education Elective
    †   Class offered only during spring semester
    ‡   ECO-201 Microeconomics is recommended.

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN BUSINESS ADMINISTRATION

PARALEGAL STUDIES
CODE AAS.BUS.PARALGL
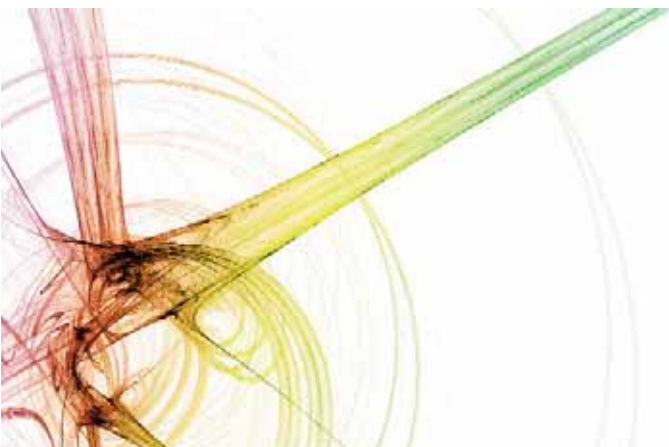
First Semester

WEX101	Dynamics of Health & Fitness	2
LGL101	Fundamentals of Law	3
LGL103	Legal Research and Writing	3
WRT101	English Composition I	3
REA101	Principles of Real Estate I	3
......	Social Science Elective*	3
		17

Second Semester

......	Humanities Elective*	3
LGL200	Business Communications for Paralegals‡	3
LGL203	Paralegalism and Legal Procedure‡	3
LGL220	Computer Assisted Legal Research	3
WRT201	English Composition II	3
		15

Third Semester

......	Humanities Elective*◆	3
LGL202	New Jersey and Federal Courts‡	3
LGL205	Mechanics of Property Transactions‡	3
LGL208	Mechanics of Family Law‡	3
LGL207	Wills and Administration‡	3
......	Natural Science Elective* or	3-4
MAT/CIS...	Mathematics/Computer Science Elective*	
		18-19

Fourth Semester

LGL234	Personal Injury and Product Liability‡	3
ACC207	Legal Accounting‡	3
COM100	Speech Communication	3
LGL206	Mechanics of Commercial Transactions‡	3
LGL462	Co-op Work Experience (Legal Assistant)	2
......	Dynamics of Health & Fitness Experience*	1
		15

* General Education Elective - see page 103.

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

◆ PHR105 Professional Ethics is Recommended.

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

**ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
PROGRAMS IN BUSINESS ADMINISTRATION**
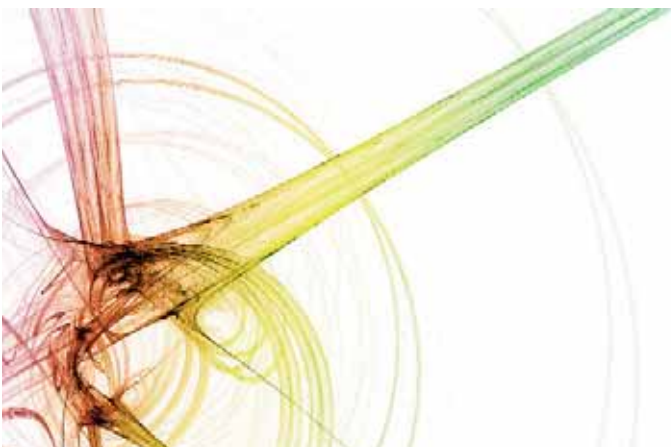
CATERING/BANQUET MANAGEMENT OPTION

First Semester

BUS101	Introduction to Business	3
BUS103	Business Mathematics	3
HRM101	Intro to Hospitality Management	3
HRM102	Food Protection	3
HRM106	Menu Planning & Nutrition	1
WRT101	English Composition I	3
		16

Second Semester

ACC206	Hospitality Accounting	3
WEX101	Dynamics of Health & Fitness	2
HRM103	Professional Food Preparation Techniques	3
HRM205	Restaurant Service Management	3
WRT201	English Composition II	3
HRM462	Co-op Work Experience (Hotel/Restaurant/Hospitality)	2
		16

Third Semester

WEX…	Dynamics of Health & Fitness Experience*	1
HRM214	Banquet/Catering Management	2
HRM202	Quantity Food Production Service**	3
HRM203	Beverage Management	2
HRM204	Food Purchasing	2
……	Humanities Elective*	3
……	Social Science Elective*	3
		16

Fourth Semester

HRM213	Classical Garde-Manger**	3
HRM201	Food & Beverage Cost Control	1
HRM206	Commercial Restaurant Operation***	3
HRM207	Hotel Sales & Convention Planning	1
HRM110	Introduction to Baking	3
……	Natural Sciences Elective* or	3-4
MAT/CIS…	Mathematics/Computer Science Elective*	
……	Humanities Elective*	3
		17-18

   * General Education Elective - see page 103.
  ** 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 the Basic Skills Placement Test. 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.

HOSPITALITY MANAGEMENT OPTION

First Semester

BUS101	Introduction to Business	3
BUS103	Business Mathematics	3
HRM101	Introduction to Hospitality Management	3
HRM102	Food Protection	3
HRM106	Menu Planning & Nutrition	1
WRT101	English Composition I	3
		16

Second Semester

ACC206	Hospitality Accounting	3
WEX101	Dynamics of Health & Fitness	2
HRM103	Professional Food Preparation Techniques	3
HRM205	Restaurant Service Management	3
WRT201	English Composition II	3
HRM462	Co-op Work Exp (H/R/H)	2
		16

Third Semester

WEX…	Dynamics of Health & Fitness Experience*	1
HRM104	Front Office Procedures**	2
HRM202	Quantity Food Production Service**	3
HRM203	Beverage Management	2
HRM204	Food Purchasing	2
……	Humanities Elective*	3
……	Social Science Elective*	3
		16

Fourth Semester

BUS233	Business Law I	3
HRM201	Food and Beverage Cost Control	1
HRM206	Commercial Restaurant Operation***	3
HRM207	Hotel Sales & Convention Planning	1
HRM…	Elective	3
……	Natural Sciences Elective* or	3-4
MAT/CIS…	Mathematics/Computer Science Elective*	
……	Humanities Elective*	3
		17-18

* General Education Elective - see page 103.
** Class offered only during fall semester.
*** Class offered only during spring semester.

Note: Students enrolled in this program **ARE NOT REQUIRED t**o successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test. 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.

INFORMATION TECHNOLOGY
CODE AAS.BT.INFO

**Programming Language Electives: Fundamentals
INF145 Introduction to Visual Basic for Business
INF152 C/C++ Programming for Business
INF153 Java for Business Applications
INF242 RPG/400 Programming

*****Programming Language Electives: Advanced
(Part 2 of continuing sequence)**
INF224 Advanced C/C++ Programming for Business
INF243 Advanced RPG/400 Programming
INF246 Advanced Visual Basic for Business
INF268 Advanced Java for Business Applications

† Restricted INF Electives
Programming Language courses cannot duplicate as Restricted INF Electives when selected as Programming Language Electives

INF145 Introduction to Visual Basic for Business
INF146 Web Development Using HTML
INF152 C/C++ Programming for Business
INF153 Java for Business Applications
INF218 Database Programming
INF224 Advanced C/C++ Programming for Business
INF240 Client-side Scripting Using JavaScript
INF246 Advanced Visual Basic for Business
INF249 Visual C++ for Windows with MFC
INF263 Server Side Internet Programming

‡ Mathematics or Natural Science Elective
One of the following mathematics electives is strongly recommended.

MAT150 Elementary Statistics
MAT180 Precalculus: College Algebra and Trigonometry
MAT223 Calculus for Managerial and Social Sciences
MAT280 Calculus I

First Semester

INF101	Introduction to Information Technology	3
INF150	Business Programming Logic ◆	3
INF161	Internet Research and Data Handling	1
BUS101	Introduction to Business	3
WRT101	English Composition I	3
INF…	Programming Language Fundamentals**	3
		16

Second Semester

INF…	Advanced Programming Languages***◆◆	3
INF114	Microsoft Office	3
INF208	Systems Analysis and Design ◆◆	3
WEX101	Dynamics of Health and Fitness	2
WRT201	English Composition II	3
……	Social Sciences Elective*	3
		17

Third Semester

ACC101	Accounting I	3
INF160	Networking Technologies and Data Communications	3
INF217	Database for Business Applications	3
INF253	Technical Communications	3
……	Humanities Elective*	3
WEX…	Wellness and Exercise Elective	1
		16

Fourth Semester

ACC201	Accounting II or	3
BUS271	E-Commerce	
INF228	Excel for Problem Solving	1
INF239	Applications Development ◆◆	3
INF…	Restricted INF Elective†	3
……	Natural Science Elective* or	3-4
MAT/CIS…	Mathematics/Computer Science Elective*‡	
……	Humanities Elective*	3
		16-17

* General Education Elective - see page 103.
◆ Class offered only during fall semester.
◆◆ Class offered only during spring semester.

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN BUSINESS ADMINISTRATION

NETWORKING ADMINISTRATION
CODE AAS.BT.NET.ADM

First Semester

INF101	Introduction to Information Technology	3
INF108	PC Upgrade, Maintenance and Diagnosis	3
INF160	Networking Technologies and Data Communications	3
INF163	Internet Concepts and Applications	3
WRT101	English Composition I	3
		15

Second Semester

BUS101	Introduction to Business	3
INF114	Microsoft Office	3
INF232	Windows Client	3
WEX101	Dynamics of Health & Fitness	2
WRT201	English Composition II	3
……	Humanities Elective*	3
		17

Third Semester

INF252	Windows Server	3
INF253	Technical Communications	3
INF254	UNIX for the Network Administrator	3
INF258	TCP/IP	3
WEX…	Wellness and Exercise Elective*	1
……	Social Sciences Elective*	3
		16

Fourth Semester

INF228	Excel for Problem Solving	1
INF256	Topics in Networking or	3
INF219	Database Administration	
INF257	Network Troubleshooting	3
INF267	Network Security	3
……	Humanities Elective*	3
……	Natural Sciences Elective* or	3-4
MAT/CIS…	Mathematics/Computer Science Elective*†	
		16-17

* General Education Elective - see page 103.
† One of the following mathematics electives is strongly recommended:
   MAT150 Elementary Statistics
   MAT155 Finite Mathematics
   MAT223 Calculus for Managerial and Social Sciences
   MAT280 Calculus I

NOTE: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

**OFFICE TECHNOLOGY
CODE AAS.BT.OFF.TECH**
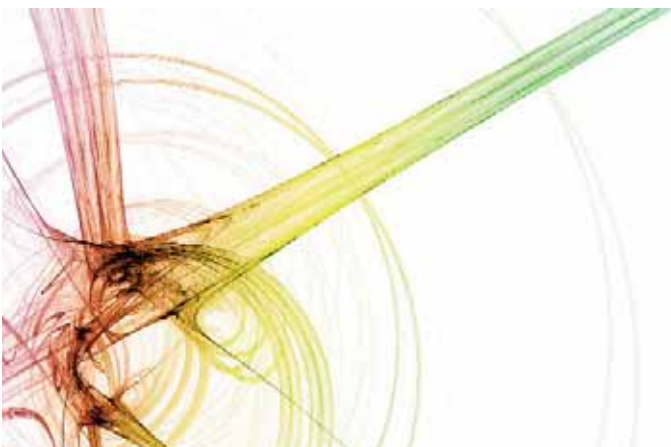
First Semester

INF100	Keyboarding I*	3
INF101	Introduction to Information Technology	3
INF114	Microsoft Office*	3
INF144	Windows Desktop Operations	
	or	
INF165	Introduction to Linux	1
BUS101	Introduction to Business	3
WRT101	English Composition I	3
		16

Second Semester

INF119	Document Processing with Microsoft Word	3
INF140	Introduction to Multimedia†	3
INF146	Web Development Using HTML	3
BUS103	Business Mathematics	3
BUS105	Business Communications	3
WEX101	Dynamics of Health & Fitness	2
		17

Third Semester

ACC120	Computerized Accounting	3
INF217	Database for Business Applications	3
WEX...	Wellness and Exercise Elective**	1
WRT201	English Composition II	3
......	Humanities Elective**	3
......	Natural Sciences**	
	or	3-4
MAT/CIS	Mathematics/Computer Science Elective**	
		16-17

Fourth Semester

INF214	Administrative Simulation†	2
INF...	Restricted INF Elective***	3
INF228	Excel for Problem Solving	1
BUS271	E-Commerce	3
......	Humanities Elective**	3
......	Social Sciences Elective**	3
		15

   * Credit-by-exam tests are available.
  ** General Education Elective - see page 103.
*** Restricted INF Electives:
     INF108 PC Upgrade, Maintenance and Diagnosis
     INF150 Business Programming Logic†
     INF160 Networking Technologies and Data Communications
     INF253 Technical Communications
  † Class offered only during spring semester

NOTE: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
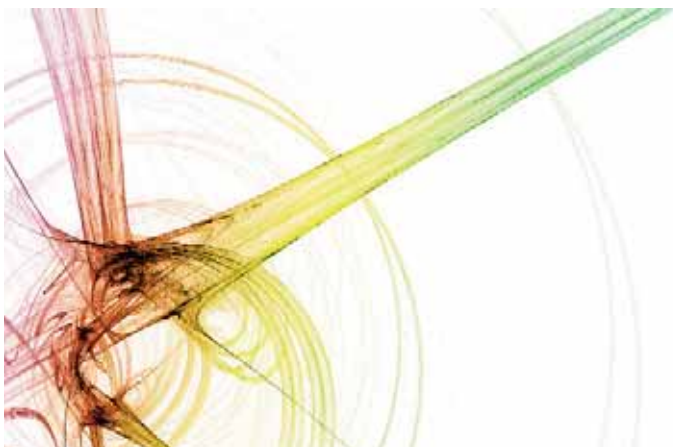
ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN BUSINESS ADMINISTRATION

WEB DEVELOPMENT AND MANAGEMENT
CODE AAS.BT.WEB.MGMT

First Semester

INF101	Introduction to Information Technology	3
INF145	Introduction to Visual Basic for Business	3
INF150	Business Programming Logic*	3
INF163	Internet Concepts and Applications	3
WRT101	English Composition I	3
		15

Second Semester

INF114	Microsoft Office	3
INF140	Introduction to Multimedia**	3
INF146	Web Development Using HTML	3
INF246	Advanced Visual Basic for Business **	3
WEX101	Dynamics of Health and Fitness	2
WRT201	English Composition II	3
		17

Third Semester

INF151	Microcomputer Database: Access	
	or	1
INF245	Database: SQL, Structured Query Language	
INF160	Networking Technologies and Data Communications	3
INF253	Technical Communications	3
BUS101	Introduction to Business	3
WEX…	Wellness and Exercise Elective***	1
……	Humanities Elective***	3
……	Social Sciences Elective***	3
		17

Fourth Semester

INF153	Java for Business Applications	
	or	
INF240	Client-side Scripting Using JavaScript	3
INF228	Excel for Problem Solving	1
INF263	Server-Side Internet Programming**	3
BUS271	E-Commerce	3
……	Humanities Elective***	3
……	Natural Sciences***	
	or	3-4
MAT/CIS…	Mathematics/Computer Science***†	
		16-17

* Class offered only during fall semester
** Class offered only during spring semester.
*** General Education Elective - see page 103.
† One of the following Mathematics electives is strongly recommended:
MAT150 Elementary Statistics
MAT155 Finite Mathematics
MAT223 Calculus for Managerial and Social Sciences
MAT280 Calculus I

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

DENTAL HYGIENE
CODE AAS.HP.DENTL
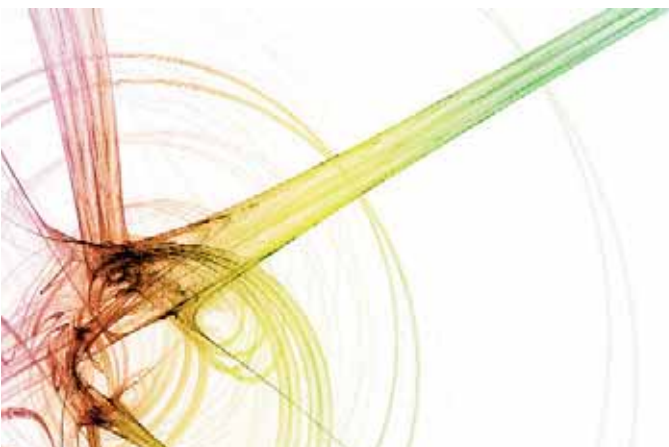
Since September 2005, dental hygiene applicants are required to pass a nationally standardized entrance exam for admittance into the program.

First Semester

BIO104	Microbiology	4
BIO109	Anatomy and Physiology I	4
DHY101	Oral Hygiene I	3
DHY108	Dental and Oral Anatomy and Physiology	2
DHY109	Oral Embryology and Histology	2
WRT101	English Composition I	3
		18

Second Semester

BIO209	Anatomy and Physiology II	4
WEX101	Dynamics of Health & Fitness	2
DHY201	Oral Hygiene II	3
DHY205	Dental Radiology	3
DHY207	General & Oral Pathology	3
WRT201	English Composition II	3
		18

Summer Session I and II

CHM110	Basic Biochemistry	4
		4

Summer Session II

DHY200	Pharmacology for Dental Hygiene	2
		2

Third Semester

DHY202	Oral Hygiene III	4
DHY204	Dental Materials	3
DHY206	Public Health and Community Dentistry	3
DHY209	Periodontology I	1
WEX...	Dynamics of Health & Fitness Experience*	1
		12

Fourth Semester

DHY219	Periodontology II	1
DHY203	Oral Hygiene IV	4
DHY214	Nutrition in Dental Health	2
PSY101	General Psychology	3
SOC101	Sociology	3
COM100	Speech Communication	3
......	Humanities Elective*	3
		19

* General Education Elective - see page 103.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test before entering the Dental Hygiene program.
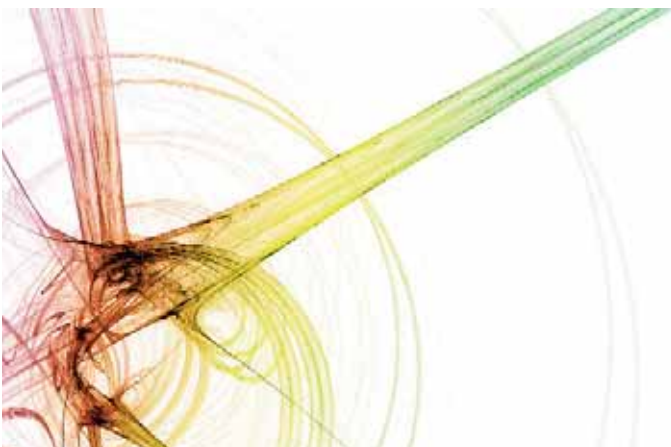
ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN HEALTH PROFESSIONS

DIAGNOSTIC MEDICAL SONOGRAPHY CODE AAS.HP.DMS

First Semester

BIO109	Anatomy & Physiology I	4
DMS101	Ultrasound Physics & Inst. I	2
DMS102	Clinical Medicine & Patient Care	2
DMS113	Abdominal Sonography I	3
DMS115	Cross Sectional Anatomy	4
WRT101	English Composition I	3
		18

Second Semester

BIO209	Anatomy & Physiology II	4
DMS201	Ultrasound Physics & Inst. II	2
DMS204	Introduction to Medical Imaging	1
DMS205	OB/GYN Sonography	3
DMS213	Abdominal Sonography II	3
DMS218	Ultrasound Clinic I (160 hours)	1
WRT201	English Composition II	3
		17

Summer Session I or Summer Session II

DMS219	Ultrasound Clinic II-Abdomen (240 hrs)	2
......	Humanities Elective*	3
		5

Third Semester

WEX101	Dynamics of Health & Fitness	2
DMS214	Echocardiography	3
DMS220	Ultrasound Clinic III-OB/GYN (240 hrs)	2
DMS226	OB Sonography II	3
DMS229	Vascular Imaging	2
		12

Fourth Semester

DMS221	Ultrasound Clinic IV-Echocardiography (240 hrs)	2
......	Humanities Elective*	3
DMS227	Echocardiography II	3
DMS228	Advanced Ultrasound Practices	1
......	Social Science Elective*	3
WEX...	Dynamics of Health & Fitness Exp.*	1
		13

Summer Session I or Summer Session II

DMS222	Ultrasound Clinic V-Vascular (200 hrs)	1
DMS230	Comprehensive Review	3
		4

 * General Education Elective - see page 103.

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

Total program credits = 69
Program Prerequisites:
High School Advanced Placement Biological Science (AP test documentation required), High School Advanced Placement Physics (AP test documentation required), High School Algebra College - Bio-109, PHY-185, MAT-035 or MAT-031/032

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN HEALTH PROFESSIONS

HEALTH SCIENCE
CODE AAS.HP.HLTH.SCI

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. This curriculum is designed for graduates of one-year, post-secondary programs who hold current certification or licensure in an Health Profession discipline,such as dental assisting, diagnostic medical sonography, licensed practical nursing, medical office assisting, radiography, respitatory technology,and surgical technology. Certification or licensure must be recognized by the accrediting agencies of Bergen's Health Professions Programs. Thirty credits for certification/licensure will be granted after completion of the degree requirements resulting in 65 credits and an AAS degree in Health Science. It is important to note that this curriculum will not confer eligibility for advanced certification nor advanced licensure within the Allied Health disciplines.

First Semester

WRT101	English Composition I	3
WEX101	Dynamic of Health & Fitness	2
.....	Humanities Elective*	3
.....	Math/Computer Science Elective*	3
.....	Natural Sciences Elective*†	2
.....	Social Sciences Elective*‡	3
		18

Second Semester

WRT201	English Composition II	3
.....	Natural Sciences Elective*†	4
.....	Humanities Elective*	3
.....	Free Elective*	3
WEX...	Dynamics of Health & Fitness Experience	1
.....	Social Sciences Elective*‡	3
		17

* General Education Elective - see page 103.
† Natural Sciences Recommended Elective Courses
  BIO103 Microbiology
  BIO104 General Biology
  BIO109 Anatomy and Physiology I
  BIO203 General Biology II
  BIO209 Anatomy and Physiology II
  CHM100 Introduction to Chemistry
  CHM112 College Chemistry
  PHY185 Introduction to Physics

‡ Social Sciences Recommended Elective Courses
  PSY101 General Psychology
  PSY102 Abnormal Psychology
  SOC101 Introduction to Sociology
  SOC103 Sociology and the Family
  SOC113 Social Problems

Note: Upon completion of the first and second semester courses, the 30 credits accepted for licensure/certificate will be granted. Students will have earned a total of 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 the Basic Skills Placement Test.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN HEALTH PROFESSIONS

MEDICAL INFORMATICS
CODE AAS.MED.INFO
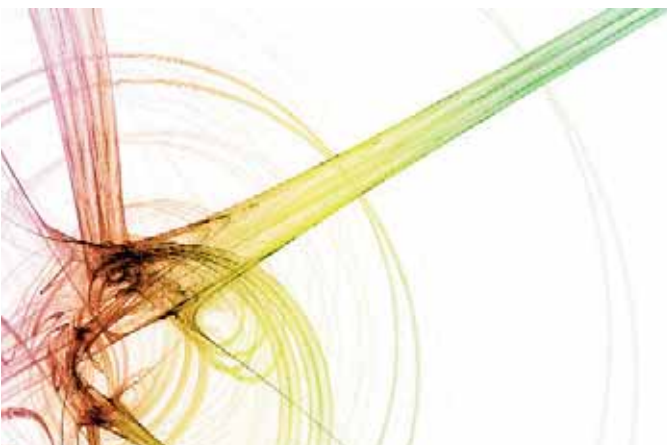
First Semester

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
Elective	INF... Programming Language Fundamentals †	3
		16

Second Semester

BIO-209	Anatomy and Physiology II	4
MOA-201	Diagnostic and Procedural Coding	3
WRT-201	English Composition II	3
Elective	INF... Advanced Programming Languages †	3
Elective	Humanities Elective	3
		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
Elective	Humanities Elective	3
Elective	MAT... Mathematics Elective**	3-4
		16-17

Fourth Semester

Elective	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
Elective	WEX-2.. Dynamics of Health and Fitness Experience	1
		15

  ** MAT-223 recommended
 *** PSY-101 Introduction to Psychology recommended
  † Programming Language Electives: Fundamentals
    INF-145 Introduction to Visual Basic for Business
    INF-152 C/C++ Programming for Business
    INF-153 Java for Business Applications

  ‡ Programming Language Electives: Advanced
    INF-224 Advanced C/C++ Programming for Business
    INF-246 Advanced Visual Basic for Business
    INF-268 Advanced Java for Business Applications

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN HEALTH PROFESSIONS
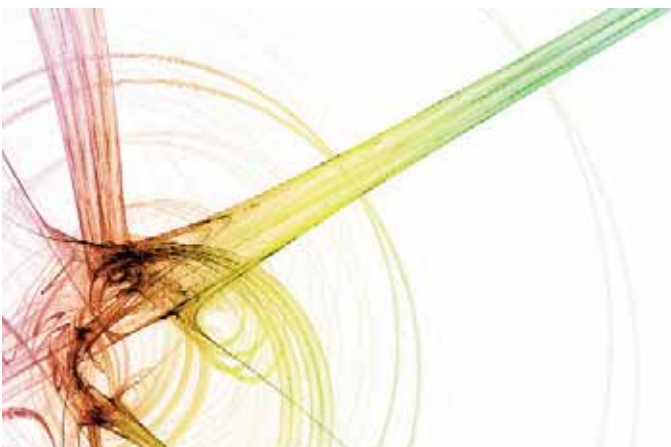
MEDICAL OFFICE ASSISTANT
CODE AAS.HP.MOA

First Semester

BIO109	Anatomy & Physiology I	4
WEX101	Dynamics of Health & Fitness	2
MOA140	Medical Terminology	3
MOA141	Introduction to Medical Assisting	3
INF100	Keyboarding I	3
WRT101	English Composition I	3
		18

Second Semester

BIO209	Anatomy & Physiology II	4
INF119	Document Processing with Microsoft Word	3
MOA240	Clinical Office Practice	4
WEX…	Dynamics of Health & Fitness Experience*	1
WRT201	English Composition II	3
……	Humanities Elective*	3
		18

Third Semester

WEX159	CPR & Emergency First Aid	3
MOA218	Medical Economics	2
MOA241	Clinical Lab Technology	4
MOA243	Medical Office Assistant Externship I (8-12 hours per week)	1
MOA203	Medical Assistant Administrative Procedures I	3
……	Humanities Elective*	3
		16

Fourth Semester

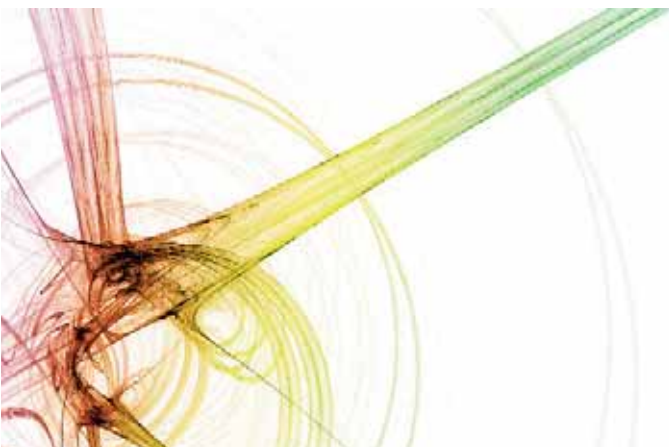|		
MOA200	Pharmacology for Medical Office Assistants	2
ACC104	Medical Accounting	3
MOA244	Medical Office Assistant Externship II (8-12 hours per week)	1
MOA201	Diagnostic and Procedural Coding	4
MOA204	Medical Assistant Administrative Procedures II	3
PSY101	General Psychology	3
		16

* General Education Elective - see page 103.

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

RADIOGRAPHY
CODE AAS.HP.RAD
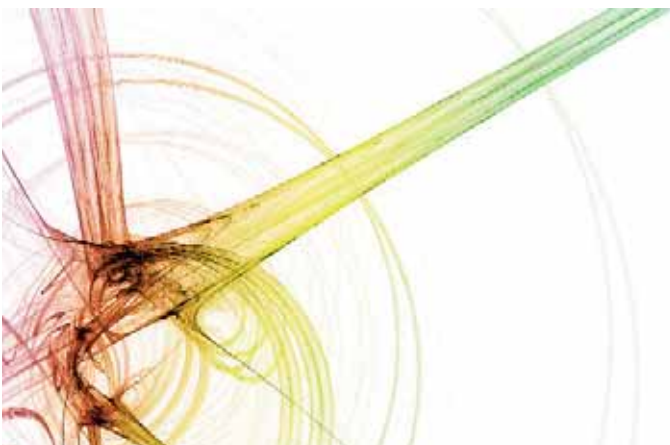
First Semester

BIO109	Anatomy & Physiology I	4
COM-100	Speech Communication	3
RAD180	Introduction to Radiography	2
RAD181	Radiography I	5
RAD182	Radiography Clinical I	1
WRT101	English Composition I	3
		18

Second Semester

BIO209	Anatomy & Physiology II	4
MAT-150	Elementary Statistics	3
RAD276	Principles of Imaging Equipment	3
RAD281	Radiography II	4
RAD282	Radiography Clinical II	1
WRT201	English Composition II	3
		18

Summer Session

RAD-280	Image Production and Evaluation	3
RAD283	Intermediate Radiography Clinical, 12 weeks at 32 hours per week (384 hours)	2
		5

Third Semester

RAD183	Radiographic Pathology	2
RAD184	Advanced Imaging Equipment and Patient Care Practices	3
RAD285	Radiography III	4
RAD286	Radiologic Clinical III	1
WEX101	Dynamics of Health & Fitness	2
		12

Fourth Semester

......	Dynamics of Health & Experience	1
RAD275	Special Imaging Equipment and Therapeutic Modalities	2
RAD288	Radiography IV	4
RAD289	Radiologic Clinical IV	2
......	Humanities Elective*	3
......	Social Science Elective*	3
		15

Fifth Semester / Summer

RAD290	Senior Student Seminar, 12 weeks at 32 hours per week (384 hours)	3
		3

* General Education Elective - see page 103.

1,834 clinical hours are required for program completion.

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN HEALTH PROFESSIONS
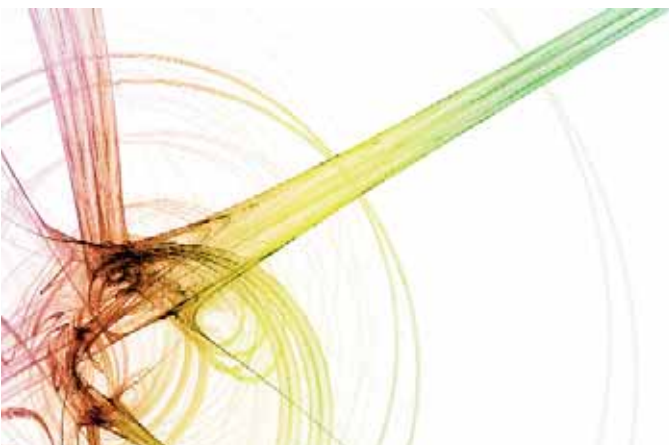
RESPIRATORY THERAPY
CODE AAS.HP.RESP

First Semester

BIO109	Anatomy & Physiology I	4
MAT/CIS	Mathematics/Computer Science Elective*†	3-4
RSP119	Introduction to Respiratory Therapy	4
RSP121	Clinical Externship I	2
RSP200	Pharmacology for Respiratory Therapists	2
WRT101	English Composition I	3
		18-19

Second Semester

BIO209	Anatomy & Physiology II	4
CHM112	College Chemistry	4
RSP222	Cardiopulmonary Anatomy & Physiology	4
RSP225	Clinical Externship II	2
	16 hrs/wk = 224 hrs	
WEX101	Dynamics of Health & Fitness	2
WRT201	English Composition II	3
		19

Summer Session
(Based on 6 weeks)

RSP226	Clinical Externship III	2
	40 hrs/wk = 240 hrs	
		2

Third Semester

BIO104	Microbiology	4
RSP240	Diagnostic Monitoring & Patient Assessment	4
RSP229	Mechanical Ventilation	4
RSP122	Clinical Medicine	3
RSP231	Clinical Externship IV	2
	16 hrs/wk = 224 hrs	
WEX...	Dynamics of Health and Fitness Experience*	1
		18

Fourth Semester

RSP227	Management in Health Care	2
RSP241	Pediatric/Neonatal Respiratory Care	3
RSP235	Clinical Externship V	2
	16 hrs/wk = 224 hrs	
......	Humanities Electives*	6
......	Social Science Elective*	3
		16

* General Education Elective - see page 103.
† Recommended: MAT130, MAT150, MAT155, or MAT180.

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

Successful completion of program exit examination required for graduation.
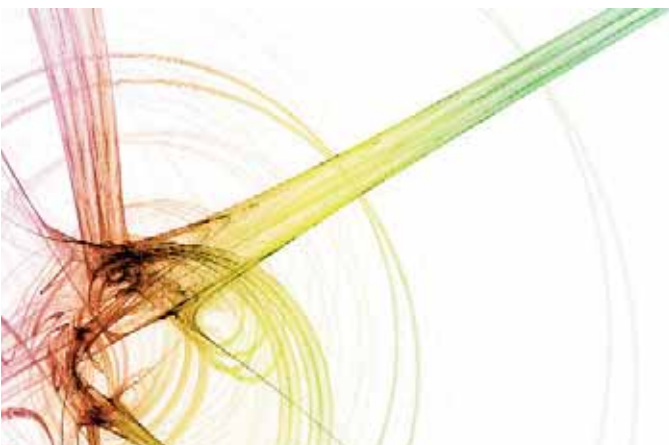
ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN HEALTH PROFESSIONS

VETERINARY TECHNOLOGY
CODE AAS.HP.VETA

First Semester

BIO115	Vertebrate Anatomy & Physiology I	4
CHM112	College Chemistry	4
VET102	Introduction to Veterinary Technology	1
VET103	Veterinary Medical Terminology	1
WEX101	Dynamics of Health and Fitness	2
WRT101	English Composition I	3
		15

Second Semester

BIO215	Vertebrate Anatomy & Physiology II	4
VET104	Research Animal Technology	3
VET110	Nutrition & Principles of Feeding	2
VET112	Veterinary Pharmacology	3
WRT201	English Composition II	3
		15

Summer Session

BIO104	Microbiology	4
VET220	Veterinary Technology Externship I***	1
......	Humanities Elective***	3
		8

Third Semester

VET203	Veterinary Nursing I	3
VET205	Clinical Laboratory Procedures I	3
VET207	Diagnostic Imaging	3
VET216	Veterinary Office Management	3
......	Humanities Elective***	3
		15

Fourth Semester

VET214	Veterinary Nursing II	3
VET217	Clinical Laboratory Procedures II	3
VET219	Surgical Assistance & Anesthesia	3
......	Social Science Elective***	3
WEX...	Dynamics of Health and Fitness Experience	1
		13

Summer Session

VET218	Farm Animal Nursing	3
VET221	Veterinary Technology Externship II**	1
		4

** Students may enroll in this class during any semester with permission of the Academic Department Chair.
*** General Education Elective - see page 103.

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

Note: Students who wish to pursue a career in the pharmaceutical or biomedical industries may wish to take VET290 (Applied Transgenics and Microinjection Techniques) when the course is offered. Students who fulfill the requirements of this course will receive a certificate of completion.
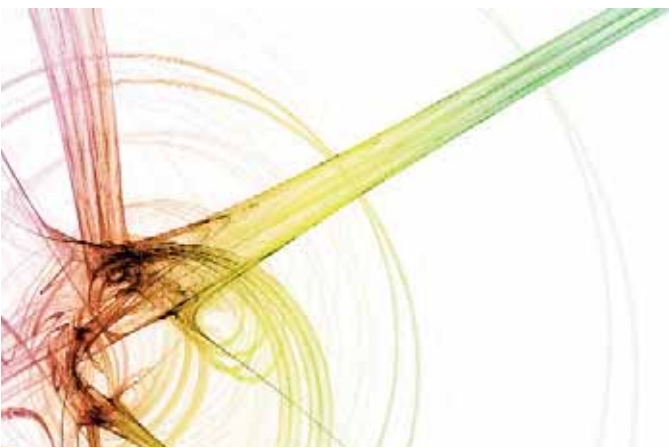
CAREER LADDER EDUCATION/CHILD DEVELOPMENT
CODE AAS.HS.CARLAD.CDEV

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
Elective	Natural Science or Mathematics/ Computer Science Elective*	3-4
		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
		14

Third Semester

COM-100	Speech Communication	3
EDU-132	The Parenting of Very Young Children (Birth to 6 Years Old)	3
Elective	Social Sciences Elective*	3
Elective	Humanities Elective**	3
Elective	WEX-2.. Dynamics of Health and Fitness Experience*	1
		13

** General Education Elective - see page 103.
** Music Appreciation [MUS-101] is recommended.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN HUMAN SERVICES

CORRECTIONAL STUDIES
CODE AAS.HS.CORR
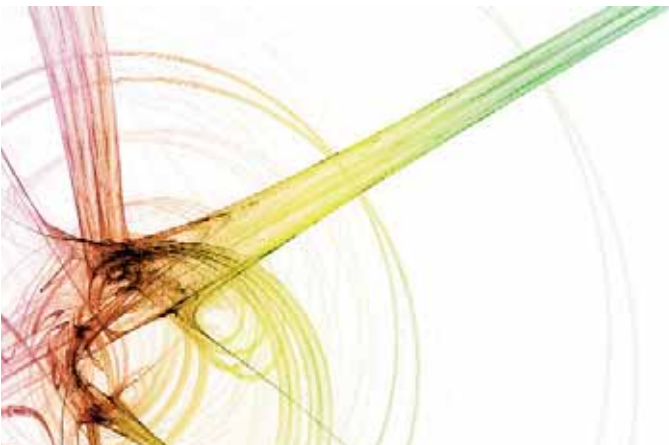
First Semester

CRJ101	Introduction to Criminal Justice	3
CRJ102	Introduction to Corrections	3
WEX101	Dynamics of Health and Fitness	2
WRT101	English Composition I	3
......	Humanities Elective*	3
......	Social Sciences Elective*****	3
		17

Second Semester

WEX...	Dynamics of Health & Fitness Experience *	1
CRJ108	Topics in Criminal Justice (Corrections)	3
CRJ113	The Juvenile Justice Process	3
POL104	State and Local Government	3
SOC101	Sociology	3
WRT201	English Composition II	3
		16

Third Semester

CRJ107	Criminology****	3
CRJ114	Correctional Administration**	3
LIT-202	American Literature 1880 to the Present or	
LIT-218	American Ethnic Literature	3
SOC103	Sociology of the Family	3
......	Natural Sciences* or	
MAT/CIS	Mathematics/Computer Science*	3-4
		15-16

Fourth Semester

COM100	Speech Communication	3
CRJ115	Correctional Law***	3
PSY102	Intro to Abnormal Psychology or	3
PSY104	Psychology of Human Relations	
SOC113	Social Problems	3
......	Humanities Elective******	3
.....	Free Elective: Co-op in Corrections (CRJ-436) highly recommended	3
		18

    * General Education Elective - see page 103.
   ** CRJ102 highly recommended before taking this CRJ-114
  *** CRJ102 highly recommended before taking this CRJ-115
 **** SOC101 highly recommended before taking this CRJ-107
 ***** PHR-101 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 the Basic Skills Placement Test.
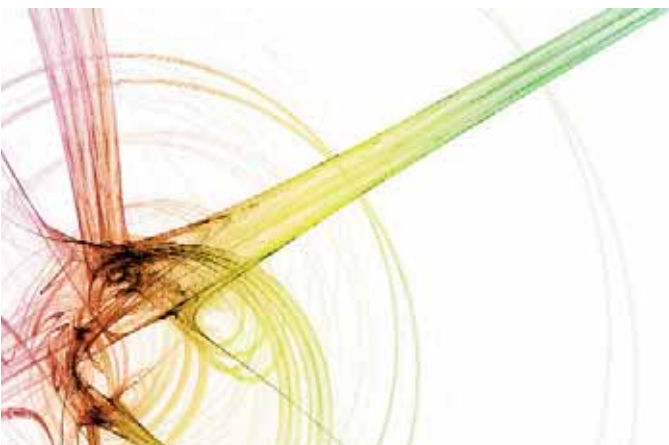
**EARLY CHILDHOOD EDUCATION
CODE AAS.HS.EARLY.CHILD**

First Semester

PSY101	General Psychology	3
SOC102	Introduction to Human Services	3
WRT101	English Composition I	3
......	Humanities Elective*	3
......	Natural Sciences*	
	or	3-4
MAT/CIS...	Mathematics/Computer Science Elective*	
		15-16

Second Semester

EDU101	Introduction to Education	3
EDU120	Early Childhood Education I	3
WEX101	Dynamics of Health & Fitness	2
COM100	Speech Communication	3
WRT201	English Composition II	3
......	Social Science Elective*	3
		17

Third Semester

EDU124	Curriculum Materials & Methods	3
EDU130	Infants and Toddlers in Early Childhood Education	3
EDU220	Early Childhood Education II	3
EDU222	Supervised Field Work Experience I	2
EDU223	Field Work Seminar I	2
WEX...	Dynamics of Health & Fitness Experience*	1
PSY201	Child Psychology	3
		17

Fourth Semester

EDU126	Developing & Implementing Curriculum	3
EDU132	Parenting of Very Young Children	3
EDU224	Supervised Field Work Experience II	2
EDU225	Field Work Seminar II	2
SOC103	Sociology of the Family	
	or	3
SOC120	Sociology of Gender Roles	
......	Humanities Elective*	3
		16

* General Education Elective - see page 103.

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN HUMAN SERVICES

LAW ENFORCEMENT STUDIES
CODE AAS.HS.LAWENF
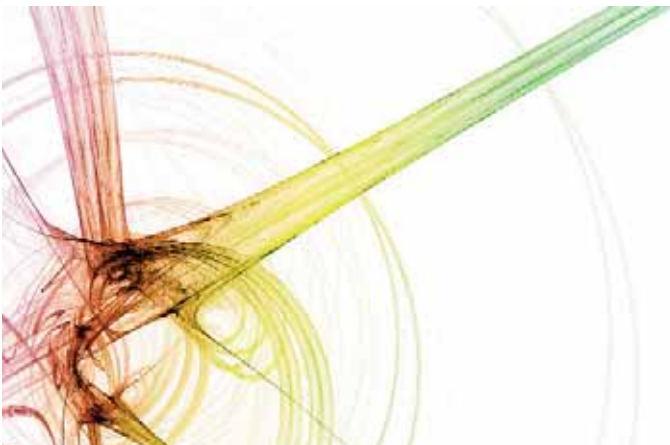
First Semester

CRJ101	Introduction to Criminal Justice	3
SOC101	Sociology	3
WEX101	Dynamics of Health and Fitness	2
WRT101	English Composition I	3
……	Humanities Elective*†	3
……	Social Science Elective*‡	3
		17

Second Semester

CRJ109	Contemporary Issues in Policing	3
CRJ113	The Juvenile Justice Process	3
POL104	State and Local Government	3
SOC103	Sociology of the Family	3
WEX…	Dynamics of Health and Fitness Experience*	1
WRT201	English Composition II	3
		16

Third Semester

CRJ111	Criminal Investigation	3
CRJ105	Police Administration**	3
LIT220	Social Aspects of Literature	3
SOC113	Social Problems	3
……	Natural Sciences Elective* or	3-4
MAT/CIS…	Mathematics/ Comp. Science Elective*	
		15-16

Fourth Semester

CRJ103	Criminal Law**	3
CRJ107	Criminology***	3
PSY102	Abnormal Psychology or	3
PSY104	Psychology of Human Relations	
COM100	Speech Communication	3
……	Free Elective◆	2
……	Humanities Elective ◆◆	3
		17

   * General Education Elective - see page 103.
 ** CRJ101 highly recommended before taking this course
 *** SOC101 highly recommended before taking this course
   † HIS112 highly recommended
   ‡ PSY101 highly recommended
  ◆ CRJ462 highly recommended
 ◆◆ PHR102 highly recommended

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
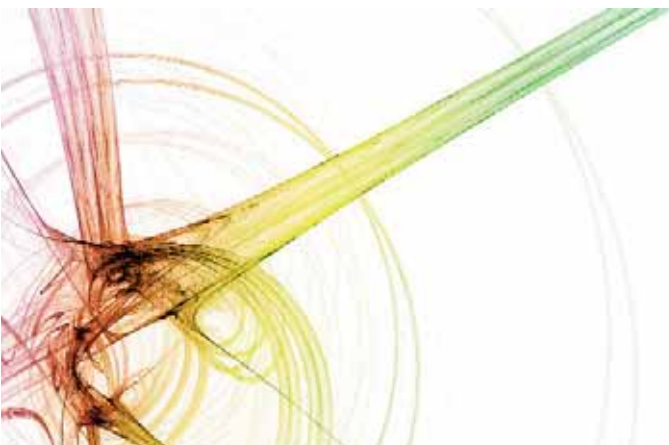
DRAFTING AND DESIGN TECHNOLOGY
CODE AAS.IDT.DRFT

First Semester

DFT107	Drafting I	2
TEC180	Problem Solving Using Technology	4
WRT101	English Composition I	3
......	Humanities Elective*	3
......	Social Science Elective*	3
DFT210	Computer Aided Drafting I	3
		18

Second Semester

DFT207	Drafting II	3
DFT208	Engineering Graphics I	3
WEX101	Dynamics of Health & Fitness	2
WRT201	English Composition II	3
......	Humanities Elective*†	3
......	Natural Sciences*	
	or	3-4
MAT/CIS...	Mathematics/Computer Science Elective*	
		17-18

Third Semester

DFT209	Engineering Graphics II	3
DFT215	Mechanical Building Systems I	3
DFT262	Architectural Drafting	3
DFT265	Architectural Practice & Planning	3
HRT104	Landscape Plants & Materials I	2
WEX...	Dynamics of Health & Fitness Experience*	1
		15

Fourth Semester

DFT216	Mechanical Building Systems II	
	or	2-3
DFT462	Co-op Work Exp (Drafting)	
DFT263	Architectural Design	3
DFT266	Materials & Methods of Construction	
	or	3
MFG119	Manufacturing Design I	
DFT282	Technical Illustration	3
HRT113	Principles of Landscaping	3
		14-15

* General Education Elective-see page 103.
† ART103 Art History since the Renaissance is recommended.

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
PROGRAMS IN INDUSTRIAL and DESIGN TECHNOLOGIES
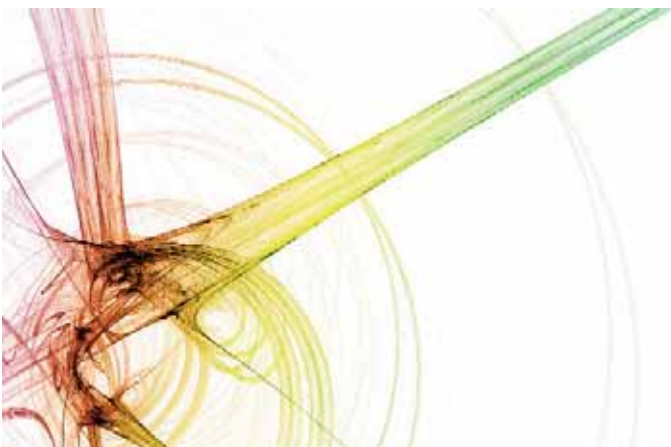
ELECTRONICS TECHNOLOGY
CODE AAS.IDT.ELECT.TECH

First Semester

ELC101	DC-Circuit Analysis	4
TEC180	Problem Solving Using Technology	4
ELC100	Introduction to Electronics Technology	2
WRT101	English Composition I	3
WEX101	Dynamics of Health & Fitness	2
		15

Second Semester

ELC201	AC-Circuit Analysis	4
ELC203	Electronics I	4
WRT201	English Composition II	3
WEX...	Dynamics of Health & Fitness Experience*	1
......	Natural Sciences* or	3-4
MAT/CIS...	Mathematics/Computer Science Elective*†	
		15-16

Third Semester

ELC204	Electronics II	4
ELC214	Communication Systems I	4
PHY186	General Physics I	4
......	Humanities Elective*	3
......	Social Science Elective*	3
		18

Fourth Semester

ELC215	Communication Systems II	4
PHY286	General Physics II	4
CHM100	Intro to Chemistry	4
......	Humanities Elective*	3
WRT202	Technical Writing or	2-3
ELC462	Co-op Work Experience (Electronics)	
		17-18

* General Education Elective - see page 103.
† MAT150 Elementary Statistics is recommended.

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
PROGRAMS IN INDUSTRIAL and DESIGN TECHNOLOGIES
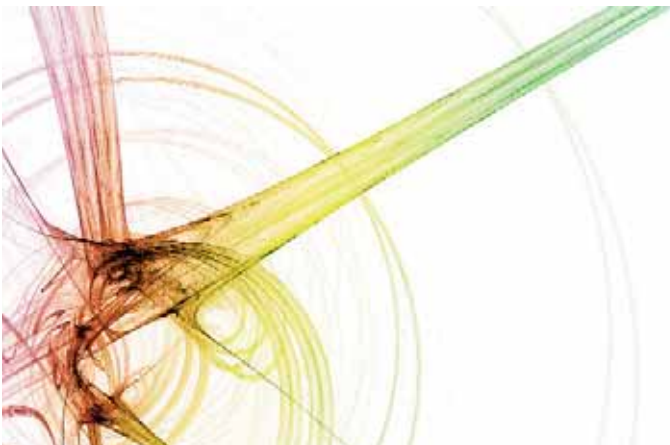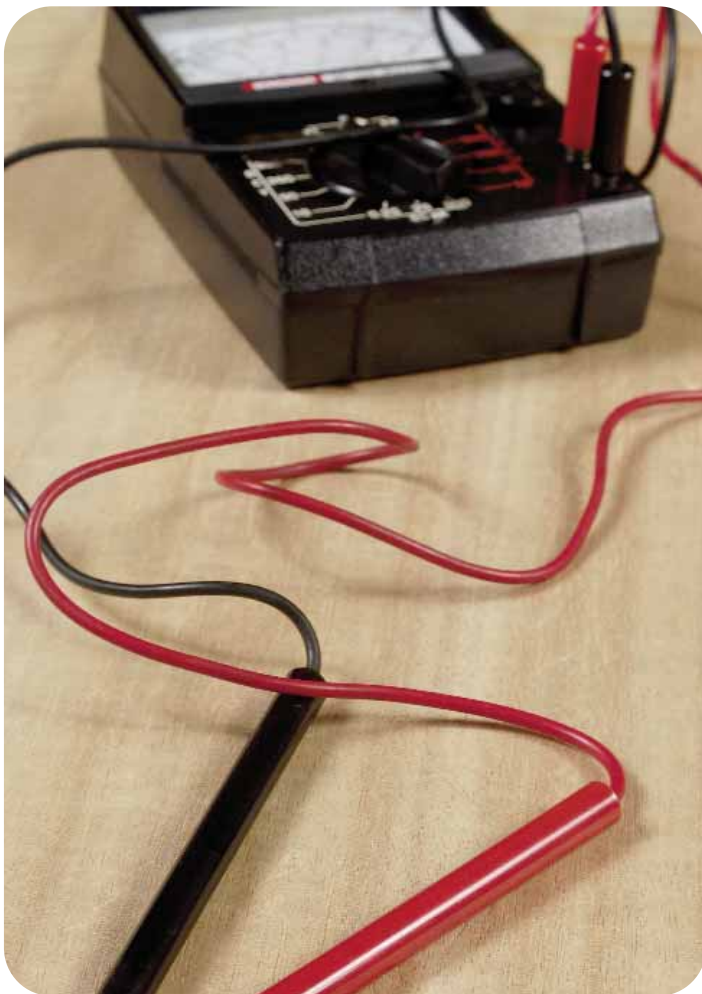
GENERAL ENGINEERING TECHNOLOGY
CODE AAS.IDT.ET.GEN

First Semester

DFT107	Drafting I	2
ELC101	DC-Circuit Analysis	4
WEX101	Dynamics of Health & Fitness	2
TEC180	Problem Solving Using Technology	4
WRT101	English Composition I	3
……	Social Science Elective*	3
		18

Second Semester

DFT207	Drafting II	3
ELC201	AC-Circuit Analysis	4
MAT180	Precalculus	4
CHM100	Intro to Chemistry	4
WRT201	English Composition II	3
		18

Third Semester

DFT210	CAD I	3
ELC203	Electronics I	4
PHY186	General Physics I	4
……	Humanities Elective*	3
WEX…	Dynamics of Health & Fitness Experience*	1
		15

Fourth Semester

ELC204	Electronics II	4
PHY286	General Physics II	4
……	Humanities Elective*	3
……	Restricted Electives**	3-5
		14-16

* General Education Elective - see page 103.
** Restricted Electives: DFT208, DFT211, DFT282, MFG119, MAT150, MAT280. It is recommended that students planning to transfer to a baccalaureate degree program make the choice of MAT280.

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
PROGRAMS IN INDUSTRIAL and DESIGN TECHNOLOGIES
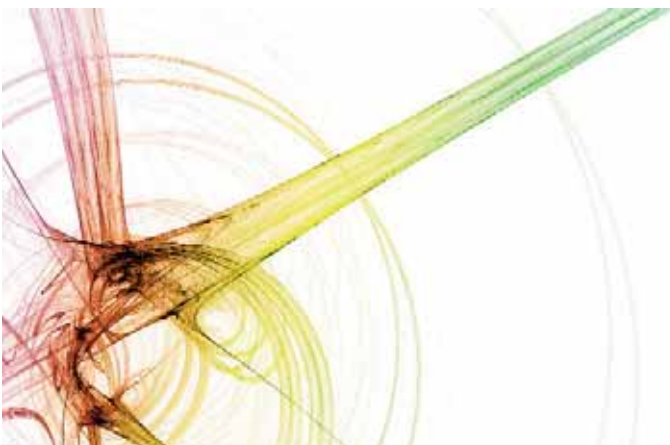
MANUFACTURING TECHNOLOGY
CODE AAS.IDT.MFG.TECH

First Semester

MFG122	Machine Tool Principles I	3
MFG123	Quality and Measurements I	3
DFT107	Drafting I	2
WRT101	English Composition I	3
......	Social Science Elective*†	3
		14

Second Semester

MFG222	Machine Tool Principles II	3
MFG223	Quality and Measurements II	3
TEC180	Problem Solving Using Technology	4
WRT201	English Composition II	3
COM100	Speech Communication	3
		16

Summer (Combined Summer Sessions)

MFG464	Co-op Work Experience (Manufacturing Technology)	4

Third Semester

MFG224	Advanced Tooling, Materials, and Automation	4
MFG225	Process Improvement	2
DFT210	Computer Aided Drafting I or	3
MFG119	Manufacturing Design I	
......	Humanities Elective*‡	3
WEX101	Dynamics of Health & Fitness	2
		14

Fourth Semester

MFG226	Methods, Fixture Design, and Estimating	3
MFG227	CNC Programming	4
......	Natural Sciences* or	3-4
MAT/CIS...	Mathematics/Computer Science Elective*	
.....	Humanities Elective*◆	3
WEX...	Dynamics of Health & Fitness Experience*	1
		14-15

* General Education Elective - see page 103.
† SOC101 recommended
‡ PHR103 or PHR105 recommended
◆ LAN113 recommended

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS IN NURSING
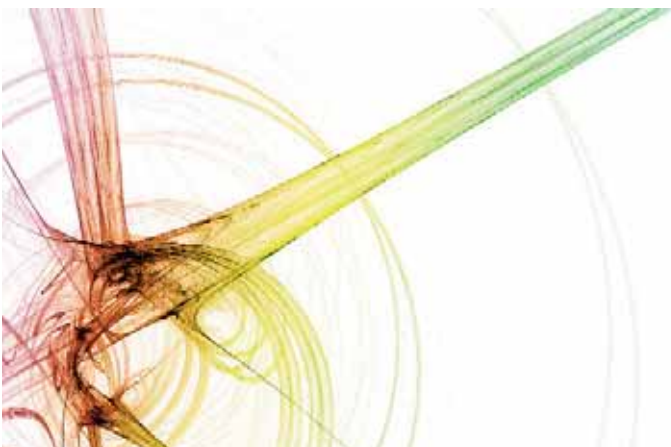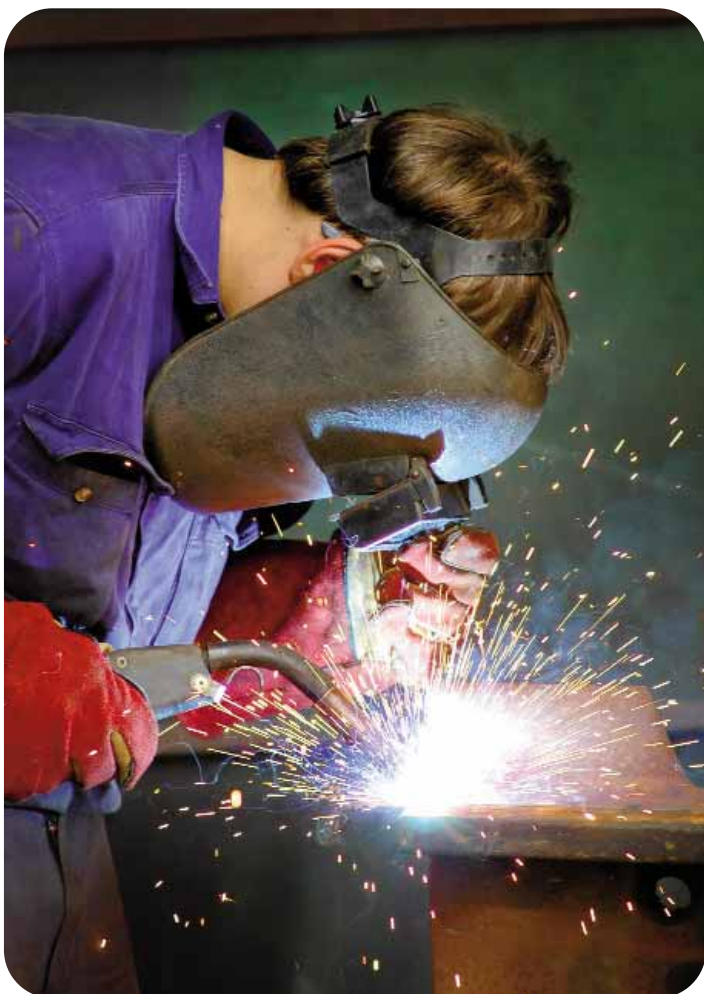
NURSING CURRICULUM (DAY SESSION) CODE AAS.NURS.DAY

Fall Semester

BIO109	Anatomy and Physiology I	4
PSY101	General Psychology	3
WRT101	English Composition I	3
NUR181	Physical Assessment	1
NUR182	Pharmacology for Nurses	1
NUR183	Basic Concepts & Skills of Nursing	6
		18

Spring Semester

BIO209	Anatomy and Physiology II	4
PSY106	Developmental Psychology	3
WRT201	English Composition II	3
NUR281	Adult Health Nursing A	4
NUR282	Adult Health Nursing B	4
		18

Fall Semester

BIO104	Microbiology	4
SOC101	Sociology	3
WEX101	Dynamics of Health & Fitness	2
NUR284	Maternal-Child Health Nursing	5
NUR285	Mental Health Nursing	4
		18

Spring Semester

.....	Humanities Electives*	6
WEX...	Dynamics of Health & Fitness Experience*	1
NUR290	Adult Health Nursing C	4
NUR291	Adult Health Nursing D	4
		15

* General Education Elective - see page 103.

The day nursing program accepts students for fall only.

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

Exit Examination: A nationally standardized examination will be given. Only those students who achieve a passing score and have met all other degree requirements will be certified by the Director to take the NCLEX-RN.

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

**ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
PROGRAMS IN NURSING**
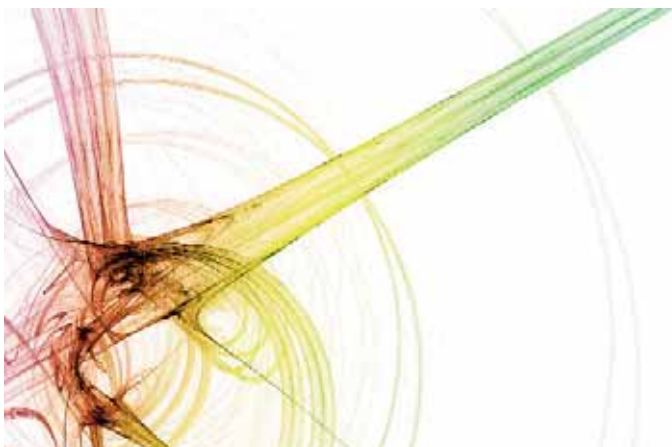
**NURSING CURRICULUM (EVENING SESSION)
CODE AAS.NURS.EVE**

Spring Semester

BIO109	Anatomy and Physiology I*	4
PSY101	General Psychology*	3
WRT101	English Composition I*	3
		10

Summer Semester

WEX101	Dynamics of Health and Fitness*	2
SOC101	Sociology*	3
		5

Fall Semester

BIO209	Anatomy and Physiology II*	4
PSY106	Developmental Psychology*	3
WRT201	English Composition II*	3
		10

Spring Semester

NUR181	Physical Assessment	1
NUR182	Pharmacology for Nurses	1
NUR183	Basic Concepts & Skills of Nursing	6
		8

Summer Semester

WEX...	Dynamics of Health and Fitness Experience**	1
BIO104	Microbiology	4
		5

Fall Semester

NUR281	Adult Health Nursing A	4
NUR282	Adult Health Nursing B	4
		8

Spring Semester

NUR284	Maternal-Child Health Nursing	5
NUR285	Mental Health Nursing	4
		9

Summer Semester

.....	Humanities Electives**	6

Fall Semester

NUR290	Adult Health Nursing C	4
NUR291	Adult Health Nursing D	4
		8

* Evening Nursing applicants cannot be accepted until general corequisites (8 courses) have been completed. Evening nursing program accepts students for spring only.
** General Education Elective - see page 103.

Exit Examination: A nationally standardized examination will be given. Only those students who achieve a passing score and have met all other degree requirements will be certified by the Director to take the NCLEX-RN.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
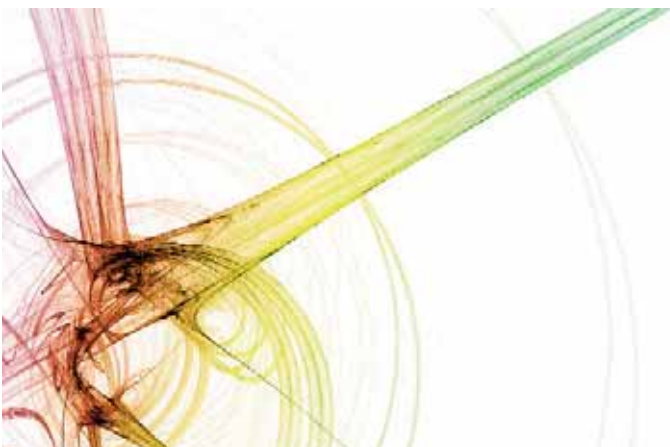
NURSING CURRICULUM (LPN/ADN CAREER MOBILITY TRACK)
Code: AAS.NURS.MBL.DAY

Program Prerequisites

BIO109	Anatomy and Physiology I	4
BIO209	Anatomy and Physiology II	4
PSY101	General Psychology	3
PSY106	Developmental Psychology	3
WRT101	English Composition I	3
WRT201	English Composition II	3
.....	Bridge Course	3
		23

First Semester

NUR281	Adult Health Nursing A	4
NUR282	Adult Health Nursing B	4
SOC101	Sociology	3
WEX101	Dynamics of Health and Fitness	2
		13

Summer Session

BIO104	Microbiology	4
		4

Second Semester

NUR284	Maternal-Child Health Nursing	5
NUR285	Mental Health Nursing	4
.....	Humanities Elective*	3
		12

Third Semester

NUR290	Adult Health Nursing C	4
NUR291	Adult Health Nursing D	4
.....	Humanities Elective*	3
WEX...	Dynamics of Health and Fitness Experience	1
		12

* General Education Elective - see page 103.

Day Students: Are accepted in the spring.

Fast Track Program: When the student receives passing grades in NUR 281 and NUR 282, the basic courses in the program curriculum (NUR 181,182 and 183) will be waived.

Exit Examination: A nationally standardized examination will be given. Only those students who achieve a passing score and have met all other degree requirements will be certified by the Director to take the NCLEX-RN.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test

Note: Applicants must have a valid New Jersey LPN licence.

Note: Program is under revision.
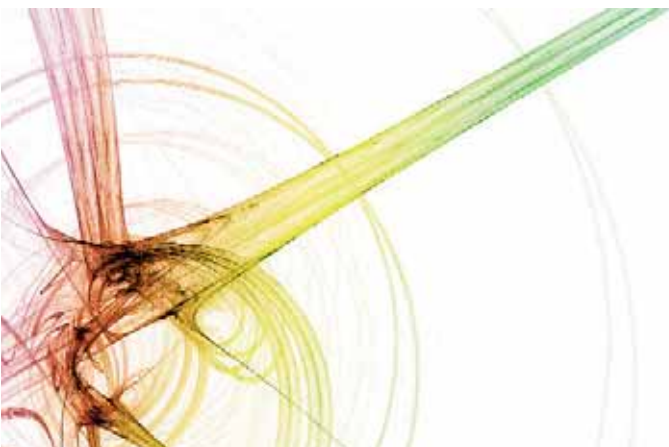
NURSING CURRICULUM (LPN/ADN CAREER MOBILITY TRACK)
Code: AAS.NURS.MBL.EVE
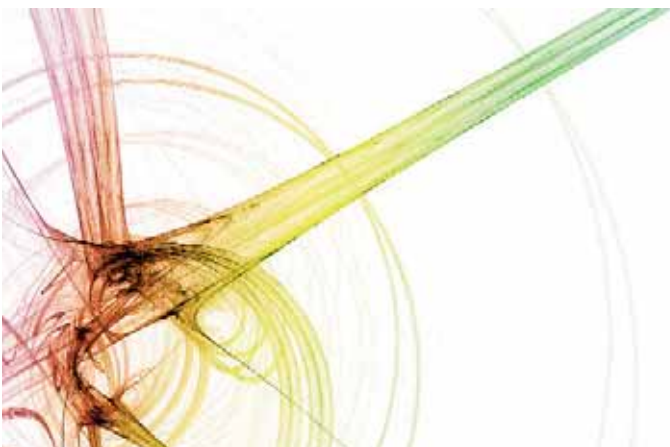
Program Prerequisites

BIO109	Anatomy and Physiology I	4
BIO209	Anatomy and Physiology II	4
BIO104	Microbiology	4
PSY101	General Psychology	3
PSY106	Developmental Psychology	3
SOC101	Sociology	3
WRT101	English Composition I	3
WRT201	English Composition II	3
.....	Bridge Course	3
		30

First Semester

NUR281	Adult Health Nursing A	4
NUR282	Adult Health Nursing B	4
		8

Second Semester

NUR284	Maternal-Child Health Nursing	5
NUR285	Mental Health Nursing	4
		9

Summer Session I

WEX101	Dynamics of Health and Fitness	2
.....	Humanities Elective*	3
		5

Summer Session II

WEX...	Dynamics of Health and Fitness Experience	1
.....	Humanities Elective*	3
		4

Third Semester

NUR290	Adult Health Nursing C	4
NUR291	Adult Health Nursing D	4
		8

* General Education Elective - see page 103.

Evening Students: Are accepted in the fall.

Fast Track Program: When the student receives passing grades in NUR 281 and NUR 282, (first semester) the basic courses in the program curriculum (NUR 181,182 and 183) will be waived.

Exit Examination: A nationally standardized examination will be given. Only those students who achieve a passing score and have met all other degree requirements will be certified by the Director to take the NCLEX-RN.

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

Note: Applicants must have a valid New Jersey LPN licence.

Note: Program is under revision.

ENVIRONMENTAL TECHNOLOGY
CODE AAS.ST.ENV.TECH

First Semester

WRT101	English Composition I	3
CHM100	Introduction to Chemistry	4
BIO101	General Biology	4
ENV112	Environmental Health	3
WEX101	Dynamics of Health & Fitness	2
		16

Second Semester

WRT201	English Composition II	3
MAT150	Elementary Statistics	3
ENV121	Environmental Microbiology	4
......	Science Elective*	3-4
......	Humanities Elective**	3
		16-17

Third Semester

TEC180	Problem Solving Using Technology	4
ENV109	Environmental Policy Compliance & Regulation	3
BIO227	Principles of Ecology	4
......	Humanities Elective**	3
......	Social Science Elective**	3
		17

Fourth Semester

ENV122	Environmental Chemistry	4
WEX201	Dynamics of Health & Fitness Experience**	1
TEC190	Introduction to Geographic Information Systems	4
ENV113	Human Environment	3
......	General Electives (see below)	4
		16

* Recommended Sciences Electives:

BIO203 General Biology II	4
BIO107 Introduction to Human Biology	4
ESC113 Geology	4
PHY185 Introducation to Physics	4
ESC112 Climatology	4
ESC114 Meteorology	4

** General Education Elective - see page 103.

General Electives

|	
ENV461 Co-op Work Experience	1-4
ENV114 Field Lab Experience	1
ANT101 Cultural Anthropology	3
BUS101 Introduction to Business	3
DFT107 Drafting I	2
GEO101 World Geography	3
LGL101 Fundamentals of Law	3
COM210 Public Relations	3
BUS105 Business Communications	3
POL107 Introduction to Politics	3
PHR102 Contemporary Moral Issues	3
PSY104 Psychology of Human Relations	3
PSY122 Ethology and Environmental Psychology	3
SOC105 Urban Sociology	3
WEX125 Introduction to Recreation	3
WRT202 Technical Writing	3

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
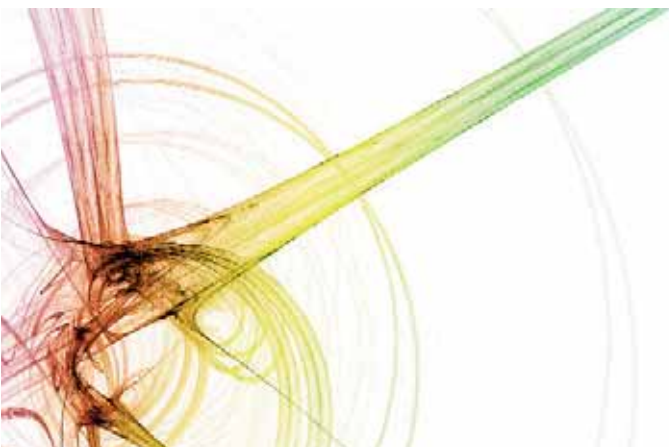
HORTICULTURE
CODE AAS.ST.HORT

First Semester

HRT101	Fundamentals of Horticulture	3
HRT102	Plant Science	4
HRT104	Landscape Plants and Materials I	2
WRT101	English Composition I	3
.....	Natural Sciences Elective*†	
	or	3-4
MAT/CIS...	Mathematics/Computer Science Elective*	

15-16

Second Semester

HRT120	Interior Plantscaping	3
HRT232	Plant Propagation	4
HRT233	Landscape Plants & Materials II	4
WRT201	English Composition II	3
.....	Social Science Elective*	3

17

Third Semester

WEX101	Dynamics of Health & Fitness	2
HRT103	Turf and Grounds Management	3
HRT112	Pests of Ornamental Plants	4
HRT204	Landscape Graphics	2
HRT236	Horticulture Marketing & Sales	3
.....	Humanities Elective*	3

17

Fourth Semester

BUS101	Introduction to Business Administration	3
WEX...	Dynamics of Health and Fitness Experience*	1
HRT113	Principles of Landscaping	3
HRT...	Restricted HRT Elective‡	3-4
HRT462	Co-op Work Exp (Hort)	2
.....	Humanities Elective*	3

15-16

* General Education Elective - see page 103.
† Recommended Natural Sciences/Mathematics Elective:
  BIO108 Introduction to Environmental Biology
‡ Restricted HRT Elective:

HRT115	Floral Design	3
HRT119	Greenhouse Operation and Production	3
HRT235	Landscape Site Analysis and Construction	3
HRT237	Arboriculture/Plant Health Care	3

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

LANDSCAPE DESIGN/BUILD OPTION
CODE AAS.ST.LAND

First Semester

HRT-104	Landscape Plants and Materials I	2
HRT-113	Principles of Landscaping	3
WRT-101	English Composition I	3
Elective	SCI/MAT/CIS	3-4
Elective	Plant Science‡	4
		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
Elective	Social Sciences Elective*	3
		15

Summer Semester

HRT-130	Landscaping Contracting	1
HRT-462	Co-op Work Experience (Horticulture)	2
		3

Third Semester

Elective	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
		16

Fourth Semester

Elective	Humanities Elective*	3
HRT-214	Landscape Design/Build Capstone	4
HRT-215	Landscape Design/Build Management	3
HRT-236	Horticulture Marketing and Sales	3
Elective	Restricted HRT Elective†	3-4
		15-16

* General Education Elective - see page 103.
† Restricted HRT Elective
‡ Plant Science [Horticulture]

Note: Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) PROGRAMS SCIENCE TECHNOLOGY

SCIENCE LABORATORY TECHNOLOGY
CODE AAS.ST.SLT
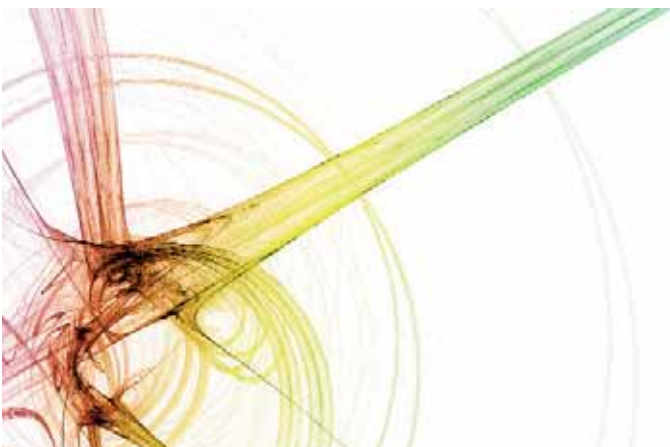
First Semester

BIO101	General Biology	4
CHM140	General Chemistry I	3
CHM141	General Chemistry I-Lab	1
DFT107	Drafting I	2
WRT101	English Composition I	3
MAT150	Elementary Statistics	3
		16

Second Semester

BIO104	Microbiology	3
CHM212	Organic and Biochemistry	4
......	Humanities Elective*	3
WRT201	English Composition II	3
TEC180	Problem Solving Using Technology	4
		17

Third Semester

PHY186	General Physics I	4
TEC201	Science Laboratory Technology I	4
ENV108	Hazardous Waste Site Operations	3
......	Social Science Elective*	3
WEX101	Dynamics of Health and Fitness	2
		16

Fourth Semester

PHY286	General Physics II	4
TEC202	Science Laboratory Technology II	4
SPE119	Effective Speaking for Business and Professional Personnel	3
......	Humanities Elective*	3
TEC203	Work Based Learning in Science and Technology	1
WEX...	Dynamics of Health and Fitness Experience*	1
		16

* General Education Elective - see page 103.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
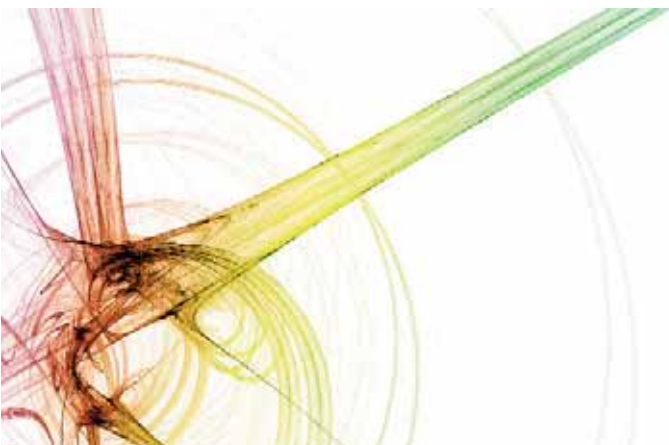
one-year certificates

To receive a Certificate in one of the programs listed on the following pages, a student must complete all courses and specific requirements listed within the chosen program of study.

COMPUTER AIDED DRAFTING (CAD)
CODE CERT.CAD

First Semester

DFT107	Drafting I	2
DFT210	CAD I	3
TEC180	Problem Solving Using Technology	4
WRT101	English Composition I	3
		12

Second Semester

DFT207	Drafting II	3
DFT211	CAD II	5
DFT208	Engineering Graphics I	3
		11

Third Semester

DFT282	Technical Illustration	3
DFT212	CAD III	3
......	General Education Elective*	3
		9

* General Education Elective - see page 103.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
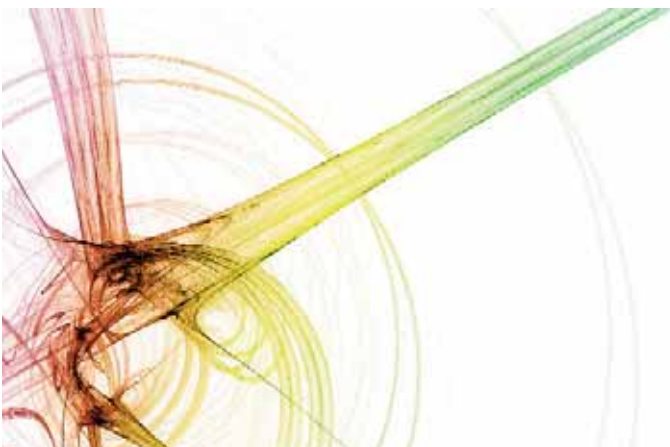
COMPUTER ANIMATION
CODE CERT.COMP.ANIM

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 because students must provide a portfolio demonstrating artistic proficiency.

First Semester

ART290	Computer 2D Animation I*	3
ART292	Computer 3D Animation I*	3
ART...	Restricted Elective (see below)	3
WRT101	English Composition I	3
......	General Education Elective**	3
		15

Second Semester

ART291	Computer 2D Animation II*	3
ART293	Computer 3D Animation II*	3
ART297	Computer Imaging ***	3
ART...	Restricted Electives (see below)	6
......	General Education Elective**	3
		18

Restricted Electives:
- ART126 Introduction to Computer Graphics***
- ART181 Photography I
- ART226 Letterform and Type
- ART260 Graphic Design I
- ART261 Graphic Design II
- ART271 Portfolio Presentation
- ART281 Photography II
- ART287 Computer Layout I***
- ART288 Computer Layout II***
- ART289 Computer 2D Illustration***
- ART2102 Interactive Multimedia***

  * Course uses custom workstations running Windows XP.
 ** General Education Elective - see page 103.
*** Course uses Macintosh computers.

Note: Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

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 because students must provide a portfolio demonstrating artistic proficiency.

First Semester

ART287	Computer Layout I*	3
ART289	Computer 2D Illustration*	3
ART...	Restricted Electives (see below)	6
WRT101	English Composition I	3
		15

Second Semester

ART288	Computer Layout II*	3
ART297	Computer Imaging*	3
ART...	Restricted Electives (see below)	6
......	General Education Elective**	3
		15

Restricted Electives:
ART181 Photography I
ART226 Letterform and Type
ART260 Graphic Design I
ART261 Graphic Design II
ART271 Portfolio Presentation
ART281 Photography II
ART290 Computer 2D Animation I***
ART291 Computer 2D Animation II***
ART292 Computer 3D Animation I***
ART293 Computer 3D Animation II***
ART2102 Interactive Multimedia*

* Course uses Macintosh computers.
** General Education Elective - see page 103.
*** Course uses custom workstations running Windows XP.

Note: Students enrolled in this program **ARE** **NOT** **REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
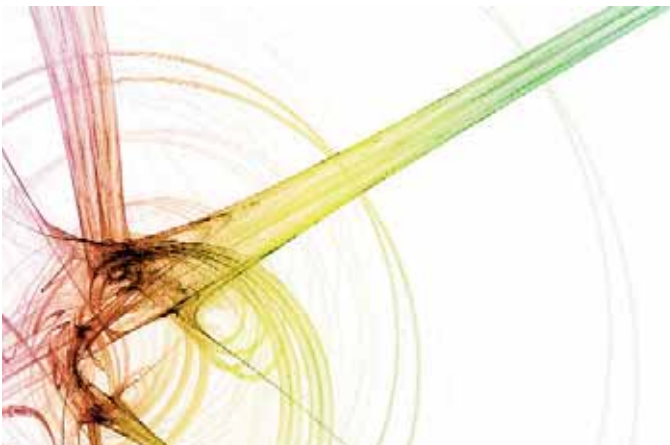
First Semester

CIS165	Fundamentals of Programming	3
WRT101	English Composition I	3
......	General Education Elective**	3
		9

Second Semester

CIS265	Advanced Programming Concepts	3
CIS271	Computer Organization and Assembly Language I	3
......	General Education Elective**	3
		9

Third Semester

CIS277	Data Structures & Algorithms	3
MAT/CIS...	Mathematics/Computer Science Electives***	9
		12

* By permission of the Academic Department Chair or the Computer Science Coordinator, properly prepared students may instead register for CIS265 and/or CIS271. Such students will be required to complete an additional 3 or 4 credit elective to be selected from: MAT250, CIS266, CIS278, MAT280, MAT281, MAT282, MAT286, CIS287, CIS288, CIS289.

** General Education Elective - see page 103. PHR103 Basic Logic or PHR203 Intermediate Logic is recommended for the General Education Elective.

*** The elective requirement in Computer Science and/or Mathematics must total at least 9 credits to be selected from the following courses: MAT250, CIS266, CIS278, MAT280, MAT281, MAT282, MAT286, CIS287, CIS288, CIS289.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
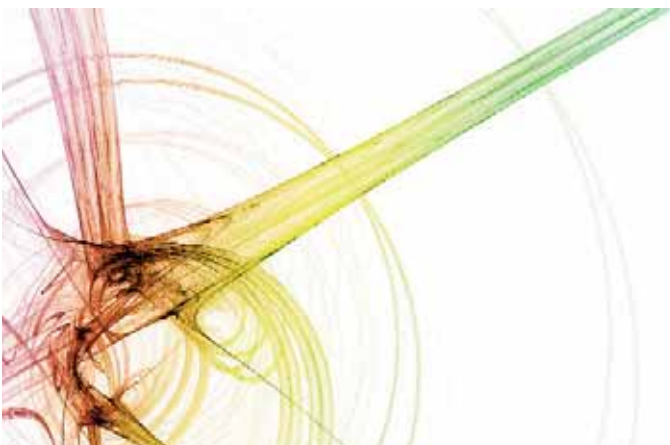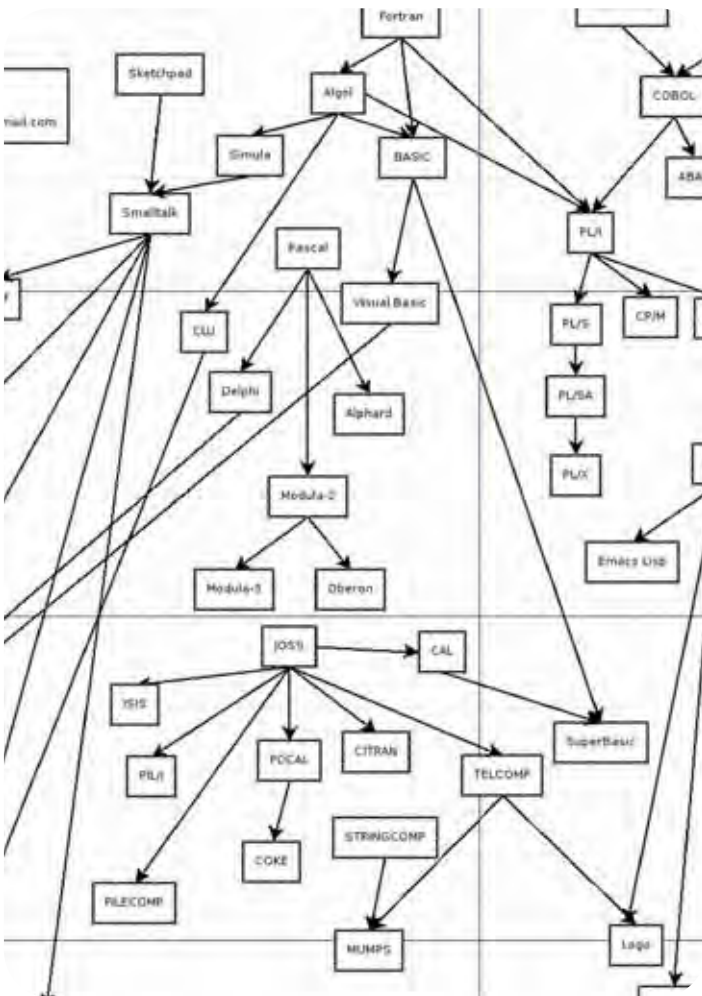
COMPUTER TECHNICAL SUPPORT
CODE CERT.COMP.SUPPORT

First Semester

INF101	Introduction to Information Technology	3
INF108	PC Upgrade, Maintenance and Diagnosis	3
INF114	Microsoft Office	3
INF160	Networking Technologies and Data Communications	3
INF163	Internet Concepts and Applications	3
WRT101	English Composition I	3
		18

Second Semester

BUS101	Introduction to Business	3
INF253	Technical Communications	3
INF267	Network Security	3
INF…	Operating System Restricted Elective*	3
……	General Education Elective**	3
		15

* Operating System Restricted Elective
  INF232 Windows Client
  INF235 Advanced PC Upgrade, Maintenance, and Diagnosis
  INF254 Unix for the Network Administrator
** General Education Elective - see page 103.

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

First Semester

HRM102	Food Protection	3
HRM103	Professional Food Preparation Techniques	3
HRM110	Introduction to Baking	3
HRM106	Menu Planning and Nutrition	1
HRM108	Computer Applications for Hospitality Industry*	1
WRT101	English Composition I	3
......	General Education Elective**	3
		17

Second Semester

HRM202	Quantity Food Production Service***	3
HRM206	Commercial Restaurant Operation*	3
HRM212	International Cuisine*	3
HRM213	Classical Garde-Manger***	3
HRM220	Advanced Baking Techniques*	3
......	General Education Elective**	3
		18

* Class offered only during spring semester
** General Education Elective - see page 103.
*** 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 the Basic Skills Placement Test.

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 Divisional Dean to waive or otherwise adjust pre-requisites where indicated.
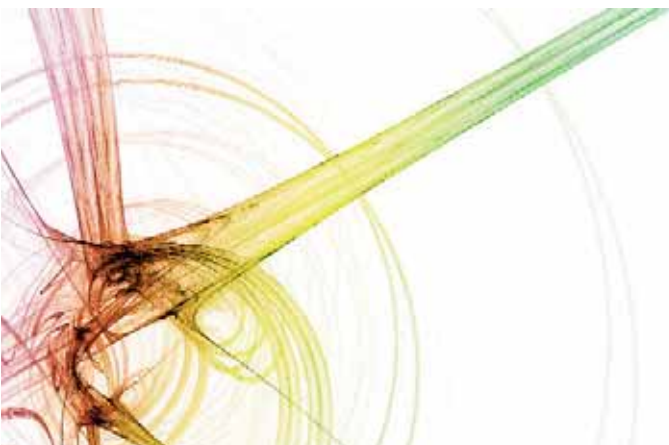
First Semester

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
		18

Second Semester

CHM-212	Organic and Biochemistry	4
HRM-102	Food Protection	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
		17

* 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 the Basic Skills Placement Test.
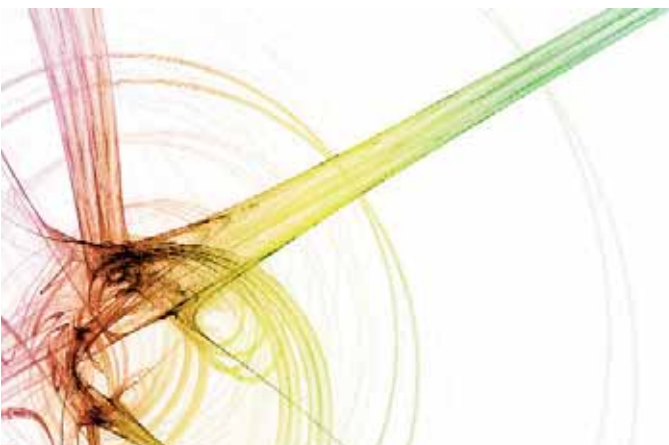
DATABASE PROGRAMMING AND ADMINISTRATION
CODE CERT.DB

First Semester

INF114	Microsoft Office*	3

Second Semester

INF101	Introduction to Information Technology	3
INF144	Windows Desktop Operations	
	or	
INF-165	Introduction to Linux	1
INF160	Networking Technologies and Data Communications	3
INF217	Database for Business Applications	3
WRT101	English Composition I	3
INF...	Programming Language Fundamentals**	3
		16

Third Semester

INF218	Database Programming	3
INF219	Database Administration	3
INF228	Excel for Problem Solving	1
INF267	Network Security	3
INF…	Advanced Programming Languages***†	3
......	General Education Elective	3
		16

* Credit-by-exam tests are available
** **Programming Language Electives: Fundamentals**
  INF145   Introduction to Visual Basic for Business
  INF152   C/C++ Programming for Business
  INF153   Java for Business Applications
*** **Programming Language Electives: Advanced**
  (Part 2 of continuing sequence)
  INF224   Advanced C/C++ Programming for Business
  INF246   Advanced Visual Basic for Business
  INF268   Advanced Java for Business Applications
† Class offered only during spring semester

Note: Students enrolled in this program ARE REQUIRED to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
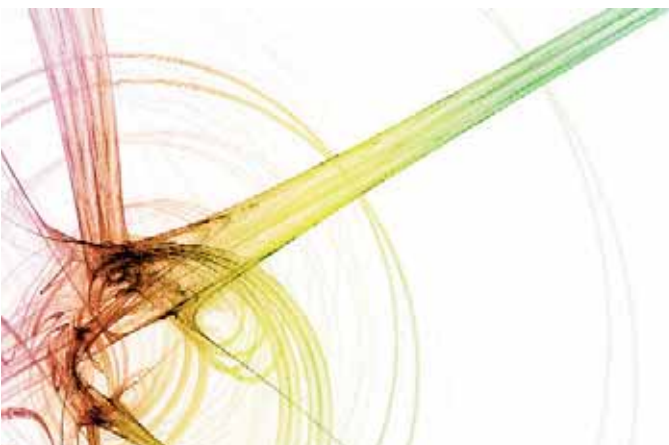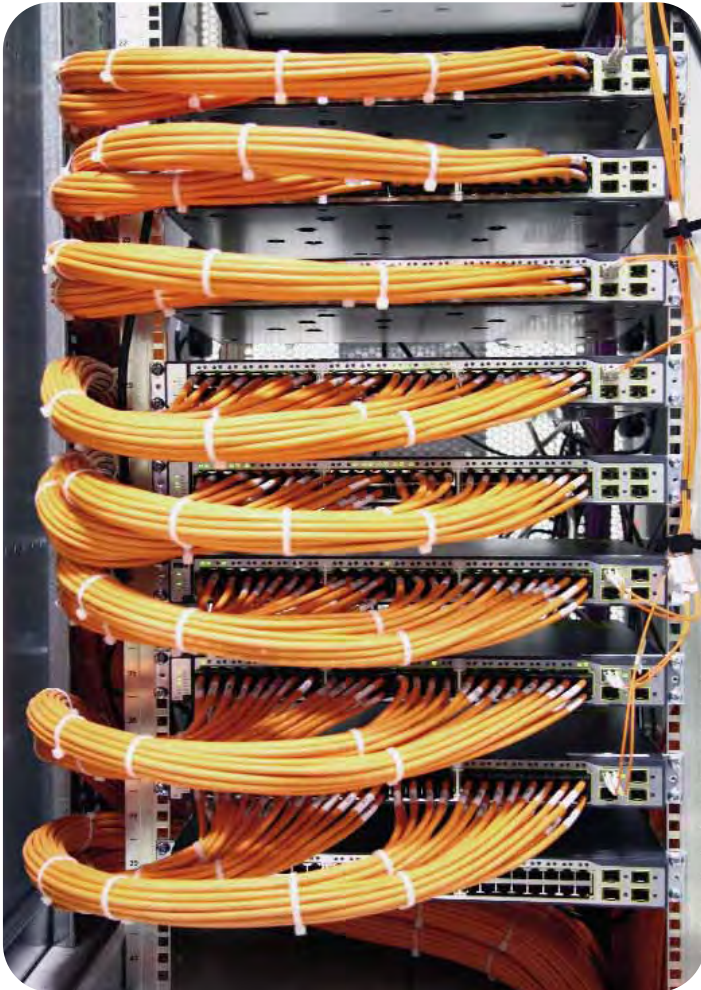
First Semester

BUS101	Introduction to Business	
	or	3
BUS170	Small Business Management	
BUS103	Business Mathematics	3
INF146	Web Development Using HTML	3
INF163	Internet Concepts and Applications	3
BUS105	Business Communications	3
WRT101	English Composition I	3
		18

Second Semester

BUS210	E-Marketing	3
BUS211	Internet Law	3
BUS271	E-Commerce	3
BUS205	Entrepreneurship	3
......	General Education Elective*	3
......	Information Technology Elective (2-3 credits)**	2-3
		17-18

   * General Education Elective - see page 103.
  ** Information Technology Elective : INF101, INF114, INF140, INF151 and INF251

Note: Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
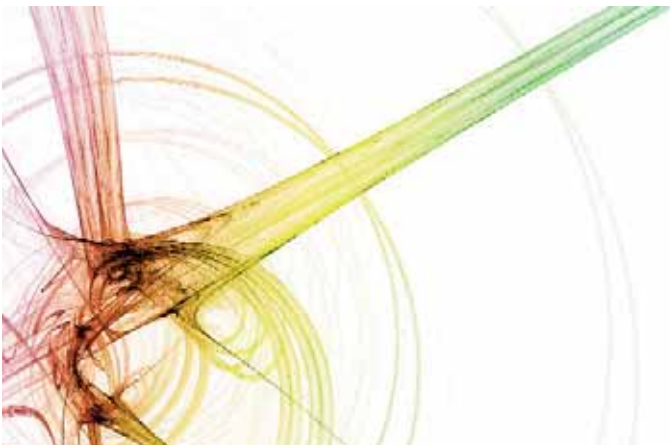
ENVIRONMENTAL TECHNOLOGY
CODE CERT.ENV.TECH

First Semester

ENV108	Hazardous Waste Site Operations	3
ENV109	Environmental Policy Compliance and Regulation	3
ENV112	Environmental Health	3
WRT101	English Composition I	3
......	General Education Elective*†	3-4
		15-16

Second Semester

ENV121	Environmental Microbiology	4
ENV113	Human Environment	3
TEC180	Problem Solving Using Technology	4
TEC190	Introduction to GIS	3
......	General Education Elective*‡	3-4
		17-18

* General Education Elective - see page 103.
† BIO101 General Biology I is recommended
‡ CHM100 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 the Basic Skills Placement Test.
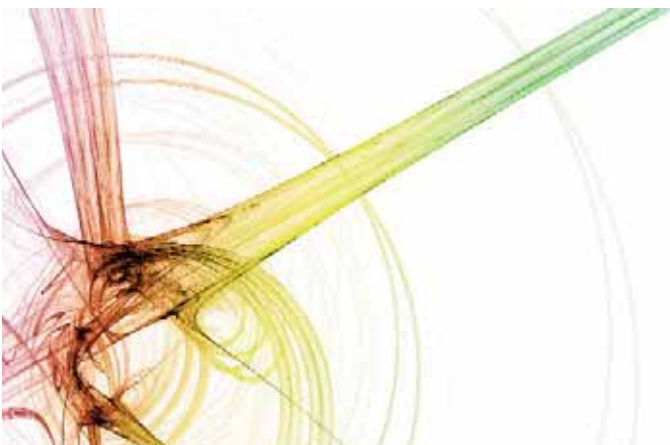
First Semester

BUS101	Introduction to Business	3
BIO103	The Human Body	4
WEX159	Cardiopulmonary Resuscitation & Emergency First Aid	3
WEX164	Exercise Science	3
WRT101	English Composition I	3
		16

Second Semester

PSY101	General Psychology	3
WEX106	Nutrition for Exercise and Fitness	3
WEX182	Fitness Measurement	3
WEX183	Programs & Principles of Conditioning	3
WEX184	Sports Medicine I-Theory & Practice	3
		15

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
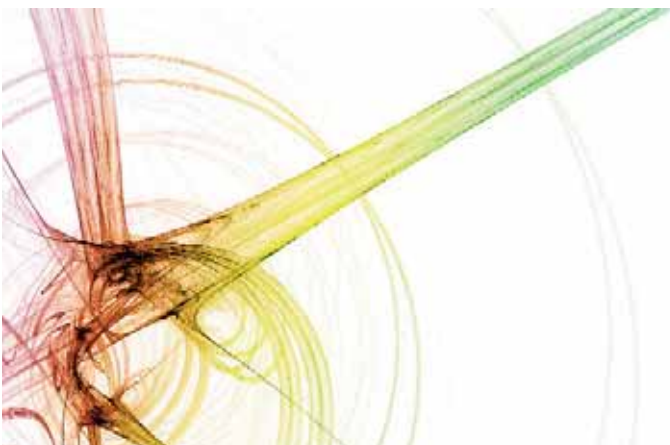
EVENT PLANNING
CODE CERT.EVENT.PLAN.MGT

First Semester

BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
BUS-105	Business Communications	3
HRM-101	Introduction to Hospitality Management	3
HRM-129/BUS-129		
	Event Planning & Management I	3
WRT-101	English Composition I	3
		18

Second Semester

ACC-120	Computerized Accounting	3
BUS-170	Small Business Management	3
BUS-233	Business Law I	3
HRM-203	Beverage Management	2
HRM-229/BUS-229		
	Event Planning and Management II	3
Elective	General Education Elective	3
		17

Note: Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
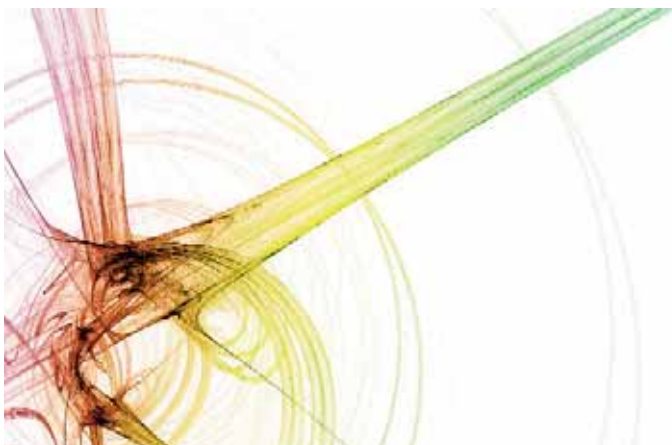
FLORAL DESIGN
CODE CERT.FLORAL

First Semester

HRT102	Plant Science	4
HRT115	Floral Design	3
HRT232	Plant Propagation	4
WRT101	English Composition I	3
......	General Education Elective*	3
		17

Second Semester

HRT119	Greenhouse Operation and Production	3
HRT120	Interior Plantscaping	3
HRT234	Commercial Floral Design & Management	4
HRT462	Co-op Work Experience (Horticulture)	2
......	Business Elective**	3
......	General Education Elective*	3
		18

* General Education Elective - see page 103.
** Three credits from any course(s) with ACC, BUS, or INF prefixes.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
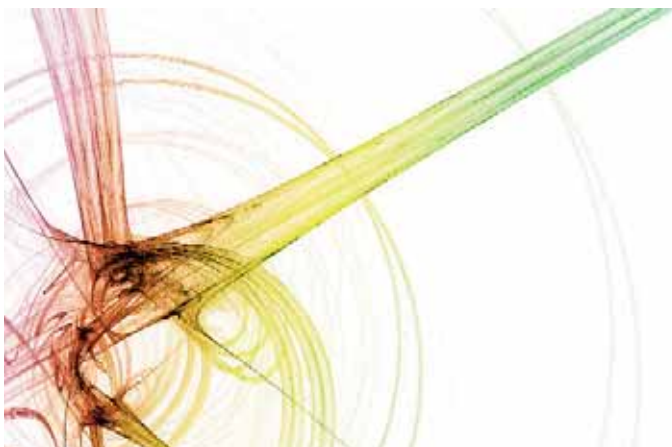
GROUNDS MANAGEMENT
CODE CERT.GRND.MGT

First Semester

HRT102	Plant Science	4
HRT104	Landscape Plants and Materials I	2
HRT112	Pests of Ornamental Plants	4
HRT130	Landscaping Contracting	1
HRT103	Turf and Grounds Management	3
WRT101	English Composition I	3
		17

Second Semester

HRT125	Equipment Management	2
HRT235	Landscape Site Analysis and Construction	3
HRT237	Arboriculture/Plant Health Care	3
HRT124	Irrigation Technology	2
......	General Education Elective*	3
......	Restricted Elective**	2-4
		15-17

    * General Education Elective - see page 103.
    ** Restricted Electives: HRT113, HRT232, HRT233.

Note: Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
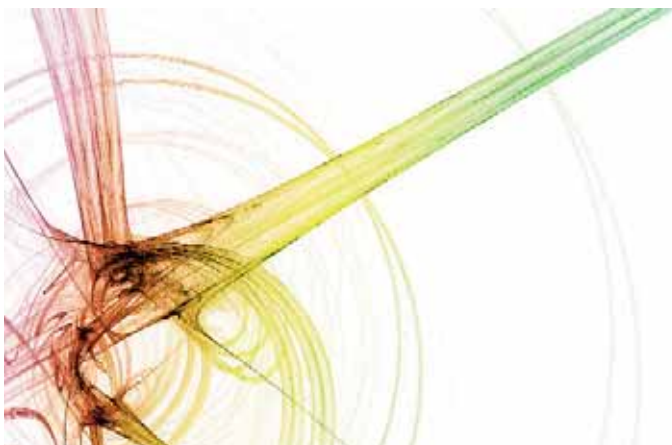
First Semester

HRM101	Introduction to Hospitality Management	3
HRM102	Food Protection	3
HRM103	Professional Food Preparation Techniques	3
HRM104	Front Office Procedures*	2
HRM108	Computer Applications for the Hospitality Industry**	1
WRT101	English Composition I	3
......	General Education Elective***	3
		18

Second Semester

HRM201	Food and Beverage Cost Control	1
HRM203	Beverage Management	2
HRM204	Food Purchasing	2
HRM205	Restaurant Service Management	3
HRM207	Hotel Sales and Convention Planning	1
HRM214	Banquet & Catering Management	2
HRM217	Issues in the Hospitality Industry	2
HRM462	Co-op Work Experience (Hotel/Restaurant/Hospitality)	2
......	General Education Elective***	3
		18

   * Class only offered during fall semester
  ** Class only offered during spring semester.
 *** General Education Elective - see page 103.

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

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 Divisional Dean to waive or otherwise adjust pre-requisites where indicated.
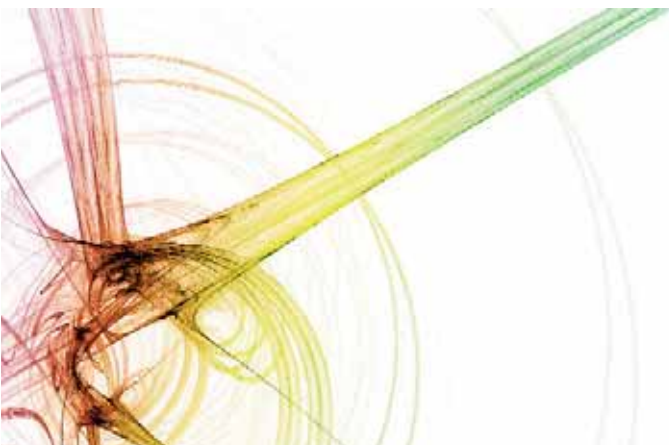
First Semester

BUS101	Introduction to Business	3
DFT107	Drafting I	2
HRT103	Turf and Grounds Management	3
HRT104	Landscape Plants and Materials I	2
HRT130	Landscaping Contracting	1
HRT...	Restricted HRT Elective (see below)	3-4
WRT101	English Composition I	3

17-18

Second Semester

INF101	Introduction to Information Technology	3
HRT113	Principles of Landscaping	3
HRT204	Landscape Graphics	2
HRT233	Landscape Plants and Materials II	4
HRT235	Landscape Site Analysis & Construction	3
......	General Education Elective*	3

18

Restricted HRT Electives:

HRT101 Fundamentals of Horticulture
HRT102 Plant Science
HRT112 Pests of Ornamental Plants
HRT120 Interior Plantscaping
HRT236 Horticulture Marketing and Sales

* General Education Elective - see page 103.

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

LEGAL NURSE CONSULTANT
CODE CERT.LGN.CONS

First Semester

LGL-101	Fundamentals of Law	3
WRT-101	English Composition I	3
LGL-103	Legal Research & Writing	3
LGN-105	Principles of Legal Nurse Consulting*	3
		12

Second Semester

WRT-201	English Composition II	3
LGL-203	Paralegalism and Legal Procedure	3
LGL-220	Computer Assisted Legal Research	3
LGN-201	Health Law*	3
		12

Third Semester

LGL-202	New Jersey & Federal Courts*	3
LGL-234	Personal Injury and Product Liability*	3
		6

Note: 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.

Students enrolled in this program ARE REQUIRED to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

This Legal Nurse Consultant Certificate Program is Approved by the American Bar Association

Program Goals – It is the goal of the Legal Nurse Consultant Program to provide students with knowledge in a wide-rand of substantive legal fields and to provide practical skills necessary for the legal workplace environment. The program shall promote adherence to ethical practice and professional responsibility as legal professionals working in cooperation with and under the supervision of attorneys. The program shall respond to the needs of the legal community and promote the economical and efficient delivery of legal services through the use of quality instruction and modern technology. For complete Program Goals see *www.bergen.edu/pages2642.asp*

The practice of law is limited to attorneys admitted to practice within the jurisdiction. Completion of the Legal Nurse Consultant Program does not authorize the graduate to practice law.

* Course may be offered only in the evening and only in either the Spring or Fall semesters.
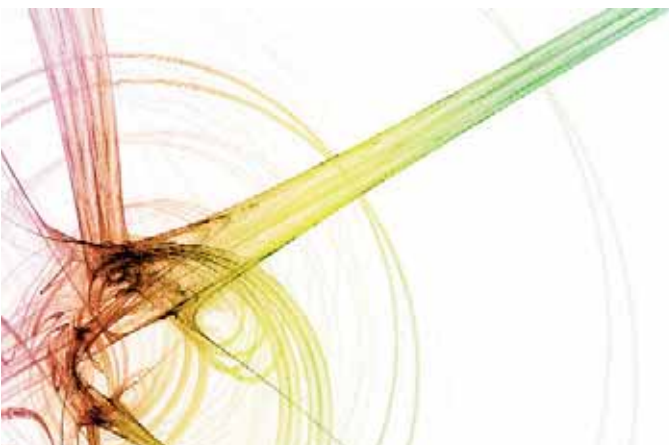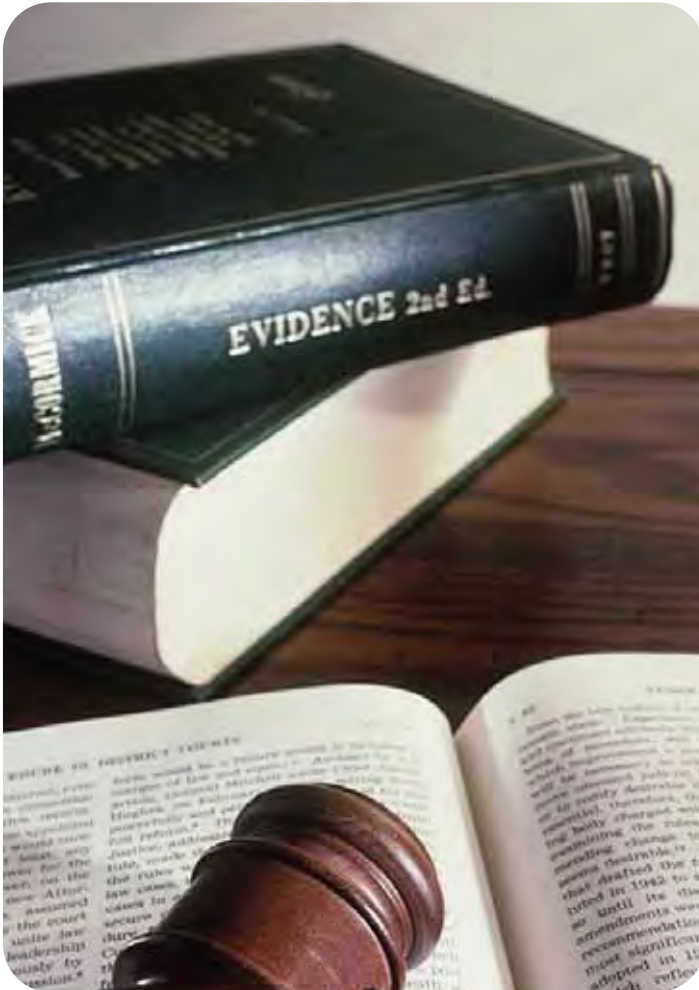
MEDICAL OFFICE ADMINISTRATIVE ASSISTANT
CODE CERT.MOAA

First Semester

INF119	Document Processing with Microsoft Word *3	
MOA140	Medical Terminology	3
MOA141	Introduction to Medical Assisting	3
MOA203	Medical Assistant Administrative Procedures I	3
MOA218	Medical Economics	2
WRT101	English Composition I	3
		17

Second Semester

ACC104	Medical Accounting**	3
MOA201	Diagnostic & Procedural Coding	4
MOA204	Medical Assistant Administrative Procedures II	3
PSY101	General Psychology	3
WEX159	CPR & Emergency First Aid	3
		16

* Students are expected to keyboard at 30 wpm or enroll in INF100 Keyboarding I.

** 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 the Basic Skills Placement Test.
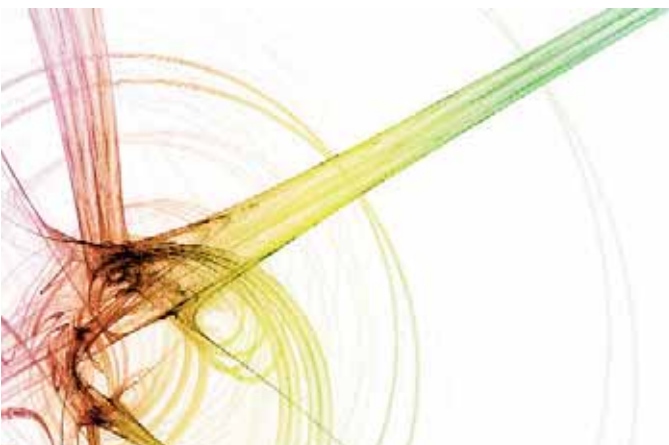
MUSIC BUSINESS
CODE   CERT.MUSC.BUS

First Semester

MUS131	Class Piano I	2
MUS152	Music Business I	3
MUS103	Fundamentals of Music	2
WRT101	English Composition I	3
MUS133	Music Dictation and Sight Reading	2
MUS...	Performance Ensemble Elective*	1
......	General Education Elective**	3
		16

Second Semester

MUS231	Class Piano II	2
MUS252	Music Business II	3
MUS134	Ear Training and Musicianship	2
MUS...	Performance Ensemble Elective*	1
MUS...	Restricted Elective (3-4 credits)***	3-4
......	General Education Elective**	3
		14-15

   *   Instrumental or vocal ensembles: MUS121, MUS122, MUS123, MUS124, MUS125, MUS126, MUS127, MUS128, MUS140, MUS141, MUS142, MUS143
  ** General Education Elective - see page 103.
 *** Restricted Electives: MUS132, MUS150, MUS118, all MUA courses

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
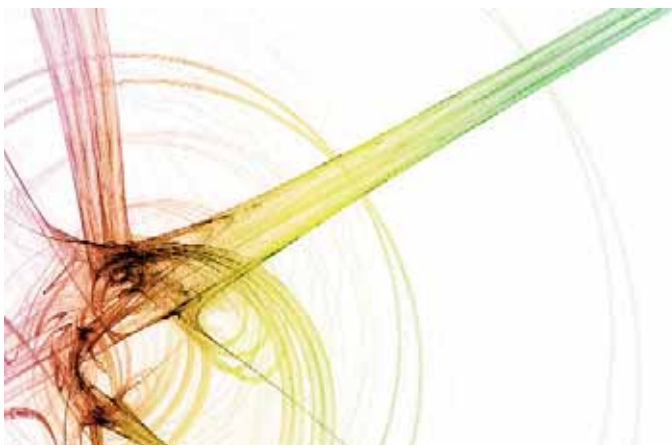
MUSIC TECHNOLOGY
CODE CERT.MUSC.TECH

First Semester

MUS150	Introduction to MIDI Sequencing and Synthesis	3
MUS131	Class Piano I	2
MUS132	Music Theory I	2
MUS151	Introduction to Audio Recording	3
WRT101	English Composition I	3
MUS…	Performance Ensemble Elective*	1
……	General Education Elective**	3
		17

Second Semester

MUS250	Electronic Music Composition	3
MUS231	Class Piano II	2
MUS251	Studio Recording Techniques	3
MUS232	Music Theory II	2
MUS…	Performance Ensemble Elective*	1
……	General Education Elective**	3
MUS…	Restricted Elective (3-4 credits)***	3-4
		17-18

* Instrumental or vocal ensembles: MUS121, MUS122, MUS123, MUS124, MUS125, MUS126, MUS127, MUS128, MUS140, MUS141, MUS142, MUS143

** General Education Elective - see page 103.

*** Restricted Electives: MUS133, MUS134, MUS152, all MUA courses

Note: Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
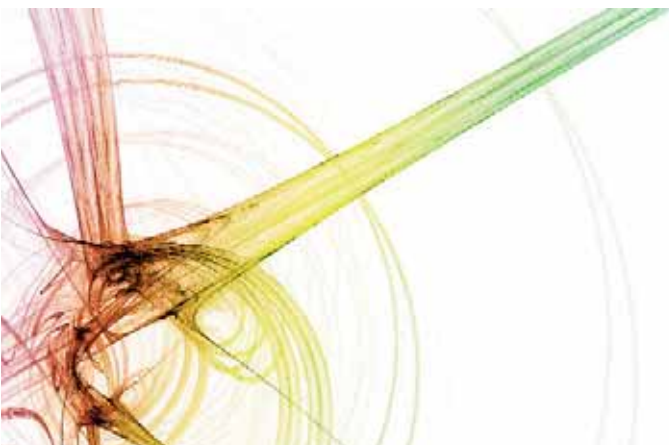
MUSIC THEATRE
CODE CERT.MUSC.THR

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
		17

Second Semester

MUA-246	Voice II	1
MUS-109	The Musical: A Survey	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
Elective	General Education Elective*	3
Elective	Restricted Music Elective**	3
		18

* General Education Elective - see page 103.
*** 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 the Basic Skills Placement Test.

Prior to Semester I or by Credit-By-Exam

INF100	Keyboarding I*	3

First Semester

INF101	Introduction to Information Technology	3
INF114	Microsoft Office*	3
INF161	Internet Research and Data Handling	1
BUS101	Introduction to Business	3
WRT101	English Composition I	3
Elective	General Education Elective**	3
		16

Second Semester

INF119	Document Processing with Microsoft Word	3
INF146	Web Development Using HTML	
	or	3
INF147	Web Development Using Dreamweaver	
INF214	Administrative Simulation†	2
INF228	Excel for Problem Solving	1
INF…	Restricted Elective ***	3
BUS103	Business Mathematics	3
		15

     * Credit-by-exam tests are available.
   ** General Education Elective - see page 103.
*** Restricted INF Electives:
     INF108 PC Upgrade, Maintenance and Diagnosis
     INF150 Business Programming Logic†
     INF160 Networking Technologies and Data Communications
     INF217 Database for Business Applications
     INF253 Technical Communications
   † Class offered only during spring semester

Note: Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
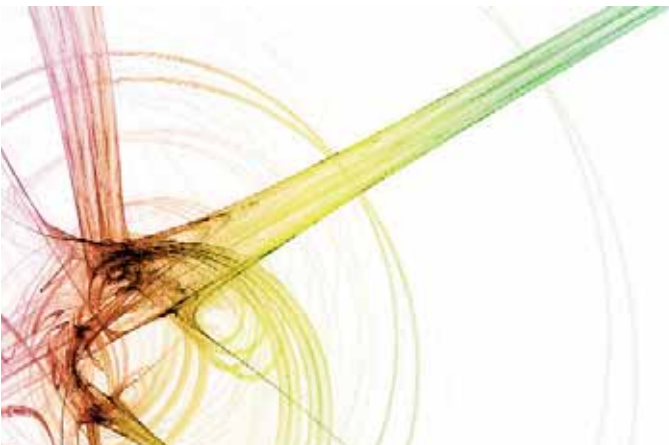
PIANO INSTRUCTION/PEDAGOGY
CODE   CERT.PIANO

First Semester

MUA104	Piano I	1
MUS103	Fundamentals of Music	2
MUS131	Class Piano I	2
MUS134	Ear Training and Musicianship	2
MUS153	Piano Pedagogy I	3
WRT101	English Composition I	3
......	General Education Elective*	3
		16

Second Semester

MUA240	Piano II	1
MUS132	Music Theory I	2
MUS231	Class Piano II	2
MUS253	Piano Pedagogy II	3
MUS...	Performance Ensemble**	2
......	Restricted Elective (3-4 credits)***	3
......	General Education Elective*	3
		16

    * General Education Elective - see page 103.
  ** Instrumental or vocal ensembles:
    MUS121, MUS125, MUS140, MUS246, MUS247,MUS248,
    US255, MUS256, MUS257, MUS258, MUS259, MUS260
*** Restricted Electives: MUA241, MUA242, MUS133, MUS134,
    MUS151, MUS241, MUS242

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
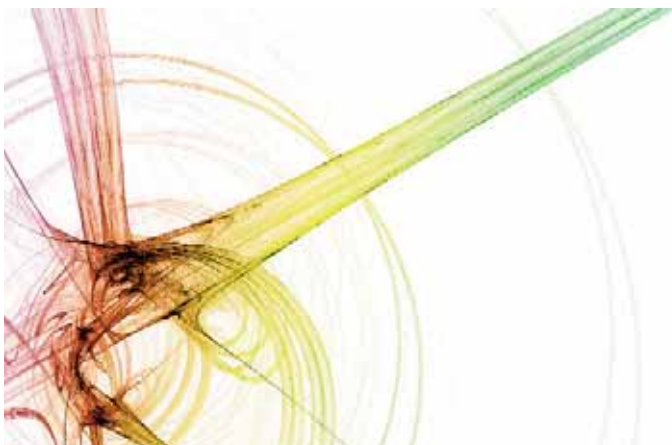
RADIATION THERAPY TECHNOLOGY
CODE CERT.RAD.THERAPY

First Semester

RTT110	Introduction to Radiotherapy and Patient Care Management	2
RTT120	Radiation Therapy Practices I	4
RTT130	Radiation Biology and Safety	3
RTT150	Principles of Diagnostic Radiation Physics	3
RTT121	Radiation Therapy Clinical Practicum I	2
Elective	General Education Elective*	3
		17

Second Semester

RTT200	Survey of Diseases	3
RTT210	Dosimetry and Treatment Practices	3
RTT220	Radiation Therapy Practices II	4
RTT230	Advanced Procedures	2
RTT221	Radiation Therapy Clinical Practicum II	2
......	General Education Elective*	3
		17

Third Semester

RTT222	Radiation Therapy Clinical Practicum III	2
		2

* General Education Elective - see page 103.

Note: Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
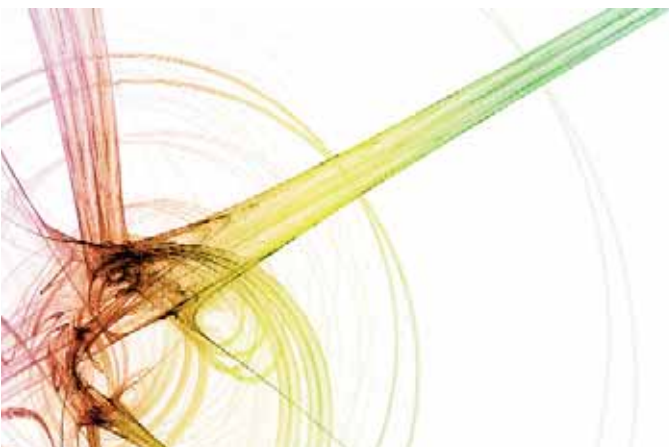
SMALL BUSINESS MANAGEMENT
CODE CERT.SM.BUS.MGMT

First Semester

BUS101	Introduction to Business	3
BUS103	Business Mathematics	3
BUS170	Small Business Management I*	3
INF101	Introduction to Information Technology	3
BUS105	Business Communications	3
WRT101	English Composition I	3
		18

Second Semester

ACC120	Computerized Accounting	3
BUS201	Marketing Principles	3
BUS205	Entrepreneurship*	3
BUS233	Business Law I	3
BUS271	E-Commerce	
	or	3
BUS204	Principles of Salesmanship	
.....	General Education Elective**	3
		18

* Specialized course that may be offered only in the evening or online.

** General Education Elective - see page 103.

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
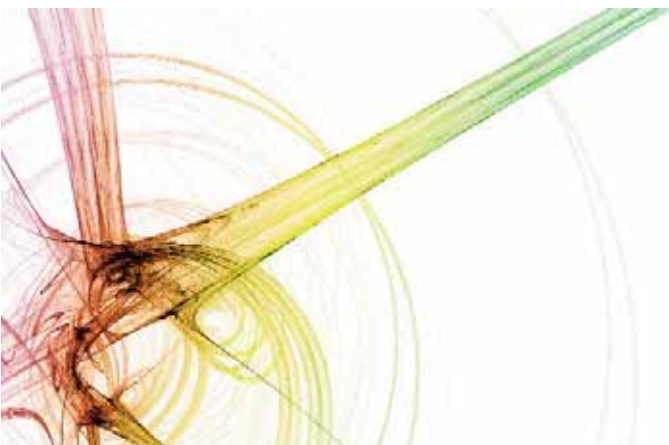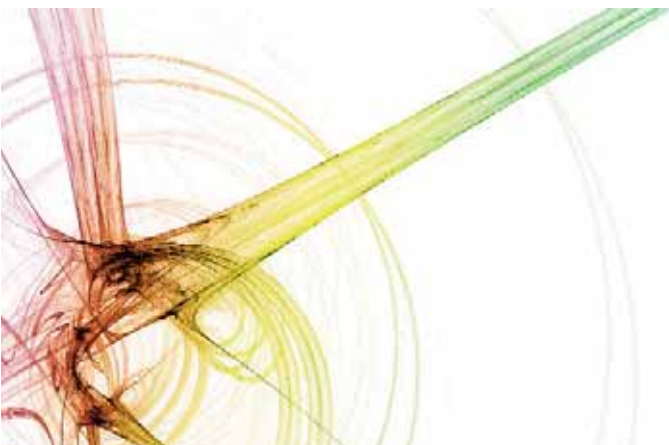
First Semester

BIO109	Anatomy & Physiology I	4
SUR101	Principles of Surgical Technology I	6
SUR102	Surgical Technology Externship I	2
	2 days or 16 hrs/wk x 15 wks	
WRT101	English Composition I	3
SUR103	Surgical Terminology	1
SUR104	Microbiological Application in Surgery	2
		18

Second Semester

BIO209	Anatomy and Physiology II	4
SUR201	Principles of Surgical Technology II	5
SUR202	Surgical Technology Externship II	2
	3 days or 24 hrs/wk x 15 wks	
……	General Education Elective*	3
		14

Summer Session

SUR203   Surgical Technology Externship III, 4 weeks at 40 hours per week for a total of 160 hours. 1 credit.

*   General Education Elective - see page 103.

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

First Semester

COM100	Speech Communication	3
WRT101	English Composition I	3
HIS...	History Elective*†	3
......	Math/Computer Science Elective*	3
......	Humanities Elective*†	3
......	Select any General Education course	3
		18

Second Semester

WRT201	English Composition II	3
HIS...	History Elective*†	3
......	Social Science Elective*†	3
......	Natural Sciences Elective*	4
......	Select any General Education course	3
		16

* Select from courses approved for General Education - see page 103.
† It is recommended you select one Diversity course

Diversity Courses: Choose from the following Humanities or Social Sciences Electives: ANT101; HIS105; HIS116; HIS121; HIS124; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

Note: 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 (A-101) or the Counseling Center (A-118).
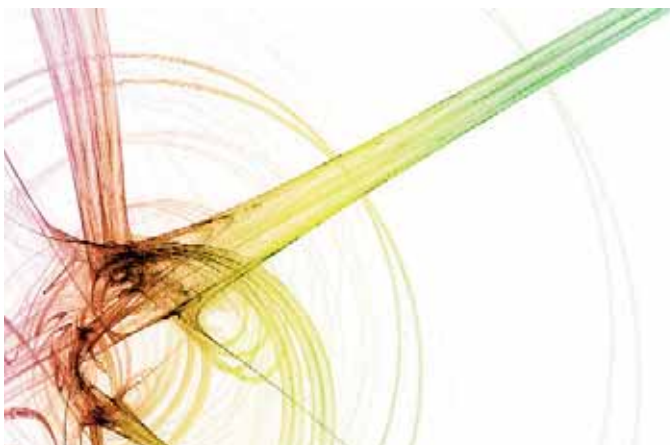
TRANSFER STUDIES CERTIFICATE: SCIENCE, TECHNOLOGY, PROFESSIONAL STUDIES
CODE CERT.TRAN.STP.GEN

First Semester

WRT101	English Composition I	3
......	MAT/CIS Mathematics Elective or Computer Science or Natural Sciences Elective (3-4) credits*	3
......	Natural Science*†	4
......	Select from introductory courses required in the proposed major	6
		16

Second Semester

COM100	Speech Communication	3
WRT201	English Composition II	3
......	Humanities Elective*‡	3
......	Social Science Elective*‡	3
......	Select from introductory courses required in the proposed major	6
		18

* Select from courses approved for General Education - see page 103.
† Choose from Biology, Chemistry, Earth Sciences, or Physics
‡ Diversity Course Recommended in either Humanities or Social Sciences

Diversity Courses: Choose from the following Humanities or Social Sciences Electives: ANT101; HIS105; HIS116; HIS121; HIS124; HIS126; HIS130; HIS131; LIT203; LIT204; LIT215; LIT218; LIT224; LIT228; PHR106; PHR121; PHR122; PSY207; SOC120; SOC121; SOC222.

Note: 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 (A-101) or the Counseling Center (A-118).
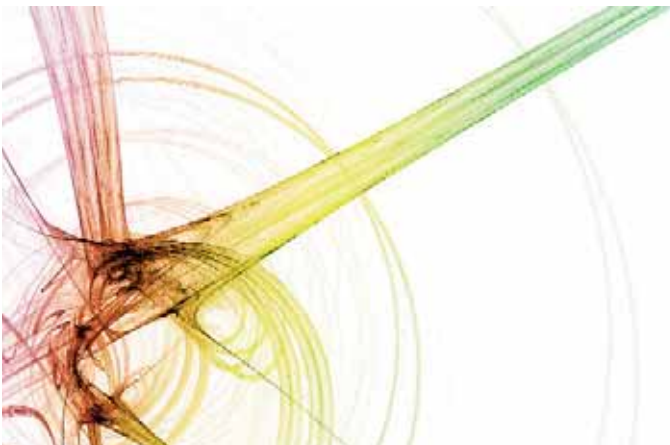
UNITED STATES STUDIES
CODE CERT.US

First Semester

WRT101	English Composition I	3
COM100	Speech Communication	3
HIS111	U.S. History to Reconstruction	3
POL101	American Government	3
......	Restricted Elective (see below)	3
		15

Second Semester

WRT201	English Composition II	3
LIT201	American Literature I	3
LIT202	American Literature II	3
HIS112	U.S. History Since Reconstruction	3
......	Restricted Elective (see below)	3
		15

Restricted Electives:

BUS101	Introduction to Business
CRJ101	Introduction to Criminal Justice
ECO101	Macroeconomics
ECO201	Microeconomics
EDU101	Introduction to Education
WEX101	Dynamics of Health and Fitness
WEX201	Aerobic Dance (Dynamics of Health & Fitness Experience)
HIS113	History of 20th Century U.S. to W.W.II
HIS114	History of 20th Century U.S. Since W.W.II
HIS116	Themes in U.S. History (Women in American History)
HIS117	Themes in U.S. History (N.J. & Bergen County)
HIS144	Contemporary American Issues & Problems
LIT215	Black Literary Voice in America
COM101	Mass Media of Communications
MUS105	A History of Jazz in America
MUS110	Music, Art and Drama
POL104	State & Local Government
POL106	Themes in U.S. History (Modern American Presidency)
PHR102	Contemporary Moral Issues
PHR105	Ethics in Business and Society
PSY101	General Psychology
PSY121	Comparative Psychology
PSY201	Child Psychology
SOC105	Urban Sociology
SOC120	Sociology of Gender Roles
SOC121	The Changing Roles of Women
SOC222	Ethnic & Minority Group Relations
THR101	Introduction to Theatre

Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
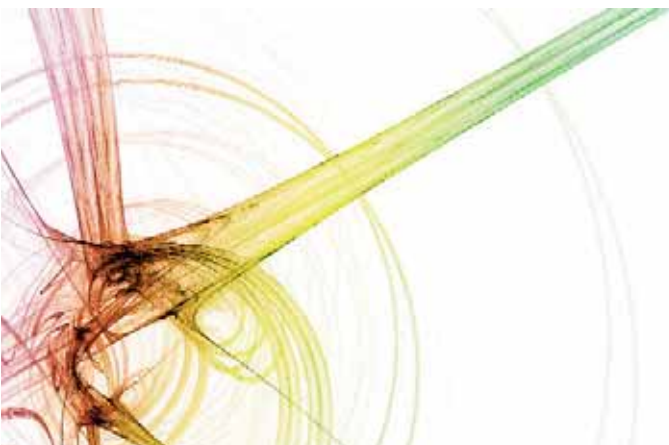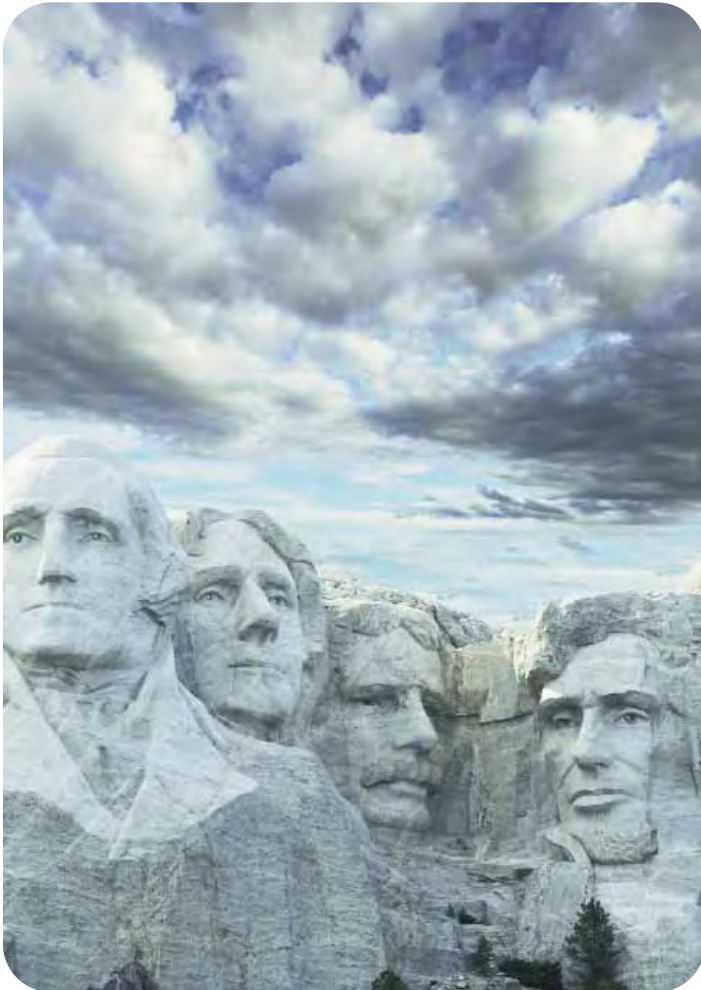
VASCULAR TECHNOLOGY
CODE CERT.VAS.TECH

First Semester

BIO109	Anatomy and Physiology I	4
DMS116	Introduction to Vascular Principles and Instrumentation	2
DMS117	Introduction to Vascular Imaging	2
MOA140	Medical Terminology	3
WRT101	English Composition I	3
Elective	General Education Elective*	3
		17

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 Experiences I	1
Elective	General Education Elective*	3
		13

Summer Session

DMS234	Vascular Clinical Seminar	3

* General Education Elective - see page 103.

Program Prerequisites: ARDMS registry status and/or a graduate of a CAAHEP acredited Diagnostic Medical Sonography Program. Students with a Bachelor's degree are eligible. Students who are not ARDMS registered or have not graduated from an accredited Diagnostic Medical Sonography Program will be required to have completed the following before entrance into the Vascular Technology Program: College-level Science, College-level Physics, College-level Algebra

certificates of achievement

BIOTECHNOLOGY
CODE COA.BIO.TECH
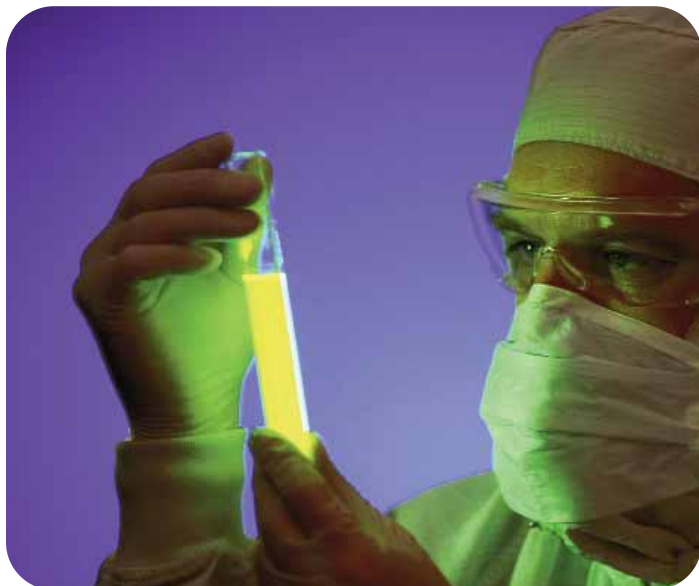
First Semester

BIO101	General Biology I	4
CHM140	General Chemistry I	3
CHM141	General Chemistry Laboratory I	1
		8

Second Semester

BIO210	Introduction to Biotechnology	4
MAT150	Elementary Statistics	3
		7

Third Semester

BIO211	Introduction to Bioinformatics	3

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

BUSINESS PARAPROFESSIONAL MANAGEMENT
CODE COA.BUS.PARA.MGMT

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 CIS-158	3
PSY-101	General Psychology	3
		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.

CAREER LADDER EDUCATION/CHILD DEVELOPMENT
CODE COA.CARLAD.CDEV

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
	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
	7

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

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

COMMERCIAL MUSIC PRODUCTION
CODE COA.MUSC.COMM.PROD

First Semester

MUS131 Class Piano I	2
MUS150 Introduction to MIDI Sequencing and Synthesis	3
MUS152 Music Business I	3
Elective MUS... Performance Ensemble*	1
	9

Second Semester

MUS-151 Introduction to Audio Recording	3
MUS-231 Class Piano II	2
MUS-252 Music Business II	3
	8

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

Note: Students enrolled in this program **ARE <u>NOT</u> REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
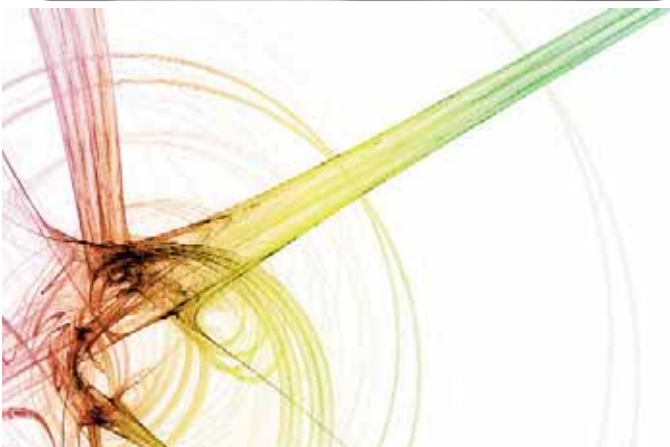
ENVIRONMENTAL TECHNOLOGY
CODE COA.ENV

First Semester

ENV108	Hazardous Waste Site Operations	3
ENV109	Environmental Policy Compliance and Regulation	3
		6

Second Semester

ENV122	Environmental Chemistry	4
ENV121	Environmental Microbiology	4
		8

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

FINANCE
CODE COA.FINANCE

First Semester

ACC110	Financial Accounting	3
BNF101	Principles of Banking*	3
BUS101	Introduction to Business	3
		9

Second Semester

BNF201	Principles of Finance	3
BNF202	Asset Management**	3
REA102	Acquisition and Financing of Real Estate or BNF-102***	3
		9

* Class offered only during fall semester
** Class offered only during spring semester
*** Holders of current NJ Sales or Brokers License are exempt from REA-102, but must take BNF-102 to complete the 18 credit requirement
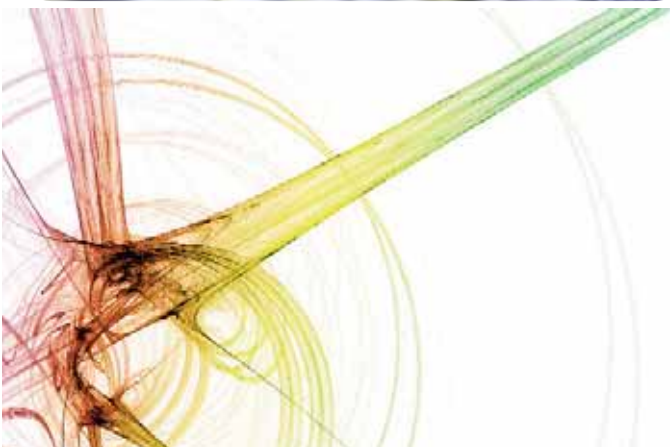
First Semester

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
		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 received 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 the Basic Skills Placement
Test.

First Semester

TEC190	Introduction to Geographic Information	
	Systems	3
TEC191	Introduction to Mapping and	
	Cartography	3
		6

Second Semester

TEC293	Advanced Geographic Information	
	Systems	3
TEC292	Introduction to Remote Sensing	3
		6

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

HOMELAND SECURITY AND EMERGENCY MANAGEMENT
CODE   COA.HOME.SEC

First Semester

CRJ-108	Intro to Terrorism	3
HSE-101	Intro to Homeland Security	3
HSE-102	Intro to Emergency Management	3
HSE-103	Legal Aspects of Homeland Security and Emergency Management	3
HSE-104	Disaster Management, Risk Assessment and Mitigation	3
		15

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

MACHINE TOOLING
CODE   COA.MACH.TOOL

First Semester

MFG122	Machine Tool Principles I	3
DFT107	Drafting I	2
DFT210	Computer Aided Drafting I	3
		8

Second Semester

MFG119	Manufacturing Design I	3
MFG222	Machine Tool Principles II	3
		6
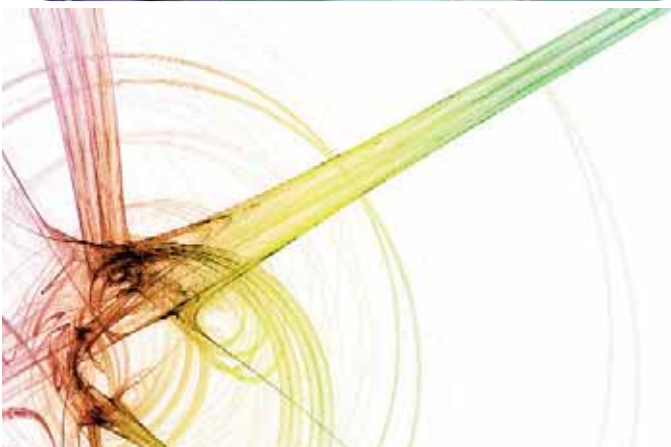
Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

MANUFACTURING DESIGN
CODE COA.MFTG.DESIGN
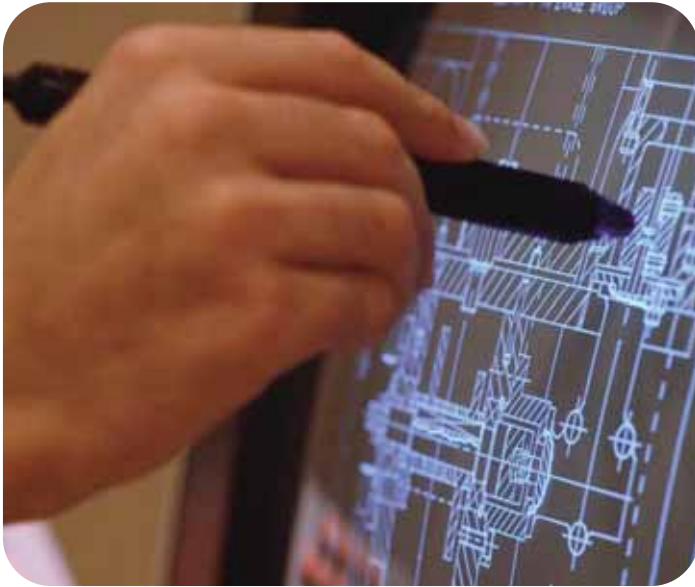
First Semester
MFG119 Manufacturing Design I   3

Second Semester
MFG219 Manufacturing Design II   3

Third Semester
MFG220 Manufacturing Design III   3

Fourth Semester
MFG221 Manufacturing Design IV   3
                                                  ——
                                                  12

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

NETWORK SECURITY
CODE COA.NET.SECURITY

First Semester
INF-267   Network Security   3
INF-270   Computer Crime   3
INF-271   Ethical Hacking   3
INF-272   Network Security Using Group Policy 3
INF-273   Intrusion Detection and Prevention   3
                                                  ——
                                                  15

INF-170 Networking Experience, 3 credits - Transfer credit awarded for extensive professional experience. INF faculty recommendation required to obtain credit.
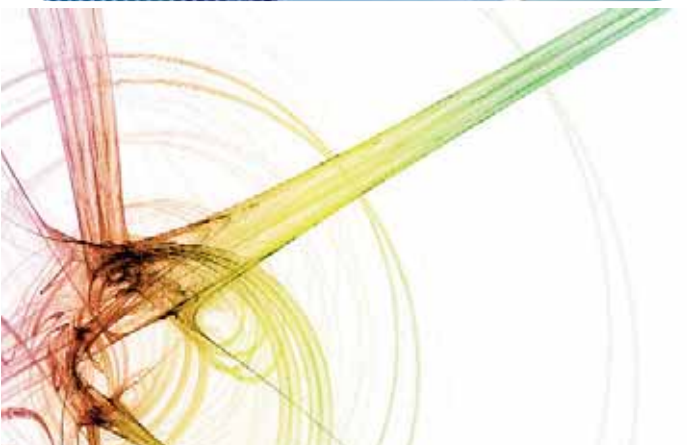
Note: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

NON-PROFIT MANAGEMENT
CODE COA.NONPRF.MGT

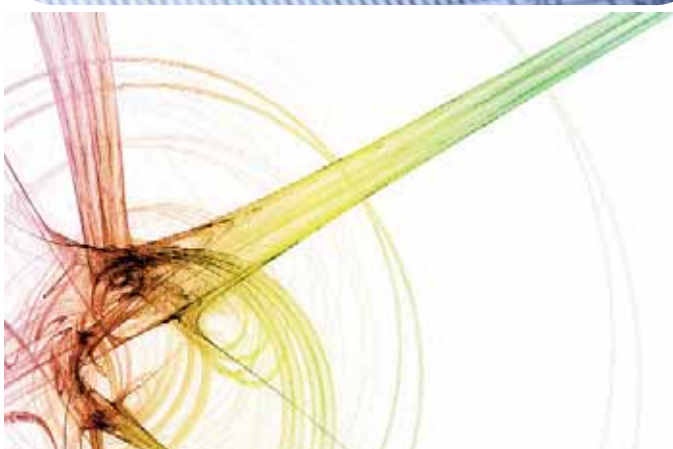**First Semester**

ACC-115	Government and Not-for-Profit Accounting	3
BUS-115	Introduction to Nonprofit Organizations	3
BUS-116	Funding and Grant Management	3
		9

Second Semester

BUS-201	Marketing Principles	3
BUS-207	Principles of Management	3
LGL-209	Nonprofit Law	3
		9

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

PROFESSIONAL COOKING
CODE COA.PROF.COOK

HRM102	Food Protection	3
HRM103	Professional Food Preparation Techniques	3
HRM110	Introduction to Baking	3
HRM220	Advanced Baking Techniques*	3
HRM213	Classical Garde Manger**	3
HRM212	International Cuisine*	3
		18

   * Offered only in the spring
  ** Offered only in the fall

NOTE: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.

NOTE: Students will not complete the Professional Cooking program in one semester.
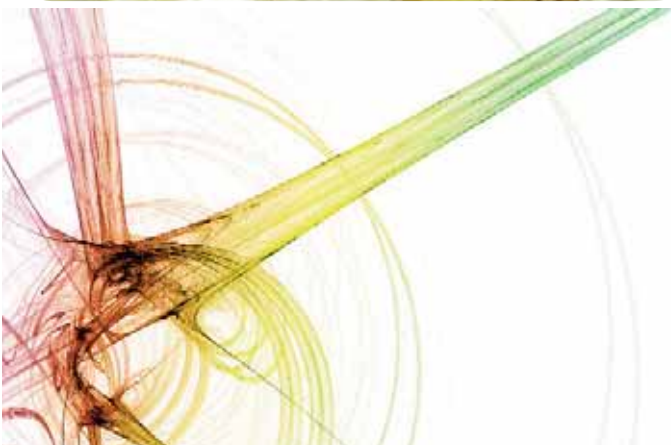
QUALITY ASSURANCE
CODE COA.QA

First Semester

TEC145	Introduction to Quality Control	4
TEC150	Quality Control in Biotechnology I	3
		7

Second Semester

TEC235	Procedure Writing	4
TEC240	Quality Control: Microbial Contamination	4
TEC250	Quality Control in Biotechnology II	3
		11

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

REAL ESTATE
CODE COA.REAL.EST

First Semester

BUS101	Introduction to Business	3
REA101	Principles of Real Estate*	3
		6

Second Semester

REA202	Zoning, Planning and Land Use	3
REA203	N.J. Environmental Regulations	3
REA204	Real Estate Leasing*	2
REA205	Real Estate Finance	1
		9

* Holders of current N.J. Sales or Brokers License are exempt from these courses.

NOTE: Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test

NOTE: Courses in the second semester will be offered in the evening only.
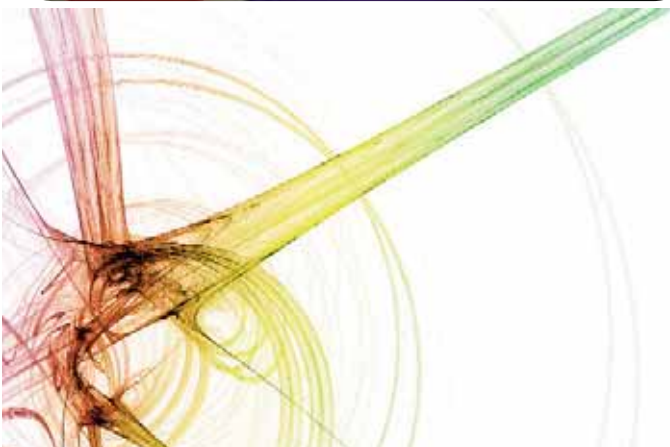
RETAILING
CODE COA.RETAIL

First Semester

BUS-102	Retailing	3
BUS-104	Introduction to Customer Service	3
BUS-105	Business Communications	3
BUS-106	Effective Selling	3
		12

SPECIAL IMAGING FOR RADIOLOGIC TECHNOLOGISTS
CODE COA.SPEC.IMAG.RAD

First Semester

RAD250	Cross Sectional Anatomy	4
RAD251	Computer Tomography	3
RAD252	Magnetic Resonance Imaging	3
		10

Second Semester

RAD253	Magnetic Resonance Imaging Clinical Practicum	1
RAD254	Computerized Tomography	1
		2

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 the Basic Skills Placement Test.

SPORTS MANAGEMENT
CODE COA.SPORTS.MGMT

First Semester

BUS-101	Introduction to Business	3
WEX-101	Dynamics of Health and Fitness	2
WEX-127	Intro to Facility and Events	3
		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
		9
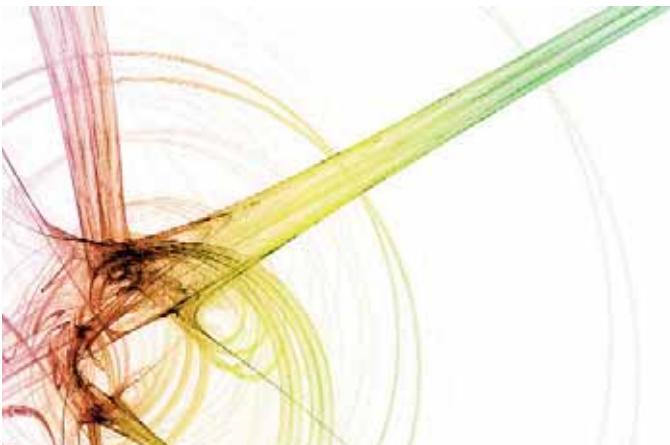
course descriptions 2009/2010

This section contains an alphabetical listing by course letter code of all courses offered at the college.

LTR CODES

ACC - ACCOUNTING (237)

ALH - ALLIED HEALTH (238)

ALP - AMERICAN LANGUAGE PROGRAM (238)

ANT - ANTHROPOLOGY (239)

ART - ART (239)

BIO - BIOLOGICAL SCIENCES (241)

BNF - BANKING & FINANCE (243)

BUS - BUSINESS ADMINISTRATION (243)

CHM - CHEMISTRY (245)

CIN/THR - CINEMA (246)

CIS - COMPUTER SCIENCE (247)

COM - COMMUNICATION (248)

CRJ - CRIMINAL JUSTICE (249)

DAN - DANCE (251)

DFT - DRAFTING & DESIGN (252)

DHY - DENTAL HYGIENE (251)

DMS - ULTRASOUND/DIAGNOSTIC (253)
     MEDICAL SONOGRAPHY

EBS - ENGLISH BASIC SKILLS (255)

ECO - ECONOMICS (256)

EDU - EDUCATION (256)

ELC - ELECTRONICS TECHNOLOGY (257)

ENV - ENVIRONMENTAL TECHNOLOGY (257)

FIR - FIRE SCIENCE (258)

GEO - GEOGRAPHY (258)

HIS - HISTORY (259)

HRM - HOTEL/RESTAURANT/HOSPITALITY (260)

HRT - HORTICULTURE (261)

HSE - HOMELAND SECURITY (263)

INF - INFORMATION TECHNOLOGY (263)

IST - INTERDISCIPLINARY STUDIES (268)

LAN - WORLD LANGUAGES & CULTURES (269)

LGL - PARALEGAL STUDIES (273)

LGN - LEGAL NURSE CONSULTANT (275)

LIT - LITERATURE (275)

MAT - MATHEMATICS (276)

MFG - MANUFACTURING TECHNOLOGY (278)

MOA - MEDICAL OFFICE ASSISTAANT (279)

MUA - APPLIED MUSIC (280)

MUS - MUSIC (281)

NUR - NURSING (283)

PHR - PHILOSOPHY & RELIGION (284)

PHY - PHYSICS (285)

POL - POLITICAL SCIENCE (286)

PSY - PSYCHOLOGY (287)

RAD - RADIOGRAPHY (288)

REA - REAL ESTATE (290)

RSP - RESPIRATORY THERAPY (290)

RTT - RADIATION THERAPY (291)

SOC - SOCIOLOGY (292)

SPE - SPEECH COMMUNICATION (293)

SUR - SURGICAL TECHNOLOGY (293)

TEC - TECHNOLOGICAL SCIENCES (294)

THR - THEATRE (295)

VAS - VASCULAR TECHNOLOGY (296)

VET - VETERINARY TECHNOLOGY (297)

WEX - WELLNESS & EXERCISE SCIENCE (298)

WRT - WRITING (300)

ACC – ACCOUNTING

ACC-100 Introduction to Accounting explores the need and use of accounting information in the business world, as well as provides an overview of accounting careers. The course is designed to give students a user's perspective of accounting and also to provide them with the necessary communication and analytical skills needed to succeed in future accounting courses.
2 lectures, 2 labs, 3 credits

ACC-101 Accounting I introduces the student to the accounting principles and accounting cycle of proprietorships. Topics considered include financial statement preparation, inventories, receivables, payables, plant assets, accruals, deferrals, accounting systems, and cash control. AS Transfer Degree students should take ACC-110. 2 lectures, 2 labs, 3 credits

ACC-104 Medical Accounting is an introduction to basic accounting procedures as they apply to a medical practice. Topics considered include cash and payroll records, patient billing and collections, and the preparation of financial statements.
2 lectures, 2 labs, 3 credits

ACC-107 Federal Taxation reviews the history and background of federal taxation. Students learn the tax definitions of gross income, deductions, and gains and losses, and they examine accounting methods approved by the IRS. The preparation of federal income tax returns is also covered.
2 lectures, 2 labs, 3 credits

ACC-110 Financial Accounting is an introduction to the theory of accounting and the procedures necessary to produce financial statements. This course focuses on the classification, valuation and communication of financial information. An emphasis will be placed on the usefulness of financial accounting concepts. AAS Career Program students should take ACC-101.
2 lectures, 2 labs, 3 credits

ACC-115 Government and Not-for-Profit Accounting provides the student with the foundations of accounting for governmental and not-for-profit entities. It introduces the students to accounting standards and those applications to governmental and not-for-profit entities. Emphasis is placed on fund accounting, budgeting, financial reporting, and accounting procedures.
2 lectures, 2 labs, 3 credits

ACC-120 Computerized Accounting provides the student with the skills necessary to use popular computerized accounting packages such as Quickbooks or Peachtree for Windows. The student will obtain a theoretical accounting background. The student, using basic accounting concepts, will prepare and analyze various accounting documents, reports and statements. It is recommended that this course be taken concurrently with ACC-101 Accounting I. 2 lectures, 2 labs, 3 credits

ACC-140 Federal Income Tax Return Preparation will enable average taxpayers to complete their federal income tax returns using tax software. Topics include filing status, gross income, itemized deductions and tax credits. 2 labs, 1 credit

ACC-201 Accounting II extends the accounting principles learned in Accounting I to financial and managerial areas of corporations. Areas discussed are liabilities, statement of cash flows, financial statement analysis and interpretation, manufacturing operations, and budgeting. AS Transfer Degree students should take ACC-210.
2 lectures, 2 labs, 3 credits Prerequisite: ACC-101 or by permission of the Department Chair

ACC-202 Intermediate Accounting I is an in-depth study of accounting principles and their application to the preparation of financial statements. Students participate in a detailed study of current assets and current liabilities. The analysis and preparation of cash flow statement is also taught. 2 lectures, 2 labs, 3 credits Prerequisite: ACC-201 or ACC-210 with a grade of C or better. or by permission of the Department Chair

ACC-203 Intermediate Accounting II is an in-depth study of accounting principles as they relate to non-current assets, long-term liabilities, paid-in capital, retained earnings, accounting changes, and error analysis. Earnings per share and financial statement analysis are also covered in this course.
2 lectures, 2 labs, 3 credits Prerequisite: ACC-202 or by permission of the Department Chair

ACC-204 Cost Accounting I will introduce the student to the process of cost analysis and will show how it can be an aid to management in decision-making. The development of standard costs and the variances of actual from standard are taught, in addition to job order and process cost systems. The cost behavior of material, labor, and manufacturing overhead is also covered.
2 lectures, 2 labs, 3 credits Prerequisite(s): ACC-201 or ACC-210 with a grade of C or better. or by permission of the Department Chair

ACC-205 Cost Accounting II will continue the study of the process of cost development with an analysis of lost units and FIFO costing. The student is introduced to joint product, break-even, and gross profit analysis. Differential analysis, budgeting, inventory planning, and other cost areas are also covered in this course. 2 lectures, 2 labs, 3 credits Prerequisite: ACC-204 or by permission of the Department Chair

ACC-206 Hospitality Accounting is an introduction to basic accounting principles and procedures, which includes the preparation of financial statements, specifically designed for the hospitality industry. 2 lectures, 2 labs, 3 credits Prerequisite: HRM-101 or by permission of the Department Chair

ACC-207 Legal Accounting is a study of accounting concepts for the legal assistant. The trust and escrow accounting reporting rules of the New Jersey Supreme Court are discussed. Hourly records, billing procedures, and accounting concepts are studied as they relate to legal situations. 2 lectures, 2 labs, 3 credits Prerequisites: LGL-101, LGL-103, and LGL-203 or by permission of the Department Chair

ACC-210 Managerial Accounting explores accounting information as a tool used in decision making by management. Emphasis will be placed on cost behaviors as they relate to the planning, control and evaluation of a business entity. AAS Career Program students should take ACC-201. 2 lectures, 2 labs, 3 credits Prerequisite: ACC-110 or by permission of the Department Chair

ACC-220 Peachtree Accounting/Excel Applications will provide students with the skills required to use the Peachtree accounting software. Students will use Peachtree software to perform basic accounting functions. Accounting reports and statements will be generated using Excel. 2 lectures, 2 labs, 3 credits Pre-requisite(s): ACC-101 or ACC-110 or by permission of the Department Chair

ACC-462 Co-op Work Experience (Accounting) requires part-time student employment in a business organization in order to permit the student to gain knowledge of accounting practices. Co-op job placement assistance is available through the Co-op office.
1 lecture, plus 179 minimum hours work experience distributed over the semester, 2 credits Prerequisite(s): ACC-201 or ACC-210 or by permission of the Department Chair

ALH – ALLIED HEALTH

ALH-100 Introduction to Health Careers explores the health care delivery system and provides an overview of health careers. The course is designed to give the student accurate insight into the roles that the various practitioners contribute to the health care delivery system. Opportunity for on campus observational experiences will be provided. 1 lecture, 1 credit

ALH-200 Health Career Seminar is designed to provide the student with experience in a clinical setting. It is an opportunity for a student to integrate critical thinking skills with clinical education under professional guidance in a college approved work environment. Students will learn how to use various available resources for collecting medical data for medical case studies presentations. 1 lecture, 120 hours of clinical experience in a hospital setting, 2 credits This course is offered only in Summer Session II. Prerequisite: ALH-100

ALH-463 Co-op Work Experience (Allied Health) is an elective for students pursuing careers in health related occupations. These work experiences may be available in health care settings such as hospitals, extended care facilities, clinics, medical, or dental offices. The student will have the opportunity to utilize and broaden skills in the health care delivery system as they interact with health care professionals in a college approved work environment supervised by a faculty member. Student appointments must be approved by the Co-op Coordinator. 1 lecture, plus 180 minimum hours work experience distributed over the semester, 3 credits Prerequisite: Satisfactory completion of one semester of an allied health certificate program or one year of an allied health degree program or by permission of the Department Chair

ALP – AMERICAN LANGUAGE PROGRAM

ALP-004 American Language Foundations: Grammar (Part A) is a course for international students with little or no exposure to English. It introduces students to the most basic grammar of English with emphasis on the simplest tenses, structures, and forms. 3 lectures, 3 non-degree credits Corequisite: ALP-005

ALP-005 American Language Foundations: Grammar (Part B) provides students with continued work on the most basic structures of English. 3 lectures, 3 non-degree credits Corequisite: ALP-004

ALP-006 American Language Foundations: Reading is a course for international students with little or no exposure to English. It provides them with instruction in pronouncing written words and understanding simple written texts. It also introduces students to the most common vocabulary of English and develops their ability to use this vocabulary in basic structures. 3 lectures, 3 non-degree credits Prerequisite or Corequisite: ALP-005

ALP-007 American Language Foundations: Writing is a course for international students with little or no exposure to English. It provides students with instruction in the spelling of English and in writing simple sentences using the structures and vocabulary learned in American Language Foundations: Grammar and Reading. 3 lectures, 3 non-degree credits Prerequisite or Corequisite: ALP-005

ALP-041 American Language I: Grammar (Part A) introduces students to the basic grammar of the English simple sentence, with emphasis on verb tenses. 3 lectures, 3 non-degree credits Prerequisite: ALP-005 Pre- or Corequisites: ALP-042, ALP006, ALP-007

ALP-042 American Language I: Grammar (Part B) provides students with continued work on the basic grammar of the English simple sentence, with emphasis on nouns, adjectives, and adverbs. 3 lectures, 3 non-degree credits Prerequisite: ALP-005 Pre- or Corequisites: ALP-041, ALP006, ALP-007

ALP-043 American Language I: Writing provides students with carefully guided exercises in the writing of English sentences and paragraphs. 3 lectures, 3 non-degree credits Prerequisites: ALP-007 Pre- or Corequisites: ALP-042

ALP-044 American Language I: Reading helps students with their vocabulary development and gives them practice in reading for comprehension with material up to the 1,000 word vocabulary level. 3 lectures, 3 non-degree credits Prerequisites: ALP-006 Pre- or Corequisites: ALP-042

ALP-045 Directed Studies in American Language I is a course for students in the American Language Program who need intensive, supplemental instruction in grammar and writing skills. This computer assisted learning program is provided on an individual, prescriptive basis. 1 lecture, 1 non-degree credit ALP-051 American Language II: Grammar (Part A) continues the study of the English simple sentence begun in American Language I and introduces the compound sentence. The emphasis is on infinitives, modal verbs, and adverbs, and students are introduced to dependent clauses. 3 lectures, 3 non-degree credits Pre- or Corequisites: ALP-052, ALP043, ALP-044

ALP-051 American Language II: Grammar (Part A) continues the study of the English simple sentence begun in American Language I and introduces the compound sentence. The emphasis is on infinitives, modal verbs, and adverbs, and students are introduced to dependent clauses. 3 lectures, 3 non-degree credits Pre- or Corequisites: ALP-052, ALP043, ALP-044

ALP-052 American Language II: Grammar (Part B) gives students work on perfect tenses and compound sentences, provides an introduction to the passive voice and to participial forms, and continues the study of dependent clauses.
3 lectures, 3 non-degree credits Pre- or Corequisites: ALP-051, ALP043, ALP-044

ALP-053 American Language II: Writing gives students work on both guided and free writing exercises at the paragraph level.
3 lectures, 3 non-degree credits Prerequisite: ALP-043 Pre- or Corequisite: ALP-052

ALP-054 American Language II: Reading emphasizes reading for content and helps students develop their inferential skills on reading material up to the 3,000 word vocabulary level. 3 lectures, 3 non-degree credits Prerequisite: ALP-044 Pre- or Corequisite: ALP-052

ALP-055 Directed Studies in American Language II is a course for students in the American Language Program who need intensive, supplemental instruction in grammar and writing skills. This computer-assisted learning program is provided on an individual, prescriptive basis. 1 lecture, 1 non-degree credit

ALP-061 American Language III: Grammar (Part A) 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. 3 lectures, 3 non-degree credits or Corequisites: ALP-062, ALP053, ALP-054

ALP-062 American Language III: Grammar (Part B) completes the study of all the phrasal and clausal structures normally used in English sentences. 3 lectures, 3 non-degree credits Pre- or Corequisites: ALP-061, ALP053, ALP-054 ALP-063 American Language III: Writing provides students with intensive practice in the writing of paragraphs and provides a transition to college-level writing with an introduction to the essay. 3 lectures, 3 non-degree credits Prerequisites: ALP-053 Pre- or Corequisite: ALP-062

ALP-063 American Language III: Writing This course provides students with intensive practice in the writing of paragraphs and provides a transition to college-level writing with an introduction to the essay. 3 lectures, 3 non-degree credits Prerequisites: ALP-053 Pre- or Corequisite: ALP-062

ALP-064 American Language III: Reading emphasizes reading for content, making inferences, distinguishing main and subordinate points, and evaluating the ideas and presentation of reading material at and beyond the 4,000 word vocabulary level. 3 lectures, 3 non-degree credits Prerequisites: ALP-054 Pre- or Corequisite: ALP-062

ALP-065 Directed Studies in American Language III is a course for students in the American Language Program who need intensive, supplemental instruction in grammar and writing skills. This computer-assisted learning program is provided on an individual, prescriptive basis. 1 lecture, 1 non-degree credit

ANT – ANTHROPOLOGY

ANT-100 Introduction to Anthropology offers a comprehensive approach to the study of cultural diversity. The course introduces students to the four fields of anthropology: social/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. 3 lecture, 3 credits } General Education Course } Diversity Course

ANT-101 Cultural Anthropology is a comparative study of human cultures. Attention is given to the various ways in which people cope with their natural settings and their social environments and to the ways in which customs are learned and handed down from one generation to the next. Topics of discussion include the family, social change, religion and magic, economic and political systems, the arts, and urban anthropology. 3 lectures, 3 credits } General Education Course } Diversity Course

ANT-102 Introduction to Archaeology is the study of 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. 3 lectures, 3 credits

ANT-103 Anthropology of the Middle East is an introduction to the anthropological literature on peoples and cultures of the Middle East. Some of the major themes examined include: Kindship, 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. 3 lectures, 3 credits

ART – ART

* Macintosh computers are used in these courses.
** Custom workstations running Windows XP are used in these courses.

ART- 101 Introduction to Art and Visual Culture 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 visual and thematic analysis are applied to exemplary works from world cultural history and contemporary life. 3 lectures, 3 credits }General Education Course

ART-102 History of Art and Visual Culture to 1400 is a chronological survey of art and visual culture, western and non-western, from the Mesopotamian period through the Middle Ages. In a lecture and discussion format, selected works of sculpture, architecture, and painting, as well as decorative utilitarian objects made by peoples in Europe, the Middle East, India, Asia, and Africa are studied both for their styles and materials and their relation to politics, religion and patronage.3 lectures, 3 credits } General Education Course

ART-103 History of Art and Visual Culture 1400-1900 is a chronological survey of art and visual culture, western, and non-western. Selected works of painting, sculpture, architecture, drawing, printmaking, and decorative utilitarian objects made by peoples in Europe (Renaissance to Post-Impressionism), Asia, North and South America, India and Africa are studied both for their styles, materials, and techniques and their relation to history, society, religion, patronage, politics and modernity. 3 lectures, 3 credits } General Education Course

ART-104 20th Century Art is a class recommended for both fine and commercial artists as well as the general public interested in how art evolved into the contemporary, experimental forms of expression. Topics to be covered include: The Fauves and Expressionism, Cubism and Abstract Art, Constructivism, Dada and Surrealism, Abstract Expressionism, Op and Pop Art, Earth Art and Site Art, Conceptual and Performance Art. 3 lectures, 3 credits

* Macintosh computers are used in these courses.
** Custom workstations running Windows XP are used in these courses.

ART-105/CIN-150 History of Animation focuses on the history and development of animation as an art form, with particular attention to works of significant innovation and expression. Topics include: the earliest cinematic practices; the first animated films, 1898-1928; sociological trends such as censorship and blacklisting of American animators; Japanese animation; the commerce of animation, including discussion of the studio system; involvement of the avant-garde with animation; animation from Europe; and the development of computer animation techniques. 3 lectures, 3 credits

ART-107 History of Photography 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.3 lectures, 3 credits

ART-122 Two-Dimensional Design is an introduction to the studio skills, concepts, and language applicable to the problems of two-dimensional design as related to the visual arts. 2 lectures, 2 labs, 3 credits

ART-123 Life Drawing I is an intensive study of the anatomy and structure of the human figure as rendered in pencil, brush, charcoal, and ink. Emphasis is placed upon line perspective, form, value, and space relationships. 2 lectures, 2 labs, 3 credits

ART-124 Drawing Fundamentals teaches free and schematic drawing skills necessary for advanced studio applications in the visual arts. 2 lectures, 2 labs, 3 credits

* ART-126 Introduction to Computer Graphics for the Visual Arts is a class in the use of the computer as a visual tool. Emphasis is placed on creative visual output. No knowledge of mathematics or programming is required. 2 lectures, 2 labs, 3 credits

ART-181 Photography I 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.
2 lectures, 2 labs, 3 credits

ART-223 Life Drawing II further advances the study of the human figure by refining the studio skills and ideas explored in Life Drawing I. 2 lectures, 2 labs, 3 credits Prerequisite: ART-123

ART-226 Letterform and Type is the study of typographic design, history, and function, and appropriate usage. 2 lectures, 2 labs, 3 credits Prerequisites: ART-122, ART-126

ART-227 Painting I is an introduction to oil, acrylic, watercolor, and mixed media painting techniques. Students work with plastic form and color to develop the artistic image. 2 lectures, 2 labs, 3 credits Prerequisites: ART-122, and either ART-123 or ART-124

ART-228 Painting II engages the student in the solving of painting problems. The course includes analysis of traditional and contemporary styles of painting. 2 lectures, 2 labs, 3 credits Prerequisite: ART-227

ART-259 Computer Graphics for the Web Developer is an introduction to select software packages that increase a Web developer's ability to refine electronic images and text. Areas covered include aesthetic application; creating graphics using basic bitmap editing and vector based illustration; optimizing graphics in JPEG and GIF formats; using fonts; working with animations and video for the Web utilizing GIF, Quicktime and Flash animations; and troubleshooting technical problems. 2 lectures, 2 labs, 3 credits Prerequisite: ART-126

ART-260 Graphic Design I enables students to develop proficiency in the graphic communication processes. Emphasis is on creative design solutions for commercial art problems. Students apply their knowledge in preparing graphics for publication and sales promotion. 2 lectures, 2 labs, 3 credits Prerequisites: ART-226, and either ART-289 or ART-297

ART-261 Graphic Design II is a continuation of the problem solving approach to design previously explored in Graphic Design I. 2 lectures, 2 labs, 3 credits Prerequisites: ART-260, ART-287

ART-271 Portfolio Presentation is a class in the selection, arrangement and presentation of visual communication material. From designing a how to get your foot in the door resume/cover letter to a how-to in visual arts business practices. This class is a must for 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.
1 lecture, 2 labs, 2 credits Prerequisite: Minimum of 18 of credits 200-level ART courses or 15 credits of 200-level ART courses and ART-181

ART-281 Photography II refines and further explores techniques and ideas presented in Photography I. Emphasis is on the relationship between exposure, film development and the finished print. Course work focuses on enhanced darkroom skills and experimentation with toners, different photographic papers, advanced lighting situations, and exposure techniques. A 35mm SLR camera with manual override is required. 2 lectures, 2 labs, 3 credits Prerequisite: ART-181

ART-284 Digital Photography 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 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.2 lectures, 2 labs, 3 credits Prerequisite: ART-126, or equivalent

*ART-287 Computer Layout I is a course designed for students knowledgeable in typography wishing to expand their skills in a hands-on creative manner. Students design and set type for advertising, publishing and corporate business problems. 2 lectures, 2 labs, 3 credits Prerequisite: ART-226

*ART-288 Computer Layout II is a course which trains persons familiar with traditional layout procedures in the computer and its applications. This advanced class stresses the combining of computer-set type with visuals for brochures, magazines, newspapers and other media. 2 lectures, 2 labs, 3 credits Prerequisites: ART-287, ART-289 or ART-297

*ART-289 Computer 2D Illustration explores the essential techniques for creating two-dimensional illustrations, logos and charts using the drawing tools and functions. This course emphasizes the basic operations and functions of object-oriented computer graphics using both spot and process color on the computer. 2 lectures, 2 labs, 3 credits Prerequisite: ART-126

**ART-290 Computer 2D Animation I introduces the fundamental skills and concepts of 2D computer animation, motion graphics, and digital video. The focus is twofold: technical and aesthetic. Technical study is comprehensive, from operating systems and software interface, to audio/video capture, to special effects, editing, and output. Aesthetic issues emphasize innovative approaches to sequential organization of thematic materials. 2 lectures, 2 labs, 3 credits Prerequisites: ART-126

**ART-291 Computer 2D Animation II follows ART-290 as an advanced level studio experience in computer animation design and production. Technical and aesthetic issues in masking, keyframing, interlacing, and compression are explored. Students learn to incorporate illustrations, photographs, video, and audio into their animations, as works progress from storyboard to completion. For students familiar with 3D animation techniques explored in ART-292 and/or ART-293, the possibilities for incorporating 3D animations into their projects are presented. 2 lectures, 2 labs, 3 credits Prerequisite: ART-290

**ART-292 Computer 3D Animation I concentrates on the use of state-of the-art 3D animation software. Students become familiar with animation in a 3D environment using proper lighting, camera 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. 2 lectures, 2 labs, 3 credits Prerequisite: ART-126

**ART-293 Computer 3D Animation II continues the study of state-of-the-art 3D animation, while concentrating on advanced technique and the integration of other computer graphic hardware/software in producing student work. Course work emphasizes the development of realistic and/or stylized visuals, as well as eye-catching special effects. Demo reels and business practices are included in the class work and discussion. 2 lectures, 2 labs, 3 credits Prerequisite: ART-292

*ART-297 Computer Imaging teaches the basic principles of digital image processing and manipulation, including scanning, editing, color correction, color separations, special effects and transformation techniques. This course emphasizes the methods used to scan images from photographs, to retouch and alter these images, and to create bit-mapped illustrations. 2 lectures, 2 labs, 3 credits Prerequisite: ART-126

*ART-298 Interactive Multimedia 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. 2 lectures, 2 labs, 3 credits Prerequisite: ART-126

ART-462-463 Co-op Work Experience (Commercial Art) places students as assistants in commercial art establishments. Students must work a minimum number of hours for the semester and will also attend a weekly one-hour seminar at Bergen. Student's work experiences are supervised by Bergen faculty members. Co-op job-placement assistance is available through the Co-op office.

ART-462 1 lecture, plus 120 minimum hours work experience distributed over the semester, 2 credits Prerequisite: ART-260

ART-463 1 lecture, plus 180 minimum hours work experience distributed over the semester, 3 credits Prerequisite: ART-260

BIO – BIOLOGICAL SCIENCES

BIO-101 General Biology I is the first course in a two-semester sequence in general biology. It is designed to explain the fundamental principles of biology and to promote an awareness of their significance to society. Lecture topics include: Introduction to biology, review of basic chemistry, cell biology, genetics, and a survey of Kingdoms Monera, Protista, and Fungi. Laboratory exercises develop proficiency in the use of laboratory equipment and guide students in investigations of cell biology, genetics, and microbiology. 3 lectures, 3 labs, 4 credits } General Education Course

BIO-103 The Human Body is a one-semester course that is concerned with basic chemistry, the human cell, tissues, and the musculoskeletal, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. The course includes a survey of metabolism and fluid/electrolyte balance. Lectures are supplemented by writing assignments and discussions. Laboratory exercises include microscopy, dissection, and anatomical and physiological experiments that complement the lecture. 3 lectures, 3 labs, 4 credits } General Education Course

BIO-104 Microbiology is a laboratory science course that emphasizes the principles of biology as they apply to microorganisms. The morphology, anatomy, physiology, growth, metabolism, nutrition, control, and identification of the various microbes, genetics including recombination technology, industrial and clinical case studies in microbiology are discussed. Representative laboratory exercises include staining procedures, media preparation, pure culture techniques, culture identification, and serology. 3 lectures, 3 labs, 4 credits } General Education Course

BIO-107 Introduction to Human Biology is a one-semester course on basic human anatomy and physiology focusing on present-day biological issues including cancer, heart disease, AIDS, nutrition and emerging infectious diseases. Laboratory exercises include various experiments that deal with the human body and case studies, which will foster a fundamental understanding of wellness and disease states. 3 lectures, 3 labs, 4 credits

BIO-108 Introduction to Environmental Biology deals with humans and their interactions with the environment. Topics covered include fundamental aquatic and terrestrial ecology, air and water pollution, world population problems, loss of biodiversity, pesticides, solid waste problems and an extensive review of energy problems and their solutions. Laboratories include measurements of various environmental pollutants, analysis of environmental parameters and descriptive and practical reinforcement of lecture material. 3 lectures, 3 labs, 4 credits } General Education Course

BIO-109 Anatomy and Physiology I is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. Among the topics considered are the basic plan of the body, tissues, the skeletal system, the muscular system, articulations, cardiovascular system, and the respiratory system. Lectures are supplemented by writing assignments, discussion, and laboratory sessions that include dissection and elementary physiology experiments. 3 lectures, 3 labs, 4 credits }General Education Course

BIO-115 Vertebrate Anatomy and Physiology I focuses on the structures and functions of vertebrate organ systems, with primary emphasis on mammals. After a brief overview of vertebrate development and evolutionary history, the major portion of the course reviews each system, across all principal groups. Study of basic cellular biology and of skeletal, muscle, and nervous systems is included. Normal homeostatic mechanisms and pathophysiological conditions are emphasized, as well as the interrelationships of organs and organ systems. Dissection is required. 3 lectures, 3 labs, 4 credits

BIO-119 Intensive Wolf Study deals with an organism that represents the conflicts between humans and wildlife management issues. Taught at the International Wolf Center in Ely, Minnesota, during the winter semester break, students will study captive wolves as well as wolves in their natural habitat. Lecture topics include the biology and ecology of the gray wolf, Canis lupus. Afternoon and evening sessions involve field work and independent study. 1 lectures, 6 labs, 3 credits

BIO-130 People-Plant Relationships 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. 3 lectures, 3 labs, 4 credits

BIO-131 General Botany is an introduction to the biology of plants. The course includes an analysis of plant structure and function, an explanation of the principles of plant genetics, an exploration of plant evolution, and an examination of plant ecology. The importance of plants to people will be illustrated through discussions of people's ecological and economic dependence upon plants. The course content will be presented through lectures, demonstrations, and laboratory exercises. 3 lectures, 3 labs, 4 credits } General Education Course

BIO-201 Comparative Anatomy is a study of the body structures of some representative vertebrate animals and of their functional and evolutionary relationships. Laboratory exercises include detailed dissection of the lamprey eel, the dogfish, the mud puppy, the cat, and other animals. 3 lectures, 3 labs, 4 credits Prerequisites: BIO-101, BIO-203

BIO-202 Embryology is the study of vertebrate embryonic development from gametogenesis and fertilization to the development of the body organs. Laboratory exercises include experiments with living sea urchins, Japanese madeka fish, frogs, and chick embryos, as well as microscopic examination of the various sections of the embryos. 3 lectures, 3 labs, 4 credits Prerequisites: BIO-101, BIO-203

BIO-203 General Biology II 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. 3 lectures, 3 labs, 4 credits } General Education Prerequisite(s): BIO-101

BIO-209 Anatomy and Physiology II continues the study of human anatomy and physiology. Among the topics considered are the digestive system, metabolism, urinary system, fluid and electrolyte balance, the nervous system, the endocrine system, and the reproductive system. Lectures are supplemented by writing assignments, discussion and laboratory sessions that include dissection and elementary physiology experiments.3 lectures, 3 labs, 4 credits Prerequisite: BIO-109 with a grade of C or better.} General Education Course

BIO-210 Introduction to Biotechnology 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. 3 lectures, 3 labs, 4 credits Prerequisite: BIO-101

BIO-211 Introduction to Bioinformatics is designed to give students both a theoretical background and a working knowledge of the techniques employed in bioinformatics. Emphasis will be placed on biological sequence (DNA, RNA, protein) analysis and its applications. 2 lectures, 2 labs, 3 credits Prerequisites: BIO-101 and BIO-210

BIO-215 Vertebrate Anatomy and Physiology II is a continuation of Vertebrate Anatomy and Physiology I. The endocrine, circulatory, respiratory, renal, reproductive and digestive systems will be studied. Normal homeostatic mechanisms and pathophysiological conditions are emphasized, as well as the interrelationships of organs and organ systems. Dissection is required as part of the laboratory syllabus. 3 lectures, 3 labs, 4 credits Prerequisite: BIO-115

BIO-227 Principles of Ecology deals with terrestrial and aquatic ecology. Topics covered include abiotic characteristics of ecosystems as well as detailed discussions of populations, communities, ecosystems and biomes. Discussions also include such topics as ecological succession and paleoecology. Qualitative and quantitative data of ecosystems is gathered during the early part of the semester in which ecological data will be collected during field experiences. These data will be analyzed during the second half of the semester in the laboratory. Statistical analysis and report writing will also be stressed. 3 lectures, 3 labs, 4 credits Prerequisites: BIO-101, BIO-203

BIO-228 Introduction to Marine Biology deals with a basic introduction to marine environments, emphasizing ecological principles governing marine life throughout the world. Topics include basic oceanography, marine ecological systems, planktonic communities, deep-sea biology, subtidal and intertidal ecology, estuarine and coral reef communities, human impact, mariculture and pollution. Lab sessions will include in-house lab exercises, field experiences, analysis of data, group projects and report writing. 3 lectures, 3 labs, 4 credits Prerequisites: BIO-101, BIO-203

BIO-229 Tropical Marine Ecology covers characteristics of populations, communities, and ecosystems found in tropical regions. Taught at the Keys Marine Laboratory in Long Key, Florida, during the summer semester, students study coral reef structure and ecology, the intertidal zone, mangrove and terrestrial communities, interstitial organisms, and atrophic relationships. Lab sessions include field experiences, group projects and report writing. 3 lectures, 3 labs, 4 credits Prerequisites: BIO-101, BIO-203

BNF – BANKING AND FINANCE

BNF-101 Principles of Banking 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. 3 lectures, 3 credits

BNF-102 Personal Finance and Money Management 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. 3 lectures, 3 credit

BNF-201 Principles of Finance provides the beginning student with an awareness and a basic conceptual understanding of financial theory and practice. Topics considered include financial analysis and control, working capital management, capital budgeting, long term financing, financial leverage, and financial ratios. 3 lectures, 3 credits Prerequisite: ACC-101 or ACC-110, BUS-101, or by permission of the Academic Department Chair.

BNF-202 Asset Management provides an overview of the asset managment industry, the products and services it provides, and how assets management professionals can help potential and existing customers. Principal topics covered are: types of assets, investment vehicles, agencies, wills and the probate process, customer relationships, guardianships and Powers of Attorney, personal trusts and selling, hedge funds, marketing and competition. 3 lecture, 3 credits Prerequisites: BNF-101 or BUS-101 or permission of Academic Department Chair.

BNF-203 Cash Management 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. 3 lectures, 3 credits Prerequisites: BUS-101 and (ACC-101 or ACC-110)

BNF-207 Principles of Investment and Portfolio Management examines investment instruments, the investment process and markets and investment strategies. Students will explore the characteristics of stocks, bonds, options, futures, and other investment vehicles. Portfolio theory will be studied. 3 lectures, 3 credits Prerequisites: BUS-101 and ACC-101, or by permission of the Academic Department Chair.

BNF-208 International Marketing provides students with an understanding of international financial transactions. Topics covered include balance of payment problems with their attendant trade barriers and restrictions, methods of payment and their inherent risks, and strategies to optimize export financing and foreign capital investment yields. 3 lectures, 3 credits Prerequisite: (BUS-202 or BUS -262) and (ACC-101 or ACC-110) OR permission of the Academic Department Chair

BNF-462 Co-op Work Experience (Banking, Credit and Finance) is a recommended elective for all students who are pursuing an Associate in Applied Science degree in the Banking, Credit and Finance curriculum. It is designed to provide practical banking and/or credit management experience in a college-approved work environment. All job situations are monitored by the college for their conformity to established guidelines for such courses. Job placement assistance is available through the Co-op Office. 1 lecture; plus 120 minimum hours work experience distributed over the semester 2 credits. Prerequisites: BNF-101 or by permission of the Academic Department Chair.

BUS – BUSINESS ADMINISTRATION

BUS-101 Introduction to Business is a study of the activities that make up the field of business. Some of the topics covered are the ownership, organization, and management of business; finance; marketing; unions; and government regulations. 3 lectures, 3 credits

BUS-102 Retailing 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. 3 lectures, 3 credits

BUS-103 Business Mathematics provides a background in the principles and problems related to banking, interest, depreciation, and the pricing of merchandise. Attention is also given to commercial paper, consumer credit, and various taxes. 3 lectures, 3 credits Prerequisite: MAT-011, or equivalent by appropriate proficiency testing (computational sections only), or by permission of the Academic Department Chair

BUS-104 Introduction to Customer Service emphasizes the relevance of customer service in all types of businesses. Topics include: importance of customer service, external and internal customers, cost of poor customer service, challenges of customer service, ethics in customer service, problem solving, empowerment, effective communication, dealing with difficult customers, motivation and leadership, customer retention and measurements of customer satisfaction. 3 lectures, 3 credits

BUS-105 Business Communications 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. 3 lectures, 3 credits

BUS-106 Effective Selling presents current theories and practices for salespersons of consumer and industrial goods and services. Topics include: evaluation of customer needs, importance of product data, buying motives, the development of sales presentations, personal qualifications of the salesperson and career opportunities. 3 lectures, 3 credits

BUS-115 Introduction to Nonprofit Organizations 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.3 lectures, 3 credits

BUS-116 Funding and Grants Management 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. 3 lectures,3 credits

BUS-129/HRM-129 Event Planning and Management I will provide the information and tools needed to meet the needs and expectations of the event planning industry in this ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions. 3 lectures, 3 credits

BUS-170 Small Business Management introduces the student to the basic knowledge and skills necessary for managing or owning a small business. Topics include getting started, planning and managerial skills, inventory, finance, risk management, marketing, taxation, and community responsibility. Students will analyze a variety of cases. 3 lectures, 3 credits

BUS-201 Marketing Principles introduces the student to the principles, functions, and tools of modern marketing practices. The interrelationship among product, price, promotion, and distribution decisions on the success of an organization is emphasized. The impact of the economic, competitive, social-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. 3 lectures, 3 credits Prerequisite: BUS-101 or BUS-115 or by permission of the Academic Department Chair.

BUS-202 International Marketing introduces the student to the global marketing environment and to the diverse factors which shape it. Topics of discussion include product, pricing, promotion, and distribution decisions as they relate to the international marketplace for goods and services. 3 lectures, 3 credits Prerequisite: BUS-101 or by permission of the Academic Department Chair.

BUS-203 Sports Marketing 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. 3 lectures, 3 credits Prerequisites: BUS-101 or by permission of the Academic Department Chair.

BUS-205 Entrepreneurship is an overview of the concepts and principles of business development and management. The use of case study analysis facilitates practical understanding and appreciation of business concepts. In addition, students gain further practical knowledge through the use of the Internet. The course provides a comprehensive perspective of ownership and management of a small business or new venture. 3 lectures, 3 credits Prerequisite: BUS-101 or by permission of the Academic Department Chair.

BUS-207 Principles of Management introduces the student to the management process through which an organization utilizes human, financial, physical, information and entrepreneurial resources effectively and efficiently to accomplish the organization's objectives. The managerial functions of planning, organizing, staffing, communicating, leading, and controlling are explored within the context of a rapidly changing and increasingly diverse global society. The ethical implications of management decisions are emphasized. 3 lectures, 3 credits Prerequisite: BUS-101 or BUS-115 or by permission of the Academic Department Chair.

BUS-208 Human Resources Management examines procedures to be followed in supervising workers under applicable legal and contractual agreements. Techniques of hiring, training, evaluation, promotion, remedial action, and dismissal are examined. Special attention is devoted to relations with unions. Case studies are emphasized, and student participation is encouraged through role playing, visual aids, and personal projects. 3 lectures, 3 credits Prerequisite: BUS-101 or BUS-115 or by permission of the Academic Department Chair

BUS-209 Purchasing and Materials Management provides an overview of the functions and fundamentals of purchasing and materials management. Among the topics to be covered are specifications and standardization, sources of supply, negotiations, quality control, inventory management, traffic, receiving, storage, and other requirements of the Certified Purchasing Management Association. 3 lectures, 3 credits Prerequisite: BUS-101 or by permission of the Academic Department Chair.

BUS-210 E-Marketing explores the impact of information technology, specifically, the Internet and World Wide Web, on the marketing of goods and services. 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; revenue streams. Students will develop an integrated Internet marketing plan, including development of a web presence, for an organization. 3 lectures, 3 credits Prerequisites: BUS-101 or BUS-115 or BUS-170 or BUS-201 or by permission of the Academic Department Chair.

BUS-211 Internet Law 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 cyber torts; privacy and government regulations; intellectual property laws including patents, trade secrets, copyrights and trademarks; and Internet agreements. Students will review and analyze actual cases. 3 lectures, 3 credits Prerequisites: (BUS-101 or BUS-170) and INF-163 or by permission of the Academic Department Chair.

BUS-229/HRM-229 Event Planning and Management II will provide the information and tools needed to meet the needs and expectations of the event planning industry in this ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions.
3 lectures, 3 credits Prerequisite: BUS-129/HRM-129

BUS-233 Business Law I is a survey of the law as it applies to business. It covers the law of contracts, torts, crimes, and commercial paper and analyzes the New Jersey Court System. 3 lectures, 3 credits Prerequisite: BUS-101 or by permission of the Academic Department Chair.

BUS-234 Business Law II continues the survey of business law and covers sales, consumers rights, bailments, insurance, partnerships, and corporations. 3 lectures, 3 credits Prerequisite: BUS-233 or by permission of the Academic Department Chair.

BUS-250 Advertising is designed to give the student a broad view of advertising principles and their relationship to product marketing. The student will select and use different media, conduct market research, write copy, and prepare advertising layouts. An advertising campaign will be completed as a term project. 3 lectures, 3 credits Prerequisite: BUS-201

BUS-262 Fundamentals of International Business is designed to familiarize the student with the institutional and practical aspects of international business. Principal topics presented include global business environments, strategies for international management, marketing, finance, and relevant legal and political considerations. 3 lectures, 3 credits Prerequisite: BUS-101 or by permission of the Academic Department Chair.

BUS-263 International Trade Documentation and Transportation provides the student with an understanding of the terminology and mechanics of the movement of goods from one country to another. Among the topics covered are selling terms and conditions, in land documentation to port of exit, foreign documentation, and ocean and air transportation strategies. 3 lectures, 3 credits Prerequisite: BUS-101 or by permission of the Academic Department Chair.

BUS-271 E-Commerce 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. 2 lectures, 2 Labs, 3 credits Prerequisite: BUS-101 or permission of the Academic Department Chair.

BUS-463 Co-op Work Experience (Business Administration) provides the student with practical, supervised experience in various areas of business, management, marketing, or international business. Through on the job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in these fields. Students are supervised by a faculty member and job placement assistance is available through the Co-op Office. 1 lecture, plus 225 minimum hours work experience distributed over the semester. 3 credits Prerequisite: BUS-201 or BUS-202 or BUS-207 or BUS-208 or by permission of the Academic Department Chair.

BUS-473-474 Co-op Work Experience (Food Marketing) enables the student to learn and practice food marketing skills under professional guidance in a college approved work environment. The student's work is supervised by a trained faculty member. Students must work a minimum number of hours for the semester and attend the weekly seminar.

BUS-473 1 lecture, Plus 180 minimum hours work experience, 3 credits Prerequisite or Corequisite: BUS-268 or by permission of the Academic Department Chair.

BUS-474 1 lecture, Plus 240 minimum hours work experience, 4 credits Prerequisite or Corequisite: BUS-268 or by permission of the Academic Department Chair.

CHM – CHEMISTRY

CHM-100 Introduction to Chemistry is designed to give non-science majors an awareness and an understanding of the fundamental concepts of modern chemistry. Topics covered include measurement, atomic theory, chemical bonding, the periodic table, chemical reactions, and stoichiometry. The course includes a writing and communications requirement that relates the topics covered to a broad historical, social, and cultural context. 3 lectures, 3 labs, 4 credits Prerequisite: MAT-011 or a passing score on proficiency testing
(Computational Sections Only). }General Education Course

CHM-102 Chemistry in Context is a student-centered approach for non-science majors to learn fundamental chemistry and its linkage to consumer issues, public policy, business and international affairs. Core topics taught include chemistry terminology, formulas, reactions, scientific measurements, shapes of molecules, chemical toxicity, green chemistry, consumer chemistry and energy sources. Laboratory activities emphasize fundamental concepts and measurements. Use of scientific and governmental Web sites, papers, poster presentations and discussion groups draw on students' major fields of study. 3 lectures, 3 labs, 4 credits Prerequisite: MAT-011 or equivalent by placement as a result of proficiency testing (Computational Sections Only).

CHM-110 Basic Biochemistry is a course for Dental Hygiene students. Principles of atomic theory, chemical bonding, and chemical reactions are studied with an emphasis on acids and bases. The structure and function of the major groups of organic compounds are studied in order to provide a basis for understanding the nature and role of the major classes of biochemical compounds such as carbohydrates and proteins. The study of enzymes is also presented. This course does not substitute for CHM-112. 3 lectures, 3 labs, 4 credits Prerequisite: MAT-011 or equivalent by appropriate placement as a result of proficiency testing (Computational sections only) Recommended Prerequisite: CHM-100 or a recent college-prep high school chemistry course.

CHM-112 College Chemistry is a survey of the fundamentals of inorganic chemistry, organic chemistry, and biochemistry. Topics 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. 3 lectures, 3 labs, 4 credits Prerequisites: MAT-011 or equivalent by appropriate placement as a result of proficiency testing (Computational sections only). Recommended Prerequisite: CHM-100 or a recent college-prep high school chemistry course. }General Education Course

CHM-140 General Chemistry I is study of the fundamental laws and theories of chemistry. Topics covered include units of measurement, dimensional analysis, stoichiometry, aqueous reactions, thermochemistry, electronic structure of the atom, periodicity, chemical bonding, molecular geometry and properties of gases. 3 lectures, 3 credits Prerequisite: MAT-032 or MAT-035 or equivalent by an appropriate placement as a result of proficiency testing and CHM-100, or a passing score on the CHM-100 challenge exam. Recommended Corequisite: CHM-141 and MAT-160 } General Education Course

CHM-141 General Chemistry Laboratory I is a course designed to familiarize the student with chemical laboratory techniques through problem solving experiments. It complements material covered in CHM-140. Written lab reports are required. 3 labs, 1 credit Prerequisite or Corequisite: CHM-140 }General Education Course

CHM-212 Organic and Biochemistry is designed to give students an understanding of the principles of Organic Chemistry and of Biochemistry. The study of Organic Chemistry will emphasize a functional group approach. Topics studied will include hydrocarbons, alcohols, carbonyl compounds, and amines. Topics taught in Biochemistry will include carbohydrates, proteins, lipids, nucleic acids, bioenergetics, enzymes, and biosynthetic pathways. Acid-base chemistry will also be studied. 3 lectures, 3 labs, 4 credits Prerequisites: MAT-011 or equivalent by appropriate placement as a result of proficiency testing (Computational sections only), CHM-112 or CHM-140 or by permission of the Academic Department Chair.

CHM-240 General Chemistry II is the second course of a two-semester sequence of general chemistry. Topics covered include intermolecular forces, properties of solutions, chemical kinetics, equilibrium, thermodynamics, acids and bases, and electrochemistry. 3 lectures, 3 credits Prerequisite: CHM-140 Recommended Prerequisite: CHM-141 Recommended Corequisite: CHM-241 }General Education Course

CHM-241 General Chemistry Laboratory II is a continuation of CHM-141, with greater emphasis on more sophisticated experiments and equipment. It complements the material covered in CHM-240. Written lab reports are required. 3 labs, 1 credit Prerequisite: CHM-140 and CHM-141. Prerequisite or Corequisite: CHM-240} General Education Course

CHM 250 Instrumental Methods of Chemical Analysis 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. 2 lectures, 6 labs, 4 credits Prerequisites: CHM-240 and CHM-241 or by permission of Academic Department Chair.

CHM-260 Organic Chemistry I is a study of the fundamental classes of organic compounds, with emphasis on the relationship of structure and reactivity. Electronic theory, energy relationships, stereochemistry, and reaction mechanisms are used to explain reactivity. 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. 3 lectures, 3 labs, 4 credits Prerequisites: CHM-240 and CHM-241

CHM-262 Organic Chemistry II 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. 3 lectures, 3 labs, 4 credits Prerequisite: CHM-260

CIN – CINEMA

CIN-140/THR-140 Introduction to the Cinema is a study of film as an art form. The course is designed to awaken a more sensitive and critical response to the cinema through an understanding of its form, content, development, and criticism. Films are screened to demonstrate these elements. 2 lectures, 2 labs, 3 credits } General Education Course

CIN-150 Special Topics in Cinema I 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. 3 hours, 3 credits

CIN-240/THR-240 The Classic Cinema is an in-depth study of the style, philosophy, and significance of selected directors and films. 3 lectures, 3 credits Prerequisite: CIN-140/THR-140

CIN-250 Special Topics in Cinema II 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. 3 hours, 3 credits Prerequisite: CIN-140/THR-140 or CIN-150

CIS – COMPUTER SCIENCE

Also see courses listed under INF (Information Technology)

CIS-158 Introduction to Computer 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. 2 lectures, 2 labs, 3 credits Prerequisite: MAT-031/032 or MAT-035. (Business students should take INF-101)
}General Education Course

CIS-163 Computer Programming: QBASIC is an introduction to programming techniques using the QBASIC language. Students learn how to develop programs for various applications, and they obtain extensive hands-on experience in the operation and use of a microcomputer. The course is intended for students in the liberal arts and sciences. Students with prior programming experience should take CIS-266 Computer Programming: Visual BASIC. 2 lectures, 2 labs, 3 credits Prerequisite: MAT-031/032 or MAT-035 or MAT-160 or equivalent by testing.

CIS-165 Fundamentals of Programming is an introduction to computer systems and structured programming techniques. Topics considered include an introduction to the components of a computer system; problem solving and algorithm design; standard data types and declarations; input and output techniques; operators; library functions; fundamental control statements; arrays and strings; data sorting; and files. Applications are selected from various fields of study. 2 lectures, 2 labs, 3 credits Prerequisite: MAT-031/032 or MAT035 or MAT-160 or by permission of the Computer Science Department Chair, properly prepared students may instead register for CIS-265 and/or CIS-271.}
General Education Course

CIS-265 Advanced Programming Concepts is a continuation of CIS-165 Fundamentals of Programming. 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 runtime behavior of programs. 3 lectures, 1 lab, 3 credits Prerequisite: CIS-165 or by permission of the Computer Science Department Chair.

CIS-266 Computer Programming: Visual BASIC is an introduction to a programming tool for developing user-friendly Windows applications in the QBASIC programming language. It is intended for the student who has already learned the fundamental programming structures of a computer language. After a review of the fundamentals of QBASIC, Visual BASIC tools will be studied and incorporated into applications using modular programming techniques, arrays, sorting and searching techniques, and sequential and random access files. 3 lectures, 1 lab, 3 credits Prerequisite: CIS-163 or CIS-165 or by permission of the Computer Science Department Chair.

CIS-270 Programming for Scientific Applications 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. 2 lectures, 2 labs, 3 credits Prerequisites: MAT-180 or by permission of the Department Chair or the Computer Science Coordinator.

CIS-271 Computer Organization and Assembly Language
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. 3 lectures, 3 credits Prerequisite: CIS-165 or by permission of the Academic Department Chair or the Computer Science Coordinator.

CIS-277 Data Structures and Algorithms is a study of the representation and implementation of abstract data types and related algorithms that are used in computer science. Topics considered include lists, strings, stacks, queues, trees, graphs, networks, file structures, recursive functions, sorting techniques, searching techniques, hashing, and analysis of algorithms. 3 lectures, 1 lab, 3 credits Prerequisite: CIS-265 with a grade of C or better.

CIS-278 Database Systems is an introduction to the design and implementation of database systems. Topics considered include database architecture, physical data organization, the Entity-Relationship model, the hierarchical, network, and relational models of data, normalization theory, data definition languages and query facilities, data integrity and security, and programming language interfaces. Students use a DBMS to develop an actual database. 3 lectures, 1 lab, 3 credits Prerequisite: CIS-265 or CIS-266 or by permission of the Computer Science Department Chair.

CIS-287 Object-Oriented Programming 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. 3 lectures, 1 lab, 3 credits Prerequisite: CIS-265 or by permission of the Computer Science Department Chair.

CIS-288 Discrete Mathematics for Computer Science is a study of the mathematical theory and techniques that underlie computer science. Topics considered include set theory, induction, counting techniques, relations and functions, recurrence relations, trees, graphs, Boolean algebra and circuits, grammars and an introduction to automata theory. Applications of these topics in computer science are included in the course. 4 lectures, 4 credits Prerequisite or Co-requisite: CIS-265 or by permission of the Computer Science Department Chair.

CIS-289 Systems Analysis and Design for Computer Science is an introduction to the terminology, concepts, and tools for these two phases of the system development life cycle. Topics considered include preliminary investigation, information requirements analysis, project management, data specification, data flow diagrams, logical data modeling, process specification, structure charts, design techniques, design criteria, and packaging. 3 lectures, 3 credits Prerequisite or Corequisite: CIS-277 (Business students take INF-208) or by permission of the Computer Science Department Chair.

CIS-461-462-463 Co-op Work Experience (Computer Science) are elective courses designed to provide the student with part-time work experience in the field of computer science. The courses offer students opportunities to gain additional expertise and knowledge under professional guidance in industrial or business settings. In addition, students are required to attend a weekly one-hour seminar. The courses are supervised by a faculty member who must approve all student placements. Co-op job placement assistance is available through the Co-op office.

CIS-461 1 lecture plus 60 minimum hours work experience distributed over the semester, 1 credit
CIS-462 1 lecture plus 160 minimum hours work experience distributed over the semester, 2 credits
CIS-463 1 lecture plus 220 minimum hours work experience distributed over the semester, 3 credits
Prerequisites: CIS-271 and MAT-281

COMMUNICATION

COM-100 Speech Communication guides students through the methods of organizing, delivering, and evaluating the spoken word in various speech situations. Intrapersonal and interpersonal communication in conjunction with public address is studied. 3 lectures, 3 credits

COM-101 Mass Media of Communication is a study of the print and broadcast media. The roles of media in society, a history of media, and the legal control of media are explored. 3 lectures, 3 credits } General Education Course

COM-103 Introduction to Radio and Television Broadcasting 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. 3 lectures, 3 credits

COM-105 Radio Production is a hands-on course designed to give the student experience in writing, directing and producing a variety of radio formats. Radio commercials, dramas, musical programs, and actualities are considered in this course. 2 lectures, 2 labs, 3 credits

COM-106 TV Production is a practical, hands-on course that is designed to give the student experience in writing, directing, and producing a variety of television programs. Students apply theories, principles and skills of TV and videotape techniques through camera usage, control room operations, and videotape editing. 2 lectures, 2 labs, 3 credits

COM-111 Video Post-Production 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. 3 lectures, 3 credits

COM-112 Voice and Articulation is designed to improve the vocal and articulatory components of speech. Areas of study and practice include pronunciation, vocal production, and the sounds of standard American English. Speaking assignments provide the students with practice in the skills that are necessary for effective verbal communication. 2 lectures, 1 lab, 3 credits

COM-114 Intercultural Communication provides the student with practical information regarding the problems present in communicating with people of other cultures. It also explores cross-cultural differences in the communication process in order to learn how to communicate effectively with one another across cultural boundaries. 3 lectures, 3 credits

COM-116 Interpersonal Communications is a study of the way people communicate in the process of developing and maintaining relationships. Class activities include the analysis of communication in dyadic and small group situations. The following topics are examined with respect to their effects on interpersonal communication: self-awareness, shyness and assertiveness, listening, attraction, conflict, loneliness, and love. 3 lectures, 3 credits

COM-119 Business and Professional Speaking teaches theories and practices of effective communication in the context of business settings: interpersonal, interviews, group and public speaking. 3 lectures, 3 credits

COM-122 Argumentation and Debate is a course in the methods of effective argumentation, persuasion, and educational debate, with emphasis on rational decision-making. This course is designed for students who want preparation for participation in a democratic society. 3 credits

COM-140 Introduction to Multimedia is a course that introduces the student to the various applications of computer-based Multimedia in industry, government, education, and entertainment. Hardware systems, video disc design, flow charts, Software tools, scripts, and production will be covered. Students will work in groups to design and prepare a multimedia presentation. 2 lectures, 2 labs, 3 credits

COM-201 Introduction to Journalism is a study of the fundamentals of reporting with emphasis on the modern news story. Elements of news style, structure of news stories, news sources, ethics, and the mechanics of newspaper production are considered. 3 lectures, 3 credits Prerequisite: WRT-101

COM-203 Print Journalism Production is a hands-on course in which students apply principles and skills necessary for the production of newspapers and magazines. This course covers such topics as formatting, layout design and printing techniques. 2 lectures, 2 labs, 3 credits Prerequisite: COM-201

COM-205 Advanced Radio Production is a hands-on course designed to produce broadcast quality programs. Directing, writing, technical, editing and voice utilization skills will be emphasized. 3 lectures, 3 credits Prerequisite: COM-105 or by permission by the Academic Department Chair.

COM-206 Writing for the Mass Media provides a survey of media formats and writing techniques for print and broadcast. Students are introduced to the forms and methods used to prepare information for the various mass media including magazines, newspapers, radio, television and the Web. Public relations writing and preparing advertising copy are also covered. 3 lectures, 3 credits Prerequisite: WRT-101 Corequisite: COM-101

COM-207 TV Production II is a course that provides the student with an opportunity to refine existing skills through the production of a regularly scheduled public affairs program. A functional awareness of all factors involved in the production of a series on a regular basis is developed. 3 lectures, 3 credits Prerequisite: COM-106 or by permission by the Academic Department Chair.

COM-208 Directing for Television is an introduction to television directing and to the pre-production steps necessary to the creation of a television program. The theoretical development of formats, lighting, set determinations, and crew selection are considered. Students are required to direct a variety of television program formats. 3 lectures, 3 credits Prerequisite: COM-106 or by permission by the Academic Department Chair.

COM-210 Public Relations is a study of the basic principles and practices of promotion including history, development, ethics, and media selection. Emphasis will be placed on preparing news releases, advisement for coverage, and press kits for target audiences. 3 lectures, 3 credits Prerequisite: WRT-101

COM-213 Small Group Discussion is an introduction to the various discussion forms. Major topics include the applicability of specific discussion forms to particular situations, the responsibilities of a discussion leader, and practical experience in the use of these forms in controlling the quality and discipline by which a discussion moves in a positive direction toward a specific goal. 3 hours, 3 credits Prerequisite: COM-100

COM-461-462-463-464 Co-op Work Experience (Media) is a field work course in media production, planning, or programming on an individual basis. The student must attend weekly seminars and/or prepare reports or other projects as required by the departmental staff. Credit is based on work with an approved broadcast or non-broadcast organization, including television and radio stations, networks, production houses, and cable TV operations. Available for 1 to 4 credits. Job placement assistance is available through the Co-op office.

COM-461 1 lecture, plus 60 minimum hours work experience distributed over the semester, 1 credit
COM-462 1 lecture, plus 120 minimum hours work experience distributed over the semester, 2 credits
COM-463 1 lecture, plus 180 minimum hours work experience distributed over the semester, 3 credits
COM-464 1 lecture, plus 240 minimum hours work experience distributed over the semester, 3 credits
Prerequisites: COM-105 or COM-106 or by permission of the Academic Department Chair.

COM-471-472-473 Co-op Work Experience (Journalism) 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.

COM-471 1 lecture, plus 60 minimum hours work experience distributed over the semester, 1 credit
COM-472 1 lecture, plus 120 minimum hours work experience distributed over the semester, 2 credits
COM-473 1 lecture, plus 180 minimum hours work experience distributed over the semester, 3 credits
Prerequisite: COM-201 or by permission of the Academic Department Chair.

CRJ – CRIMINAL JUSTICE

CRJ-101 Introduction to Criminal Justice analyzes the history, development, and function of the police in a free society. A primary concern in the course is the relationship between the various components of the criminal justice system and the effectiveness of the system as a mechanism for social control. 3 lectures, 3 credits

CRJ-102 Introduction to Corrections 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. 3 lectures, 3 credits CRJ-103 Criminal Law 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. 3 lectures, 3 credits

CRJ-103 Criminal Law 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. 3 lectures, 3 credits

CRJ-105 Police Administration provides a review, analysis, and synthesis of the proactive, traditional scientific, and human relations approaches to police management. The 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. CRJ101 Introduction to Criminal Justice is highly recommended before taking this course. 3 lectures, 3 credits

CRJ-107 Criminology explores the criminal justice system with an emphasis on the structure and operation of its components and on the modes of societal responses to crime and criminals. It reviews the development, philosophy, and concepts of criminal law and analyzes the leading theoretical perspectives on criminal behavior and criminal typologies. SOC-101 Introduction to Sociology is highly recommended before taking this course. 3 lectures, 3 credits

CRJ-108 Topics in Criminal Justice is an introductory study of major topics in policing, corrections, and the courts, including but not limited to such topics as judicial misconduct, law enforcement stress management, terrorism, criminalistics, prison gangs, sex offenders, domestic violence, and suicide by police. 3 lectures, 3 credits CRJ-109 Contemporary Issues in Policing explores the history and scope of the relationship between the police and the community. Community relationships are examined from psychological and sociological perspectives. The course analyzes police issues such as media relations; citizen grievances; civilian review boards; selection, training, and education of personnel; police professionalism; discretionary use of police authority; police unionism; crime prevention; and the role of women in police agencies. 3 lectures, 3 credits

CRJ-109 Contemporary Issues in Policing 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. 3 lectures, 3 credits

CRJ-110 Basic Supervision (Criminal Justice) examines the first line supervisor as an integral part of the total management team and as one of the cornerstones upon which successful operations rest. The course analyzes the role of the supervisor as a problem solver and as a key link in the communication process. Topics explored in the course are the supervisor's expanded responsibilities for planning, training, developing, and motivating employees; counseling, performance appraisal; decision making; and leadership. 3 lectures, 3 credits

CRJ-111 Criminal Investigation
analyzes the essential elements of investigation as a science of inquiry with an emphasis on the legal significance of evidence. Methods of searching for, collecting, preserving, and evaluating physical evidence and the techniques for locating and interviewing witnesses are explored. Organizational investigative functions and the development of an understanding of the crime laboratory and its role in a criminal investigation are also discussed. 3 lectures, 3 credits

CRJ-112 Crime Prevention examines opportunity reduction strategy as a predictable and controllable variable in addressing the crime problem. The course emphasizes the role of police as community leaders and explores practical concepts and methods through which community involvement can deter crime. The limitations of the criminal justice system are analyzed and a variety of professional, occupational, and voluntary roles in crime prevention are explored. 3 lectures, 3 credits

CRJ-113 The Juvenile Justice Process examines the history, philosophy, and structure of the juvenile justice system with emphasis on changes fostered by 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. 3 lectures, 3 credits

CRJ-114 Correctional Administration is an introduction to the organization and administration of correctional institutions. The course examines both theoretical and practical aspects of correctional administration and focuses on such issues as decision-making, ethical values, human relations, and authority. CRJ-102 Introduction to Corrections is highly recommended before taking this course. 3 lectures, 3 credits

CRJ-115 Correctional Law 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. 3 lectures, 3 credits

CRJ-125 Introduction to Security is an examination of the historical, philosophical, and legal bases of security. The course analyzes the role of security in today's society, the concept of professionalism, and the relationship between security and law enforcement functions. Such security concerns as unlawful intrusion, retail theft, internal theft, and other crimes, which seriously threaten the business community, are also discussed. The scope and nature of fire prevention and safety are reviewed in a nontechnical manner. 3 lectures, 3 credits CRJ-127 Principles of Loss Prevention examines the application of the concepts and procedures that serve to prevent losses due to waste, accidents, error, crime, and unethical practices. The emerging professional status of the loss-control manager and his/her attendant responsibilities are discussed. home loss-control technology, electronic security systems, disaster planning, and fire protection and safety are also reviewed. 3 lectures, 3 credits

CRJ-127 Principles of Loss Prevention 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. 3 lectures, 3 credits

CRJ-461-462-463 Co-op Work Experience (Criminal Justice) provides the student with practical, supervised work experience in the various areas of criminal justice work: police agencies, prosecutors offices, courts, sheriff's offices, and the correction field. Through on-the job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office.

CRJ-461 1 lecture, 1 credit plus 60 minimum hours work experience distributed over the semester.
CRJ-462 1 lecture, 2 credits plus 120 minimum hours work experience distributed over the semester.
CRJ-463 1 lecture 3 credits plus 180 minimum hours work experience distributed over the semester.
CRJ-473 Co-op Work Experience (Security and Loss Prevention) provides the student with practical, supervised experience in various areas of business and institutional security work. Through on-the-job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. 1 lecture; plus 180 minimum hours work experience distributed over the semester, 3 credits. Prerequisite: CRJ-125

DAN - DANCE

DAN-102 Ballet is a study of the language of ballet as an art form with emphasis on traditional, academic, and technical steps and vocabulary. 3 labs, 1 credit

DAN-103 Modern Dance is a study of the technical and choreographic skills of modern dance. Students are assisted in being individually creative through movement. 2 labs, 1 credit

DAN-104 Tap Dance is an introduction to elementary tap skills, terminology and rotation, and beginning combinations and simple routines. Purchase of tap shoes is required. 2 labs, 1 credit

DAN-105 Jazz Dance is a study of various styles, techniques, and vocabulary in the idiom of jazz dance. 2 labs, 1 credit

DAN-108 Dance Improvisation is a guided discovery of the freedom of movement in a medium for the expression and development of ideas. Through the emphasis of space, rhythm, and quality, pieces of choreography are designed. 2 labs, 1 credit

DHY – DENTAL HYGIENE

Since September 2003, dental hygiene applicants are required to pass the HOBET exam for admittance into the program.

DHY-101 Oral Hygiene I 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. 1 lecture, 6 labs, 3 credits Corequisite: BIO-104

DHY-108 Dental and Oral Anatomy and Physiology 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. 1 lecture, 4 labs, 2 credits

DHY-109 Oral Embryology and Histology is a comprehensive study of orifacial embryology and the cellular structure of dental and associated glandular and mucosal issues. Emphasis is on clinical considerations of the developmental process so as to be relevant to dental hygiene practice. The relationship between structure and function will be stressed using microscopic and clinical visuals. 2 lectures, 2 credits

DHY-200 Pharmacology for Dental Hygiene introduces medications that are routinely prescribed for medical and dental conditions. Chemical and physical properties of drugs will be examined as well as indications for use, dosage, and adverse reactions. Local and general anesthetic agents used in dentistry will be emphasized. 2 lectures, 2 credits Prerequisites: DHY-101, DHY-201, and DHY-207

DHY-201 Oral Hygiene II is a study of the procedures a dental hygienist uses with patients in a clinical setting. These procedures are scaling and polishing of the teeth, patient education, general medical and dental history taking, sterilization procedures, and appointment desk duties and procedures. 1 lecture, 8 labs, 3 credits Prerequisites: BIO-104, BIO-109, DHY-101, DHY-108, and DHY-109

DHY-202 Oral Hygiene III is a study of the clinical procedures introduced in Oral Hygiene II. It is a continuation and refinement of the clinical procedures a dental hygienist uses with patients, with emphasis on radiological procedures. 1 lecture, 12 labs, 4 credits Prerequisites: BIO-104, BIO-209, DHY-201, DHY-205, and DHY-207

DHY-203 Oral Hygiene IV is an advanced study of the clinical services the dental hygienist renders to the patient. The course is conducted in cooperation with national, state, county, and city agencies. 1 lecture, 12 labs, 4 credits Prerequisites: DHY-200, DHY-202, DHY-204, and DHY-209

DHY-204 Dental Materials is a comprehensive study of the science, technology, and application of dental materials. Various dental materials and their specific uses, along with related fundamental and specialty clinical dental hygiene skills, are presented through didactic, laboratory, and clinical components. 2 lectures, 4 labs, 3 credits Prerequisites: BIO-209, DHY-108, DHY-109, DHY-201, DHY-207 and CHM-110

DHY-205 Dental Radiology is a study of the basic principles of general and dental radiology. Radiography equipment, techniques, the hazards of radiation and dental landmarks are studied. 2 lectures, 3 labs, 3 credits Prerequisites: BIO-104, BIO-109, DHY-101, DHY-108, and DHY-109

DHY-206 Community Oral Health This course presents basic principles of planning and implementing community oral health programs. These principles include epidemiology, cultural competence, health behavior, societal attitudes toward health, research, and service learning. Opportunities for providing community oral health education and interacting with federal, state and county agencies will be incorporated. 3 lectures, 3 credits Prerequisites: BIO-109, DHY-201, DHY-205, DHY-207

DHY-207 General and Oral Pathology 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. 3 lectures, 3 credits Prerequisites: BIO-109, DHY-101, DHY-108, DHY-109

DHY-209 Periodontology I 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. 1 lecture, 1 credit Prerequisites: BIO-209, DHY-108, DHY-201, DHY-205

DHY-210 Oral Hygiene - Enhanced Clinical Techniques 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. 2 Labs, 1 credit 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. Prerequisite(s): BIO-109, DHY-101, DHY-108, DHY-109, DHY-201, DHY-205, DHY-207

DHY-214 Nutrition in Dental Health explores basic nutrition as it applies to general and oral health. Nutritional concepts are applied to the science of preventive dentistry. 2 lectures, 2 credits Prerequisites: CHM-110 and DHY-202

DHY-219 Periodontology II is an advanced study of the disease process and treatment modalities for periodontal disease. Emphasis will be placed on the dental hygienist's role in initial therapy and in the maintenance of oral health. 1 lecture, 1 credit Prerequisite: DHY-209

DFT – DRAFTING & DESIGN

AIA Provider, Bergen Community College is registered as a Premier provider with the American Institute of Architects, Continuing Education System (AIA/CES). We are committed to offering quality education in accordance with the AIA/CES criteria. (Provider #F162). These programs meet the AIA/CES criteria for Quality Level III. AIA members will receive the appropriate Learning Units, which will be reported directly to the AIA/CES.

DFT-107 Drafting I offers the student a theoretical basis for the development of drafting skills necessary to work in drafting, design, engineering, and technical professions. Emphasis is placed on terminology and procedures used in multiview projection, sectional views, dimensioning, and pictorial drawing. Students are encouraged to develop an awareness of proper drafting techniques, the geometry of technical drawing, and new technological advancements in the field of drafting. Computer aided drafting (CAD) is introduced. 1 lecture, 3 labs, 2 credits

DFT-207 Drafting II introduces the student to basic theory and design techniques used in industrial drafting with emphasis on the development of the drafting skills necessary for producing drawings used by industry for the design, production, and promotion of various products. Computer aided drafting (CAD) is included. A semester project is undertaken in which the student produces all necessary drawings for the manufacture of a product. Topics covered include threads, tolerancing, inking, perspectives, and advanced isometrics. 2 lectures, 2 labs, 3 credits Prerequisite: DFT-107

DFT-208 Engineering Graphics I is designed to acquaint the student with various types of graphic solutions to engineering and drafting problems. Special attention is given to orthographic projection as it relates to solving graphical space problems. Extensive problem-solving involving points, lines, and planes, and aids to students' visualization process for advanced drafting, engineering design, and computer graphics applications are covered. 2 lectures, 2 labs, 3 credits Prerequisite: DFT-107

DFT-209 Engineering Graphics II offers the student the opportunity to apply the techniques introduced in Engineering Graphics I. Topics include revolution, developments, mining and civil engineering, and contour maps. CAD is used extensively in the solution of many engineering and design problems. Special attention is given to advanced drafting, design, and engineering problems. 2 lectures, 2 labs, 3 credits Prerequisite: DFT-207, DFT-208

DFT-210 Computer Aided Drafting I introduces the use of computer aided drafting (CAD) on a PC computer using AutoCAD software. This course is intended to familiarize the user with the skills necessary to use CAD as an effective drafting and design tool for mechanical, architectural, electrical, and other drafting and design professionals. Topics covered including drawing setup, line drawing, editing, layer creation, display features, and dimensioning. 2 lectures, 2 labs, 3 credits Prerequisite or Corequisite: DFT-107

DFT-211 Computer Aided Drafting II continues the work of CAD I and covers intermediate and advanced level CAD skills. Included in this course will be file management, blocks, attributes, isometric drawings, 3D with rendering, menu customization, LISP programming and architectural drawings using AEC software. At the conclusion of this course the individual should have the general skills necessary to adapt to most CAD software. 3 lectures, 5 labs, 5 credits Prerequisite: DFT-210

DFT-212 Computer Aided Drafting III provides continued study of advanced CAD technologies, giving students a complete hands-on experience with three dimensional photorealistic and presentation graphics. . A CAD animation project is assigned which students apply learned techniques to produce a production quality animation using MAX software. 2 lectures, 2 labs, 3 credits Prerequisite: DFT-211

DFT-215 Mechanical Building Systems I is an introduction to plumbing and HVAC equipment and systems. Nomenclature, specifications, layout drawings, plans, details, sections, elevations, and isometric drawings are developed. 2 lectures, 2 labs, 3 credits Prerequisites: DFT-207 and DFT-208

DFT-216 Mechanical Building Systems II continues the work of Mechanical Building Systems I from the design point of view, with a study of the design procedures for a wide range of plumbing and HVAC systems. 2 lectures, 2 labs, 3 credits Prerequisite: DFT-215

DFT-220 Electrical Drafting and Design This course is intended for the student interested in the specialized field of electrical drafting. The course introduces, from the design side, those considerations necessary to prepare drawings for the construction of electrical systems over a broad range of applications. 2 lectures, 2 labs, 3 credits Prerequisite: DFT-262

DFT-262 Architectural Drafting is an introductory course that develops drafting procedures and detailing techniques using a residential project. Students will complete a set of architectural residential working drawings, which will include floor plans, elevations and detail drawings. Topics will include basic house framing, dimensions and specifications used in architectural drawing, cost estimating, building materials, and detailing structural aspects of a building. The use of architectural, engineering, and construction CAD packages will be covered. 2 lectures, 2 labs, 3 credits Prerequisites: DFT-207 and DFT-208 Corequisite: DFT-265

DFT-263 Architectural Design discusses design theory and principles. Commercial building and site design, analysis and development are stressed and explored through case studies and building design projects. 2 lectures, 2 labs, 3 credits Prerequisites: DFT-262 and DFT-265

DFT-265 Architectural Practice and Planning is designed to provide the student with basic practical and technical guidelines for working in a professional architectural and construction environment. Topics covered include design process, design development, site analysis and planning, zoning and building codes, and contracts and construction practices. 2 lectures, 2 labs, 3 credits
Prerequisites: DFT-207 and DFT-208 Corequisite: DFT-262

DFT-266 Materials and Methods of Construction introduces and discusses the construction process and its role in architecture and design. Major building component systems and methods and structural design theory are explored. 2 lectures, 2 labs, 3 credits Prerequisite: DFT-262

DFT-282 Technical Illustration details the techniques used in the preparation of pictorial technical material for illustration and publication. Advanced drawing techniques in axonometric, oblique, and perspectives are covered, as well as basic shading methods used in illustration, including line shading, stipple shading, airbrush, and cast shadows. CAD software is used extensively to demonstrate how this medium is used for enhancing illustrations. 2 lectures, 2 labs, 3 credits Prerequisite: DFT-207

DFT-461-462-463 Co-op Work Experience (Drafting and Design) are designed to provide drafting and design students with part-time work experiences so that they may learn and practice under professional guidance in college approved work environments. In addition, weekly seminars are conducted by a college faculty member. Students must apply for these courses through the Co-op Office, which offers job placement assistance; this application must precede registration for Co-op courses.

DFT-461 1 lecture, Plus 60 minimum hours work experience distributed over the semester, 1 credit
DFT-462 1 lecture, Plus 120 minimum hours work experience distributed over the semester, 2 credits
DFT-463 1 lecture, Plus 180 minimum hours work experience distributed over the semester, 3 credits
Prerequisite: DFT-207 or by permission of the Academic Department Chair.

DMS – ULTRASOUND/DIAGNOSTIC MEDICAL SONOGRA-

DMS-101 Ultrasound Physics and Instrumentation I 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. 1 lecture, 3 labs, 2 credits Corequisites: DMS-102, DMS-113, DMS-115

DMS-102 Clinical Medicine & Patient Care 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. 2 lectures, 2 credits Corequisites: DMS-102, DMS-113, DMS-115

DMS-113 Abdominal Sonography I is a comprehensive study of abdominal structures with an emphasis on specialty organ examinations. A knowledge of the diagnosis, history and physical 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. 2 lectures, 3 labs, 3 credits Corequisites: BIO-109, DMS-101, DMS-102, DMS-115

DMS-115 Cross-Sectional Anatomy 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.
3 lectures, 3 labs, 4 credits Corequisites: BIO-109, DMS-101, DMS-102, DMS-113

DMS-116 Introduction to Vascular Principles and Instrumentation is designed to introduce the student to the fundamentals of vascular technology. Vascular Doppler physics, blood flow hemodynamics and terminology pertaining to the field, will be demonstrated. Non-imaging testing will be introduced. HIPPA laws, OSHA regulations, quality assurance and universal precautions will be reviewed and implemented. 2 lecture, 2 credits Corequisite: BIO-109

DMS-117 Introduction to Vascular Imaging is designed to introduce the student to the sonographic imaging of the human vasculature. Gross and sectional anatomy of vascular structures and the surrounding regions will be introduced. The student will learn how to correspond the anatomy and the ultrasound image. Fundamentals of patient care, responding to patient needs, obtaining patient history, and documentation of physical findings, will be demonstrated. Patient education will also be discussed. The student will be required to pass limited vascular ultrasound exams. 1 lecture, 3 labs, 2 credits Corequisite: BIO-109

DMS-201 Ultrasound Physics and Instrumentation II 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. 1 lecture, 3 labs, 2 credits Prerequisites: DMS-101, DMS-102, DMS-113, DMS-115 Corequisites: DMS-204, DMS-205, DMS-213, DMS-218

DMS-204 Introduction to Medical Imaging is a comprehensive course pertaining to different procedures that exist in the Radiology Department. It is an introduction to different modalities and how they interrelate to one another. Special tests will be introduced in each modality with strong emphasis on correlation with ultrasound exams. The course will be divided into certain organ systems and the 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. 1 lecture, 1 credit. Prerequisites: DMS-102, DMS-113, DMS-115; Corequisites: DMS-201, DMS-205, DMS-213, DMS-218

DMS-205 Obstetric and Gynecological Sonography is a course 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. 2 lectures, 3 labs, 3 credits Prerequisites: BIO-109, DMS-102, DMS-113, DMS-115 Corequisites: DMS-201, DMS-204, DMS-213, DMS-218

DMS-213 Abdominal Sonography II is a continuance of Abdominal Sonography I in studying abdominal structures where an emphasis is placed on specialty organ examinations. A 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. 2 lectures, 3 labs, 3 credits Prerequisites: BIO-109, DMS-102, DMS-113, DMS-115; Corequisites: DMS-201, DMS-204, DMS-205, DMS-218

DMS-214 Echocardiography I 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. 2 lectures, 3 labs, 3 credits Prerequisites: BIO-209, DMS-201, DMS-219 Corequisites: DMS-220, DMS-229

DMS-218 Ultrasound Clinic I 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. 1 credit, 160 hours Prerequisites: DMS-101, DMS-102, DMS-113, DMS-115 Corequisites: DMS-201, DMS-204, DMS-205, DMS-213

DMS-219 Ultrasound Clinic II-Abdomen 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. 2 credits, 240 hours Prerequisites: DMS-204, DMS-205, DMS-213, DMS-218

DMS-220 Ultrasound Clinic III-OB/GYN 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. 2 credits, 240 hours Prerequisites: DMS-219, DMS-205 Corequisite: DMS-226

DMS-221 Ultrasound Clinic IV-Echocardiography 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. 2 credits, 240 hours Prerequisites: DMS-214, DMS-220, DMS-226, DMS-229 Corequisite: DMS-227

DMS-222 Ultrasound Clinic V-Vascular 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. 1 credit, 200 hours Prerequisites: DMS-221, DMS-227 Corequisite: DMS-230

DMS-226 OB Sonography II 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. 2 lectures, 3 labs, 3 credits Prerequisites: BIO-209, DMS-205, DMS-219 Corequisites: DMS-214, DMS-220

DMS-227 Echocardiography II 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. 2 lectures, 3 labs, 3 credits Prerequisites: DMS-226, DMS-229 Corequisites: DMS-221, DMS-228

DMS-228 Advanced Ultrasound Practices is a course that 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. 3 labs, 1 credit Prerequisites: DMS-226, DMS-229 Corequisites: DMS-221, DMS-227

DMS-229 Vascular Imaging 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. 1 lecture, 3 labs, 2 credits Prerequisites: BIO-209, DMS-201, DMS-213 Corequisites: DMS-214, DMS-220, DMS-223

DMS-230 Comprehensive Review 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 exam for Ultrasound Physics and Instrumentation, 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. 3 lecture, 3 credits Prerequisites: DMS-227, DMS-228 Corequisite: DMS-222

DMS-231 Essentials in Venous Ultrasound will provide the student with the in-depth essentials needed for imaging and non-imaging evaluation of the peripheral venous system. Duplex ultrasound and plethysmography will be utilized in the evaluation of venous disease. The student will be able to identify normal and abnormal venous anatomy of the upper and lower extremities, cerebrovascular, and abdomen on ultrasound. Pathogenesis, pathophysiology, signs, symptoms, diagnosis and corrective procedures will be emphasized. The student will learn how to obtain patient history, and correlate the symptoms with the diagnostic findings. The student will gain exposure to other vascular procedures such as venography, grafting and venous mapping. Students will be required to pass various ultrasound exams. 1 lecture, 3 labs, 2 credits Prerequisites: BIO-109, DMS-116, DMS-117 Corequisite: BIO-209

DMS-232 Essentials in Arterial Ultrasound will provide the student with the in-depth essentials needed for imaging and non-imaging evaluation of the peripheral arterial system. Duplex ultrasound and PVR, SBP and plethysmography will be utilized in the evaluation of arterial disease. The student will be able to identify normal and abnormal arterial anatomy of the upper and lower extremities, cerebrovascular, and abdomen on ultrasound. Pathogenesis, signs, symptoms, diagnosis, surgical and pharmacological treatment will be introduced. Techniques for sonographic post interventions will be demonstrated. The student will learn how to obtain patient history, and correlate the symptoms with the diagnostic findings. Students will be required to pass various arterial diagnostic exams. 2 lectures, 2 labs, 3 credits Prerequisites: BIO-109, DMS-116, DMS-117 Corequisite: BIO-209

DMS-233 Clinical Experiences I requires the student to spend 16 hours per week in an approved hospital vascular laboratory under the direct supervision of a clinical instructor. Students will be given specific learning objectives and must meet the requirements for a competency based clinical education. 1 credit, 240 hours Prerequisites: DMS-116, DMS-117 Corequisites: BIO-209, DMS-231, DMS-232

DMS-234 Vascular Clinical Seminar requires the student to spend 15 weeks in an approved hospital vascular laboratory under the direct supervision of a clinical instructor. The students will continue to meet the requirements for a competency based clinical education. The students will also attend a series of seminar classes on campus in order to prepare for the vascular registry exam. There will be a review of vascular physics and instrumentation, anatomy and physiology, pathogenesis and pathophysiology. The matrix of the Vascular Physical Principles and Instrumentation and Vascular Technology ARDMS exams will be followed. 3 credits, 400 hours Prerequisites: DMS-231, DMS-232, DMS-233

EBS – ENGLISH BASIC SKILLS

EBS-014 Developmental Skills I is the first course of a two course basic skills sequence designed to improve fundamental academic skills in the areas of reading and writing. Class instruction emphasizes the development of literal comprehension, sentence structure, grammar and punctuation, and vocabulary. This course requires concurrent enrollment in EBS-015 Skills Practicum. 3 lectures, 3 non-degree credits Corequisite: EBS-015

EBS-015 Skills Practicum I is the corequisite of Developmental Skills I. The objective of this course is to provide an opportunity for the student to apply the skills learned in Developmental Skills I. Instruction is individualized and lessons are drawn from the class activities of Developmental Skills I. This course requires concurrent enrollment in EBS-014 Developmental Skills. 2 lectures, 2 non-degree credits Corequisite: EBS-014

EBS-016 Developmental Skills II
is the final course of a two-course basic skills sequence designed to improve fundamental academic skills in the areas of reading and writing. Class instruction emphasizes inferential and critical reading, paragraph organization and development, and vocabulary development through reading activities. Successful completion of this course permits enrollment in English Composition I. This course requires concurrent enrollment in EBS-017 Skills Practicum II. 3 lectures, 3 non-degree credits Corequisite: EBS-017

EBS-017 Skills Practicum II is the corequisite of Developmental Skills II. The objective of this course is to provide an opportunity for the student to apply the skills learned in Developmental Skills II. Instruction is individualized and lessons are drawn from the class activities of Developmental Skills II. This course requires concurrent enrollment in EBS-016 Developmental Skills II. 2 lectures, 2 non-degree credits Corequisite: EBS-016

EBS-023 English Skills is a one semester developmental skills course designed to improve fundamental academic skills in the areas of reading, writing, and study skills. Class instruction emphasizes inferential and critical reading, paragraph organization and development, and vocabulary development through reading activities. Opportunities for word processing and individualized instruction in grammar, mechanics, and punctuation are provided. Successful completion of this course permits enrollment in English Composition I. This course requires concurrent enrollment in EBS-024 English Skills Practicum. 3 lectures, 3 non-degree credits Corequisite: EBS-024

EBS-024 English Skills Practicum is the corequisite of English Skills. The objective of this course is to provide an opportunity for the student to apply the skills learned in English Skills. Instruction is individualized and lessons are drawn from the class activities of English Skills. This course requires concurrent enrollment in EBS-023 English Skills. 2 lectures, 2 non-degree credits Corequisite: EBS-023

EBS-031 Directed Studies in Writing is a required course for students whose scores on the Basic Skills Placement Test indicate a need for intensive instruction in writing. Personalized instruction designed to support the student's activities in English Composition I is offered in this course. 1 lecture, 1 non-degree credit Corequisite: WRT-101

EBS-032 Directed Studies in Academic Skills reinforces reading, writing and study skills. Skills addressed in this course are: how to use the library and do research, how to take notes, how to write essays for exams and take tests, how to approach college reading assignments, and how to use a variety of study aids. Instruction will occur through classroom lecture, discussion, and computer-assisted instruction. 3 lectures, 3 non-degree credits

ECO – ECONOMICS

ECO-101 Macroeconomics 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. 3 lectures, 3 credits

ECO-103 Consumer Economics is the study of the consumer's role in the market, their relationship with suppliers, and consumer sovereignty. Emphasis is placed on analytic thinking and rational decision making in a market economy. 3 lectures, 3 credits

ECO-105 Labor Economics is an analysis of the United States labor market. The course examines labor market theory; the imperfections, structures, institutions, and programs that are part of the labor market today; and trends and innovations related to market performance and its matching of people with jobs. Topics discussed include employment, unemployment, government policy, labor and management interaction, and the relationship of the labor market to the performance of the larger economy. 3 lectures, 3 credits

ECO-201 Microeconomics is the study of price theory, elasticity, factor markets, market power, competition, pollution, and international trade. 3 lectures, 3 credits Prerequisite: ECO-101 }General Education Course

ECO-461-462-463 Co-op Work Experience (Economics) provides the student with practical work experience in the area of economics. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. Prerequisite: ECO-101

ECO-461 1 lecture; plus 60 minimum hours work experience distributed over the semester, 1 credit **ECO-462** 1 lecture; plus 120 minimum hours work experience distributed over the semester, 2 credits **ECO-463** 1 lecture; plus 180 minimum hours work experience distributed over the semester, 3 credits

EDU – EDUCATION

EDU-101 Introduction to Education is a study of the social, historical, and philosophical principles and foundations of American education. 3 lectures, 3 credits

EDU-102 Introduction to Special Education 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. 3 lectures, 3 credits

EDU-103 Principles and Practices in Education is an application of educational theory and research to classroom teaching situations. Group dynamics techniques, learning theories, methods of measurement and evaluation, and problem solving strategies are studied. 3 lectures, 3 credits

EDU-120 Early Childhood Education I provides an overview of the basic principles and concepts of early childhood education. The needs and abilities of young children are analyzed, and directed observations are made in early childhood education programs. 3 lectures, 3 credits

EDU-124 Curriculum Materials and Methods is designed to assist the student in the creation, evaluation, and organization of curriculum materials appropriate for young children. Students plan and develop curricula in the languages and creative arts. 3 lectures, 3 credits

EDU-126 Developing and Implementing Curriculum is designed to provide students with the experience of planning a total curriculum in early childhood education. Students plan and develop curricula in mathematics, science, and social studies. 3 lectures, 3 credits

EDU-130 Infants and Toddlers in Early Childhood Education Settings surveys the psychological and educational development of infants and toddlers. Program development in the child care setting is explored. Existing program models in infant-toddler education are studied. 3 lectures, 3 credits

EDU-132 The Parenting of Very Young Children (Birth to 6 Years Old) is a study of parental involvement with children, the amount and quality of parent-child interaction, the psycho-social development of young children, personnel placement in early childhood programs, and school-home communication. 3 lectures, 3 credits

EDU-220 Early Childhood Education II examines current and critical issues in the field of early childhood education. These issues are explored via current readings and specialized projects. 3 lectures, 3 credits Prerequisite: EDU-120

EDU-222 Supervised Field Work Experience I is a weekly three-hour placement intern at an assigned school site. Training and supervision occur in basic curricular areas. The student intern assists the teacher with daily routines and assumes responsibility for planning curricular activities. This course must be taken in conjunction with Field Work Seminar I. 3 lectures, 2 credits Corequisite: EDU-223

EDU-223 Field Work Seminar I serves as a forum for the discussion of student's field experience. Field experiences are critically evaluated by both students and supervising teachers. Attention is given to the necessary components of classroom management. 2 lectures, 2 credits Corequisite: EDU-222

EDU-224 Supervised Field Work Experience II is a continuation of Supervised Field Work Experience I. The field placement is at a different site with a different age group than that assigned in Supervised Field Work Experience I. This course must be taken in conjunction with Field Work Seminar II. 3 hours, 2 credits Prerequisite: EDU-222 Corequisite: EDU-225

EDU-225 Field Work Seminar II is a continuation of Field Work Seminar I. Additional areas considered are certification, job placement, and educational options beyond the A.A.S. Degree. 2 lectures, 2 credits Prerequisite: EDU-223 Corequisite: EDU-224

ELC – ELECTRONICS TECHNOLOGY

ELC-100 Introduction to Electronics Technology 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. 1 lecture, 2 labs, 2 credits

ELC-101 DC-Circuit Analysis includes Ohm's and Kirchoff's laws for analysis of series, parallel, and series/parallel circuits, and Thevenin's and Norton's theorems for multiple-loop circuits. Capacitance and inductance transient behavior is also studied, as well as branch, mesh, and node analysis. 3 lectures, 3 labs, 4 credits

ELC-201 AC-Circuit Analysis introduces sinusoidal inputs and time response of RL, RC, and RLC circuits. Network theorems for AC-circuits are covered, as well as resonance, filters, and pulse response of reactive circuits. 3 lectures, 3 labs, 4 credits Prerequisite: ELC-101

ELC-203 Electronics I is an introduction to the fundamental concepts and applications of solid-state devices. 3 lectures, 3 labs, 4 credits Corequisite: ELC-201

ELC-204 Electronics II is the second course in a two-course sequence in electronics. It builds upon the first course with a study of solid-state voltage and power amplifiers, emitter followers, field-effect transistors and circuits, thyristors, frequency effects, and op-amps. 3 lectures, 3 labs, 4 credits Prerequisite: ELC-203

ELC-110 Electric Power Technology This course covers the basics of power systems for residential, commercial, and industrial applications from a practical viewpoint. 3 lectures, 3 labs, 4 credits

ELC-120 Photovoltaic Systems Technology 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.] 2 lectures, 2 labs, 3 credits
Pre or Co-requisite(s): Licensed electrician, completion of IBEW training, a co-requisite of ELC-110, or by permission of the Academic Department Chair

ELC-214 Communication Systems I emphasizes the application of electronic communication theory to practical systems. This first course of a two-course sequence covers AM and FM systems, television, and telephone. Digital and data communication will be introduced, and continued in Communication Systems II. 3 lectures, 3 labs, 4 credits Corequisite: ELC-204

ELC-215 Communication Systems II follows the first course in this sequence, continuing work in digital and data communication, and then covers transmission lines, radio wave propagation, antennas, microwave systems, satellite communications, fiber-optic systems, and cellular communication systems. 3 lectures, 3 labs, 4 credits Prerequisite: ELC-214

ELC-462 Co-op Work Experience (Electronics) provides the student with practical, supervised work experience in the field of electronic engineering technology. Through on-the-job experience, students can acquire valuable practical knowledge and skills to pursue a related career. Students are supervised by a faculty member and job placement assistance is available through the Co-op Office.1 lecture, plus 120 minimum hours work experience distributed over the semester, 2 credits Prerequisite: ELC-214 or by permission of the Academic Department Chair.

ENV – ENVIRONMENTAL TECHNOLOGY

ENV-108 Hazardous Waste Site Operations is a course that combines classroom and hands-on field work to teach the student how to operate safely and within the OSHA 1910.120 (HAZWOPER) regulations. The course examines occupational health and safety issues, medical surveillance programs, site health and safety plans, emergency response plans, adequate illumination and sanitation, hazard communication, and rights and responsibilities of employers and employees under OSHA and EPA laws. 3 lectures, 3 credits

ENV-109 Environmental Policy Compliance and Regulation deals with environmental policy compliance, environmental studies, and public policy. This course provides insight into the workings of government that are necessary for the formation of public policy. The course examines environmental policy in the United States in air, water, land use, agriculture, industry, energy, waste disposal, and other areas and provides an introduction to the policy and decision making process. 3 lectures, 3 credits

ENV-112 Environmental Health addresses a wide range of environmental issues, including prediction and management of environmental impacts, management of renewable resources, protection or restoration of species and ecosystems and use of generic ecological studies to promote understanding of classes of environmental problems. Case studies will exemplify how laws, regulations and treaties impact with decisions made concerning environmental quality. 3 lectures, 3 credits

ENV-113 Human Environment enables students to understand human interaction and impact on their environment. Students apply their skills and knowledge to understand more practical information about their environment. The context and interdisciplinary content of this hands-on course will be powerful and can be used in a variety of ways. Students are able to apply practical knowledge of the environment to everyday personal, business and government related decisions. 3 lectures, 3 credits

ENV-114 Field Laboratory Experience is a planned educational experience held at a regional Environmental Education Field Center. This course supports and supplements the theoretical and scientific foundations communicated in the Environmental Technology Program. Specific environmental issues or problems are addressed, experienced and analyzed on site. The course contributes to the development of more positive attitudes and values towards the environment. 1 credit, 15 hours

ENV-121 Environmental Microbiology is a course concerning bacteria and other microorganisms and their role in the environment. Topics include an introduction to microorganisms and their physiology, soil microbiology, cycles of the elements, aquatic microbiology, sewage treatment, bioremediation, and applied microbiology encompassing food microbiology, industrial microbiology and biotechnology. 3 lectures, 3 labs, 4 credits

ENV-122 Environmental Chemistry introduces students to the fundamental principles in air pollution technology, water and waste-water technology, and solid/hazardous waste technology. Each area of study will be presented with an emphasis on the following operations: EPA/NJDEP protocol in data collection and analysis, and the application of modern instrumentation to environmental systems. Current trends in environmental technology, such as natural attenuation, waste reduction and environmental engineering are discussed. 3 lectures, 3 labs, 4 credits Prerequisites: CHM-100 or by permission of instructor

ENV-461-462-463-464 Co-op Work Experience (Environmental Technology) provides the student with practical, supervised work experience in the various fields of environmental technology. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Co-op office. Prerequisites: WRT-101, BIO-101, CHM-100, TEC-180, or by permission of the Academic Department Chair.

ENV-461 1 lecture; plus 60 minimum hours work experience distributed over the semester, 1 credit
ENV-462 1 lecture; plus 120 minimum hours work experience distributed over the semester, 2 credits
ENV-463 1 lecture; plus 180 minimum hours work experience distributed over the semester, 3 credits
ENV-464 1 lecture; plus 240 minimum hours work experience distributed over the semester, 4 credits

FIR – FIRE SCIENCE

FIR-101 Introduction to Fire Protection 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. 3 lectures,3 credits Students with Firefighter I Certification will have this course waived and receive 3 credits. Students with Firefighter II Certification will have this course waived and receive 4 credits.

FIR-102 Fundamentals of Fire Protection/Fire Inspector I 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. 3 lectures, 3 credits

FIR-103 Building Codes and Standards 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. 3 lectures, 3 credits

FIR-104 Strategy and Tactics 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. 3 lectures,3 credits

FIR-105 Fire Administration 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. 3 lectures,3 credits

GEO – GEOGRAPHY

GEO-101 World Geography is a detailed study of topography, land usage, and natural resources as they directly and indirectly affect human, economic, historical and political interaction. 3 lectures, 3 credits } General Education Course } Diversity Course

GEO-102 Human Geography 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 provides an introduction to various concepts and techniques used by geographers. 3 lecture, 3 credits } General Education Course } Diversity Course

HIS – HISTORY

HIS-101 History of Western Civilization to the Reformation is a study of the Western world from ancient times to the Renaissance and Reformation. Major cultural, social, economic, political, and religious developments in the history of the West are surveyed. 3 lectures, 3 credits } General Education Course

HIS-102 History of Western Civilization since the Reformation is a study of the Western world from the sixteenth century to the contemporary period. Major cultural, social, economic, political, and religious developments in modern Western history are surveyed. 3 lectures, 3 credits }General Education Course

HIS-105 Women in History is a study of women's roles from the classical age to the present. Various past societies are examined to determine their attitudes towards women as well as the causes and consequences of these attitudes. Particular attention is placed on studying women's roles in 19th and 20th century Europe and America. 3 lectures, 3 credits
}General Education Course } Diversity Course

HIS-106 History of Modern Europe to the French Revolution is an analysis of western European history from the late Middle Ages to 1815. The course provides an overview of the major political, economic, and cultural developments which molded early modern Europe and culminates with an intensive examination of the French Revolution and the Napoleonic era. 3 lectures, 3 credits
}General Education Course

HIS-107 History of Modern Europe Since the French Revolution is an analysis of western European history from 1815 to present. The course provides an overview of the major political, economic, and cultural developments which characterize modern Europe and concludes with a comparative study of post-war Europe and America. 3 lectures, 3 credits
}General Education Course

HIS-111 United States History to Reconstruction is a survey of the history of America from the colonial era to the Civil War and Reconstruction period. Emphasis is placed on the origins of American political system and on the social, cultural, economic, and diplomatic development of the United States. 3 lectures, 3 credits } General Education Course

HIS-112 United States History since Reconstruction is a survey of the history of the United States from the Reconstruction period to the present. Emphasis is placed on the American political system and on the social, economic, and diplomatic development of the United States. 3 lectures, 3 credits }General Education Course

HIS-113 History of 20th Century United States to World War II is a study of the United States from the beginning of the 20th Century through the New Deal Era of the 1930's. Topics covered include Industrialism, Progressivism, the Great Depression, the New Deal, United States involvement in world affairs, World War I, and the political, social, economic, and cultural development of the United States during this period. 3 lectures, 3 credits } General Education Course

HIS-114 History of 20th Century United States since World War II is a study of the United States from the Second World War to the present. Topics covered include World War II diplomacy, the Cold War, containment, the Vietnam era, détente, domestic reforms including Civil Rights, and the Great Society, Watergate, and other political, social, economic, and cultural developments in the United States from the 1940s to the present.3 lectures, 3 credits } General Education Course

HIS-115 Themes in U.S. History (Recent American Foreign Policy) is an analysis of the way World War II altered the relationships between world and national powers and of how the turbulence of the period led to international tensions and conflict. The course examines the Cold War; its underlying forces and trends, its principal events, and its participants. 3 lectures, 3 credits

HIS-116 Themes in U.S. History (Women in American History) is a survey of the history of women from the colonial period to the present. Feminism, women's suffrage, and the advocacy of social and economic equality are the unifying themes of the course. 3 lectures, 3 credits } General Education Course } Diversity Course

HIS-117 Themes in U.S. History (New Jersey and Bergen County) is a study of New Jersey from the earliest recorded times to the present. The course examines suburban development, ethnic and minority groups, transportation, political and economic history, and the social and cultural heritage of the county and state. 3 lectures, 3 credits

HIS-121 Modern Asian History is a study of modern China, India, and Japan. The course focuses on these societies' traditional cultures and world views and on the alterations and disruptions in these societies as a result of the introduction of Western values and ideas in the 19th and 20th centuries. 3 lectures, 3 credits } General Education Course } Diversity Course

HIS-124 African American History (1877-Present) spans from the end of the Reconstruction Era to the present day. Its aim is to write into the historical discourse of all Americans the contributions of African Americans which shaped this country through their distinctive struggles and experiences. 3 lectures, 3 credits

HIS-126 Modern African History is a survey of African History from 1750 to the present. Emphasis is placed on the impact of slavery and western imperialism, the emergence of the new African states since the Second World War, and the social, cultural, political, and economic development of Africa. 3 lectures, 3 credits } General Education Course } Diversity Course

HIS-130 Latin American History to Independence is a study of the European and Indian heritage of Latin American civilization. The course examines the development of colonial culture, with special emphasis on its government and economy, and concludes with an analysis of the wars of independence. 3 lectures, 3 credits } General Education Course } Diversity Course

HIS-131 Latin American History since Independence is a study of Latin America since 1850. The course analyzes the development of the region's principal countries: Argentina, Brazil, Chile, Colombia, Cuba, and Mexico. Regionalism, cultural development, the impact of American and world politics, dictatorships, land reforms, and constitutional issues relative to these countries are considered. 3 lectures, 3 credits } General Education Course } Diversity Course

HIS-135 History of the Middle East analyzes the rise of Islam with an emphasis on its cultural, intellectual, and scientific contributions to Middle Eastern civilization. Islam is examined as a religion, as a vast imperial political system, and as an advanced culture. Special attention is given to current Mideast conflicts and to the role of the United Nations in the region. International confrontation and collaboration in the region are examined. 3 lectures, 3 credits

HIS-140 History of the Labor Movement is an introductory study of the history of the American labor movement. The course examines the origins, growth, structure, and goals of craft and industrial union; the struggles that went into creating them; their impact on the contributions to society; their political roles; and their present-day efforts and concerns. 3 lectures, 3 credits

HIS-144 Contemporary American Issues and Problems 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. 3 lectures, 3 credits

HIS-145 Anatomy of Peace 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. 3 lectures, 3 credits

HIS-195 Vietnam is a 13-hour television course on the history of American and French involvement in Indochina. Interviews with major figures and ordinary individuals are interspersed with the film footage from a dozen countries (including France and Vietnam) as well as from US news and government archives. 3 credits

HIS-461-462-463 Co-op Work Experience (History) offers students an opportunity for supervised work in the field of history. Job assistance is available through the Co-op office.

HIS-461 1 lecture, plus 60 minimum hours work experience Distributed over the semester, 1 credit
HIS-462 1 lecture, plus 120 minimum hours work experience distributed over the semester, 2 credits
HIS-463 1 lecture, plus 180 minimum hours work experience distributed over the semester, 3 credits
Prerequisite: Any History course

HRM – HOTEL / RESTAURANT HOSPITALITY

HRM-101 Introduction to Hospitality Management examines the fundamental principles of hotel, restaurant, and food service operations. Basic managerial and operating functions prevalent in the industry are considered in conjunction with the various job opportunities available. 3 lectures, 3 credits

HRM-102 Food Protection considers the principles involved in identification and prevention of food contamination; the role of state, federal and local Public Health regulations; and the safety practices and control measures used in the various food service operations. Students may opt to take the ServSafe Food Protection Certification exam as part of the course. 2 lectures, 2 labs, 3 credits

HRM-103 Professional Food Preparation Techniques emphasizes detailed professional preparation methods and techniques, and laboratory preparation and presentation of both hot and cold foods. Units of the course consist primarily of hands-on preparation of foods, especially suited to the commercial and institutional food service. Demonstrations will be given during most practicums. 1 lecture, 4 labs, 3 credits

HRM-104 Front Office Procedures presents the principles of the organization and operation of public lodging facilities. Procedures for front office management covers the duties of the manager, assistant manager, room clerk, night auditor, and cashier are discussed, and state of the art software is used to keep accurate records. 1 lecture, 2 labs, 2 credits

HRM-106 Menu Planning 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, and the values of nutrients and calories in maintaining good health are discussed. 1 lecture, 1 lab, 1 credit

HRM-108 Computer Applications for the Hospitality Industry allows course participants to use proprietary spreadsheet software to identify and control the basic problems common to all food and beverage service facilities in various operational settings. Included are physical inventory and valuation, recipe modification and yield adjustment, and recipe and menu costing and pricing. 2 labs, 1 credit

HRM-110 Introduction to Baking studies the basic theories of baking such as types of flour, leavening agents, oven temperature, and the skill of producing quality baked products. Hands-on production of breads, cakes, pastries, and cookies in a laboratory setting on commercial equipment enhances learning. 2 lectures, 2 labs, 3 credits

HRM-129/BUS-129 Event Planning and Management I As the introductory course in EVENT PLANNING AND MANAGEMENT, this course will provide the information and tools needed to meet the needs and expectations of meeting and event participants in an ever- changing profession and conceptual age, with content relevant to the required daily activities and decisions. 3 lectures, 3 credits

HRM-201 Food and Beverage Cost Control details the cost control procedures found within the hospitality industry. The content of the course includes the factors affecting purchasing, receiving, storage, issuing, and preparation. 1 lecture, 1 lab, 1 credit
Prerequisite: HRM-101

HRM-202 Quantity Food Production and Service concentrates upon the student operation of a cafeteria-type food service facility under an instructor's supervision. Students experience all phases of an institutional food service operation through rotating laboratory assignments which include menu preparation, cooking, and service. 1 lecture, 4 labs, 3 credits
Prerequisite: HRM-103

HRM-203 Beverage Management addresses the history, sources, production, uses, control, and legislation pertaining to alcoholic beverages. Bartending skills and mixology in hands-on laboratory settings are studied. 1 lecture, 2 labs, 2 credits
Prerequisite: HRM-101

HRM-204 Food Purchasing studies the types of meat, poultry, seafood, eggs, cheese, fruits and vegetables. An analysis of specifications and techniques in purchasing fresh, frozen, dried and canned products from commercial purveyors is presented. 1 lecture, 2 labs, 2 credits Prerequisite: HRM-101

HRM-205 Restaurant Service Management 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. 2 lectures, 2 labs, 3 credits Prerequisite: HRM-101

HRM-206 Commercial Restaurant Operation helps participants engage in the preparation and service of complete meal menus under the direction of program instructors. Students participate fully in the management and operation of a full-service formal restaurant. 1 lecture, 4 labs, 3 credits Prerequisite: HRM-202

HRM-207 Hotel Sales & Convention Planning covers the principles and techniques of group sales in the lodging industry. Discussed are feasibility studies, advertising procedures, market development, identification of selling objectives, maximizing room occupancy, long term sales planning, and convention operations. 1 lecture, 1 lab, 1 credit Prerequisite: HRM-101

RM-212 International Cuisine consists primarily of demonstrations and hands-on preparation of ethnic, international foods, especially suited to the commercial or institutional food service. Detailed professional preparation methods and techniques, and laboratory production and presentation of foods from various countries around the world are emphasized. 2 lectures, 2 labs, 3 credits Prerequisite: HRM-103

HRM-213 Classical Garde-Manger offers students a wide variety of food decorating and garnishing techniques using fruits and vegetables. Included is the preparation of aspic, chaud-froid hors d'oeuvre, galantines, terrines, charcuterie, cured and smoked products and various other techniques. 2 lectures, 2 labs, 3 credits Prerequisite: HRM-103

HRM-214 Banquet & Catering Management introduces students to the skills necessary to be qualified, competent and creative food service specialists. 2 lectures, 2 credits Prerequisites: HRM-101 or HRM103

HRM-217 Issues in the Hospitality Industry evaluates selected hospitality units; discussion of current concerns and issues common to all hospitality units; and contemporary trends in the application of advanced technology, menu implementation strategies, marketing strategies, beverage management, and personnel management. 2 lectures, 2 credits Prerequisite: HRM-101

HRM-220 Advanced Baking Techniques continues the theory of baking and the skill of producing baked products. Laboratory work includes elaborate cake and pastry making, showpiece desserts, and delicate marzipan, sugar and chocolate presentations. 2 lectures, 2 labs, 3 credits Prerequisite: HRM-110

HRM-229/BUS-229 Event Planning and Management II As the continuation course in EVENT PLANNING AND MANAGEMENT, this course will provide the information and tools needed to meet the needs and expectations of the event planning industry in this ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions. 3 lectures, 3 credits Prerequisite: HRM-129/BUS-129

HRM-462 Co-op Work Experience (Hotel/Restaurant/Hospitality) requires part-time employment by the student in a college-approved business organization to help the student gain insight into marketing and administrative practices of the industry. This paid work experience is supervised and coordinated by a faculty member. Hospitality industry related jobs are required and must be approved by a faculty coordinator. Job assistance is available through the Co-op office. 1 lecture, plus 179 minimum hours work experience distributed over the semester. 2 credits. Prerequisite: HRM-101

HRT – HORTICULTURE

HRT-101 Fundamentals of Horticulture is designed to acquaint the student with the multifaceted field of ornamental horticulture. Topics for examination include the historical role of horticulture from both the artistic and scientific perspectives, as well as its commercial and aesthetic significance and applications for the future. Discussion of current employment opportunities, trends and practices will be emphasized. Noted guest lecturers from all fields of horticulture will share their views and experiences. 2 lectures, 3 labs, 3 credits

HRT-102 Plant Science is designed to familiarize the student with the horticultural relationship of plants to botanical anatomy and function, including the limiting factors that influence plant growth such as light, temperature, water and nutrients. The characteristics of soils, soil nutrient deficiencies, fertilizers and soil amendments, as well as their relationship to plant growth will be covered. 3 lectures, 3 labs, 4 credits

HRT-103 Turf and Grounds Management is the study of turf and plant practices on the residential and commercial sites. Emphasis is placed on the structure and growth 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. 2 lectures, 3 labs, 3 credits

HRT-104 Landscape Plants and Materials I is an introduction to the basic genera of the most commonly utilized trees, shrubs and ground covers in the landscape. In addition to identification, growth form, color, texture and habitat requirements, and their uses in the residential and commercial sites will be studied. 1 lecture, 2 labs, 2 credits

HRT-112 Pests of Ornamental Plants introduces the student to the insects, diseases, and environmental disorders that affect plants. Identification of pests and methods of controlling them are emphasized. 3 lectures, 3 labs, 4 credit

HRT-113 Principles of Landscaping is a study of the design and development of landscape plans from plot plans and site analysis studies. Instruction in drafting and mechanical skills is included. 2 lectures, 3 labs, 3 credits Prerequisite: HRT-104

HRT-114 Computer Applications for Landscape Design 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. 2 lectures, 2 labs, 3 credits

HRT-115 Floral Design is a study of the plants, supplies, and design skills used in flower arranging. Laboratory experiences include seasonal and non-seasonal arrangements for a variety of occasions. 2 lectures, 3 labs, 3 credits

HRT-119 Greenhouse Operation and Production is a study of the management practices of field and greenhouse production of foliage and floral crops. Emphasis is placed on the commercial practices of purchasing, programming, cultural production, storage, handling, and sales of cut flowers and potted plant crops. The chain-of-life concept is discussed as it relates to the consumer's aesthetic use of cut flowers and plants. 2 lectures, 3 labs, 3 credits

HRT-120 Interior Plantscaping acquaints the student with interior plant materials, with emphasis on their cultural requirements, maintenance practices and key ornamental aspects. Basic business applications regarding installation and maintenance contracts are covered. Emphasis will be placed on selection of appropriate plants in environments calling for a balance of human needs and plant culture. 2 lectures, 2 labs, 3 credits

HRT-124 Irrigation Technology 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. 1 lecture, 2 labs, 2 credits

HRT-125 Equipment Management 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.1 lecture, 2 labs, 2 credits

HRT-130 Landscaping Contracting is a study of the basic requirements for developing landscape contracts and the writing of detailed specifications. Ethical practices and professional relationships among the client, consultant, contractor, other allied professions, and employees are also studied. Project costs and fee determination procedures are represented and simulated in the labs. 1 lecture, 1 lab, 1 credit

HRT-204 Landscape Graphics 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. 1 lecture, 2 labs, 2 credits Prerequisite: HRT-113

HRT-213 Sustainable Design and Construction 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. 2 lectures,2 labs,3 credits Prerequisite(s): HRT-113

HRT-214 Landscape Design/Build Capstone 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. 2 lectures,2 labs,4 credits
Prerequisite(s): HRT-213 or permission of the Academic Department Chair

HRT-215 Landscape Design/Build Management 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. 2 lectures,2 labs,3 credits Prerequisite(s): HRT-214 or permission of the Academic Department Chair

HRT-214 Landscape Design/Build Capstone 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. 2 lectures,2 labs,4 credits
Prerequisite(s): HRT-213 or permission of the Academic Department Chair

HRT-232 Plant Propagation is designed to familiarize the student with the techniques, facilities and materials needed for plant propagation in the greenhouse. Techniques of both vegetative and sexual reproduction of herbaceous and woody plants, as well as greenhouse crops and crops for the interior landscape are covered. 3 lectures, 3 labs, 4 credits Prerequisite: HRT-102

HRT-233 Landscape Plants and Materials II places emphasis on the identification, culture and use of both native and cultivated herbaceous materials used in the landscape and further continues with the identification and use of more specialized and unique woody plant materials. Laboratory and field exercises include studies and demonstrations of their applications and uses in both natural and designed settings. 3 lectures, 3 labs, 4 credits Prerequisite: HRT-104 or by permission of Academic Department Chair.

HRT-234 Commercial Floral Design and Management introduces the student to the production methods encountered in a commercial floral operation. Flower selection, basic and specialized supplies and their uses in all phases of the commercial operation will be discussed and demonstrated. In addition to designs of special occasion arrangements, students will be exposed to various marketing aspects of the floral industry including purchasing, sales and profitability. 3 lectures, 3 labs, 4 credits Prerequisite: HRT-115 or by permission of Academic Department Chair.

HRT-235 Landscape Site Analysis and Construction acquaints the student with the different sites encountered by the landscape contractor, emphasizing appropriate planning in the development of both residential and commercial properties. Construction considerations will include drainage, irrigation, structures and the selection of materials. The integration of site analysis and construction materials in student projects will be stressed. 2 lectures, 3 labs, 3 credits Prerequisite: HRT-104

HRT-236 Horticulture Marketing and Sales introduces the student to concepts relating to preparation for a career in horticulture. Field studies into horticultural businesses, group discussions and consultations with industry professionals assist in formulating effective strategies and planning for a profitable business. Included are discussions of basic principles of marketing, current industry trends and sales. 3 lectures, 3 credits Prerequisite: HRT-101

HRT-237 Arboriculture/Plant Health Care 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. 2 lectures, 3 labs, 3 credits

HRT-462 Co-op Work Experience (Horticulture) is a supervised work experience program which includes paid employment at an approved horticultural establishment and attendance at a weekly seminar. The course is designed to provide students with opportunities to learn and to practice skills under professional guidance. The area of placement will depend upon the students backgrounds and interests. Job assistance is available through the Co-op office. 1 lecture, plus 168 minimum hours work experience distributed over the semester, 2 credits. Prerequisite: any HRT course

HSE – HOMELAND SECURITY

HSE-101 Introduction to Homeland Security 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. 3 lectures, 3 credits

HSE-102 Introduction to Emergency Management 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. 3 lectures, 3 credits

HSE-103 Legal Aspects of Homeland Security and Emergency Management 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. 3 lectures, 3 credits

HSE-104 Disaster Management, Risk Assessment and Mitigation 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. 3 lectures, 3 credits

INF – INFORMATION TECHNOLOGY
Also see courses listed under CIS (Computer Science).

INF-100 Keyboarding I provides introductory instruction on the computer keyboard. Speed and accuracy is developed through use of the touch method. The course content introduces memos, e-mail, letters, reports, and manuscripts; the timed writing component requires at least 25 words a minute with three or less errors in order to pass the course. This course can be waived for students who demonstrate proficiency in a credit-by-examination test. 2 lectures, 2 lab, 3 credits

INF-101 Introduction to Information Technology is an overview of the principles and procedures of processing data using computers. Topics covered include principles of computer operations, input/output devices, storage facilities, computer systems, networking terminology, programming concepts, computerized applications and the Internet. Students will work in an online course management system. Labs will provide hands-on reinforcement of topics covered in lecture. 2 lectures, 2 labs, 3 credits. Credit by exam available. (Students in Liberal Arts and Sciences should consider CIS-158 and CIS-165.)

INF-107 Minicomputer Operations prepares the student to use the IBM AS/400 System. Topics include database concepts, display files control language commands, and source entry utility. 2 lectures, 2 labs, 3 credits

INF-108 PC Upgrade, Maintenance and Diagnosis 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; preventative 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. 2 lectures, 2 labs, 3 credits

INF-114 Microsoft Office (Office 2007) 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. 2 lectures, 2 labs, 3 credits

INF-115 Desktop Publishing 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. 2 labs, 1 credit

INF-119 Document Processing with Microsoft Word (Word 2007) 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. 2 lectures, 2 lab, 3 credits

INF-120 PowerPoint (PowerPoint 2007) 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. 2 labs, 1 credit INF-124 Spreadsheet: Excel (Excel 2007) is a hands-on experience of a state-of-the-art electronic spreadsheet. The course will provide step-by-step instruction in the various commands necessary for spreadsheet creation and the manipulation and management of spreadsheets. All lab work is done on a Microsoft Windows processing platform. 2 labs, 1 credit

INF-124 Spreadsheet: Excel (Excel 2007) 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. 2 labs, 1 credit
INF-140 Introduction to Multimedia is a course that introduces the student to the various applications of computer-based multimedia in industry, government, education, and entertainment. Hardware systems, distribution media, flowcharts, software tools, scripts, and production will be covered. Students will work in groups to design and prepare a multimedia presentation. 2 lectures, 2 labs, 3 credits

INF-143 Web Publishing
This course introduces the student to the principles involved in creating dynamic web sites. Students learn to use a variety 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.2 labs, 1 credit Recommended corequisite: INF-101 (To be successful in this course, students should adhere to the recommendation.)

INF-144 Windows Desktop Operations (Vista) 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. 2 labs, 1 credit INF-145 Introduction to Visual Basic for Business provides effective hands-on instruction in an event-driven, high level programming language, using a series of tools to design and control object-oriented graphical user interfaces in an integrated development environment. All lab work is done on a Microsoft Windows processing platform. 2 lectures, 2 labs, 3 credits. Recommended corequisite: INF-150 (To be successful in this course, students should adhere to the recommendation.)

INF-146 Web Development Using HTML uses Hypertext Markup Language in the development and composition of Web pages. Students author pages that meet XHTML specifications outlined by the WWW Consortium. Topics covered include tables, forms, links, lists, objects of various types including graphic and sound, style sheets, and issues surrounding cross-platform viewing. The student will develop and upload a completed Web site. This course assists in preparation for Foundations Level CIW certification. 2 lectures, 2 labs, 3 credits Recommended corequisite: INF-101. (To be successful in this course, students should adhere to the recommendation.)

INF-147 Web Development Using Dreamweaver 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. 2 lectures, 2 labs, 3 credits. Recommended corequisite: INF-101. (To be successful in this course, students should adhere to the recommendation.)

INF-150 Business Programming Logic 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. 2 lectures, 2 labs, 3 credits. Credit by exam available. Prerequisite: MAT-035 or by Mathematics testing. Recommended corequisite: INF-101 (To be successful in this course, students should adhere to the recommendation.)

INF-151 Database: Access (Access 2007) is a hands-on experience of a relational database management system. The course entails developing database management projects starting with the design of the structure of a database, entering and editing data, designing multi-table queries, and creating forms and reports. Various techniques of database applications development will be implemented. All work will be done on a Microsoft Windows processing platform. 2 labs, 1 credit

INF-152 C/C++ Programming for Business provides the foundations for programming in the C and C++ languages. Students code business application programs applying C/C++ operators, constructs, and functions. Topics covered include language version differences, definition of variables; math, relational, and logical operators; decisions; while and for loops; C/C++ functions, user written functions, and scope and passing values. 2 lectures, 2 labs, 3 credits Recommended corequisite: INF-150 (To be successful in this course, students should adhere to the recommendation.)

INF-153 Java for Business Applications provides effective hands-on instruction in this powerful and versatile object-oriented language. Students develop stand-alone business applications as well as applets that run in Java-enabled environments. 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. 2 lectures, 2 labs, 3 credits Recommended Corequisite: INF-150 and (INF-161 or INF-162 or INF163). (To be successful in this course, students should adhere to the recommendation.)

INF-160 Networking Technologies and Data Communications offers a 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. 3 lectures, 3 credits

INF-161 Internet Research and Data Handling provides an in-depth view of the Internet and is designed to meet both professional and research needs. Topics 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. 2 labs, 1 credit INF-162 Introduction to the Internet introduces the necessary skills to access the Internet using leading Internet browsers. Topics covered include the 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 news-group articles, conversing and chatting; and popular Web sites. Course credit by exam is available. 2 labs, 1 credit

INF-162 Introduction to the Internet 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. 2 labs, 1 credit

INF-163 Internet Concepts and Applications 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, news-groups, gopher, and Telnet; and objects, plug-ins and viewers. This course assists in preparation for Foundations Level CIW certification. 2 lectures, 2 labs, 3 credits

INF-164 Networking Fundamentals I 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.

INF-165 Introduction to Linux 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. 2 lab, 1 credit

INF-166 Introduction to StarOffice provides hands-on experience using an office suite product to perform common tasks such as basic word processing, spreadsheet development and presentation graphics preparation. Students also gain exposure to fundamental vector-drawing tools. This project-based course will include preparation of documents such as letters, memos, flyers, reports, tables, charts, single page spreadsheets and short screen-based presentations. 2 lab, 1 credit

INF-170 Networking Experience 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. 3 lectures, 3 credits Prerequisite(s): Permission of the Academic Department Chair

INF-208 Systems Analysis and Design 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. 3 lectures, 3 credits Prerequisites: BUS-101 and (INF-145 or INF-152) or permission of the Academic Department Chair. (Computer Science students should take CIS-289)

INF-214 Administrative Simulation 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. 1 lecture, 2 labs, 2 credits Prerequisites: INF-101, INF-114 and INF-119

INF-217 Database for Applications 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. Prerequisites: INF-101 Introduction to Information Technology or CIS-158 Introduction to Computer Science or CIS-165 Fundamentals of Programming or INF-145 Introduction to Visual Basic for Business or INF-152 C/C++ Programming for Business or INF-153 Java for Business Applications or by permission of the Information Technology Coordinator. 2 lectures, 2 labs, 3 credits

INF-218 Database Programming (Oracle – PL/SQL) 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. 2 lectures, 2 labs, 3 credits Prerequisite: INF-101 Introduction to Information Technology or by permission of the Information Technology Coordinator

INF-219 Database Administration 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. 2 lectures, 2 labs, 3 credits Prerequisite: INF-101 Introduction to Information Technology or permission of the Information Technology Coordinator

INF-224 Advanced C++ Programming for Business is a continuation of C/C++ Programming for Business. Students code business application programs in a complete object-oriented environment applying advanced concepts such as templates, inheritance, polymorphism, C style input/output streams, object-pointers, functions, the persistence of objects, and attributes. 2 lectures, 2 labs, 3 credits Prerequisite: INF-152 or permission of the Academic Department Chair.

INF-228 Excel for Problem Solving (Excel 2007) 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. 2 labs, 1 credit Prerequisite: INF-124 or INF-114 or by permission of the Academic Department Chair.

INF-232 Windows Client 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.2 lectures, 2 lab, 3 credits. Prerequisite: INF-101 and INF-160 or by permission of the Academic Department Chair.

INF-237 Introduction to Business Applications of Expert Systems 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. 2 lectures, 2 labs, 3 credits Prerequisite: INF-208 or by permission of the Academic Department Chair.

INF-239 Applications Development is a capstone course using the case study approach to the design and implementation of an automated business system. Students work in groups 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. 2 lectures, 2 labs, 3 credits Prerequisites: INF-217 and (INF-224 NF-246 or INF-268) or permission of the Academic Department Chair.

INF-240 Client-side Scripting Using JavaScript 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. 2 lectures, 2 labs, 3 credits. Prerequisites: INF-101 and (INF-141 or INF-146) or by permission of the Academic Department Chair. Recommended corequisite: INF-150 (To be successful in this course, students should adhere to the recommendation.)

INF-245 Database: SQL, Structured Query Language,is a hands-on experience in a state-of-the-art database management system. The course entails designing a data management project using techniques including entering and updating data; data retrieval; queries and subqueries; joining files; sorting; and using built-in database functions. 2 labs, 1 credit Prerequisite: INF-101 or INF-114

INF-246 Advanced Visual Basic for Business continues effective hands-on instruction in the event-driven, high level programming language Visual Basic. Emphasis is on programming, using object-oriented graphical user interfaces in an integrated development environment. All work is done on a Microsoft Windows processing platform. 2 lectures, 2 labs, 3 credits Prerequisite: INF-145 or by permission of the Academic Department Chair.

INF-248 ActiveX Control Development Using Visual Basic provides the Visual Basic programmer with effective hands-on instruction in developing ActiveX controls and programming them for Web page applications and active documents. Topics presented in class include creating ActiveX clients, ActiveX code components and controls. 2 labs, 1 credit Prerequisites: (INF-161 or INF-162 or INF-163), and INF-246

INF-249 Visual C++ for Windows with MFC provides the C++ programmer with effective hands-on instruction in developing Visual C++ applications using Microsoft Foundation Class Library (MFC). This course introduces Windows programming concepts using Windows resource identifiers, dialog boxes, and controls. In addition, the course covers the use of Visual C++ for developing standalone interactive applications. 2 lectures, 2 labs, 3 credits Prerequisite: INF-224 or by permission of the Academic Department Chair.

INF-251 Advanced Access (Access 2007) 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. 2 labs, 1 credit Prerequisite: INF-151 or INF-114 or by permission of the Academic Department Chair.

NF-252 Windows Server 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.) 2 lectures, 2 labs, 3 credits Prerequisites: INF-101 and INF-160 or by permission of the Academic Department Chair.

INF-253 Technical Communications employs computer-assisted methods for planning and presenting technical information in a clear and concise manner. Emphasis is placed on designing effective methods for determining the structure of oral, written, and graphic communications in a technical environment. Topics presented include preparation of end-user documentation; presenting technical information to non-technical individuals; reporting, extracting, charting, and summarizing data. 2 lectures, 2 labs, 3 credits Prerequisite: INF-101 and INF-114 or by permission of the Academic Department Chair. Recommended corequisite: INF-161 or INF-162 or INF-163 (To be successful in this course, students should adhere to the recommendation.)

INF-254: UNIX/Linux for Network Administrators This course provides comprehensive coverage of the UNIX/Linux operating system. Topics covered include all key aspects of the operating system including the installation procedure, command line usage, shell scripting and customization, commonly used tools and utilities, process control, Regular Expression (RE) pattern matching, and the X Windows system. The objective is to enable network administrators to effectively utilize the operating system and the tools it provides to automate their day-to-day activities. 2 lectures, 2 labs, 3 credits Prerequisite: INF-160 or permission of the Academic Department Chair.

INF-256 Topics In Networking
focuses on the latest advances in networking theory and administration. Students study topics that are of current relevance within this dynamic and fast-growing field. As the topics will change each semester, emphasis will be on identifying changes in networking standards and protocols; media, architecture and hardware; network security; shifts in vendor product and market share; and future technologies. Students are expected to use the Internet as a key fact-finding resource. 3 lectures, 3 credits Prerequisites: INF-160 and (INF-161 or INF-162 or INF-163) or by permission of the Academic Department Chair.

INF-257 Network Troubleshooting establishes the methodologies and tools necessary to proactively troubleshoot computer networks. Topics covered include: methods for identification and repair strategies for network faults caused by user, hardware, and software problems; disaster recovery and backup plans; network management record keeping; configuration management; and patch/service release installation procedures. 2 lectures, 2 labs, 3 credits Prerequisite: INF-232 and INF-252 or by permission of the Academic Department Chair.

INF-258 TCP/IP 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). 2 lectures, 2 labs, 3 credits Prerequisite: INF-160 or permission of the Academic Department Chair.

INF-260 Technical Support Operations 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. 2 lectures, 2 labs, 3 credits. Prerequisites: INF-108 and INF-144 and (INF 161 or INF-162 or INF163) or by permission of the Academic Department Chair.

INF-263 Server-Side Internet Programming focuses on tools and techniques to create dynamic, interactive, and portable Web applications using server-side programming technologies. Students learn to write server-side programs and build data-driven server-side Web applications. Topics explored include architecture, server-side objects and their object model, programming techniques, creation of basic server-generated Web pages, validation of form data, creation of XML documents, managing data sources, and, configuring, troubleshooting, and deploying server-side applications. 2 lectures, 2 labs, 3 credits Prerequisites: INF-101 and (INF-141 or INF-146) or permission of the Academic Department Chair. Recommended Corequisite: INF-150

INF-264 Networking Fundamentals II 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. 3 lectures, 2 labs, 4 credits Prerequisite: INF-164; Helpful: A+ Certification; Microsoft Office skills; introductory programming or multimedia courses; introductory electronics.

INF-265 Network Configuration I 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. 3 lectures, 2 labs, 4 credits Prerequisite: INF-264; Helpful: A+ Certification; Microsoft Office Skills; introductory programming or multimedia courses; introductory electronics.

INF-266 Network Configuration II seeks to differentiate among the following WAN services: LAPB, Frame Relay, ISDN/LAPD, HDLC, PPP and DDR. Key Frame Relay terms and features will be acquired to configure Frame Relays, LMIs, 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. 3 lectures, 2 labs, 4 credits Prerequisite: INF-265; Helpful: A+ Certification; Microsoft Office Skills; introductory programming or multimedia courses; introductory electronics.

INF-267 Network Security
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. 3 lectures, 3 credits Prerequisite: INF-160 or permission of the Academic Department Chair.

INF-268 Advanced Java for Business Applications is a continuation of Java for Business Applications. Students code business 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, multithreading, multimedia, file input/output, database connectivity (JDBC), internationalization, and networking. 2 lectures, 2 labs, 3 credits Prerequisite: INF-153 or by permission of the Academic Department Chair.

INF-270 Computer Crime 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. 2 lectures, 2 labs, 3 credits Prerequisite(s): INF-160 or INF-170 or by permission of the Academic Department Chair

INF-271 Ethical Hacking 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. 2 lectures, 2 labs, 3 credits Recommended co-requisite: INF-267 (To be successful in this course, students should adhere to the recommendation.) Prerequisite(s): INF-160 or INF-170 or by permission of the Academic Department Chair

INF-272 Network Security Using Group Policy introduces the concept of securing an enterprise level network using domain-level security policies. Students will learn to create and apply Group Policy Objects, create and apply security templates, write and apply logon scripts, modify, and test network-wide security settings. 2 lectures, 2 labs, 3 credits Prerequisite(s): INF-160 or INF-170 or by permission of the Academic Department Chair

INF-273 Intrusion Detection and Prevention 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. 2 lectures, 2 labs, 3 credits Recommended co-requisite: INF-267 (To be successful in this course, students should adhere to the recommendation.) Prerequisite(s): INF-160 or INF-170 or by permission of the Academic Department Chair

INF-461-464 Co-op Work Experience (Information Technology) are recommended electives designed to provide the INF student with part-time paid work experience in an office of his/her specialty. The student has the opportunity to learn and practice data processing skills under professional guidance in a college-approved work environment. Evaluation visitations are performed by a trained faculty member. All student appointments must be approved by the Co-op Coordinator. Job placement assistance is available through the Co-op office. Prerequisite: INF-101 or by permission of the Academic Department Chair.

INF-461 1 lecture; plus 60 minimum hours work experience distributed over the semester, 1 credit
INF-462 1 lecture; plus 120 minimum hours work experience distributed over the semester, 2 credits
INF-463 1 lecture; plus 180 minimum hours work experience distributed over the semester, 3 credits
INF-464 1 lecture; plus 240 minimum hours work experience distributed over the semester, 4 credits

IST – INTERDISCIPLINARY STUDIES

IST-101 Introduction to Technological and Information Literacy (TIL) (A) 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. 2 labs, 1 credit

IST-102 Introduction to Technological and Information Literacy (TIL) (B) 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 SPE-111 or WRT-101) 1 lab, 1 credit

IST-121 Introduction to the College Experience is a course which combines academic subject matter and substantial writing assignments in a discipline context established by the individual instructor. This course provides a learning opportunity for the student which includes communication skills, critical reasoning, problem solving, study skills, time management, and goal setting. The objective of this course is to help students understand the value and benefits of higher education as a life experience. 3 lectures, 2 credits

IST-201 Patterns of Leadership explores the aspects of effective leadership. Students employ critical reasoning skills, problem solving, and communications in order to identify and develop their own leadership philosophy. Topics of study presented include the concepts of leadership, historical perspectives, personal skill development, leadership in organizations, and contemporary leadership. 3 lectures, 3 credits Prerequisites: SPE-111 and WRT-101

IST-471 Co-op Work Experience (Interdisciplinary Studies) 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. 1 lecture; plus 60 minimum hours work experience distributed over the semester, 1 credit Prerequisite: To be determined by individual departments

IST-472 Co-op Work Experience (Interdisciplinary Studies) 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. 1 lecture; plus 120 minimum hours work experience distributed over the semester, 1 credit Prerequisite: To be determined by individual departments

IST-473 Co-op Work Experience (Interdisciplinary Studies) 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. 1 lecture; plus 180 minimum hours work experience distributed over the semester, 1 credit Prerequisite: To be determined by individual departments

IST-474 Co-op Work Experience (Interdisciplinary Studies) 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. 1 lecture; plus 240 minimum hours work experience distributed over the semester, 1 credit Prerequisite: To be determined by individual departments

LAN – WORLD LANGUAGES & CULTURES

Placement Policy for Students of World Languages and Cultures Students interested in studying a world language at Bergen Community College may choose to either begin a new one or continue the language studied previously. Students who have studied a world language in high school and have received a grade of B or better, should enroll in the appropriate Bergen course as follows:

Years of study Register In Up to one year Level I courses (e.g., **French I)** Two years Level II courses (e.g., **French II)** Three or more Level III courses (e.g., Intermediate French I) Native or near native speakers of Spanish must enroll in special courses designed for their needs:

Elementary Spanish for Heritage Speakers and/or Intermediate Spanish for Heritage Speakers. For additional language placement advising, please contact Prof. Magali Jerez, World Languages and Cultures Coordinator at 201-447-7167 or at mjerez@bergen.edu

LAN-011 Directed Studies in French is a program of computer-assisted individualized instruction allowing the student to concentrate on grammatical structures, vocabulary, syntax, orthography, and sentence structure. The course is designed for students who wish to supplement regular classroom instruction in French and may be taken prior to, concurrently with, or after basic courses. 1 hour, 1 non-degree credit

LAN-104 French for Tourists is designed to equip the tourist with the basic vocabulary and idiomatic expressions essential to travel in France and French-speaking countries. Conversations develop audio-lingual skills and do not concentrate on formal grammatical problems. The course offers insight into the culture of French-speaking countries in an effort to familiarize the tourist with the customs of these countries. 2 lectures, 2 credits

LAN-106 Spanish for Tourists is designed to equip the tourist with the basic vocabulary and idiomatic expressions essential to travel in Spanish-speaking countries. Conversations develop audio-lingual skills and do not concentrate on formal grammatical problems. The course offers insight into the culture of Spanish-speaking countries in an effort to familiarize the tourist with the customs of these countries. 2 lectures, 2 credits

LAN-107 Italian for Tourists is designed to equip the tourist with the basic vocabulary and idiomatic expressions essential to travel in Italy. Conversations develop audio-lingual skills and do not concentrate on formal grammatical problems. The course offers insight into the culture of Italy in an effort to familiarize the tourist with the customs of the country. 2 lectures, 2 credits

LAN-109 Culinary French provides initiation into authentic French pronunciation, practical vocabulary, and the technical terminology of the fine art of French cuisine. Students explore the cultural and theoretical foundations of the French way of preparing and serving food. The course offers guidance in reading cookbooks and menus to the aspiring French or continental cook. 2 lectures, 2 credits

LAN-110 French I is an introduction to the pronunciation, basic comprehension, and communication of French through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Discipline for course placement guidance. 3 lectures, 1 lab, 3 credits } General Education Course

LAN-111 German I is an introduction to the pronunciation, basic comprehension, and communication of German through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Discipline for course placement guidance. 3 lectures, 1 lab, 3 credits } General Education Course

LAN-112 Italian I is an introduction to the pronunciation, basic comprehension, and communication of Italian through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Discipline for course placement guidance.
3 lectures, 1 lab, 3 credits } General Education Course

LAN-113 Spanish I is an introduction to the pronunciation, basic comprehension, and communication of Spanish through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Discipline for course placement guidance.
3 lectures, 1 lab, 3 credits } General Education Course

LAN-114 Russian I is an introduction to the pronunciation, basic comprehension, and communication of Russian through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Discipline for course placement guidance.
3 lectures, 1 lab, 3 credits } General Education Course

LAN-115 Arabic I is an introduction to the pronunciation, basic comprehension and communication of Arabic through active class use of simple vocabulary, grammar and syntax. The class will hold group discussions which focus on Arab Culture and Traditions in various geographical areas in the Arab world. This course is recommended for students who have had one or no years of previous high school study of this language. Students with two or more years prior study, please refer to the World Languages and Cultures Placement Policy on this syllabus.
3 lectures,1 lab, 3 credits

LAN-116 Chinese [Mandarin] I is an introduction to the pronunciation, basic comprehension, and communication of Chinese through active class use of simple vocabulary, grammar and syntax. 3 lectures,1 lab, 3 credits

LAN-117 French for Business and Industry is designed for students, secretaries, and other personnel in the fields of international business and industry. It emphasizes practical vocabulary, technical terminology, and oral and written communication in the world of commerce and industry. Students learn professional translating techniques and the proper use of specialized dictionaries and other reference materials in English and French. 3 lectures, 3 credits

LAN-118 German for Business and Industry is designed for students, secretaries, and other personnel in the fields of international business and industry. It emphasizes practical vocabulary, technical terminology, and oral and written communication in the world of commerce and industry. Students learn professional translating techniques and the proper use of specialized dictionaries and other reference materials in English and German.
3 lectures, 3 credits

LAN-119 Latin I 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.
3 lectures, 1 lab, 3 credits

LAN-120 Japanese I is an introduction to the pronunciation, basic comprehension, and communication of Japanese through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Discipline for course placement guidance.
3 lectures, 1 lab, 3 credits } General Education Course

Irish I is an introduction to the pronunciation, basic comprehension, and communication of Irish through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including) no years of previous high school study of this Gaelic language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Discipline for course placement guidance.
3 lectures, 1 lab, 3 credits } General Education Course

LAN-150 Spanish for the Health Professions is designed to enable those people in health career programs/professions and members of the public to communicate in Spanish with healthcare personnel, patients, and clients. 3 lectures, 3 credits

LAN-152 Spanish for Commerce and Business is a course in basic Spanish for students in business and commercial studies programs. The course emphasizes practical vocabulary, technical terminology, and oral and written communication in the world of commerce and industry. 3 lectures, 3 credits

LAN-165 Korean I is an introduction to the pronunciation, basic comprehension, and communication of Korean through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than 2 years prior study should consult with the Academic Department Chair of the World Languages and Cultures Discipline for course placement guidance. 3 lectures, 1 lab, 3 credits } General Education Course

LAN-170 American Sign Language I 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 Discipline for course placement guidance. 3 lectures, 1 lab, 3 credits } General Education Course

LAN-200 French II offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of French through active class use of vocabulary, grammar, and syntax. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-110 with a grade of C or better, or equivalent placement }General Education Course

LAN-201 Intermediate French I expands students French vocabulary and enhances their conversational ability. The course is conducted entirely in French and features extensive discussion of contemporary France and some grammar review.
3 lectures, 3 credits Prerequisite: LAN-200 with a minimum grade of C or by permission of the Academic Department Chair }General Education Course

LAN-202 Intermediate French II is conducted entirely in French and develops students French communication skills through a study of the cultural history of France. 3 lectures, 3 credits Prerequisite: LAN-201 with a minimum grade of C or by permission of the Academic Department Chair.
 }General Education Course

LAN-203 French Conversation 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. 3 lectures, 3 credits Prerequisite: LAN-201- French II with a minimum grade of C or by permission of the Academic Department Chair }General Education Course

LAN-207 French Culture and Civilization 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. 3 lectures, 3 credits Prerequisite: LAN-200 or equivalent placement

LAN-210 German II offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of German through active class use of vocabulary, grammar, and syntax. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-111 with a grade of C or better, or equivalent placement }General Education Course

LAN-211 Intermediate German I expands students German vocabulary and enhances their conversational ability. The course is conducted entirely in German and features extensive discussion of contemporary Germany and some grammar review. 3 lectures, 3 credits Prerequisite: LAN-210 with a minimum grade of C or by permission of the Academic Department Chair. }General Education Course

LAN-212 Intermediate German II is conducted entirely in German and develops students' German communication skills through a study of the cultural history of Germany. 3 lectures, 3 credits Prerequisite: LAN-211 with a minimum grade of C or by permission of the Academic Department Chair. }General Education Course

LAN-213 German Conversation 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. 3 lectures, 3 credits Prerequisite: LAN-210 German II with a minimum grade of C or by permission of the Academic Department Chair } General Education Course

LAN-217 German Culture and Civilization 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. 3 lectures, 3 credits Prerequisite: LAN-210

LAN-220 Italian II offers students an opportunity to enhance skills in the speaking, reading, writing, and comprehension of Italian through active class use of vocabulary, grammar, and syntax. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-112 with a grade of C or better, or equivalent placement }General Education Course

LAN-221 Intermediate Italian I expands students Italian vocabulary and enhances their conversational ability. The course is conducted entirely in Italian and features extensive discussion of contemporary Italy and some grammar review. 3 lectures, 3 credits Prerequisite: LAN-220 with a minimum grade of C or by permission of the Academic Department Chair. }General Education Course

LAN-222 Intermediate Italian II is conducted entirely in Italian and develops students' Italian communication skills through a study of the cultural history of Italy. 3 lectures, 3 credits Prerequisite: LAN-221 with a minimum grade of C or by permission of the Academic Department Chair. }General Education Course

LAN-223 Italian Conversation 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. 3 lectures, 3 credits Prerequisite: LAN-220 Italian II with a minimum grade of C or by permission of the Academic Department Chair }General Education Course

LAN-224 Advanced Italian Composition develops the students' ability to write in Italian and emphasizes the relationship between the spoken and written idiom. Letters, reports, creative writing, and expository forms serve as the basis for an in-depth study of advanced Italian grammar. 3 lectures, 3 credits Prerequisite: LAN-221 or equivalent placement

LAN-227 Survey of Italian Literature is a study of the development of Italian literature from the Middle Ages through the 20th Century. 3 lectures, 3 credits Prerequisite: LAN-221

LAN-228 Elementary Spanish for Heritage Speakers is designed to address the needs of Hispanic/Latino students who can communicate in Spanish but need to develop and/or improve their reading and writing skills. It addresses specific linguistic issues such as diction, orthography, and sentence structure. The course is conducted in Spanish and includes cultural discussions. Recommended for students with some previous Spanish language instruction. 4 lectures, 3 credits } General Education Course

LAN-229 Intermediate Spanish for Heritage Speakers is a continuation of Elementary Spanish for Heritage Speakers. It continues to develop reading and writing skills, and to address linguistic issues. The course is conducted in Spanish and includes cultural discussions. 3 lectures, 3 credits Prerequisite: LAN-228, with a minimum grade of C or by permission of the Academic Department Chair. }General Education Course

LAN-230 Spanish II offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Spanish through active class use of vocabulary, grammar, and syntax. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-113 with a grade of C or better, or equivalent placement }General Education Course

LAN-231 Intermediate Spanish I expands students' Spanish vocabulary and enhances their conversational and reading ability. The course is conducted entirely in Spanish and focuses upon more complex grammatical structures as well as upon discussions about the Hispanic culture. 3 lectures, 3 credits Prerequisite: LAN-230 with a minimum grade of C or by permission of the Academic Department Chair. }General Education Course

LAN-232 Intermediate Spanish II is conducted entirely in Spanish and develops students Spanish communication skills through a study of the cultural history of Spain and Latin America. 3 lectures, 3 credits Prerequisite: LAN-231 with a minimum grade of C or by permission of the Academic Department Chair. }General Education Course

LAN-233 Spanish Conversation 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. 3 lectures, 3 credits Prerequisite: LAN-230 Spanish II with a minimum grade of C or by permission of the Academic Department Chair }General Education Course

LAN-234 Advanced Spanish Composition develops the students' ability to write in Spanish and emphasizes the relationship between the spoken and written idiom. Letters, reports, creative writing, and expository forms serve as the basis for an in-depth study of advanced Spanish grammar. 3 lectures, 3 credits Prerequisite: LAN-231 or equivalent placement

LAN-235 Survey of Spanish Peninsular Literature is a study of Spanish literature from the 12th century to the present. 3 lectures, 3 credits Prerequisite: LAN-231 or equivalent placement

LAN-236 Survey of Spanish-American Literature is a study of Spanish American literature from 1492 to the present. 3 lectures, 3 credits Prerequisite: LAN-231 or equivalent placement

LAN-237 Mexican Culture and Civilization 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. 3 lectures, 3 credits Prerequisite: LAN-231

LAN-238 Spanish Culture and Civilization surveys the unique geography, pertinent history, significant literary and artistic movements, and the current 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. 3 lectures, 3 credits Prerequisite: LAN-231

LAN-239 Italian Culture and Civilization surveys the unique geography, pertinent history, significant literary and artistic movements, and the current 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. 3 lectures, 3 credits Prerequisite: LAN-221

LAN-240 Russian II offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Russian through active class use of vocabulary, grammar, and syntax. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-114 with a grade of C or better, or equivalent placement }General Education Course

LAN-241 Intermediate Russian I expands students' Russian vocabulary and enhances their conversational ability. The course is conducted entirely in Russian and features extensive discussion of contemporary Russia and some grammar review. 3 lectures, 3 credits Prerequisite: LAN-240 with a minimum grade of C or by permission of the Academic Department Chair. }General Education Course

LAN-242 Intermediate Russian II 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. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-241 with a minimum grade of C or better, or equivalent placement.

LAN-244 Irish II offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Irish, one of the Gaelic languages, through active class use of vocabulary, grammar, and syntax. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-144 with a grade of C or better, or equivalent placement } General Education Course

LAN-245 Intermediate Irish I expands students Irish vocabulary and enhances their conversational ability in this Gaelic language. The course is conducted entirely in Irish and features extensive discussion of contemporary Irish-speaking regions in Ireland and some grammar review. 3 lectures, 3 credits Prerequisite: LAN-244 with a minimum grade of C or by permission of the Academic Department Chair. }General Education Course

LAN-250 Hispanic Society is a study of the social, economic, political, and cultural histories of a variety of Spanish-speaking nations in Europe, America, and Africa. 3 lectures, 3 credits Prerequisite: Fluency in Spanish as determined by the World Languages faculty.

LAN-255 Arabic II 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. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-115 with a grade of C or better or equivalent placement.

LAN-260 Japanese II offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Japanese through active class use of vocabulary, grammar, and syntax. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-120 with a grade of C or better, or equivalent placement }General Education Course

LAN-261 Intermediate Japanese I expands students' Japanese vocabulary and enhances their conversational ability. The course is conducted entirely in Japanese and features extensive discussions of contemporary Japan and some grammar review. 3 lectures, 3 credits Prerequisite: LAN-260 with a minimum grade of C or by permission of the Academic Department Chair. }General Education Course

LAN-262 Intermediate Japanese II 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. 3 lectures, 3 credits Prerequisite: LAN-261 with a minimum grade of C or by permission of the Academic Department Chair. }General Education Course

LAN-265 Korean II offers students an opportunity to enhance their skills in the speaking, reading, writing and comprehension of Korean through active class use of vocabulary, grammar and syntax. 4 lectures, 3 credits Prerequisite: LAN-165 with a grade of C or better } General Education Course

LAN-270 American Sign Language II is a continuation of American Sign Language I designed to further develop competency in ASL. Students will be given the opportunity to enhance both expressive and receptive skills by increasing vocabulary and knowledge of grammar. Students will be expected to interact with the deaf community in real-life settings thereby enhancing their awareness of and sensitivity to various aspects of Deaf Culture and ASL. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-170 with a grade of C or better or permission of the Program Department Chair } General Education Course

LAN-271 Intermediate American Sign Language I 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. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-270 with a grade of C or better or equivalent placement.

LAN-272 Intermediate American Sign Language II 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. 3 lectures, 3 credits Prerequisite: LAN-271 with a grade of C or better or permission of the Academic Department Chair } General Education Course

LAN-276 Chinese [Mandarin] II 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. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-116 with a minimum grade of C or better or equivalent placement.

LAN-289 Latin II 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. 3 lectures, 1 lab, 3 credits Prerequisite: LAN-119 with a grade of C or better or equivalent placement.

LGL PARALEGAL STUDIES

LGL-101 Fundamentals of Law is an introduction to the principles of substantive law in the fields of contracts, legal ethics, sales, consumer remedies, torts, and secured transactions. 3 lectures, 3 credits

LGL-103 Legal Research and Writing is an introduction to legal practice. Topics covered include law office systems, legal research, legal forms, and briefs. Research problems and case memo term papers are assigned. 2 lectures, 2 labs, 3 credits Corequisite: WRT-101

LGL-150 School Law is a study of New Jersey school laws, the rules and regulations of the New Jersey State Board of Education, the functions of the State Commissioner of Education, and the relationship of school district organization to other units of government. 3 lectures, 3 credits

LGL-165 Elder Law is a survey of the emerging law concerning the rights, duties, and responsibilities of persons over the age of 60. Topics covered include incompetency procedures, guardianships and other protective arrangements, Medicare and Medicaid, long-term planning and strategies, protection of the home from creditors and family members, health benefits, social security, and special estate planning for the remarried elderly. 1 lecture, 1 credit (Offered only in the evening)

LGL-200 Business Communications for Paralegals 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. 3 lectures, 3 credits Prerequisites: LGL-101 and LGL-103

LGL-202 New Jersey and Federal Courts is a study of the Rules of Court for the New Jersey Court System as they relate to pleadings, depositions, interrogatories, summary judgment, appellate practice, and rules of evidence. 3 lectures, 3 credits Prerequisites: LGL-101, LGL-103, LGL-203, LGL-220 (Offered only in the evening of the fall semester)

LGL-203 Paralegalism and Legal Procedure is a study of the role of a legal assistant in the public sector. Topics of discussion include methods of investigating cases and of preparing legal memoranda and other legal documents. 2 lectures, 2 labs, 3 credits Prerequisites: LGL-101 and LGL-103
Corequisite: WRT-201
(Offered only in the evening of the spring semester)

LGL-205 Mechanics of Property Transactions is a study of New Jersey real estate legal practice and procedures concentrating on such topics as conveyancing, forms, and the theory and practice of real estate transactions. Sample cases are used to illustrate the legal assistant's role in a real property conveyance. Students examine case studies and prepare a sample problem from contract to closing. 3 lectures, 3 credits Prerequisites: LGL-101, LGL-103, LGL-220, and REA-101 (Offered only in the evening of the fall semester)

LGL-206 Mechanics of Commercial Transactions is a study of legal forms, procedure and practice for organizing a business entity, sale of a business, equipment leasing, and other commercial transactions. Students examine case studies and prepare a sample problem for sale of a business. 3 lectures, 3 credits Prerequisites: LGL-101 and LGL-103 and LGL-220 (Offered only in the evening of the spring semester)

LGL-207 Wills and Administration is a study of the New Jersey law of wills, probate, and estate administration. Topics of discussion include the preparation of wills, probate procedures, and the preparation of New Jersey Inheritance and Federal Estate Tax forms. 3 lectures, 3 credits Prerequisites: LGL-101 and LGL-103 and LGL-220 (Offered only in the evening)

LGL-208 Mechanics of Family Law is an introduction to New Jersey family law. Topics of discussion include divorce, annulment, equitable distribution of assets, child custody, alimony, and support and visitation of children. New Jersey forms and procedures are reviewed. Students examine case studies and prepare matrimonial pleadings and pretrial memoranda. 3 lectures, 3 credits Prerequisites: LGL-101 and LGL-103 and LGL-220 (Offered only in the evening of the fall semester)

LGL-209 Nonprofit Law 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. 3 lectures,3 credits
Prerequisite(s): BUS-116 Introduction to non-profit Organizations or permission of the Academic Department Chair

LGL-220 Computer Assisted Legal Research introduces the student to modern technologies which allow efficient and accurate legal research. The course incorporates Westlaw, CD-ROM, and the Internet into the legal research process and requires students to complete assigned computer research projects. 2 lectures, 2 labs, 3 credits Prerequisites: LGL-101 and LGL-103

LGL-230 Bankruptcy Law teaches paralegals the procedures, forms, and schedules used in bankruptcy cases. 1 lectures, 1 credit Prerequisites: LGL-202 and LGL-203 or permission of the Department Chair (Offered only in the evening)

LGL-231 Environmental Claims teaches paralegals the practice and procedures in the specialized field of environmental claims-tort liability. 1 lecture, 1 credit Prerequisites: LGL-203 and LGL-205 or permission of the Department Chair
(Offered only in the evening)

LGL-232 Immigration Law teaches paralegals the practices and procedures in the emerging specialty of immigration law. 1 lectures, 1 credit Prerequisite: LGL-203 or by permission of the Academic Department Chair. (Offered only in the evening)

LGL-233 Intellectual Property teaches paralegals the practices and procedures used in the emerging specialty of filing and protecting intellectual property such as trade names, patents and copyrights. 1 lectures, 1 credit Prerequisites: LGL-203 and LGL-206 or permission of the Department Chair
(Offered only in the evening)

LGL-234 Personal Injury and Product Liability teaches paralegals the practice and procedures used in the developing specializations of personal injury and product liability torts. Students will examine case studies and will prepare legal forms for sample case problems. 2 lectures, 2 labs, 3 credits Prerequisites: LGL-203 and LGL-220 (Offered only in the evening of the spring semester)

LGL-235 Tax Law teaches paralegals the tax implications of common problems faced in law offices. Topics covered include business acquisitions and IRS employment regulations. 1 lectures, 1 credit Prerequisites: LGL-203 and ACC-103 or permission of Academic Department Chair.

LGL-236 Employment Law is a course for employees and employers concerning hiring, managing, and terminating employees and special protections available to employers and employees under statutes and cases. The course emphasizes recent developments in the law. 2 lectures, 2 credits Prerequisite: LGL-101 or by permission of the Academic Department Chair.

LGL-237 Rules of Evidence is a review of the rules of evidence in court which include competency to testify, best evidence, hearsay, relevancy, impeachment of a witness, and other evidence rules. 1 lecture, 1 credit Prerequisite: LGL-101 or by permission of the Academic Department Chair.
(Offered only in the evening)

LGL-462 Co-op Work Experience (Paralegalism) requires part-time student employment in a law office, banking institution, court or other law-related position and aims at giving students insight into the methods and procedures used by legal assistants. Job assistance is available through the Co-op office. 1 lecture; plus 179 minimum hours work experience distributed over the semester, 2 credits Prerequisites: LGL-101, LGL-202, LGL-205, LGL-208, LGL-220, WRT-101, and WRT-201. Student must have attained a C or better grade in English Composition I and II and all paralegal specialty courses. (Offered only in the evening of the spring semester)

LGN – LEGAL NURSE CONSULTANT

LGN-105 Principles of Legal Nurse Consulting 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. 3 lectures,3 credits

LGN-201 Health Law 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. 3 lectures,3 credits
Prerequisite(s): LGN-105, LGL-101, LGL-103

LGN-204 Medical Legal Ethics, Records and Writing requires the production and preparation of medical records summaries which includes identifying standards of care; accessing, interpreting and summarizing medical records; interviewing clients; medical witnesses and preparation of the legal nurse consultant's report. Additionally, the course covers legal and medical ethics. 3 lectures,1 lab,3 credits Prerequisite(s): LGL-101, LGL-103, LGL-203, LGL-234, LGN-105 and LGN-201

LGN-210 Advanced Medical Legal Research develops advanced research skills employing Westlaw, Medicine 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. 2 lectures,2 labs,3 credits
Prerequisite(s): LGL-101, LGL-103, LGN-105, LGN-204

LGN-462 Legal Nurse Internship requires that the student complete all legal nurse specialty courses with a grade of "C" or better. This course can only be taken in the last semester of the Legal Nurse Program. The student must meet with the instructor and jointly prepare an agreed 179 hour lab for the course which will include on-site study and assignments in a legal nurse setting such as a hospital, HMO, doctor's office or law office plus sample medical-legal research and document assignments from the instructor. In addition, the course will meet one (1) hour each week. Two or more class absences will require repeat of the course. 2 credits Prerequisite(s): A "C" grade or better in each paralegal nurse specialty course; internship must be taken in last semester of program.

LIT – LITERATURE
Literature courses need not be taken in sequential order.

LIT-201 American Literature to 1880 is a study of representative American literature from its origins to the late nineteenth century. Students read selections from such areas as exploration narratives and Native American poetry, and from such authors as Bradstreet, Edwards, Douglass, Emerson, Hawthorne, Melville, Dickinson, and Whitman. 3 lectures, 3 credits
Prerequisite: WRT-101 } General Education Course

LIT-202 American Literature 1880 to the Present is a study of representative American literature from the late nineteenth century to the present. Students read works by such authors as Twain, O'Neill, Hurston, Hemingway, Faulkner, Frost, Wright, Ginsberg, and Rich. 3 lectures, 3 credits
Prerequisite: WRT-101 } General Education Course

LIT-203 World Literature to 1650 is a study of world authors to the sixteenth century. Students read works such as Gilgamesh; selections from the Old and New Testaments, the Ramayana; and writings of such authors as Homer, Aeschylus, Li Po, Dante, Shakespeare, and Sor Juana. 3 lectures, 3 credits
Prerequisite: WRT-101
} General Education Course } Diversity Course

LIT-204 World Literature 1650 to the Present. Is a study of world authors from the sixteenth century to the present. Students read works by such authors as Wu Ch'Eng-En, Racine, Goethe, Flaubert, Tolstoy, Eliot, Mahfouz, and Achebe. 3 lectures, 3 credits Prerequisite: WRT-101 } General Education Course } Diversity Course

LIT-205 English Literature to 1800
is a study of British literature from Anglo-Saxon times to the late eighteenth century. Students read works such as Beowulf and such authors as Chaucer, Kempe, Shakespeare, Milton, Dryden, Pope, and Swift. 3 lectures, 3 credits Prerequisite: WRT-101 } General Education Course

LIT-206 English Literature 1800 to the Present is a study of British literature from the Romantic period to the present. Students read works by such authors as Blake, Wordsworth, Austen, Hardy, Dickens, Yeats, Lawrence, Woolf, and Thomas. 3 lectures, 3 credits Prerequisite: WRT-101
} General Education Course

LIT-215 The Black Literary Voice in America is a study of major African-American authors. The course provides a literary, historical, and sociological survey of the African-American experience. Students read works by such authors as Wheatley, Douglass, Ellison, Hurston, Baldwin, Malcolm X, Morrison, and Walker. 3 lectures, 3 credits Prerequisite: WRT-101
}General Education Course } Diversity Course

LIT-216 European Literature to 1650 is a study of European authors from Greco-Roman times to the Renaissance. Representative works are studied in their historical context. The course includes selections from such works as the Bible, ancient Greek tragedies and comedies, medieval epics and dramas, and such authors as Sappho, Plato, Virgil, Dante, Marie de France, Shakespeare, and Milton. 3 lectures, 3 credits Prerequisite: WRT-101 } General Education Course

LIT-217 European Literature 1650 to the Present
Representative works are studied in their historical context. The course includes selections from such areas as Romantic and Victorian poetry, the nineteenth century novel, and existentialism, and such authors as Racine, Voltaire, Austen, Goethe, Dostoyevsky, the Symbolists, Kafka, Woolf, Mann, and the Post-Moderns. 3 lectures, 3 credits
Prerequisite: WRT-101 } General Education Course

LIT-218 American Ethnic Literature examines the literature of America's ethnic groups. The course draws upon significant works of fiction, poetry, drama, and autobiography written by representatives of such groups as Native Americans, Hispanics, Irish, Jews, Asians, Blacks, and Italians. 3 lectures, 3 credits
Prerequisite: WRT-101 } General Education Course
}Diversity Course

LIT-219 Topics in American Literature 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.
3 lectures, 3 credits Prerequisite: WRT-101

LIT-220 Social Aspects of Literature examines various concerns and issues that exist within human communities. The course allows students to explore social structures and the role of the individual within a larger social context, with the aim of developing a greater understanding of the interaction of self and society. Literary texts provide the foundation for discussion and analysis.
3 lectures, 3 credits Prerequisite: WRT-101

LIT-221 Shakespeare is an introductory course in 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.
3 lectures, 3 credits. Prerequisite: WRT-101

LIT-222 Introduction to Literary Criticism 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.
3 lectures, 3 credits Prerequisite: WRT-101

LIT-223 Contemporary Latin American Literature 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.
3 lectures,3 credits Prerequisite(s): WRT-101

LIT-224 Topics in International Literature is an exploration of major themes in the literature of various cultures. Each semester a specific theme is developed through the study of literary works that are representative of a number of nations and cultures.
3 lectures, 3 credits Prerequisite: WRT-101 } Diversity Course

LIT-225 Modern Irish Literature is a study of the Irish literary revival of the nineteenth and twentieth centuries. The works of such major Irish authors as Synge, Yeats, ocasey and Joyce are discussed, with special emphasis upon their adaptation of Celtic mythological material and their reactions to the political, cultural, and social conditions of modern Irish society. 3 lectures, 3 credits Prerequisite: WRT-101

LIT-228 Women in. Literature is a survey of literature by women writers representing different world cultures and points of view. It provides a broad literary, historical, and sociological context of the readings. Students will read works by authors as diverse as Julian of Norwich, Dickinson, Chopin, Woolf, Emecheta, Morrison, and Tan. 3 lectures, 3 credits Prerequisite: WRT-101 }General Education Course } Diversity Course

LIT- 230 Psychological Ideas in Literature 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.
3 lectures, 3 credits Prerequisite: WRT 101

MAT – MATHEMATICS

MAT-010 Basic Mathematics Support is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-011. 1 lecture, 1 credit (non-degree) Corequisite: MAT-011

MAT-011 Basic Mathematics is a study of the fundamental operations of arithmetic, intended for students whose placement examination indicates a need for review of arithmetic skills.
3 lectures, 3 credits (non-degree)

MAT-012 Accelerated Basic Math [CAI] is a computer assisted class designed to provide the necessary reinforcement needed to complete the Basic Mathematics, MAT-011, requirements.
1 lecture,1 non-degree credit

MAT-030 Algebra Review 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. 1 lecture, 1 credit (non-degree)

MAT-031 Algebra A; MAT-032 Algebra B is a two-semester basic algebra course equivalent in content to and satisfying the requirements of MAT-035. These courses are designed for the student who has not studied algebra previously, or for the student who has found algebra to be a difficult subject. Students who are placed in MAT-035 may elect to enroll in the MAT-031 and MAT-032 sequence.

MAT-031: 3 lectures, 3 credits (non-degree)
Prerequisite: MAT-011 or equivalent by testing.
MAT-032: 3 lectures, 3 credits (non-degree)
Prerequisite: MAT-031.

MAT-033 Algebra A Support is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-031. 1 lecture, 1 credit (non-degree) Corequisite: MAT-031

MAT-034 Algebra B Support is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-032. 1 lecture, 1 credit (non-degree) Corequisite: MAT-032

MAT-035 Algebra is a basic algebra course for students whose placement examination indicates a need for review in algebra. Topics include signed numbers, variables, literal equations and formulas, square roots, exponents, polynomials, linear and quadratic equations, and rational expressions. 4 lectures, 4 credits (non-degree) rerequisite: MAT-011 and appropriate placement scores.

MAT-090 Intermediate Algebra Support is a recitation class designed to provide additional time for students enrolled in or repeating MAT-160. 1 lecture, 1 credit (non-degree) Prerequisite: A grade of C in MAT-032 or MAT-035 or by proficiency testing. Co-requisite: MAT-160 } Diversity Course

MAT-091 Pre-calculus Support is a recitation class designed to provide additional instructional time for students enrolled in or repeating MAT-180. 1 lecture, 1 credit (non-degree) Prerequisite: A grade of C in MAT-160 or by proficiency testing Co-requisite(s): MAT-180

MAT-092 Calculus I Support s a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-280.1 lecture, 1 credit (non-degree) Prerequisite: A grade of C in MAT-180 or by permission of the Academic Department Chair Co-requisite: MAT-280

MAT-093 Calculus II Support is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-281. 1 lecture, 1 credit (non-degree) Prerequisite(s): A grade of C in MAT-280 or by permission of the Academic Department Chair Co-requisite(s): MAT-281

MAT-130 Contemporary Mathematics is a study of some of the fundamental concepts in mathematics and computers. Topics considered include number systems, symbolic logic, set theory, principles of counting, probability, and an introduction to computers and computer programming. Applications of these concepts in various fields of study are included in the course. 3 lectures, 3 credits Prerequisite: MAT-031/032 sequence or MAT-035 or equivalent by testing. }General Education Course

MAT-150 Elementary Statistics is a study of frequency distributions, measures of central tendency and dispersion, probability, the normal distribution, sampling and sampling distributions, the central limit theorem, confidence interval estimation, and hypothesis testing. 3 lectures, 3 credits Prerequisite: MAT-031/032 sequence or MAT-035 or equivalent by testing. }General Education Course

MAT-155 Finite Mathematics is an introduction to the solution of problems in the management, natural, behavioral, and social sciences. Topics covered include mathematical models, matrices, linear systems, and linear programming. 3 lectures, 3 credits Prerequisite: MAT-031/032 sequence or MAT-035 or equivalent by testing. }General Education Course

MAT-160 Intermediate Algebra is the study of polynomial and rational expressions, integral and fractional expressions, roots and radicals, linear and quadratic equations, functions, elementary curve sketching, inequalities. 4 lectures, 4 credits (non-degree) Prerequisite(s): MAT-031/032 or MAT-035 or by proficiency testing

MAT-180 Precalculus: College Algebra and Trigonometry is a study of coordinate geometry; functions and graphing; polynomial and rational functions; exponential, logarithmic, trigonometric, and inverse trigonometric functions; analytic geometry, and applications. 4 lectures, 4 credits Prerequisite: MAT-160 with a grade of C or better or by proficiency examination. }General Education Course

MAT-223 Calculus for the Managerial and Social Sciences covers the essential ideas of the Calculus: functions, limits, continuity, differentiation and integration. The course includes applications to problems in business, economics, psychology, the social sciences and mathematical modeling. 3 lectures, 3 credits Prerequisite: MAT-160 with a grade of C or better or by proficiency examination } General Education Course

MAT-250 Statistical Analysis is an introduction to methods for the design of research studies and the interpretation of data that result from these studies. Topics considered include a brief review of elementary statistical concepts, additional cases of hypothesis testing and estimation, analysis of variance, analysis of enumerative data, linear regression and correlation, and non-parametric statistics. Laboratory assignments using a statistical software package are included in the course. 2 lectures, 2 labs, 3 credits Prerequisite: MAT-150 with a grade of C or better or by permission of the Academic Department Chair. }General Education Course

MAT-280 Calculus I 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. 4 lectures, 4 credits Prerequisite: MAT-180 with a grade of C or better or by permission of the Academic Department Chair. }General Education Course

MAT-281 Calculus II is a study of differentiation and integration of transcendental functions, methods of integration, applications of the integral, indeterminate forms, improper integrals, infinite series, and applications. 4 lectures, 4 credits Prerequisite: MAT-280 with a grade of C or better or by permission of the Academic Department Chair. }General Education Course

MAT-282 Calculus III is a study of vectors, partial differentiation, directional derivatives, gradients, multiple integrals, vector calculus, line integrals, topics from vector analysis, and applications. 4 lectures, 4 credits Prerequisite: MAT-281 with a grade of C or better or by permission of the Academic Department Chair. }General Education Course

MAT-283 Differential Equations is a study of first order equations, linear equations with constant coefficients, non-homogeneous equations, variation of parameters, series solutions, Laplace Transforms, boundary value problems, Fourier series, systems of differential equations, and applications. 4 lectures, 4 credits Prerequisite: MAT-282 with a grade of C or better or by permission of the Academic Department Chair.

MAT-286 Linear Algebra is a study of finite dimensional vector spaces. Topics considered include vectors and vector spaces, matrices, determinants, systems of linear equations, linear transformations, quadratic forms, eigenvalues and eigenvectors, and applications. 4 lectures, 4 credits Prerequisite: MAT-280 or by permission of the Academic Department Chair.

MFG – MANUFACTURING TECHNOLOGY

MFG-119 Manufacturing Design I is a study of the basic functionality and use of Parametric Technology Corporation's Pro/ENGINEER 3D solid modeling software. Emphasis will be placed on the technology as well as the terminology in relation to this advanced tool. Lecture and lab will be used to teach not only how to use specific features of the software but also how to use it in design. 2 lectures, 2 labs, 3 credits

MFG-122 Machine Tool Principles I 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. 2 lectures, 2 labs, 3 credits

MFG-123 Quality and Measurements I is a study of the fundamental skills used by machinists such as blueprint reading and drafting standards used to create and interpret drawings. Student will also study and use precision measuring equipment such as calipers, dial indicators, gauges, and hole measuring devices in a practical laboratory. Basic machinist math topics such as fractions, decimals, metrics, and algebra will also be addressed. 2 lectures, 2 labs, 3 credits Prerequisite: MAT-011 or a passing score on the MAT-011 placement exam

MFG-219 Manufacturing Design II is a study of the intermediate to advanced functionality of Parametric Technology Corporation's Pro/ENGINEER 3D solid modeling software. Emphasis will be placed on the technology as well as the various design techniques in relation to this advanced tool. Lecture and lab will be used to teach not only how to use specific features of the software but also how to use it in design. 2 lectures, 2 labs, 3 credits Prerequisite: MFG-119

MFG-220 Manufacturing Design III is a study of the design and analysis techniques using Parametric Technology Corporation's Pro/ENGINEER 3D solid modeling software, Pro/Sheetmetal and Pro/Surfacing techniques. Emphasis will be placed on the technology as well as the techniques available in relation to this advanced tool. Lecture and lab will be used to teach how to use specific features of the software in relation to product design. 2 lectures, 2 labs, 3 credits Prerequisite: MFG-219

MFG-221 Manufacturing Design IV is a study of the basic functionality and use of the manufacturing module of Parametric Technology Corporation's Pro/ENGINEER 3D solid modeling software and Pro / Mechanica. Emphasis will be placed on the technology as well as the terminology in relation to this advanced tool to manufacture products. Lecture and lab will be used to teach not only how to use specific features of the software but also how to use it in design. 2 lectures, 2 labs, 3 credits Prerequisite: MFG-220

MFG-222 Machine Tool Principles II 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. 2 lectures, 2 labs, 3 credits Prerequisite: MFG-122

MFG-223 Quality and Measurements II continues the work of Quality and Measurements I by expanding the skills of quality control with the introduction of statistical process control. Geometric dimensioning and tolerancing as applied to engineering drawings will be studied. Intermediate machinist math topics such as algebra, geometry, and trigonometry will be addressed in context. 2 lectures, 2 labs, 3 credits Prerequisite: MFG-123

MFG-224 Advanced Tooling, Materials, and Automation includes an overview of materials and processes used in the manufacture of precision products and an advanced study of metal cutting tooling. A comparative study of casting, welding, heat-treating, stamping, cutting, EDM, CNC machining, grinding, etc., will be undertaken, with emphasis on precision machining equipment and automation. The relationship between tooling, cutting lubricants, and material properties will be explored. The interaction of machine and tool cutting factors in determining production rates will be investigated. 2 lectures, 4 labs, 4 credits Prerequisites: MFG-222, MFG-223, DFT-107

MFG-225 Process Improvement will provide students with the skills necessary for evaluating, documenting, and improving manufacturing and other business processes. Students will gain hands-on experience using techniques such as process mapping, value stream mapping, and systems diagramming to identify both existing processes and for modeling potential improvements. The course will also cover both the technical and human issues associated with the implementation of changes as well as strategies for remediation. 1 lecture, 2 labs, 2 credits Prerequisite: TEC-180 Corequisite or Prerequisite: MFG-224

MFG-226 Methods, Fixture Design, and Estimating will explore and develop the skills necessary to mentally visualize how to effectively and economically make precision-machined parts. Students will learn how to select materials, type of process, type of equipment, sequence of operations, fixtures, tools, etc. Methods development and documentation will be demonstrated and practiced. Jig and fixture types and design criteria will be reviewed. 2 lectures, 2 labs, 3 credits Prerequisites: MFG-224 and DFT210 or MFG-119

MFG-227 CNC Programming 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. 2 lectures, 4 labs, 4 credits Prerequisites: MFG-224 and DFT210 or MFG-119

MFG-254 Robotics is an introduction to the principles and capabilities of modern robot technology. Topics considered include the evolution and future of computerized robots; robot intelligence; geometric sensors; computer controllers; and the design, assembly, adaptation, programming maintenance, operation and applications of robots in industry. Laboratory assignments on robotic activities are included in the course. 2 lectures, 2 labs, 3 credits Prerequisite: CIS-163 or by permission of the Academic Department Chair.

MFG-257 Introduction to Manufacturing Systems utilizes high-tech hardware (CNC lathe and milling machines, vision inspection system, robotic arms, conveyors, etc.) and industrial software (CAM) in order to control, manage, operate and monitor manufacturing processes. 1 lecture, plus 240 minimum hours work experience distributed over the semester or over combined summer sessions. 2 lectures, 2 labs, 3 credits Prerequisite: By permission of the Academic Department Chair.

MFG-464 Co-op Work Experience (Manufacturing) provides the student with practical, supervised work experience within the broad field of manufacturing technology. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Co-op Office. 1 lecture, plus 240 minimum hours work experience distributed over the semester or over combined summer sessions. 4 credits Prerequisites: MFG-222 and MFG-123

MOA – MEDICAL OFFICE   ASSISTANT

MOA-140 Medical Terminology provides an introduction to the basic structure of medical words, including prefixes, suffixes, roots, combining forms, and the formation of plurals. Emphasis is placed on the correct pronunciation, spelling, and definition of medical terms, allowing the student to build a professional vocabulary for working in the medical field. 3 lectures, 3 credits

MOA-141 Introduction to Medical Assisting is a study of the professional attitudes and behavior required of medical assistants. The fundamentals of meeting the special needs of patients are also studied. The fundamental principles of human relations and the importance of professional growth and communication skills are stressed. Additional emphasis is placed on development of medical science, health agencies, medical specialties, and common disease processes. 3 lectures, 3 credits

MOA-145 Medical Office Assisting: An Overview is offered to candidates for the Certified Medical Assistant Examination administered by the American Association of Medical Assistants. Subjects to be covered in the course are medical terminology, human relations, medical law and ethics, anatomy and physiology, administrative procedures, and clinical procedures. 3 lectures, 3 credits

MOA-200 Pharmacology for Medical Office Assistants introduces the student to drug practices, procedures, and preparations utilized in ambulatory care settings. Topics include legislation, drug sources, classifications, and actions. Emphasis is placed on function of drugs, vitamins and minerals, and substance abuse, as well as the effects of medications on the various body systems. 2 lectures, 2 credits Prerequisite: MOA-140

MOA-201 Diagnostic and Procedural Coding enables the student to develop competence in coding systems, diagnoses, and procedures for data collection and processing. The student will follow federal regulations and guidelines for sequencing of diagnoses and processing activities. The laboratory component of the course is utilized to develop the skills and competencies to perform coding through both manual and computer-based methods. 3 lectures, 3 labs, 4 credits Prerequisite: MOA-140

MOA-203 Medical Assistant Administrative Procedures I provides a comprehensive medical office simulation. Students are trained in machine transcription and are given basic instruction in word processing operations. 2 lectures, 2 labs, 3 credits Corequisites: MOA-140 and INF-219 (Restricted to Medical Office Assistant curriculum students).

MOA-204 Medical Assistant Administrative Procedures II provides advanced training in medical office procedures and management. Special emphasis placed on medical transcription and medical written communications. 2 lectures, 2 labs, 3 credits Prerequisite: MOA-203 (Restricted to Medical Office Assistant curriculum students).

MOA-218 Medical Economics is a study of various types of medical practice and medical care, fee determination, health and accident insurance programs, and government medical care programs. Medical law and ethics are also emphasized. 2 lectures, 2 credits Corequisite: MOA-141

MOA-240 Clinical Office Practice enables the student to develop competence in examination room techniques. Special emphasis is placed on preparing the patient for examination, taking vital signs, preparing for sterilization and injection procedures, taking electrocardiograms, performing first aid and emergency procedures including CPR, and caring for supplies and equipment in the physician's office. 2 lectures, 4 labs, 4 credits Prerequisites: MOA-140 and MOA-141

MOA-241 Clinical Laboratory Technology enables the student to develop competence in the techniques of laboratory procedure commonly performed in a physician's office. Procedures studied include urinalysis, hematology, bacteriology, immunology, and basal metabolism. 3 lectures, 3 labs, 4 credits Prerequisite: MOA-240

MOA-243 Medical Office Assistant Externship I 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. 1 credit Prerequisite: MOA-240 Corequisites: MOA-203 and MOA-241

MOA-244 Medical Office Assistant Externship II enables the student to continue with 120 hours of directed experience in an assigned physician's office or other relevant medical facility. Emphasis is on refinement of skills and performance of all administrative and clinical tasks. Attendance is required at scheduled seminars. 1 credit Prerequisite: MOA-243

MUA – APPLIED MUSIC

Applied lessons are ½ hour weekly. The college does not provide instruments.

MUA-101 Bass I 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. 1 lecture, 1 lab, 1 credit

MUA-102 Guitar I provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. 1 lecture, 1 lab, 1 credit

MUA-103 Percussion I 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. 1 lecture, 1 lab, 1 credit

MUA-104 Piano I provides instruction in piano designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. 1 lecture, 1 lab, 1 credit

MUA-105 Strings I 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.1 lecture, 1 lab, 1 credit

MUA-106 Voice I provides instruction in voice designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. 1 lecture, 1 lab, 1 credit

MUA-107 Woodwinds/Brass I
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. 1 lecture, 1 lab, 1 credit

MUA-231 Bass II 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-101

MUA-232 Bass III 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-231

MUA-233 Bass IV 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-232

MUA-234 Guitar II provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-102

MUA-235 Guitar III provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-234

MUA-236 Guitar IV provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-235

MUA-237 Percussion II 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-103

MUA-238 Percussion III 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-237

MUA-239 Percussion IV 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-238

MUA-240 Piano II provides instruction in piano designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-104

MUA-241 Piano III provides instruction in piano designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-240

MUA-242 Piano IV provides instruction in piano designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-241

MUA-243 Strings II 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-105

MUA-244 Strings III 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-243

MUA-245 Strings IV 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-244

MUA-246 Voice II provides instruction in voice designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-106

MUA-247 Voice III provides instruction in voice designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-246

MUA-248 Voice IV provides instruction in voice designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-247

MUA-249 Woodwinds/Brass II 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUA-107

MUA-250 Woodwinds/Brass III 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.   1 lecture, 1 lab,1 credit Prerequisite: MUA-249

MUA-251 Woodwinds/Brass IV 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.1 lecture, 1 lab, 1 credit Prerequisite: MUA-250

MUS – MUSIC

MUS-101 Music Appreciation is a study of the materials and basic components of music, primary musical forms and major musical styles, and of the development of music from the pre-Baroque period to the present. 3 lectures, 3 credits } General Education Course

MUS-103 Fundamentals of Music is a study of such rudiments of music as notation, the structure of scales, intervals, keys, triads, and simple harmonic progressions. 3 lectures, 3 credits

MUS-105 A History of Jazz in America is a study of the historical development of jazz from its origin as a form of Black American folk music to its acceptance as a major expression of American art. 3 lectures, 3 credits

MUS-107 Music History I is a study of the historical and stylistic development of music from the Gothic period through the Baroque period. 3 lectures, 3 credits } General Education Course

MUS-108 Music History II is a study of the historical and stylistic development of music from the Classical period to the present. 3 lectures, 3 credits } General Education Course

MUS-109 The Musical: A Survey introduces the fundamental aspects of musical theatre. Students will study selected standard repertoire of American Musical Theatre and understand the interaction of multiple artistic considerations. Repertoire will be used as a tool for illustration of musical elements and theatrical techniques. Selected works will be considered from the context of their relationship to historical and artistic values. Students will consider aspects of performance in musical theatre and gain an understanding of the responsibilities and expectations involved in the field. 3 lectures, 3 credits

MUS-110 Music, Art , and Drama is designed to promote an understanding and appreciation of the human cultural heritage and concentrates upon major developments in music, art and drama during the Baroque, Classical, Romantic, and Contemporary periods. 3 lectures, 3 credits }General Education Course

MUS-118 Vocal Workshop is an introduction to the basic principles of vocal production. Application of correct vocal techniques is introduced through a series of group and solo singing activities. 1 lecture, 2 lab, 2 credits

MUS-119 Songwriting Workshop 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. 1 lecture, 2 labs, 2 credits

MUS-120 Pop/Rock Ensemble I 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. 1 lecture, 1 lab, 1 credit

MUS-121 Chorus I requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions. 1 lecture, 1 lab, 1 credit

MUS-125 Chamber Ensemble I This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. 1 lecture, 1 lab, 1 credit

MUS-131 Class Piano I is an introductory course designed to provide fundamental piano instruction. 1 lecture, 2 labs, 2 credits

MUS-132 Music Theory I is a study of elementary diatonic harmony. It includes the study of major scales, natural, harmonic, and melodic forms of minor scales. Also included is the study of interval and triad construction, the figured bass, cadences, plus bass and soprano harmonizations. 1 lecture, 2 labs, 2 credits

MUS-133 Music Dictation and Sight Reading is an introduction to score reading, the rudiments of conducting, musical dictation, and other elements that are essential to an understanding of music. 1 lecture, 2 labs, 2 credits

MUS-134 Ear Training and Musicianship I designed to develop a comprehension of musical structure and styles through sight singing and musical dictation. 1 lecture, 2 labs, 2 credits

MUS-137 Guitar in the Classroom is a systematic approach to basic guitar technique and an introduction to contemporary music. 1 lecture, 2 labs, 2 credits

MUS-140 Jazz Ensemble I 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. 1 lecture, 1 lab, 1 credit

MUS-150 Introduction to MIDI Sequencing and Synthesis introduces students to the concepts of computer utilization in the manipulation of music. These concepts include composing, arranging, editing and gaining understanding of and developing skills in electronic music from theoretical, aesthetic and practical perspectives. Essential topics to be included when exploring the use of computers and music will be music sequencing and MIDI (Musical Instrument Digital Interface); creating sounds and music with digital audio; computer music and the Internet; and desktop music notation. 3 lectures, 3 credits

MUS-151 Introduction to Audio Recording is a systematic approach to sound, music, and multimedia production. The student will be involved with all phases of hard disk-based recording, editing, synchronization technologies, hardware and software systems, digital signal processing techniques, and in creating digital audio and MIDI-based music. Whether the projects will be on DAT, a CD-ROM, DVD, or any desktop audio, this class will develop the ability to record and playback multiple tracks of digital audio. 3 lectures, 3 credits

MUS-152 Music Business I is a course designed to provide students with important skills and knowledge that will enhance their abilities for a career in fields combining music and business. Basic concepts of how the music industry works and how music is created and marketed will be presented along with discussions of numerous career options. Topics discussed will provide an overview of the record, radio, video, film, television, and advertising industries and how each uses music. 3 lectures, 3 credits

MUS-153 Piano Pedagogy I 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. 2 lectures, 2 labs, 3 credits

MUS-220 Pop/Rock Ensemble II 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUS-120

MUS-221 Pop/Rock Ensemble III 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUS-220

MUS-222 Pop/Rock Ensemble IV 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUS-221

MUS-231 Class Piano II provides continuing piano instruction for any student who fulfills the prerequisite for the course. The course includes the study of piano literature from the Baroque period to the present and emphasizes the further development of the student's piano technique. 1 lecture, 2 labs, 2 credits Prerequisite: MUS-131 or by permission of the Academic Department Chair.

MUS-232 Music Theory II is a study of harmonizations and harmonic progressions. The course includes the study of six-four chords, non-harmonic tones, modulation, and the dominant seventh chord. 1 lecture, 2 labs, 2 credits Prerequisite: MUS-132

MUS-234 Ear Training and Musicianship II is a continuation of Ear Training and Musicianship I focusing on the development of aural comprehension skills through sight-singing and music dictation exercises. 1 lecture, 2 labs, 2 credits Prerequisite: MUS-134

MUS-241 Class Piano III is a course designed to develop skills in sight reading, transposition, harmonization styles, and improvisation techniques. Included is the study of piano literature from the Baroque to the present. The emphasis is on good pianist technique. 1 lecture, 2 labs, 2 credits Prerequisite: MUS-231

MUS-242 Class Piano IV is a course designed to further develop skills in sight-reading, transposition, harmonization styles, and accompaniment techniques. Included is further study of piano literature from the Baroque to the present. There is continued emphasis on good pianistic technique. 1 lecture, 2 labs, 2 credits Prerequisite: MUS-241

MUS-246 Jazz Ensemble II requires students to study and to perform in a variety of jazz styles. Special attention will be given to the developmment of improvisational skills and reading jazz charts. Students are expected to participate in concerts for the college ceremonies and functions. 1 lecture, 1 lab, 1 credit Prerequisite: MUS-140

MUS-247 Jazz Ensemble III 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. 1 lecture, 1 lab, 1 credit Prerequisite: MUS-246

MUS-248 Jazz Ensemble IV requires students to study and to perform in a variety of jazz styles. Special attention will be given to the developmment of improvisational skills and reading jazz charts. Students are expected to participate in concerts for the college ceremonies and functions. 1 lecture, 1 lab, 1 credit Prerequisite: MUS-247

MUS-250 Electronic Music Composition 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. 2 lectures, 2 labs, 3 credits Prerequisite: MUS-150

MUS-251 Studio Recording Techniques 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. 2 lectures, 2 labs, 3 credits
Prerequisite: MUS-151

MUS-252 Music Business II provides further study of the music industry for students who wish to seek employment in fields combining music and business. This course will provide an in-depth study focusing upon topics including music publishing, national and international copyright law, live performance, managers and agents, music organizations, recording agreements, music publishing, film and television music production, music merchandising, and other contractual obligations. 3 lectures, 3 credits Prerequisite: MUS-152

MUS-253 Piano Pedagogy II 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. 2 lectures, 2 labs, 3 credit
Prerequisite: MUS-153 Piano Pedagogy I

MUS-255 Chorus II requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions. 1 lecture, 1 lab, 1 credit

MUS-256 Chorus III requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions. 1 lecture, 1 lab, 1 credit

MUS-257 Chorus IV requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions. 1 lecture, 1 lab, 1 credit

MUS-258 Chamber Ensemble II requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. 1 lecture, 1 lab, 1 credit

MUS-259 Chamber Ensemble III requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. 1 lecture, 1 lab, 1 credit

MUS-260 Chamber Ensemble IV requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions. 1 lecture, 1 lab, 1 credit

MUS-261 Advanced Studio Recording is a further study of recording technology as applied to music production. Topics covered include techniques of live multi-track recording and over-dubbing, 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. Prerequisite: MUS-251
2 lectures, 2 labs, 3 credits

MUS-262 Concert Promotion and Production 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. Prerequisite: MUS-152 2 lecture, 2 lab, 3 credits

MUS-263 Careers in the Music Industry is an introductory survey of career opportunities in the music industry, including music publishing, sound recording, music for film, radio, television, and new media, concerts and touring, music education, musical instruments, and non-profit arts management. Students will prepare promotional materials necessary for embarking on a career in the music field. Prerequisite: MUS-152 3 lectures, 3 credits

MUS-234 Ear Training and Musicianship II is a continuation of Ear Training and Musicianship I focusing on the development of aural comprehension skills through sight-singing and music dictation exercises. Prerequisite: MUS-134 1 lecture, 2 labs, 2 credits

MUS-462-463-464 Co-Op Work Experience [Music] 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. On site evaluations are done by a faculty member/employer.

MUS-462 1 lecture; plus 120 minimum hours work experience distributed over the semester, 2 credits
MUS-463 1 lecture; plus 180 minimum hours work experience distributed over the semester, 3 credits
MUS-464 1 lecture; plus 240 minimum hours work experience distributed over the semester, 4 credits

NUR – NURSING

NUR-181 Physical Assessment is a first-level course in the nursing sequence which focuses on taking a nursing history including a psychosocial assessment and performing a basic systematic head-to-toe physical assessment of adults using selected techniques. At the end of this course students will be able to perform a beginning level physical assessment. 2 labs, 1 credit Prerequisite: Admission to the Department Corequisites: NUR-182, NUR-183, BIO-109, and PSY-101

NUR-182 Pharmacology for Nurses 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. 1 lecture, 1 credit Prerequisite: Admission to the Department Corequisites: NUR-181, NUR-183, BIO-109, and PSY-101

NUR-183 Basic Concepts and Skills of Nursing 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. 2 lectures, 12 labs, 6 credits Prerequisite: Admission to the Department Corequisites: NUR-181, NUR-182, BIO-109, and PSY-101

NUR-281 Adult Health Nursing A is a second-level course in the nursing sequence which focuses on the health care of individuals and families who have needs related to fluid and electrolytes, oxygenation and circulation. Students will use the nursing process in a variety of health care settings to assist individuals, families and groups achieve optimum health. This course runs for half the semester concurrently with NUR-282. 4 lectures, 12 labs, 7.5 weeks, 4 credits Prerequisites: NUR-181, NUR-182, NUR-183, BIO-109, and PSY-101 Corequisites: BIO-209, PSY-106, and NUR-282

NUR-282 Adult Health Nursing B is a second-level course in the nursing sequence which focuses on the health care of individuals and families who have needs related to nutrition and elimination. Students will use the nursing process in a variety of health care settings to assist individuals and families achieve optimum health. This course runs for half the semester concurrently with NUR-281. 4 lectures, 12 labs, 7.5 weeks, 4 credits Prerequisites: NUR-181, NUR-182, NUR-183, BIO-109, and PSY-101 Corequisites: BIO-209, PSY-106, and NUR-281

NUR-284 Maternal-Child Health Nursing is a third-level course in the nursing sequence which focuses on family units, reproduction, 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. 6 lectures, 12 labs, 7.5 weeks, 5 credits Prerequisites: NUR-281 & NUR-282 Corequisites: BIO-104, SOC-101, and NUR-285

NUR-285 Mental Health Nursing is a third-level course in the nursing sequence which focuses on adaptive and maladaptive 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. 4 lectures, 12 labs, 7.5 weeks, 4 credits Prerequisites: NUR-281 & NUR-282 Corequisites: BIO-104, SOC-101, and NUR-284

NUR-290 Adult Health Nursing C is a fourth-level course in the nursing sequence which focuses on the health care of individuals, families and groups who have self-care deficits related to mobility and 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. 4 lectures, 12 labs, 7.5 wks., 4 credits Prerequisites: NUR-284 & NUR-285 Corequisite: NUR-291

NUR-291 Adult Health Nursing D is a fourth-level course in the nursing sequence which focuses on the health care of individuals and families who have self care deficits related to cellular regulation, sexual practices and endocrine and immune function. Students will use the nursing process in a variety of 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. 4 lectures, 12 labs, 7.5 wks., 4 credits Prerequisites: NUR-284 and NUR-285 Corequisite: NUR-290

PHR – PHILOSOPHY & RELIGION

PHR-100 Reasoning 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. 3 lectures, 3 credits

PHR-101 Introduction to Philosophy is a study of the basic problems and methods of philosophical inquiry, concentrating on the work of such major thinkers as Plato, Aristotle, Augustine, Aquinas, Descartes, Hume, Kant, Hegel, Marx, Kierkegaard, and Sartre. Topics of discussion include the nature and limits of human knowledge, the existence of God, the differences between right and wrong conduct, the nature of the good life, and the meaning and value of human existence. 3 lectures, 3 credits } General Education Course

PHR-102 Contemporary Moral Issues 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. 3 lectures, 3 credits. }General Education Course

PHR-103 Basic Logic is an introduction to the principles and methods of correct reasoning. Topics of discussion include the relationship between logic and language; the distinction between formal and informal logic; the detection and avoidance of formal and informal fallacies; the formulation and evaluation of deductive arguments; the differences between traditional and modern (symbolic) logic; and the nature, scope, and limits of inductive reasoning. 3 lectures, 3 credits }General Education Course

PHR-104 Topics in Philosophy is an introductory study of major themes in both traditional and modern philosophical literature, concentrating on such topics as the human condition; the scope and limits of human freedom; the human experience of death; the nature of truth, beauty, and goodness; the relationship between liberty, equality, and justice; and the human search for the meaning of life. 3 lectures, 3 credits

PHR-105 Professional Ethics 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. 3 lectures, 3 credits

PHR-106 Eastern Philosophy is an introduction to the major philosophical traditions of China and India, concentrating on the work of such major thinkers as Lao Tzu, Confucius, Nagarjuna, Vasubandhu, Shankara, and Ramanuja. Topics of discussion include the nature, problems, and methods of Eastern philosophy; the nature of ultimate reality; the nature of the self; the nature and existence of God; the nature and limits of human knowledge; human nature and the human condition; the meaning and value of life and death; the nature of the good life; and the search for enlightenment. 3 lectures, 3 credits } General Education Course } Diversity Course

PHR-107 Introduction to the Philosophy of Art 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. 3 lectures,3 credits

PHR-110 Introduction to Ethical Theory 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. 3 lectures, 3 credits. }General Education Course

PHR-111 Social and Political Philosophy 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. 3 lectures,3 credits

PHR-120 Introduction to Religion is a study of major themes in religious and theological thought. Topics of discussion include the nature and existence of God; the relationship between God, humanity, and the universe; human nature and the human condition; religious responses to the problems of human existence; and the relationship between religion and society. 3 lectures, 3 credits } General Education Course

PHR-121 Religions of the World is a comparative study of the history, basic beliefs, and characteristic practices of such major religious systems as Hinduism, Buddhism, Daoism, Confucianism, Judaism, Christianity, and Islam. Some attention is also given to the religions of ancient Middle Eastern and Mediterranean peoples, to ancient and modern tribal religions, and to contemporary sectarian and cultic movements. 3 lectures, 3 credits } General Education Course } Diversity Course

PHR-122 Women and Religion analyzes the relationship of women to the major religious traditions of the world, including Judaism, Christianity, Islam, Hinduism, Buddhism, and others. The course examines such issues as religious statements about the nature of women, religious codes of behavior for women, and the extent and nature of women's religious participation within the various traditions. 3 lectures, 3 credits } Diversity Course

PHR-124 The Christian Scriptures is an introductory study of traditional and modern perspectives on the Old and New Testaments, with primary emphasis on the New Testament. 3 lectures, 3 credits } Diversity Course

PHR-125 The Hebrew Scriptures 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. 3 lectures, 3 credits } Diversity Course

PHR-126 The Islamic Scriptures is an introductory study of the origins, content, and meaning of the primary sacred text of Islam, the Koran (Qur'an). The relationship between the Koran and the Hadith (a record of sayings and actions of Muhammed) will also be discussed. 3 lectures, 3 credits }Diversity Course

PHR-203 Intermediate Logic is a second level course in logic for those students who are interested in studying advanced systems of logic and their philosophical foundations. Topics covered include the nature of formal deductive systems; sentential logic (advanced problems and methods); predicate logic and quantification theory; and issues in the philosophy of logic. 3 lectures, 3 credits Prerequisite: PHR-103 or MAT-130

PHY – PHYSICS

PHY-100 Energy and Society provides an overview of the nature of energy, its uses, and its effect on the individual, society and the environment. The course will explores the use of energy in contemporary society and the development of renewable energy technologies. Emphasis is placed on conservation, energy efficiency, renewable energy sources and technologies that can be utilized to create a sustainable energy society. The laboratory part of the course will involves service learning projects. 3 lectures,3 labs,4 credits Pre or Co-requisite(s): MAT-011

PHY-111 Astronomy is a survey of the universe. Light, astronomical instruments and the historical development of Astronomy are topics studied to initiate a tour of the heavens, which includes the Earth as a planet, the Moon, the solar system, stars, galaxies, quasars, black holes, and scientific theories of the creation of the universe. The possibility of life in space is discovered throughout. Labs supplement the course material and include a visit to a local observatory. 3 lectures, 3 labs, 4 credits, General Education Course

PHY-112 Climatology is a study of the Earth's climate. Climate elements and atmospheric heat transfer processes will be studied and applied to climate classification schemes. The effects of climate on human activities will be considered. Special attention will be given to the greenhouse effect, El Niño, Ice Age theories, climate explanations for the extinction of the dinosaurs, and past and future climates. Laboratory work features simple analytical and statistical analysis of climate data. 3 lectures, 3 labs, 4 credits } General Education Course

PHY-113 Geology is a study of the solid Earth. Topics include minerals and rocks, weathering and soils, groundwater, glaciers, deserts, earthquakes, and volcanism. Special attention will be given to mining and oil prospecting and their environmental effects, fossils and rocks, plate tectonics, analysis of the structure of the Earth's interior, and geologic time and Earth history. Laboratory work includes mineral and rock analysis, soil and vegetation studies, topographic mapping, and review of the geologic calendar. 3 lectures, 3 labs,
4 credits } General Education Course

PHY-114 Meteorology is a study of weather. It begins with the origin, evolution, present composition, and vertical structure of the atmosphere. This leads to a comprehensive analysis of the weather elements – temperature, humidity, fog, clouds, pressure, rain, snow and the development of air masses, fronts, anticyclones, cyclones, hurricanes, and severe storms. Special topics include pollution and lightning. Labs emphasize sun-weather relationships, weather maps, and forecasting techniques. 3 lectures, 3 labs, 4 credits }

PHY-185 Introduction to Physics covers a series of topics: 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. Although no math is required, some principles are developed and used. Application of principles to environmental and health problems included. 3 lectures, 3 labs, 4 credits } General Education Course

PHY-186 General Physics I is the first half of a two-semester, algebra-based physics sequence, and is a study of mechanics (motion, forces, and the conservation laws), waves, sound, and fluids. It covers kinematics, dynamics, energy, momentum, rotation, and the mechanical properties of matter. The laws of physics are investigated and applied to problem solving. 3 lectures, 3 labs, 4 credits Prerequisite: MAT-160 with a grade of C or better. Recommended prerequisite: High School Trigonometry and one year of High School Physics or PHY-185 }General Education Course

PHY-280 Physics I is the first semester of a three-semester, calculus-based physics sequence, and is a study of mechanics (motion, forces, and the conservation laws). It covers kinematics, dynamics, statics, energy, momentum, oscillations, gravity, and the properties of solid matter. The laws of physics are investigated and applied to problem solving. 3 lectures, 3 labs, 4 credits Prerequisite: MAT-180 with a grade of C or better. Corequisite: MAT-280 Recommended prerequisite: PHY-185 or one year of High School Physics } General Education Course

PHY-286 General Physics II is the continuation of PHY-186 General Physics I, and is a study of heat, electricity and magnetism, light, and modern physics. It covers thermodynamics, electrostatics, magnetic fields and forces, capacitance and inductance, electrical and electronic circuits, geometrical and physical optics, relativity, and quantum theory. 3 lectures, 3 labs, 4 credits Prerequisite: PHY-186 with a grade of C or better. }General Education Course

PHY-290 Physics II 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. 3 lectures, 3 labs, 4 credits Prerequisites: MAT-280, PHY-280 with grades of C or better. Corequisite: MAT-281 } General Education Course

PHY-291 Physics III 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. 3 lectures, 3 labs, 4 credits Prerequisites: MAT-281, PHY-290, with grades of C or better. Recommended corequisite: MAT-282 } General Education Course

PHY-294 Engineering Mechanics is a study of the state of rest or motion of bodies under the action of forces. This course builds a foundation of analytic capability for the solution of a great variety of engineering problems. Topics covered include the statics and dynamics of particles and rigid bodies. 4 lectures, 4 credits Prerequisites: MAT-282 and PHY-280 with grades of C or better.

POL – POLITICAL SCIENCE

POL-101 American Government is the study of the American national political system and the uses, options, patterns, and limitations of public power. The course examines the theoretical roots of government, the American adaptation of the Western political tradition, the Constitution, decision making structures, the role of the people in government, political parties, and civil rights. Current political problems are analyzed and discussed. 3 lectures, 3 credits } General Education Course

POL-102 International Relations is an examination of the basic elements and processes of the modern nationstate system. Political power, nationalism, diplomacy, international law, international organizations, balance-of-power strategies, imperialism, regionalism, polycentrism, and current world issues are analyzed. 3 lectures, 3 credits } General Education Course

POL-103 Modern Political Ideologies focuses on the ideologies that have dominated contemporary world politics. Such theories as Socialism, Communism, Fascism, and Democracy are studied. 3 lectures, 3 credits } General Education Course (Offered only in the spring

POL-104 State and Local Government is the study of state, county, and municipal political systems. The course examines the making and enforcement of public policy and the political roles of the people, political parties, political machines, and pressure groups. intergovernmental relations and evolving patterns of metropolitan government are analyzed with an emphasis on New Jersey and Bergen County. 3 lectures, 3 credits }General Education Course

POL-106 Themes in U.S. History (Modern American Presidency) is an analytical and historical examination of the development of the office and powers of the modern American presidency. Emphasis is placed on studying the roles of the president as described in the Constitution, the relationship of the executive with the other branches of government, presidential views of the office, the presidential election system, and presidential character and personality. 3 lectures, 3 credits

POL-107 Introduction to Politics is a survey of the basic concepts and methodologies of political science. Topics considered include power, comparative and international politics, the state, government, forms of representation, and methods of social science analysis. 3 lectures, 3 credits
}General Education Course (Offered only in the fall)

POL-116 Labor Law is a study of the laws that govern labor unions and of labor-management relations, union organizing, collective bargaining, contract enforcement, job security and opportunities, working conditions, union members' rights, and labor-management disputes. Emphasis is placed on understanding the National Labor Relations Act and its amendments, the National Labor Relations Board, and Supreme Court decisions relevant to labor law. Extensive use of case studies is made. 3 lectures, 3 credits

POL-122 Collective Bargaining is an introduction to the theory and practice of collective bargaining, including the legal basis, the goals, the structure, and the content of labor management contracts, grievance and arbitration, the responsibilities and obligations of the parties to collective bargaining, and the costs, strategies, and other considerations involved in reaching collective bargaining agreement. The emphasis in the course is on the private sector, and it introduces the student to actual contract negotiations and enforcement. 3 lectures, 3 credits

POL-461-463 Co-op Work Experience (Political Science) provides a student with practical, supervised work experience in the area of political science. This program is under professional guidance in a college approved work environment. Job placement assistance is available through the Cooperative Education Office.

POL-461, 1 lecture, plus 60 minimum hours work experience distributed over the semester, 1 credit
POL-462, 1 lecture, plus 120 minimum hours work experience distributed over the semester, 2 credits
POL-463, 1 lecture, plus 180 minimum hours work experience distributed over the semester, 3 credits
Prerequisite:Any Political Science course

PSY – PSYCHOLOGY

PSY-101 General Psychology is an analysis of human behavior with special reference to thinking, learning, memory, perception, emotion, individual differences in intelligence, psychotherapy, and personality. The scientific nature and practical relevance of psychological investigations and research findings are discussed. 3 lectures, 3 credits } General Education Course

PSY-102 Introduction to Abnormal Psychology 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. 3 lectures, 3 credits

PSY-103 Educational Psychology introduces the student to psychology as applied to the teaching-learning process. Topics of discussion include the varieties of human learning, the physical, social, and cognitive development of the learner, the teacher's use of the environment to influence learning, the teacher's role in education, and education self-direction. 3 lectures, 3 credits

PSY-104 Psychology of Human Relations is designed to encourage the active participation of each student in a series of activities and lectures that promote increased self-awareness and self-concept. Source materials in the psychology of human relations, communications, group behavior, adjustment, and leadership are studied and discussed. 3 lectures, 3 credits

PSY-106 Developmental Psychology is a survey course that provides an overview of the psychological development of the individual through the lifespan. The changes during the childhood, adolescent, adult and elderly periods are studies via theories applied to the whole human lifecycle. Theories about psycho-social, moral, and language development as well as the effect of work, gender, intelligence, personality, health, and other factors on human development are examined. 3 lectures, 3 credits } General Education Course

PSY-108 The Psychology of Aging reflects the interdisciplinary character of contemporary gerontology. The focus of the course is on psychological issues associated with the last third of the human life cycle. Topics of discussion include theories of aging, the psycho-social characteristics of an aging population, how to deal with psychobiological changes, changes in mental functions, mental disorders and their treatment, preretirement counseling, parent-child relations, sex differences in the aging process, cross-cultural perspectives on aging, and life review through oral history and autobiography. 3 lectures, 3 credits

PSY-109 Industrial Psychology is a study of organizational behavior focusing on psychological theories, techniques, and procedures relevant to the work place. Topics discussed include the characteristics of job related behavior, personnel selection, personnel training, job satisfaction, work motivation, job enlargement, and leadership on the job. 3 lectures, 3 credits

PSY-110 Psychology of Sexuality emphasizes the changing concepts in human sexuality. Of importance are socialization, deviance, treatment, and psychotherapy in the field of sexuality. Of major interest are the paraphilia, victimization, homosexuality, gender identity, and the psychodynamics involved in sexual expression. 3 credits, 3 hours
}General Education Course } Diversity Course

PSY-115 Behavior Modification focuses on changing problem behavior by using techniques derived from learning theory. Topics of discussion include assertiveness training, biofeedback, hypnosis, controlling reinforcement contingencies, aversive conditioning, modeling, and systematic desensitization. The use of behavior modification in industry, hospitals, schools, and prisons is considered. 3 lectures, 3 credits

PSY-121 Comparative Psychology uses Bergen County as an environmental laboratory. Birds are studied in their natural habitat and used as a barometer of the changes that have developed in our immediate psychological environment. Behavioral comparisons are made between human and animal behavior. Such topics as the quality of life experience, psychophysiology, group or single living disturbances, sexual behavior, territoriality and self-preservation are discussed. 3 lectures, 3 credits (Offered only in the fall)

PSY-122 Environmental Psychology is the study of the effects of environmental change of human behavior. Topics considered include territoriality, mobbing activity, sexual rituals, habitat destruction, and internal physical and environmental structures. This course is offered at off-campus sites (e.g., The Florida Everglades). See instructor before registering. 3 lectures, 3 credits (Offered only in the spring)

PSY-123 Cross-Cultural Psychology is an analysis of psychological development in a variety of cultural settings. The course explains the similarities and differences in personality between people with different cultural backgrounds. Topics included in the course are childbearing, abnormal and normal behavior, sex roles, attitudes toward authority, and moral/religious traditions in various cultures. 3 lectures, 3 credits

PSY-127 Stress Management is a study of stressful tension and of its psychological and physiological management. Students practice several techniques of coping with stress including problem solving, relaxation techniques, biofeedback, exercise, and work strategies. Personal stress management approaches are emphasized. 3 lectures, 3 credits

PSY-201 Child Psychology is designed to help the student understand the significant stages of motor, cognitive, linguistic, emotional, and social development of the child as these are influenced by genetic, cultural, and individual forces from the prenatal period through middle childhood. 3 lectures, 3 credits Prerequisite: PSY-101 } General Education Course

PSY-202 Psychology of Adolescence is the study of human development from late childhood to adulthood. The course examines the physical, psychological, sexual, and social development of adolescents, the development of identity and self-concept, relationships with parents, and the maturation process. 3 lectures, 3 credits Prerequisite: PSY-101

PSY-203 Psychology of Personality is an introduction to the most influential theories of personality. The focus of the course is on the contemporary relevance of various theoretical approaches. Students have the opportunity to apply personality theory to the understanding of case history material. 3 lectures, 3 credits Prerequisite: PSY-101

PSY-206 Adult Development is the study of human behavior from adolescence through early, middle, and late adulthood. Developmental tasks, psychological crises and coping processes appropriate to each state are examined. Several theoretical perspectives on aging, current research on adult development, and the foundation of a flexible approach to the understanding of the whole person are discussed. 3 lectures, 3 credits Prerequisite: PSY-101

PSY-207 Psychology of Women is an in-depth examination of the psychology of women. The course analyzes the interplay of biological and cultural factors as they affect gender roles. "Typical" female behaviors are examined and assessed in terms of these factors in an attempt to understand the bases of social similarities as well as differences. 3 lectures, 3 credits Prerequisite: PSY-101 } Diversity Course

PSY-461-463 Co-op Work Experience (Psychology) provides the student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. The program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-op office.

PSY-461 1 lecture, plus 60 minimum hours work experience distributed over the semester, 1 credit
PSY-462 1 lecture, plus 120 minimum hours work experience distributed over the semester, 2 credits
PSY-463 1 lecture, plus 180 minimum hours work experience distributed over the semester, 3 credits Prerequisite: PSY-101 or by permission of the Academic Department Chair.

RAD – RADIOGRAPHY

RAD-180 Introduction to Radiography is an exploration of the basic aspects of the health care delivery system which includes an overview of the medical imaging profession, patient care principles, practices, and medical terminology. Topics introduced in this course are professional responsibilities, code of ethical practice, Patient's Bill of Rights, medical law, communication, infection control, transfer techniques and the management of basic medical emergencies. Terminology, as it relates to the subject matter, will be introduced and reinforced. 2 lectures, 2 credits Corequisites: RAD-181, RAD-182

RAD-181 Radiography I introduces the study of radiography and the ethical considerations of this medical field. The theory and application of positioning, dark room chemistry, radiation protection techniques, and radiographic exposure with associated film critiques and laboratory experiments are covered in the course. 3 lectures, 6 labs, 5 credits

RAD-182 Radiography Clinical I is designed to introduce the student to the physical layout and operation of a department of radiology. This course requires the performance of some routine examinations under the direct supervision of a registered radiographer and a college clinical instructor. The student rotates throughout three affiliated hospitals during this experience. 8 labs, 1 credit

RAD-183 Radiographic Pathology is a survey of medical and surgical diseases designed to acquaint the student with changes caused by disease which have a relation to radiography. Emphasis is placed on pathogenesis, signs, symptoms, diagnosis, and treatment. Student projects, associated film presentations, and critiques are also included. 2 lectures, 2 credits Prerequisite: RAD-281

RAD-184 Advanced Imaging Equipment and Patient Care Practices is a highly specialized course that focuses on advanced imaging systems, equipment, quality management and patient care practices. Topics include infection control, transmission precautions, medical/surgical asepsis, venipuncture, contrast media, complications and the management of medical equipment. In addition, this course will continue the student's exploration of all imaging equipment and quality management practices. 3 lectures, 3 credits Prerequisites: RAD-276, RAD-281 and RAD-283 Corequisites: RAD-280, RAD-285, RAD-286 and RAD-183

RAD-250 Cross-Sectional Anatomy for Specialty Imaging is a course that involves the study of the structure and function of human anatomy in the cross-sectional mode. Among the topics included are abdomen, thoracic, neck and cranial imaging. The course content will be presented through lectures, discussion and laboratory exercises. Anatomy identification plates and a workbook will be utilized in this course. 3 lectures, 3 labs, 4 credits Prerequisite: Registered Radiologic Technologist and NJ License

RAD-251 Computer Tomography presents the concepts, content and technology of CT imaging. Topics to be presented include patient care, principles of operation; image processing and display, system components; image procedures and image quality. Clinical application related to neurological, cardiac, abdominal and musculoskeletal imaging will be discussed. This course meets eligibility requirements for the specialty certification examination in Computerized Tomography. 3 lectures, 3 credits Prerequisite: Registered Radiologic Technologist and NJ License

RAD-252 Magnetic Resonance Imaging begins with the very basic including the physical principles, artifacts, image contrast; image quality, clinical application and safety issues. The student will then move into the more intricate physical principles of 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. 3 lectures, 3 credits Prerequisite: Registered Radiologic Technologist and NJ License

RAD-253 Magnetic Resonance Imaging Clinical Practicum is a 75-hour clinical experience in a neighboring hospital or specialty imaging center. The student will perform routine MRI examinations on patients under direct supervision of a specialty technologist. Clinical records will be maintained and monitored by faculty. 75 labs, 1 credit Prerequisite: RAD-252

RAD-254 Computerized Tomography Clinical Practicum is a 75-hour clinical experience in a neighboring hospital or specialty imaging center. The student will perform routine CT examinations on patients under direct supervision of a specialty technologist. Clinical records will be maintained and monitored by faculty. 75 labs, 1 credit Prerequisite: RAD-251

RAD-275 Special Imaging Equipment and Therapeutic Modalities is a highly specialized course that introduces diverse imaging and therapeutic modalities that are currently used in medical imaging today. 2 lectures, 2 credits Prerequisites: RAD-276, RAD-281, and RAD-283 Corequisites: RAD-280, RAD-285, RAD-286, and RAD-183

RAD-276 Principles of Imaging Equipment focuses on orienting the student radiographer to the fundamental principles, operation and application of radiation-producing imaging equipment used in diagnostic imaging. Topics of 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. 3 lectures, 3 credits Corequisites: RAD-281, RAD-282

RAD-280 Image Production and Evaluation is a study of the theoretical and practical aspects of radiographic equipment and image recording systems. The photographic and geometric characteristics of a diagnostic radiographic image are presented. Evaluation of changes caused in the radiographic image through the use of different types of imaging equipment and recording systems are demonstrated and discussed. Also included in the course are the basic concepts of the origin and effects of ionizing radiations on a patient and a radiographic image. These topics are supported through the performance of laboratory experiments and radiography based computer software. 3 hours, 3 credits Prerequisites: RAD-276, RAD-281, RAD-283

RAD-281 Radiography II reinforces basic concepts presented in Radiography I. The major topics covered include the upper extremities, technique conversions, film quality, the skull, spinal procedures, sterile technique, basic first aid with associated terminology, and various laboratory experiments. 3 lectures, 3 labs, 4 credits Prerequisites: RAD-180, RAD-181, and RAD-182

RAD-282 Radiography Clinical II requires students to spend two clinical days a week in a radiology department where students will perform routine as well as some complex examinations under the direct supervision of a registered radiographer and a college clinical instructor. Procedures performed are evaluated on the basis of a competency-based clinical education system. 16 labs, 1 credit Prerequisite: RAD-182

RAD-283 Intermediate Radiography Clinical provides extensive training in the operation of a department of radiology as well as practical experience in patient handling and routine examinations under the direct supervision of a registered radiographer and a college clinical instructor. Students spend 12 thirty-two hour weeks meeting established requirements for competency-based clinical education. 384 labs, 2 credits Prerequisites: RAD-281 and RAD-282

RAD-285 Radiography III is a study of the anatomy, positioning, and radiography of the bones of the cranium and face; pediatric, portable and trauma radiography; basic medical techniques and patient care; and medical terminology. Included in the course is structured practice in evaluation and improvement of radiographs of all parts of the body. 3 lectures, 3 labs, 4 credits Prerequisites: RAD-281 and RAD-283

RAD-286 Radiography Clinical III requires the performance of routine, complex, and advanced X-ray procedures under the supervision of a registered radiographer and college clinical instructor in a Radiology Department. Students spend 16 hours a week for 15 weeks meeting the established requirements for competency based clinical education. 16 labs, 1 credit Prerequisites: RAD-282 and RAD-283

RAD-288 Radiography IV incorporates two major areas of study. The first portion of the course is a comprehensive presentation of radiation detection and protection principles and quality control with appropriate laboratory experiments. The second half is devoted to hands-on experience with computers and computer software. A continuation of the study of medical terminology is also included. 3 lectures, 3 labs, 4 credits Prerequisites: RAD-276, RAD-285, and RAD-286

RAD-289 Radiography Clinical IV requires the performance of routine, complex, and advanced X-ray procedures under the supervision of a registered radiographer and a college clinical instructor in a radiology department. Students spend 24 hours per week for 15 weeks meeting the established requirements for competency based clinical education. Rotations into specialty areas and elective rotations are also begun. 24 labs, 2 credits Prerequisites: RAD-276, RAD-285, and RAD-286

RAD-290 Senior Student Seminar 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. 384 labs, 2 credits Prerequisites: RAD-182, RAD-276, RAD-282, RAD-283, RAD-286, and RAD-289

REA – REAL ESTATE

REA-101 Principles of Real Estate I is an introduction to real estate law. Topics covered include property rights, title concepts, liens, contracts, mortgages, deeds, and other property instruments. Students must complete this course and REA201 in same or consecutive semesters to qualify for the New Jersey Real Estate Salesperson's Examination which must be taken within 1 year after completion of REA-201. 3 lectures, 3 credits

REA-102 Acquisition and Financing of Real Estate 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. 3 lectures, 3 credits

REA-201 Principles of Real Estate II is a structured review of real estate law with emphasis on leases, landlord-tenant relations, appraisals, the law of agency, the License Act and Regulations, and other state and municipal laws and regulations. Students must complete this course and REA-101 in same or consecutive semesters to qualify as a candidate for the New Jersey Real Estate Salesperson's Examination which must be taken within 1 year after completion of this course. 3 lectures, 3 credits

REA-202 Zoning, Planning and Land Use 3 lectures, 3 credits Prerequisite(s): BUS-101 and REA-101

REA-203 N.J. Environmental Regulations 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. 3 lectures, 3 credits Prerequisites: BUS-101 and REA-101

REA-204 Real Estate Leasing is a study of New Jersey commercial and residential leasing, civil rights leasing laws, condominiums and cooperatives 2 lectures, 2 credits Prerequisites: BUS-101 and REA101 REA-205 Real Estate Finance is a study of Real Estate Finance including introduction to appraisal, mortgage calculations, and investment analysis. 1 lecture, 1 credit Prerequisites: BUS-101 and REA101

REA-205 Real Estate Finance This course is a study of Real Estate Finance including introduction to appraisal, mortgage calculations, and investment analysis. 1 lecture,1 credit Prerequisite(s): BUS-101 and REA-101

RSP – RESPIRATORY THERAPY

RSP-119 Introduction to Respiratory Therapy provides the student with an in-depth understanding of medical gas administration, humidity and aerosol therapy, safety systems, and infection control. Students will learn the application of mechanical devices utilized to maintain 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. 3 lectures, 3 labs, 4 credits

RSP-121 Respiratory Therapy Clinical Externship I introduces the student to the hospital environment. The student studies the relationship of the respiratory therapy department with other medical departments in the hospital. The student learns charting, patient rounds, equipment, and medical ethics during this rotation. 16 hours per week, 2 credits

RSP-122 Clinical Medicine offers the student an opportunity to study the various disease entities and their effect on the cardiopulmonary system. The pathophysiology, diagnosis, and treatment of pulmonary disease are presented in this course. 3 lectures, 3 credits

RSP-200 Pharmacology for Respiratory Therapists introduces the student to the medications utilized in the treatment of patients with acute and chronic cardiopulmonary disorders. 2 lectures, 2 credits Corequisites: RSP-119 and RSP-121

RSP-222 Cardiopulmonary Anatomy and Physiology places special emphasis on the structure and function of the respiratory and circulatory systems. The laboratory segment of the course consists of demonstrations of these two systems and the application of medical physiological techniques. 3 lectures, 3 labs, 4 credits Prerequisite: BIO-109 Corequisite: BIO-209

RSP-225 Respiratory Therapy Clinical Externship II provides the students with an opportunity to administer aerosol therapy treatments, perform cardiopulmonary resuscitation, and evaluate infection control. 16 hours/week (224 hours), 2 credits Prerequisites: RSP-119, RSP-121, and RSP-200

RSP-226 Respiratory Therapy Clinical Externship III gives the student a further opportunity to develop clinical skills of airway management, cardiopulmonary resuscitation, aerosol therapy, and patient evaluation rounds. 40 hours/week (6 weeks, 240 hours), 2 credits Prerequisites: RSP-222 and RSP-225

RSP-227 Management in Health Care provides the student with an opportunity to learn the skills necessary to supervise a respiratory therapy department. Emphasis is placed on interpersonal relationships, scheduling employees, budgeting, purchasing equipment, cost-effective management, and computer technology development. Computer skills are required and students will be given opportunities to work on computer programs in the health profession computer labs.2 lectures, 2 credits Prerequisite: RSP-231

RSP-229 Mechanical Ventilation provides the student with the skills necessary to evaluate patients in need of ventilatory support, to select mechanical ventilatory parameters, and to monitor the patient laboratory exercises. It provides the student with an opportunity to operate ventilators, to change ventilator modalities, and to repair ventilators. 3 lectures, 3 labs, 4 credits

RSP-231 Respiratory Therapy Clinical Externship IV provides the students with clinical experiences in the complete cardiopulmonary assessment of the patient. Emphasis of clinical training is in the critical care areas. 2 labs, 2 credit Prerequisite: RSP-226 Corequisites: RSP-229 and RSP-240

RSP-235 Respiratory Therapy Clinical Externship V enables the student to continue training in the critical care areas, pulmonary function laboratory and pulmonary clinical. Emphasis is placed on patient evaluation and decision making skills. 16 hours/week (224 hours), 2 credits Prerequisite: RSP-231

RSP-240 Diagnostic Monitoring and Patient Assessment provides the student with an understanding of logical therapeutic interventions based upon pulmonary and hemodynamic procedures utilized in the collection, analysis, and the interpretation of this data in diagnosis and evaluation of treatment of the patient. Attention is given to fundamental physiological concept because these concepts provide a foundation for discussion of cardiopulmonary pathophysiology and common cardiopulmonary abnormalities that occur in patients. 3 lectures, 3 labs, 4 credits Prerequisites: RSP-222 & CHM-112

RSP-241 Neonatal and Pediatric Respiratory Care is a comprehensive overview of pediatric and neonatal respiratory care. Special considerations of respiratory care practice unique to pediatrics and neonatology are discussed. Topics include pediatric anatomy and physiology, fetal development, clinical assessment, oxygen therapy, airway management, mechanical ventilation, resuscitation, cardiopulmonary pathophysiology and disorders specific to this specialty. 2 lectures, 2 labs, 3 credits Prerequisite: RSP-229

RTT – RADIATION THERAPY

RTT-110 Introduction to Radiotherapy and Patient Care Management 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. 2 lectures, 2 credits

RTT-120 Radiation Therapy Practices I 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. 3 lectures, 3 labs, 4 credits Corequisite: RTT-110

RTT-121 Radiation Therapy Clinical Practicum I 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. 2 credits, 352 hours

RTT-130 Radiation Biology and Safety explores the cellular and systemic effects of radiation exposure. Radiation health, safety, and federal and state requirements will be enforced. 3 lectures, 3 credits

RTT-150 Principles of Diagnostic Radiation Physics is a continuation of the exploration of radiation physics. Emphasis will be on basic principles of physics, atomic structure, electromagnetic and particulate radiation, x-ray circuits, radiographic tubes and radiation production.3 lectures, 3 credits

RTT-200 Survey of Diseases 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. 3 lectures, 3 credits Prerequisites: RTT-120

RTT-210 Dosimetry and Treatment Practices 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. 3 lectures, 3 credits Prerequisites: RTT-110, RTT-150 Corequisite: RTT-230,

RTT-220 Radiation Therapy Practices II 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. 3 lectures, 3 labs, 4 credits Prerequisite: RTT-120 Corequisites: RTT-210, RTT-230

RTT-221 Radiation Therapy Clinical Practicum II affords student radiation therapists an avenue to continue their development of professional skills through rotations on various reatment 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. 2 credits, 352 hours Prerequisite: RTT-121

RTT-222 Radiation Therapy Clinical Practicum III 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 gven 408 hours of clinical experience. 2 credits, 408 hours Prerequisites: RTT-121, RTT-221

RTT-230 Advanced Procedures explores advanced practices that the student will incorporate into their basic foundation of knowledge. Cross-sectional anatomy will be presented through didactic presentation. Quality control parameters for therapeutic and simulation equipment will be presented through a synchronous dydactic and laboratory presentation. There will be an introduction to computing, information processing, computer concepts and various laboratory experiments. 1 lecture, 2 labs, 2 credits Prerequisite: RTT-120, RTT-150 Corequisite: RTT-210

SOC – SOCIOLOGY

SOC-101 Sociology is an examination of the culture and structure of human societies. The course focuses on social groups and institutions, their norms and controls, and how and why they change. Topics of discussion covered include the family, education, deviance, race and ethnicity, gender roles, social change, and social inequalities. 3 lectures, 3 credits
}General Education Course

SOC-102 Introduction to Human Services is an analysis of social service systems in the United States. The course provides an overview of educational, mental health, child care, and recreational social service agencies. Through group participation, lectures, role-playing, and field trips, students learn to recognize the common aspects of helping within the broad field of human services. 3 lectures, 3 credits

SOC-103 Sociology of the Family is a study of the oldest and most fundamental social institution. This course analyzes various types of courtship, parenting, human sexuality, marital breakup, and family patterns. Family life is viewed from the perspective of society and of the individual. Students are encouraged to examine their own family patterns in relation to the broad range of possibilities that are discussed. 3 lectures, 3 credits
}General Education Course

SOC-105 Urban Sociology is an analysis of the modern urban community. Topics of discussion include the history of the city, urban institutions, urban behavior patterns, urban problems and social dislocation within metropolitan areas, community planning, and urban renewal. Field trips to major urban centers are an integral part of the course. 3 lectures, 3 credits

SOC-107 Death and Dying is a study of the sociological, psychological, and biological information that relates to dying, death, and the adjustment to death. Topics of discussion include euthanasia, abortion, bereavement, and attitudes toward death in our society and around the world. The intention of the course is to help students come to an understanding of a reality that we must all confront. 3 lectures, 3 credits

SOC-113 Social Problems is the study of contemporary social issues and problems in the United States. Various theoretical perspectives are utilized in an effort to understand why particular issues become defined as "problems," to determine the origin of social problems, and to critically assess proposed solutions to these perceived problems. Topics of discussion can include: crime and delinquency, poverty, family violence, overpopulation, war, AIDS, sexual assault, mental illness, racism, sexism, and classism (social inequality). 3 lectures, 3 credits
}General Education Course

SOC-115 Introduction to Substance Abuse 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. 3 lectures, 3 credits

SOC-116 Substance Abuse Counseling is 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. 3 lectures, 3 credits

SOC-120 Sociology of Gender Roles is a study of the changing roles of men and women in contemporary society. Topics of discussion 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. 3 lectures, 3 credits } General Education Course
}Diversity Course

SOC-121 The Changing Roles of Women is an introductory, interdisciplinary study of the changing roles of women today. Topics of discussion include women's roles in a cross-cultural and historical perspective, the influence of biology, sexuality, and psychology on the roles of women, women in the work force, women as portrayed in literature, the impact of religious beliefs on women, women's changing family roles, and traditional and present-day feminism. 3 lectures, 3 credits } Diversity Course

SOC-222 Ethnic and Minority Group Relations is a study of the diverse ethnic and multicultural structure of the United States. Particular attention is given to Native Americans, Hispanic Americans, Asian Americans, African Americans, Italian Americans, Irish Americans, and Jewish Americans. Topics 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. 3 lectures, 3 credits Prerequisite: SOC-101
}General Education Course } Diversity Course

SOC-461462--463 Co-op Work Experience (Sociology) are courses that provide a student with the opportunity to gain human relations work experience in social institutions that relate to his/her career goals. This program is under professional guidance in a college approved work environment. Students are supervised by a faculty member, and job placement assistance is available through the Co-op office.

SOC-461 1 lecture, plus 60 minimum hours work experience distributed over the semester, 1 credit
SOC-462 1 lecture, plus 120 minimum hours work experience distributed over the semester, 2 credits
SOC-463 1 lecture, plus 180 minimum hours work experience distributed over the semester, 3 credits
Prerequisite: SOC-101 or by permission of the Academic Department Chair.

SPE – SPEECH

SPE-001 Speaking/Listening I for International Students is designed for beginning students whose native language is not English. The course aims at developing comprehension of the spoken language, greater fluency, and intelligibility in speaking American English. This course should be taken in conjunction with American Language I. 3 lectures, 3 credits (non-degree credits) Pre or co-requisite: Placement test or SPE-009, ALP-041, ALP-042, ALP-043, and ALP-044

SPE-002 Speaking/Listening II for International Students is designed for intermediate students whose native language is not English. The course aims at extending and reinforcing students' skills in listening comprehension, pronunciation, and fluency through extensive practice in using spoken American English. This course should be taken in conjunction with American Language II. 3 lectures, 3 credits (non-degree credits) Pre or co-requisite: Placement test or SPE-001, ALP-051, ALP-052, ALP-053, and ALP-054

SPE-003 Speaking/Listening III for International Students is designed for students for whom English is not a native language. This course seeks to expand students' listening skills, language comprehension, and speech fluency and to develop their confidence in the speaking of English. This course should be taken in conjunction with American Language III. 3 lectures, 3 credits (non-degree credits) Pre or co-requisite: Placement test or SPE-002, ALP-061, ALP-062, ALP-063, and ALP-064

SPE-005 Basic Communication is a practical course specifically designed to improve general communication skills. The course provides usable techniques in speaking and listening skills. 3 lectures, 3 credits (non-degree credits)

SPE-006 American Language Pronunciation 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. 2 lab hours, 1 credit (non-degree credit)

SPE-009 American Language Foundations: Speaking and Listening is a course for international students with little or no exposure to English. It provides them with instruction in basic expression and understanding simple oral language, including following instructions. They will learn to use vocabulary in everyday speaking situations. 3 hours, 3 (non-degree credits) Prerequisite: Placement test

SUR – SURGICAL TECHNOLOGY

SUR-101 Principles of Surgical Technology I is a study of the surgical technologist's role as a member of the surgical team. Surgical principles, technique, and procedures are taught. The laboratory segment consists of demonstrations and return demonstrations of performance skills. 5 lectures, 3 labs, 6 credits Corequisites: SUR-102, SUR-103, SUR-104 (Co-requisites SUR-103 and SUR-104 may be waived if student has already taken BIO-104 or MOA-140 prior to entering the program.)

SUR-102 Surgical Technology Externship I 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. 16 hours per week, 2 credits Corequisites: SUR-101, SUR-103, SUR-104

SUR-103 Surgical Terminology is a study of the basic structure of medical and surgical words, including roots, combining forms, prefixes and suffixes. Emphasis is placed on correct pronunciation and definition of surgical terms, allowing the student to build a professional vocabulary for working in the operating room. 1 lecture, 1 credit Corequisites: SUR-101, SUR-102, and SUR-104

SUR-104 Microbiological Applications in Surgery is a study of microorganisms and their relationship to disease. This overview of the fundamentals of Microbiology includes historical aspects, cell structure, and the functions of microorganisms. Emphasis is placed on infectious disease, modes of transmission, infection control and their clinical application in surgery. Discussion is centered on the role of the Surgical Technologist regarding operating room techniques, infection control and sterilization, and disinfecting of supplies, instruments and the environment. 2 lectures, 2 credits Corequisites: SUR-101, SUR-102, SUR-103,

SUR-201 Principles of Surgical Technology II is an in-depth study of specialty surgical procedures with emphasis on common diseases and surgical procedures in relation to the various body systems. 5 lectures, 5 credits Prerequisites: SUR-101 and SUR-102 Corequisite: SUR-202

SUR-202 Surgical Technology Externship II gives the student the opportunity for further directed experience in the operating room. The student will scrub for procedures in general and specialty areas surgery. A study of surgical instrumentation and equipment is also included in this course. 24 hours per week, 2 credits Prerequisites: SUR-101 and SUR-102 Corequisite: SUR-201

SUR-203 Surgical Technology Externship III enables the student to continue with directed experience in the operating room. Emphasis is on refining skills and scrubbing for a wide variety of surgical procedures. 40 hours per week, 1 credit Prerequisite: SUR-201 and SUR-202

TEC – TECHNOLOGICAL SCIENCES

TEC-145 Introduction to Quality Control 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. 3 lectures, 3 labs, 4 credits

TEC-150 Quality Control in Biotechnology I 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. 2 lectures, 3 labs, 3 credits

TEC-180 Problem Solving Using Technology is a "hands-on" course using computers and graphic calculators to solve problems related to various industrial and engineering technologies. 3 lectures, 3 labs, 4 credits

TEC-190 Introduction to Geographic Information Systems (GIS) introduces the student to the basic underlying principles of geography that deal with measurements and analysis of the earth's surface and the field of geographic information systems. The critical underlying issues of GIS will be discussed in the context of the learned principles and promote critical thinking by the student. Students will learn the fundamentals of computer generated GIS by using the leading GIS software product, ArcView. 2 lectures, 2 labs, 3 credits

TEC-191 Introduction to Mapping and Cartography introduces students to the science of cartography including a history of the discipline and its current practices. Topics include basic map use and analysis, the display of quantitative and qualitative information, and map production techniques. 2 lectures, 2 labs, 3 credits

TEC-201 Science Laboratory Technology I is designed to give students a working knowledge of the instrumentation used in the modern chemical and biochemical laboratory. Emphasis will be placed on the study of techniques that have the broadest range of applications. Topics studied will include enzyme purification, DNA sequencing, spectroscopic techniques, chromatography and computer interfacing of laboratory instruments. 8 labs, 4 credits Prerequisite: CHM-212 or by permission of the Academic Department Chair.

TEC-202 Science Laboratory Technology II is designed to give students a working knowledge of the instrumentation used in the modern physics laboratory. Emphasis will be placed on the study of techniques that have the broadest range of applications. Topics will include lasers and other optical techniques as well as materials science and scanning/probe techniques. 8 labs, 4 credits Prerequisites: PHY-186 and TEC-201 or by permission of Academic Department Chair.

TEC-203 Work Based Learning for Science Technologies is designed to give students experience in on-the-job laboratory situations to which they can apply the lessons of their interdisciplinary, advanced laboratory-based science technology courses. Students in this course will be counseled by industry and faculty mentors. 4 labs, 1 credit Prerequisite: TEC-201 Corequisite: TEC-202 or by permission of the Academic Department Chair.

TEC-204 Work Based Learning for Science Technologies II is the second semester of Work Based Learning for Science Technologies designed to give students experience in on-the-job laboratory situations to which they can apply the lessons of their interdisciplinary, advanced laboratory-based science technology courses. Students in this course will be counseled by industry and faculty mentors. 6 labs, 2 credits Prerequisite: TEC-203

TEC-235 Procedure Writing is designed to develop the students' ability to appreciate the significance of documentation in assuring product integrity. The student will learn to write basic procedures that conform to regulatory guidelines and to critique existing documentation for adequacy. The course will consist of taking a process such as the manufacture of a solution, and using Excel to develop the documentation required for product development, manufacture, safety, quality control, and non-conformance. Procedures will be peer evaluated in the laboratory for ease of comprehension and implementation and for adherence to industry safety and quality standards. Student SOPs will be approved and filed in accordance with FDA guidelines. 3 lectures, 3 labs, 4 credits Prerequisite: TEC-145

TEC-240 Quality Control: Microbial Contamination 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. 3 lectures, 3 labs, 4 credits Prerequisite: TEC-145

TEC-250 Quality Control in Biotechnology II is designed to familiarlize 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. 2 lectures, 3 labs, 3 credits Prerequisite: TEC-150

TEC-292 Introduction to Remote Sensing explores the topics of satellite imagery and aerial photography. Students gain an understanding of how digital satellite images and air photos are created and used in geology, environmental management and civil engineering. 2 lectures, 2 labs, 3 credits
Prerequisite: TEC-191 or by permission of the Academic Department Chair.

TEC-293 Advanced Geographic Information Systems broadens understanding of GIS and includes discussions of cartographic data formats, cartographic representations, computer programming for GIS, database management and Internet based mapping. The laboratory section will focus on use of advanced functions of ArcView GIS including all extensions, GIS programming with Avenue and Map Objects. Students learn the principles of GIS project management and data documentation. 2 lectures, 2 labs, 3 credits Prerequisite: TEC-190 or by permission of the Academic Department Chair.

THR – THEATRE

THR-101 Introduction to the Theatre is a study of live theatre and of how it is produced, how it has developed historically and culturally, and how it is analyzed and evaluated. This is primarily a theory course, but it also includes theatre-going assignments. 3 lectures, 3 credits } General Education Course

THR-110 Basic Acting Techniques utilizes practical exercises to aid the beginning actor in developing technique from which to build self-confidence and believable characterizations. The course stresses the importance of self-discipline in developing creativity and freedom in voice and movement. Assignments include the presentation of scenes from various works during the semester. 2 lectures, 2 labs, 3 credits

THR-111 Oral Interpretation of Literature explores the development of performance and vocal techniques in the oral presentation of all types of literature. The use of variety in pitch, volume, tempo, and attitude is stressed in communicating the author's meaning through the reader to the audience. Following specific guidelines, most of the literature is selected directly by each student. 3 lectures, 3 credits

THR-113 Movement for the Performing Artist is a practical course in directing the student to experience, explore, and visualize movements. The aim of the course is to help the actor become a more physically secure and expressive performer. 3 hours, 2 credits

THR-114 Audition Techniques is a practical course which helps the student investigate, select, and prepare audition material appropriate to the individual and the audition call. The course includes exercises in handling "cold" readings and in learning to look at auditions from the casting director's point of view. 2 lectures, 2 credits

THR-116 Theatre Production Workshop is a practical course that produces a selected dramatic work as a result of collective class involvement in casting, set design and construction, lighting, costuming, makeup, promotion, rehearsal, stage management, and performance. The workshop culminates in a public performance of the project. 4 lectures, 4 credits

THR-117 Theatre Performance and Production is a practical course in which students are introduced to acting and/or technical production. As a part of the course, students will actually be involved in theatre productions. 2 hours, 2 credits

THR-120 Stage Makeup provides a practical approach to makeup techniques for theatre and related arts. Through practical experience, students investigate basic, character, and stylized makeup. 1 lecture, 1 lab, 1 credit

THR-124 Dance Experience is a practical and critical introduction to various dance forms. By attending performances, tracing the development of the particular form, studying the demands the art form makes upon its performers, discussing critics' views, and evaluating the experience, students are exposed to broad representation of dance experiences. 3 hours, 3 credits

THR-131 Introduction to Stagecraft and Lighting introduces the student to the theory and practice of stagecraft. It includes study in scene design, practice in construction of sets, and the setting and control of lighting. 2 lectures, 2 labs, 3 credits

THR-132 Stage Management is an analysis of the techniques and responsibilities of the stage manager in the various forms of the performing arts. Areas of study covered include stage management in the theatre, concerts, and television. 1 lecture, 1 credit

THR-136 Stage Electrics is designed to familiarize the student with the fundamental skills requisite to actualizing lighting and sound designs. Emphasis is given to the identification, use, and maintenance of equipment, as well as to basic electronics theory and practice. Special attention is given to basic theories and aesthetics of light and sound as design elements. 4 hours, 3 credits

THR-140/CIN-140 Introduction to the Cinema is a study of film as an art form. The course is designed to awaken a more sensitive and critical response to the cinema through an understanding of its form, content, development, and criticism. Films are screened to demonstrate these elements. 2 lectures, 2 labs, 3 credits } General Education Course

THR-150 Summer Theatre Workshop is an intensive, practical course in the requisite skills in producing a live theatrical production. Students will be exposed to all areas of the theatre crafts. A selected play will be completely produced for public presentation. This will be accomplished through collective class involvement in play selection, casting, rehearsal, stage management, makeup, set design and construction, lighting, costuming, promotion, and performance. 6 hours, 6 credits

THR-210 Scene Study includes advanced work in characterization, vocal and body control, and exercise in the development of style and technique relevant to scenes and plays selected for study and presentation. 2 lectures, 2 labs, 3 credits Prerequisite: THR-110

THR-215 Directing for the Stage 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. 2 lectures, 2 labs, 3 credits
Prerequisites: THR-110 and THR-101

THR-236 Lighting Design is a practical course in the principles and actual techniques of lighting design. Course work includes lectures, demonstrations, and lab sessions on equipment, color optics, and the setting and control of lighting for all forms of stage performance. A portion of the course is devoted to the contemporary lighting techniques used in clubs and rock concerts. 3 hours, 3 credits Prerequisite: THR-136

THR-240/CIN-240 The Classic Cinema This course is an in-depth study of the style, philosophy, and significance of selected directors and films. 3 lectures, 3 credits Prerequisite(s): THR-140/CIN-140

THR-464 Co-op Work Experience (Stage Technology) is a field work course in preproduction, production, and/or shop work arranged on an individual basis by 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. 1 lecture, plus 240 minimum hours work experience distributed over the semester, 4 credits. Prerequisite: Permission of the Academic Department Chair.

VAS – VASCULAR TECHNOLOGY

VAS-101 Introduction to Vascular Imaging is designed to introduce the student to fundamental scan-plan relationships for ultrasonic imaging of the vasculature of the human body. The student will learn gross vascular anatomy and corresponding ultrasound scanning views. Patient assessment and common vascular pathologies will be introduced. The student will learn how to perform a limited carotid and venous exam. 1 lecture, 3 labs, 2 credits Corequisites: DMS-101, DMS-102, VAS-102, BIO-109

VAS-102 Introduction to Vascular Principles and Physiology is designed to introduce the student to the field of vascular technology. The student will receive an introduction to vascular terminology, blood flow hemodynamics, vascular Doppler physics, and non-ultrasonic vascular instrumentation. 1 lecture, 1 credit Corequisites: DMS-101, DMS-102, VAS-101

VAS-201 Cerebrovascular Ultrasound is an in-depth study of cerebrovascular disease and the ultrasonic evaluation of it. The student will learn how to perform a complete B-mode and Doppler ultrasonic examination using all current industry standards. Transcranial Doppler techniques will also be presented. Pathological development and pathophysiology will be described. This course will also review techniques for patient assessment, obtaining patient histories, evaluating and correlating patient symptoms with diagnostic findings. Surgical and non-surgical corrective techniques will be discussed. The student will be introduced to correlating ultrasound test results with angiography, computed tomography, nuclear medicine vascular procedures and magnetic resonance imaging. 2 lectures, 3 labs, 3 credits Prerequisites: VAS-101 and VAS-102 Corequisites DMS-201, VAS-202, VAS-203, BIO-209

VAS-202 Arterial Ultrasound provides an in-depth study of peripheral arterial disease and non-invasive evaluation of it. The student will learn how to perform B-mode and Doppler evaluation of the upper and lower extremities. The student will also learn how to perform pulsed volume recording, segmental blood pressures and plethysmography. Pathological and pathophysiologic states will be described. The course will review pertinent techniques for patient assessment, obtaining patient histories, evaluating and correlating patient symptoms with diagnostic findings. The student will be introduced to correlating information with other diagnostic procedures. Surgical and non-surgical corrective techniques will be discussed. Techniques for evaluating post interventions or surgical techniques will also be explained. 2 lectures, 3 labs, 3 credits Prerequisites: VAS-101, VAS-102 Corequisites VAS-201, VAS-203, DMS-201, BIO-209

VAS-203 Vascular Practicum I requires the student to spend two days a week in an approved hospital vascular laboratory. Students will perform cerebrovascular procedures under the direct supervision of the supervising vascular technologist. Students are given specific learning objectives for the rotation and must meet the established requirements for competency based clinical education. 2 credits, 240 hours Prerequisites: VAS-101, VAS-102 Corequisites VAS-201, VAS-202, DMS-201, BIO-209

VAS-204 Vascular Practicum II requires the student to spend five days a week in an improved hospital vascular department. Students will perform complete arterial procedures under the direct supervision of the supervising vascular technologist. Students are given specific learning objectives for the rotation and must meet the established requirements for competency-based clinical education. 2 credits, 240 hours Prerequisites: VAS-202, VAS-203

VAS-210 Abdominal Vascular Ultrasound teaches students how to perform duplex exams of the renal, mesenteric, aorta and iliac arteries as well as the inferior vena cava, iliac, hepatic and portal veins. The student will identify risk factors and describe pathogenic mechanisms of these vessels. Surgical and interventional techniques will be discussed. Post-interventional ultrasonic evaluation of these procedures will also be discussed and demonstrated. Correlation with other diagnostic procedures will be demonstrated. 2 lectures, 3 labs, 3 credits Prerequisites: DMS-201, VAS-204 Corequisites VAS-211, VAS-212, DMS-115, DMS-214

VAS-211 Venous Ultrasound provides the student with an in-depth study of the evaluation of peripheral venous disease using duplex ultrasound and plethysmographic techniques. The student will learn to evaluate for venous thrombosis and insufficiency. Superficial venous mapping will be demonstrated. The student will review techniques for evaluating the presence of venous disease. The student will learn pathological mechanisms and risk factors for venous disease. Surgical and non-surgical corrective procedures will be discussed. Correlation with other vascular procedures will be demonstrated. 1 lecture, 3 labs, 2 credits Prerequisites: DMS-201, VAS-204 Corequisites: DMS-115, DMS-214, VAS-210, VAS-212

VAS-212 Vascular Practicum III requires the student to spend two days a week in an approved vascular laboratory. Students will perform a complete venous evaluation and a limited abdomen under the direct supervision of the supervising vascular technologist. Students are given specific learning objectives for the rotation and must meet the established requirements for competency-based clinical education. 2 credits, 240 hours Prerequisites: DMS-201, VAS-203 Corequisites: DMS-115, DMS-214, VAS-210, VAS-211

VAS-220 Advanced Vascular Topics and Techniques exposes the student to less frequently performed vascular testing such as Hemodialysis graft evaluations, renal allograft evaluations, penile evaluation and advances in graft and stent technology. The most current topics for surgical and medical treatments for vascular disease will be discussed. Lab accreditation philosophy and standards will be presented. Current topics in vascular physical principles will also be reviewed. 2 lectures, 2 credits Prerequisites: DMS-115, DMS-214, VAS-211, VAS-212 Corequisites: DMS-227, VAS-221, VAS-222

VAS-221 Cardiovascular Pharmacology is designed to review common laboratory tests used in the diagnosis of cardiovascular disease as well as introduce the student to medications used in the treatment and diagnosis of cardiovascular disorders. Contrast agents used in ultrasound and other imaging modalities will also be discussed. 1 lecture, 1 credit Prerequisites: DMS-115, DMS-214, VAS-210 Corequisites: DMS-227, VAS-220, VAS-222

VAS-222 Vascular Practicum IV requires the student to spend two days a week in an approved hospital Ultrasound department. Students will perform a complete echocardiography procedure under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation and must meet the established requirements for competency-based clinical education. 2 credits, 240 hours Prerequisites: DMS-115, DMS-214, VAS-210, VAS-212 Corequisites: DMS-227, VAS-220, VAS-221

VAS-223 Vascular Practicum V requires the student to spend 40 hours a week for five weeks performing vascular procedures in an approved vascular laboratory. The main objectives of this practicum will be for the student to demonstrate clinical competency in all aspects in the field of vascular sonography. A minimum of three procedures will be performed independently by the student in establishing clinical competency. 1 credit, 200 hours Prerequisites: DMS-227, VAS-220, VAS-222

VET – VETERINARY TECHNOLOGY

VET-102 Introduction to Veterinary Technology introduces the student to the profession of veterinary technology through a study of the duties and responsibilities of the graduate veterinary technician and available career opportunities. In addition, other basic issues such as occupational safety and health, membership in professional organizations, certification and licensing, professional standards and behavior, the human-companion animal bond, and introductory animal restraint and handling will be covered. The course is the prerequisite to all other VET courses. 1 lecture, 1 credit Corequisite: VET-103

VET-103 Veterinary Medical Terminology 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. 1 lecture, 1 credit Corequisite: VET-102

VET-104 Research Animal Technology is an introduction to the handling, husbandry, and nursing care of the common laboratory animals. In addition, classroom study will cover the principles and ethics of animal research, as well as the laws that regulate the use of animals to ensure that they are treated humanely. Laboratory sessions provide hands-on training in restraint, drug administration, sample collection, anesthesia and research techniques. Dissection is required. 2 lectures, 3 labs, 3 credits Prerequisites: VET-102, VET-103 and admission to the professional component of the program

VET-110 Nutrition and Principles of Feeding is designed to introduce the fundamentals of nutrition. Materials cover the six classes of nutrients (water, protein, carbohydrates, lipids, minerals, and vitamins); their general functions, deficiencies, and toxicities; general digestion, absorption, utilization, and excretion of these classes in domestic animals. We will cover the feeding of animals in health and disease during various stages of the life cycle. Of primary concern will be the dietary management of specific diseases that affect domestic animals. 2 lectures, 2 credits Prerequisites: VET-102, VET-103 and admission to the professional component of the program

VET-112 Veterinary Pharmacology is a study of pharmacology and its practical applications. This course is designed to give the student a basic understanding of drugs and other substances used in the treatment of disease. Emphasis is on classification of drugs based on their effects and therapeutic usage, sources of drugs, standards and regulations, weights and measures, conversions, labeling, and pharmacy maintenance. In addition, the student studies possible toxicological effects of these drugs and other toxic plants and substances. 3 lectures, 3 credits Prerequisites: VET-102, VET-103 and admission to the professional component of the program

VET-203 Veterinary Nursing I will furnish the skills and considerations necessary for the nursing duties of the veterinary technician. Topics include general animal care, handling and restraint, administration of medications and bandaging techniques. Special emphasis will be placed on safety of both patient and handler. Includes laboratory demonstrations and practice on live animals. 2 lectures, 3 labs, 3 credits Prerequisites: VET-102, VET-103, VET-110, VET-112, BIO-115, BIO-215

VET-205 Clinical Laboratory Procedures I deals with the examination of blood, urine, and other body substances for diagnostic and prognostic purposes in veterinary practice. Students will learn to perform complete blood counts, blood chemistries, serological tests, and urinalysis. Lecture periods will cover the theories on which the tests are based and the relevance of laboratory results in the evaluation of the health of animals. 2 lectures, 3 labs, 3 credits Prerequisites: VET-102, VET-103, BIO-115, BIO-215

VET-207 Diagnostic Imaging is an introduction to basic radiology, ultrasound and associated diagnostic techniques. The student will learn how to correctly position a patient, calculate exposure values, expose radiographic film, and process radiographs of diagnostic quality, both manually and automatically, for the veterinarian to examine. Special emphasis is placed on the potential hazards of radiation and occupational safety. Laboratory experiences provide skills practice in radiographic technique. 2 lectures, 3 labs, 3 credits
Prerequisites: VET-102, VET-103, BIO-115, BIO-215

VET-214 Veterinary Nursing II is a continuation of Veterinary Nursing I. Principles of emergency care, intensive care, administration of drugs and fluids, shock therapy, oxygen therapy and the application of indwelling catheters will be discussed. This course will include a general study of diseases, their definition, etiology, pathogenesis, clinical signs, diagnosis, prevention, and treatment. Intensive care nursing will include hands on experience with animals and models. 2 lectures, 3 labs, 3 credits
Prerequisite: VET-203

VET-216 Veterinary Office Management is designed to introduce the student to modern veterinary hospital business practices. A study of management techniques, inventory procedures, basic marketing, accounting and computer skills, medical records, personnel management, and psychology of client and staff relations. An emphasis on professional ethics is presented. 3 lectures, 3 credits Prerequisites: VET-102 and VET-103

VET-217 Clinical Laboratory Procedures II will cover basic parasitology, cytology, histology and necropsy techniques. The student will study the life cycles, pathogenesis, identification, prevention, control and public health concerns of internal and external parasites in domestic animals. Cytological specimens will be collected and processed. A necropsy prosection will be performed, with the collection of specimens and preparation of histology slides for examination by the veterinarian. 2 lectures, 3 labs, 3 credits Prerequisite: VET-205

VET-218 Farm Animal Nursing is designed to teach the student the skills associated with assisting the large animal practitioner. The essential tasks relating to handling, restraint, treatment, venipuncture and blood collecting, anesthesia and administration of drugs and fluids to farm animals will be covered. A study of diseases of these animals with emphasis on disease control, prevention, treatment, and immunization will be given. Common surgical procedures, as well as specimen collection and preservation. 2 lectures, 3 labs, 3 credits Prerequisites: VET-214 or permission of the program dean (Offered in the summer)

VET-219 Surgical Assistance and Anesthesia includes in-depth discussion and hands-on experience with hygiene of the surgical suite and surgical prep room, asepsis, surgical instruments, and sterilization. The student will learn the basics of animal anesthesia as used in surgical procedures. It includes drugs and equipment for anesthetic administration, recovery, and emergencies, along with management of these preparations. We will also provide the student with in-depth coverage of preoperative and postoperative patient care. 2 lectures, 3 labs, 3 credits
Prerequisite: VET-203

VET-220 Veterinary Technology Externship I 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.
1 credit, 192 hours (16 hours/wk x 12 wks = 192 hours)
Prerequisites: Permission from the program dean

VET-221 Veterinary Technology Externship II is a clinical experience providing the student with the opportunity to refine technical skills developed in Externship I. Students spend 12 weeks in total in a pre-approved small animal hospital, animal research facility, or other allied animal health facility within the metropolitan area. Students train under the supervision of licensed veterinarians and graduate veterinary technicians. Veterinary Technology Externship II is the second half of the student's clinical experience. 1 credit, 192 hours
(16 hours/wk x 12 wks = 192 hours)
Prerequisites: Permission from the program dean

VET-290 Applied Transgenics and Microinjection Techniques is a Laboratory Science course focusing on intense hands-on laboratory procedures for real world experience. It is intended for people who want to become employed as microinjectionists, but is open to all people who have an interest in Genomics. The morality and ethics of utilizing animals in research and the application of transgenic techniques will be discussed along with hands-on training on state of the art microinjection equipment used in the industry. Course topics include mouse colony management; embryo development; sanitation/sterilization of transgenic facilities, animal cages, and microinjection work areas; microscopy; effects of mouse micro and macro environments and disease; reproductive systems; surgical instrumentation and procedures for collection of mouse ova; pronuclear microinjection and the implantation of injected eggs into pseudopregnant mice. 1 lecture, 4 labs, 3 credits

WEX – WELLNESS & EXERCISE SCIENCE

WEX-101 Dynamics of Health and Fitness is a theory based study of exercise and its effects on humans. Topics investigated are lifestyle issues in wellness including cardiovascular function, weight management and nutrition, strength, flexibility, stress management and principles/programs of exercising. 2 lectures, 1 lab, 2 credits }General Education Course

WEX-104 Aquacise is an opportunity for the student to increase fitness through selected aquatic activities such as in-the-water stretching, running, and calisthenics movements. A comfortable exercise program will be adapted to each person's tolerance level. No swimming ability is required. 2 labs, 1 credit

WEX-105 Fitness Center Plus is a physical activity which provides students with the opportunity to participate in personal conditioning programs. Fitness evaluations and computer prescribed exercise programs are generated for each student. All equipment in the Fitness Center is employed to develop and maintain these individualized fitness programs. 2 labs, 1 credit

WEX-106 Nutrition for Exercise and Fitness is a course that explores concepts of nutrition as they apply to exercise and performance. Topics include bioenergetics, thermodynamics and the energy equation, erogenic aids, supplements and computerized diet analysis. Required for Exercise Science Certificate and Degree. 3 lectures, 3 credits

WEX-125 Introduction to Recreation is a historical and philosophical study of leisure and recreation and of the agencies and institutions that serve the recreational needs of society. 3 lectures, 3 credits

WEX-126 Sports Administration 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. 3 lectures, 3 credits

WEX-128 Introduction to Facility and Events is a practical study of the fundamental principles and techniques of major sports. Students experience and practice various common sports activities. 3 lectures, 3 credits

WEX-129 Organization and Direction of Recreational Activities is a study of the nature and function of play and recreation and of the general principles of organization in the recreational field. 3 lectures, 3 credits

WEX-159 Cardiopulmonary Resuscitation and Emergency First Aid provides the student with the knowledge and practical skills needed to respond to various emergency situations including: burns; wounds; respiratory and cardiac problems; broken bones; poisoning; etc. Students will receive certification in CPR and First Aid upon successful completion of the course. 3 lectures, 3 credits

WEX-160 Kinesiology for Personal Training and Exercise 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. 3 lectures, 3 credits

WEX-163 Nutrition Today is an investigation of basic nutrition concepts. Current studies and findings are explored and evaluated. Information is used to formulate practices that maximize health benefits. 3 lectures, 3 credits

WEX-164 Exercise Science is a theory based investigation of the effects of exercise on human health, fitness, and sport performance. Emphasis is on basic principles of exercise physiology, exercise prescription, bioenergetics, body composition, training programs, and practical applications to the exercise setting. Recommended as a prerequisite to WEX-106, WEX-183 and WEX-184. Requirement for Exercise Science Certificate and Degree. 3 lectures, 1 lab, 3 credits

WEX-167 Self-Defense is a course that provides the opportunity to learn basic techniques in judo, karate, and jujitsu. 2 labs, 1 credit

WEX-171 Beginning Golf is a study of the fundamental theories, skills, etiquette and rules needed to play the game of golf. 2 labs, 1 credit

WEX-172 Intermediate Golf
 is designed to further acquaint the student with the game of golf beyond the beginner level, reviewing fundamental skills and developing shot-making strategies. 2 contact hours, 1 credit Prerequisite: Some previous golf experience recommended either from having played the game or taking golf lessons.

WEX-173 Beginner Tennis 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. 2 labs, 1 credit

WEX-174 Volleyball is a course that provides fundamental skills, strategies, and knowledge of power volleyball through teaching-learning experiences and active participation. 2 labs, 1 credit

WEX-175 Beginner Level Swimming (for non-swimmers) is a basic course for non-swimmers that includes fundamental water safety and survival, crawl stroke, back crawl, breaststroke, sidestroke, and recreational aquatic activities. 2 labs, 1 credit

WEX-182 Fitness Measurement and Interpretation is a course involving analysis of the parameters of fitness, sport performance, and their assessment. Topics include measurement protocols and the quantitative expression of body composition, aerobic capacity and energy expenditure, strength, endurance, flexibility and sport specific elements relative to exercise application. Requirement for Exercise Science Certificate and Degree. 3 lectures, 3 credits

WEX-183 Programs and Principles of Conditioning is an application of theories explored in Exercise Science (WEX-164). This course is designed to provide the student with opportunities to apply conditioning concepts, teaching methodology and presentation experience in a one-on-one and co-op teaching setting. 3 lectures, 3 credits Prerequisites: WEX-164 and WEX-182

WEX-184 Sports Medicine I Theory and Practice develops an awareness of sports medicine and provides the student with concepts, knowledge, and practical skills in the areas of prevention, evaluation, management, and rehabilitation of exercise-induced trauma. Athletic taping for support of joints and muscles is taught and practiced. 3 lectures, 3 credits

WEX-201 Aerobic Conditioning (Dynamics of Health and Fitness Experience) 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. 2 labs, 1 credit Prerequisite: WEX-101 } General Education Course

WEX-202 Body Conditioning (Dynamics of Health and Fitness Experience) is an application of the theories explored in WEX-101. The course is designed to effect changes in such fitness areas as 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. 2 labs, 1 credit Prerequisite: WEX-101

WEX-204 Keep Young, Fit and Alive (Dynamics of Health and Fitness Experience) is an application of the theories explored in WEX-101. The course 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. 2 labs, 1 credit Prerequisite: WEX-101

WEX-205 Swimming for Conditioning (Dynamics of Health and Fitness Experience) is an application of the theories explored in WEX-101. The course is designed to effect changes in cardiovascular endurance, muscular strength, and flexibility. Students must have good swimming ability. 2 labs, 1 credit Prerequisite: WEX-101

WEX-206 Weight Training (Dynamics of Health and Fitness Experience) is an application of the theories explored in WEX-101. The course is designed to effect changes in muscular strength and endurance through a variety of appropriate training techniques and development of personal exercise regimens for lifelong participation is emphasized. 2 labs, 1 credit Prerequisite: WEX-101

WEX-207 Core Stability Ball Training 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. 2 labs, 1 credit Prerequisite: WEX-101

WEX-208 40+ Fitness (Dynamics of Health and Fitness Experience) is an application of the theories explored in WEX-101. The course is designed to provide students (40 years or older) with opportunities to increase fitness through individualized programs emphasizing flexibility, aerobic conditioning, muscle strength/endurance and weight management. 2 labs, 1 credit Prerequisite: WEX-101

WEX-223 Beyond Beginning Tennis provides the student with an opportunity to refine the fundamental tennis skills and to learn more advanced skills and strategies. 2 labs, 1 credit Prerequisite: WEX-173

WEX-230 Skin and Scuba Diving 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.) 2 labs, 1 credit

WEX-260 Exercise Physiology 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. 3 lectures, 3 credits Prerequisites: WEX-164 and WEX-182

WEX-262 Senior Fitness Training I 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. 3 lectures, 3 credits Prerequisites: WEX-164, WEX-159, WEX-182 or by permission of the Department Chair.

WEX-263 Senior Fitness Training II focuses on organizing, designing and presenting various adult fitness programs. Specific gerontological factors such as medical limitations and high/low fitness levels that apply to senior fitness will be explored as well as marketing and business considerations. 3 lectures, 3 credits

WEX-471 Co-op Work Experience/Exercise Science enables the student to gain essential "hands on" experience in a fitness center under professional guidance and supervision. 1 lecture, plus 60 minimum hours work experience over the semester 1 credit Prerequisites: WEX-164 and WEX-183

WEX-473 Co-Op Work Experience/Sports Management 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. 1 lecture, 3 credits plus 180 minimum hours work experience distributed over the semester Prerequisite(s): WEX-127

WRT – WRITING

WRT-101 English Composition I gives students the opportunity for extensive practice in expository writing. The course emphasizes the writing process, and concentrates on the organization and development of ideas in written work and on student responses to reading. Attention is devoted to correct language usage and on research and the basic techniques of MLA documentation. 3 lectures, 3 credits Prerequisite: EBS-017, EBS-024, ALP-063, or by placement exam } General Education Course

WRT-201 English Composition II continues the emphasis of English Composition I on the writing process, and on critical reading and thinking skills. Particular attention is devoted to writing with sources and to argumentative writing. Emphasis is placed on correct language usage and on research and the techniques of MLA documentation. 3 lectures, 3 credits Prerequisite: WRT-101 } General Education Course

WRT-202 Technical Writing is an introduction to the theory and practice of expository writing in the business, scientific, and industrial fields. Special attention is given to the writing of progress reports, sales and statistical reports, and other types of office, clinical, and scientific material. 3 lectures, 3 credits Prerequisite : WRT-101 Prerequisite or Corequisite: WRT-201

WRT-204 Creative Writing is a workshop course in which students write in such forms as poetry, fiction, and drama. Students read and discuss each other's work as well as that of published authors. 3 lectures, 3 credits Prerequisite: WRT-101

WRT-205 Creative Writing Workshop in Fiction gives students the opportunity to focus on the elements of fiction writing. Students read and discuss each other's work. 3 lectures, 3 credits Prerequisite: WRT-101

WRT-206: Memoir and Creative Nonfiction is a workshop 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. 3 lectures, 3 credits Prerequisite: WRT-101

directory

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Christine Henkel, Bergen Community College
Christine Jandris, Bergen Community College
Dominik Krasinski
Charmaine Matthews, Sonographer, Bergen Regional Medical Center
Sharon Piazza, Supervisor, Echo Lab, Valley Hospital
Andrew Scott Lasser
Ellen Solinas, Sonographer, Hackensack Radiology
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Diana Robinson-Stapleton
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Stephen Mottola
Paul Ranky
Eugene Reilly, Ph.D.

Horticulture
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David Daehnke, Executive Director, Van Vleck House and Gardens
Robert DeRosa, DeRosa Landscaping
Jim Dusenberry, Grounds Supervisor, Dwight Englewood School
Steven Fischer, Bergen Community College
Susan Gruben, Bergen Community College
Glenn Jacobsen, Jacobsen Landscaping
Hugh Knowlton, Bergen Community College
Walter Perry III, Perry's Florist
Christopher Raimondi, Raimondi Horticultural Group

P.J. Ricatto
Bruce Rohsler, Rohsler's Allendale
Nursery/Flower Shop
Dot Romaine
Fran Ruff

Ted Szczawinski, Bergen County Technical School
Betty Wiest, Deputy Mayor of Ridgewood

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Daniel Conte
Kerri Ann Flynn, Event Manager, Bridgewater Marriott
Joseph Forgione
John Herron
John Palsi
Joseph Scillieri
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David Lubliner
William Madden
Kay Magilavy, Toyota Motor North America, Inc
John Myers, Strategic Business Systems, Inc.
Courtney Renegar
Lillian Rosario, Unilever Bestfoods
Mary Vander Porten, UPS

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Nancy Buff
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Harriet Engber
Roland Knuetter
Helen Kremen
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Andrew Baddish
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Diana Ferrito
Jack Fogarty
Joseph Maniscalco
David Spungen
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Chief Nursing Office, Pascack Valley Hospital
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Kimberly Hay
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Allan Caggiano
Carol Chovanec
Colleen Gallagher
Anthony Ingenito
Susan Kirstein
Gia Montanez
Mary Pohlman
Mehmet Tuna

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Carmen Criscione, Technical Director, Palisades
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Joseph F. Inzinna, M.D., Director of Radiology,
Riverside General Hospital
Joseph Mamatz, Bergen Community College

Robert Port, M.D., Medical Director, Palisades
General Hospital
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Kevin Wudecki, Technical Administrator-Radiology,
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Englewood Hospital
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Richelle Epper
Deborah Hutter
Dave McBride
Sandra McCleaster
Nicole Olivio
Robert Sigler, Director of Respiratory Therapy,
Newark Beth Israel Hospital

Service Learning
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Barbara Davis
Deborah Emery
Sharon Goldstein
Magali Jerez
Uwe Malakas
Christine Matthews
Margaret McLaughlin
Janet Pagan
Jennifer Reyes
Kim Smokowski
Nola Steele
Anita Verno

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Schools/Special Services, Post-Secondary
Counselor
Lena Bakir, Bergen Community College
Jean Balutanski, Meadowlands Environment
Center
Maxine Becker
John DeWitte, DeWitte & Associates
Eileen Goff, HIP (Heightened Independence &
Progress)
Denise Jerman, Bergen Community College
Jackie Lue Raia, C.E.O., Partnership for
Community Health
Jim Miller
Sheryl Millstein, Bergen Community College
Tia Nikki Gardner
Edward Pittarelli, Bergen Community College
Tracy Rand, Bergen Community College
John Reilly, Sage Day
Melissa Sakas
Andrea Schaffel, Bergen Workforce Investment
Board
Raymond Smith, Bergen Community College
Heather Lynn Smith - Bermudez
James Theberry, Director, Bergen County Division
on Disability Services
Michael Tozzoli, C.E.O., West Bergen Mental
Health
Vincent Varassi, Fairleigh Dickinson University
Raymond Welch, Bergen Community College
Marcia Wyrtzen, Bergen Community College

Small Business Development Center

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Pete Daniele
Gloria Delfico
Charles Evans
Richard Murray
Imran Rana
Barbara Speid
Steven Weinstein

Surgical Technology

Mary Chmielewski
Carolyn Church
Angalagon George
Diane Lang
Ramone Navarro
Tamara Nunez
Carolan Sherman
Mark Sherman
Brett Silverman
Linda Venetos

Veterinarian Technology

Susan Barnard
Robin DelBove, Veterinary Technician
Sharon Kapica, Science Faculty, County College of Morris
Joan Murko
Lisa Picht
Cynthia Rockafellow, Ph.D., Bergen Community College
Darla Silverman
Vanessa Sliker
Harriet Terodemos, Bergen Community College
Brian Voynick, Ph.D., American Animal Hospital

Wellness and Exercise Science

Kevin Emery, Ph.D.
Sidney Hassenfeld
Compton Jenkins, Bergen Community College
Marc F. Jenkins, Ph.D., Family Chiropractic
Peter T. Kofitsas
Andrea Sciarrillo

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General Offices

Academic Advising .201-612-5480
Academic Intervention & Monitoring System
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Admissions 201-447-7196
Advanced Standing and Transcript
Evaluation 201-447-7195
Athletics 201-447-7182
Bookstore 201-445-7174
Building & Grounds 201-447-7107
Bursar 201-447-7105
Cafeteria 201-447-9251
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Career Development 201-447-7171
Child Development Center 201-447-7165
Ciarco Learning Center (Hackensack) 201-489-1551
College Work Study Program 201-447-7171
Collegiate Deaf Education 201-621-5720

TTY Phone 201-447-7845
Community and Cultural Affairs 201-447-7428
Continuing Education 201-447-7488
Cooperative Education /Career
Development Center 201-447-7171
Counseling Center .201-447-7211
Dental Hygiene Clinic 201-447-7180
Distance Learning 201-612-5574
Ender Hall Administration 201-447-7225
Educational Broadcast Center 201-447-7437
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English Language Resource Center 201-612-5292
Evening Office 201-447-7172
Executive Vice President 201-447-7205
Financial Aid 201-447-7148
Foundation 201-447-7117
Health Services 201-447-9257

EMERGENCY DIAL 2
Honors Program 201-493-3544
Institute for Learning in Retirement 201-447-7156
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International Student Advisor 201-447-7211
Learning Assistance Center 201-447-7489
Library 201-447-7131
Library Media Services 201-447-7972
Maintenance 201-447-7107

Media Technologies 201-447-7132
President's Office .201-447-7237
Public Relations Office 201-447-7120
Public Safety Office 201-447-9200
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Registration 201-447-7218
Service Learning 201-447-7171
Small Business Development Center 201-489-8670
Special Services (for Students
with Disabilities) .201-612-5270
Student Activities Board 201-612-5296
Student Life 201-447-7215
Student Government Council 201-447-7452
Student Newspaper (The Torch) 201-493-5006
Student Services Vice President 201-447-7491
Switchboard 201-447-7100
Testing Services 201-447-7202
Training and Compliance 201-612-5331
Transcript Requests 201-447-7218
Transfer Counseling 201-447-7212
Tutoring Center 201-447-7489
Welcome Center 201-447-7200
Wellness Center 201-612-5365
Writing Center 201-447-7489

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Social Sciences 201-447-7184
Business 201-447-7214
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Index